

IFHE Program Recovery and Renewal Committee (PRRC) Applicant and Committee Guidelines

These guidelines explain the application process clearly. They include a **7-step process for the applicant's roles and responsibilities** and an **8-step process for the PRRC's roles and responsibilities**. Use these guidelines to help you complete the Application Form.

7-Step Applicant's Roles and Responsibilities

1. Applications

- Complete application accurately
- Develop sound purpose, budget, timeline, etc.
- Identify and mitigate any risks involved in your project before commencement
- Seek approvals and permissions from locals prior to proceeding with the project
- Communicate with PRRC any issues, concerns or challenges you may face

2. Manage risks throughout the project

- Continue to identify and manage risks as they arise
- Identify and manage any ethical concerns as they arise

3. Resource acquisition

- Properly receive funding
- Properly acquire materials or resources related to the funding and project

4. Resource disbursement guidelines

- Manage any funds received in open and transparent manner
- Keep track of any payments received from the PRRC or other
- Report to the PRRC any changes or alternations in a timely manner

- Keep a detailed timeline of events relating to resources received or distributed
- Communicate with the PRRC any identified issues with resources or funding

5. Implement the project

- Keep to the assigned timeline to ensure progress
- Prepare and deliver accountability reports to the PRCC as required or requested
- Facilitate communication with project participants and the PRRC
- Locally promote any successes of your project

6. Evaluate Process and Project

- Effectiveness using the tools provided by the PRRC
- Report on the impact of your project
- Prepare and delivery a reflection and report to the PRRC as required or requested

7. Celebrate Closure and Success of the Project

- Publicize success of your project with your local community, Home Economics Association, representative or organisation and with the IFHE
- Inform others of future opportunities

8-Step PRRC's Roles and Responsibilities

1. Promote

- Call for project applications
- IFHE organization
- Publicize
- Social media

2. Applications

- Receive
- Review (purpose, budget, timeline, etc etc)
- Determine risks
- Approve
- Communicate with applicant/s

3. Manage risks throughout the process

- Continue to identify and manage risks as they arise
- Identify and manage any ethical concerns as they arise

4. Resource acquisition

- Identify sources
- Negotiate
- Acquire

5. Resource disbursement guidelines

- Fund management
- Payments
- Reporting
- Timeline

- Other, as identified

6. Implement the project

- Assign timeline for progress and report submissions
- Receive accountability reports
- Facilitate communication
- Promote success (locally)

7. Evaluate Process and Project

- Effectiveness (rubric/s)
- Impact
- Reflection and report

8. Celebrate Closure and Success of Project

- Publicize success (nationally, internationally)
- Market future opportunities

For further information visit our IFHE webpage:

[IFHE Programme Recovery and Renewal Committee \(PRRC\)](#)

or write to office@ifhe.org