

INTERNATIONAL LIFE SAVING FEDERATION

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ILS POLICY – POL 24

ILS ASSISTANCE POLICY

1. INTRODUCTION

The International Life Saving Federation (ILS) leads, collaborates and partners with national and international organisations to prevent drowning, to promote the provision of lifesaving services and to oversee lifesaving sport throughout the world. The ILS is committed to reducing the number of drownings throughout the world.

The aim of the ILS Assistance Policy is to regulate the assistance the ILS is providing to its Stakeholders, particularly those with the greatest needs, through multi-faceted programmes, prioritising drowning prevention actions, water safety development, lifesaving and lifeguarding education, athlete development, education of coaches and sports administrators, and promoting the ILS ideals.

The ILS has created an Assistance programme that covers the assistance to:

- A. Emerging Nations.
- B. Member Organisations.
- C. Commissions and Committees.

The Policy does not cover assistance to Regional Branches since these Branches receive already 30% of the membership fees from nations of the Regional Branch.

2. DEVELOPMENT AID PROJECT TO EMERGING NATIONS ¹

2.1. INTRODUCTION

The ILS aims at improving its position as the world authority of drowning prevention, lifesaving, lifeguarding and lifesaving sport and aims at building the capacity to reduce drowning within targeted communities, especially in low- and middle-income nations.

The ILS is willing to increase the number of sustainable lifesaving organisations and active life savers worldwide. In order to be truly global, the ILS is encouraging lifesaving organisations to become members of the ILS ².

Indeed, there are many nations where lifesaving skills and knowledge are minimal, and drowning rates are extremely high. In those nations, the ILS aims at improving the level of skills, knowledge and understanding of prevention, water safety education, rescue, lifesaving and lifeguarding in first instance and lifesaving sport in second instance.

2.2. LIFESAVING DEVELOPMENT STAGES (SEE ALSO POLICY 05)

¹ This Policy should be considered in conjunction with the ILS Lifesaving Position Statement LPS-11, Development Aid Effectiveness.

² The intent of this statement is that as organisations develop throughout the world, they will join the international family of life saving and actively support the ethos, aims and objectives of the ILS.

The development of lifesaving will most likely be a progressive development. The achievement of becoming a sustainable lifesaving organisation is a long-term objective (and not an instant outcome). Where appropriate, the ILS will assist groups with lifesaving development. The following stages are identified.

- Stage 1.** The development of life saving is minimal. The prevention of drowning is not a high priority of the community and/or government.
- Stage 2.** Some local groups start to form and may be driven by some government agencies, e.g. health, education. There is still no formal structure and development is ad hoc. No significant allocation of resources to lifesaving.
- Stage 3.** Some groups join to form a larger group; maybe a regional group. There is some allocation of resources to lifesaving. There may be some interaction between these groups.
- Stage 4.** The regional groups form a national or state group. There is a clear allocation of resources to lifesaving and possibly government support.
- Stage 5.** National groups are formed and interact at an international level. National groups join the ILS.

2.3. FIELDS OF ASSISTANCE

The ILS can assist in the following fields.

- Assistance in the creation of Statutes/Constitution/Articles of Association by providing a model that can be used.
- Assistance in the creation of Bye-Laws/Regulations of Procedures/Internal Regulations by providing a model that can be used.
- Assistance in providing a model of a structure of the Organisation.
- Assistance in the provision of example legal documents that can be used by the organisation and submitted for approval by governments to regulate drowning prevention and lifeguarding in pools, open water and beaches.
- Assistance in the provision of model policies, position statements, procedures, modus operandi, etc.
- Assistance in the way to request recognition by the government and eventual funding for activities.

2.4. CRITERIA FOR ASSESSMENT OF THE ORGANISATION

The following list of criteria is not exclusive. It is a check list provided to assist with the assessment of any ILS development aid projects, to ensure that the aims of the ILS are paramount in its development aid projects and that political and personal influences and preferences are kept to a minimum.

1. What is the ascertained need?
2. Is there an invitation to visit the nation/area, including an agency with whom we may be able to develop partnerships?
3. Is there an agency that could continue the work between visits by an ILS representative?
4. Is there a long-term prospect of sustainability?
5. Does the ILS representative have the capacity to make return visits as part of a long-term project working in partnership with locals and providing support to a potentially sustainable lifesaving network?
6. If there is a focus on the development of lifesaving as a sport, has there been liaison with the Sport Commission seeking their endorsement?

3. ASSISTANCE TO MEMBER ORGANISATIONS

Member organisations can set up projects and request assistance and/or funding from the ILS. Assistance/Funding to Member Organisations include:

- Develop and implement education and training programmes including Lifesavers/Lifeguards and Instructors, Trainers and Coaches and Technical Officials. The programmes will be consistent with the ILS Certificates and Water Safety Education Guidelines.
- Development Aid Assistance.
- Assistance in Educational and Sport Equipment.
- Other assistance such as course manuals, course criteria, procedures, examinations, testing, etc.

4. ASSISTANCE TO THE ILS COMMISSIONS AND COMMITTEES

The ILS Commission and Committees can set up projects and request assistance and/or funding from the ILS.

5. GUIDELINES FOR GRANT APPLICANTS

5.1. IMPORTANT INFORMATION FOR GRANT APPLICANTS

The ILS shall only consider applications for funding which comply with the requirements set out in these Guidelines.

Applications should:

- Clearly address the ILS priorities and other selection criteria.
- Not include funding for salaries, fees and honorariums: these are ineligible costs.
- Have balanced budgets and which indicate which funding items the ILS grant will be used for.

Only fully completed "Application for Funding Forms" will be reviewed and considered. Applicants who have submitted non-compliant applications may be provided with an opportunity to rectify issues identified and re-submit.

A. WHO CAN APPLY?

The ILS will accept funding applications from:

- ILS Emerging Organisations
 - ILS Commissions and Committees.
 - ILS Members in good standing with the ILS.
- Funding applications from individuals will not be considered.

B. HOW MUCH CAN I APPLY FOR?

The ILS will generally consider awarding grants between 500 Euro and 8.000 Euro. However, value for money must be demonstrated through the detailed budgets for each individual proposal. Applicants are encouraged to seek multiple sponsors for their activities.

C. WHEN TO APPLY?

Applications should be e-mailed to the ILS Headquarters by 15 December of the year preceding the year of the start of the project, or at least six months before the start date of the Project.

D. HOW TO APPLY?

The ILS Application for Funding Form must be submitted using the ILS Application for Funding Form (attached). Applicants must complete the form in full to apply for the ILS project funding grant. Where a deadline has been set for a funding round, late applications will not be accepted.

E. WILL WE BE NOTIFIED?

All applicants will receive some form of notification in due course.

F. IF OUR REQUEST IS DECLINED, MAY WE REAPPLY?

Yes, but keep in mind that the ILS does its best to distribute its resources fairly and equitably, it cannot respond favourably to each grant request it receives.

G. GUIDELINES AND SELECTION CRITERIA

All applications are assessed against the following guidelines. Applicants for funding must comply with these guidelines when submitting proposals for consideration.

1. The organisation applying for funding should have a substantial record of achievement in the proposed field of activity.
2. The activity should directly contribute to the ILS mission and strategic goals.
3. Support requested from the ILS should constitute seed funding to encourage financial assistance from other sources, including government and corporate sponsors. The ILS may decide to award funding conditional on supplementary funds being raised from other sources.
4. The project should establish prospects for future independent activity as a result of initial grant funding.
5. Where an activity for which the ILS support is sought is dependent upon the support of other organisations, evidence of the willingness of each such organisation to provide support, either financially or in kind, should be provided in writing. In-kind support may include accommodation and other services provided without charge. Preference will be given to projects which can demonstrate that they have obtained part of their funding from other sources and can provide evidence of such support.
6. Where an activity contains an international airfare component, this should be costed as the applicable economy class fare. The ILS will not fund additional expenses incurred because of late bookings or other problems requiring tickets to be paid for at a higher rate.
7. Provision should be made in the application for publicity or promotion of the project. Full acknowledgement of the ILS support is required in all promotional materials and publications.

All eligible applications are assessed by the ILS against the following selection criteria:

1. The extent to which the project's objectives are clearly defined and consistent with the ILS objectives.
2. The project's potential to build capacity that will lead to sustainability.
3. The project's potential to establish long-term links and continuing collaborations.
4. The applicant/s ability to deliver the project successfully and the quality of the application.
5. The relevance of the subject matter, including whether it is in an existing priority area or a prospective area of high engagement, and/or has existing or potential links to other initiatives of the ILS.
6. Whether or not the ILS has previously supported the project in the same country.

H. ACTIVITIES NOT FUNDED

Funding will not normally be made available for the following purposes:

- Capital expenditure in real property, equipment or computer software.
- Salaries, fees and honorariums.
- Funding support to grant-giving organisations for activities mainly involving their own personnel and/or other costs.
- Activities that are properly the responsibility of other funding bodies or other government agencies, for example:
 - Trade promotion.
 - Academic or other research which is more appropriately funded by universities or other institutions, except where the ILS considers there is a direct and global benefit for the ILS.
 - Activities that are commercially viable and/or which give a commercial advantage to one organisation.
 - Any project in which the ILS is incidental to the main aims of the project.
 - Employment of research assistants, administrative staff etc., or the payment of administrative charges levied by the applicant's organisation.
 - Funding of completed projects, or recurrent funding of projects.

I. SELECTION PROCESS

The selection process is as follows:

- Step 1: The applicant submits its application by the set date to the ILS Headquarters. All applications received by the ILS Headquarters will be acknowledged.
- Step 2: The ILS Headquarter will do a first screening to ascertain:
- Compliance with this Policy.
 - Applicant eligibility and ability to undertake the project.
 - Relevance of the project to the ILS mission and strategic goals.
 - Clarification of details relating to the project strategy and/or budget.
- Step 3: The ILS Headquarters mail the applications to the Project Review Committee and successful projects are selected.
- Step 4: All applicants will be notified about the outcome of their application by e-mail using the address provided in their applications. Detailed feed-back on unsuccessful applications will not be provided.
- Step 5: Funding agreements will be negotiated by the ILS Headquarters for successful applications.

J. ILS PROJECT REVIEW COMMITTEE

The ILS Project Review Committee is composed of:

- The ILS Secretary General.
- The Chair of the Business Commission.
- The Finance Portfolio Holder.
- The ILS Executive Director.

K. RESPONSIBILITIES OF SUCCESSFUL APPLICANTS

Funding recipients are responsible for all administrative costs and arrangements associated with their project, including visa, insurance, accommodation and other travel arrangements. Funding recipients are also responsible for making their own arrangements regarding any taxation liabilities which may arise from the award of funding.

The ILS reserves the right to withdraw funding if a grant recipient fails to comply with this Policy.

All project grants are given on the condition that the applicants will provide a written report on the project and an adequate financial acquittal within 60 days of the completion of the activities for which the funding is provided. Failure to do so will prevent the applicant from being given further funding.

Project grants must normally be taken up in the financial year for which they are granted. If a grant cannot be taken up within the specified period, it may be withdrawn to give other applicants an opportunity to carry out a project. Any likely delay in project implementation should therefore be reported in writing to the ILS Headquarters to allow it to consider the circumstances and take any appropriate action.

Any changes in project start and completion dates within a financial year must also be reported to the ILS Headquarters for their decision-making and appropriate action.

L. ILS CONTACTS

The ILS Headquarters can provide assistance with the application process.

Policy approved at the Board Meeting on 06/10/2019 and on 24/09/2022.

APPENDIX 1



World Water Safety

INTERNATIONAL LIFE SAVING FEDERATION

Gemeenteplein 26 – 3010 Leuven – Belgium
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APPLICATION FOR FUNDING FORM

This form must be submitted to the ILS HQ at the latest on 15 December of the year before the year of the project or 6 months prior to proposed start date.

TYPE OF PROJECT

Emerging Nation Project	
ILS Commission/Committee Project	
ILS Member Organisation Project	

INFORMATION OF THE APPLICANT

Nation where the project will be held	
Name of applicant organisation	
Address of Applicant	
Telephone	
E-mail	

INFORMATION OF THE BANK OF THE APPLICANT

All financial transfers will be made to a bank account only.

Bank account Number (IBAN)	
Bank name	
Bank address	
Bank Telephone	
Bank SWIFT code	

INFORMATION OF THE PROJECT LEADER

Full name of Project Leader	
Function of Project Leader	
Telephone	
E-mail	

GENERAL INFORMATION OF THE PROJECT

Title of the Project	
ILS goals directly linked to the Project	
Brief Description of the Project	

DETAILED INFORMATION OF THE PROJECT

Description of the Project objectives	
Description of the relevance of the Project to at least one ILS goal	
Description of the Project Leader experience to manage the Project	
Start Date of the Project (DD/MM/YYYY)	
End Date of the Project (DD/MM/YYYY)	
Key Project Activities	
Describe the likely impact of this project	

Expense: Be as precise as possible. All the expenses should be directly linked to the budget of the Project.

Currency: Please use the recognised international codes such as EUR, USD, GBP and not \$, £ or Sfr.

Exchange Rate: For the exchange rate, please use the Oanda website:
<http://www.oanda.com/currency/historical-rates>.

DETAILED BREAKDOWN OF TOTAL BUDGET PROPOSED

INCOME	Income in Euro
Income by the National Government	
Income by the Regional Government	
Income by the National Lifesaving Federation	
Income by sponsorship	
Other income	
ILS Grant Requested	
Total Income	

EXPENDITURE	Expenditure in Euro
1. Transportation	
2. Swimming Kits / Gears	
3. Pool Rental	
4. ILS representative accommodation during visit	
5. Publicity	
Total Expenditure	

Privacy and Data Protection

I understand and agree that the information I have provided is necessary for the legitimate interests of the International Life Saving Federation (ILS) and its management and administration. The collected information is subject to the ILS Privacy Policy available on the ILS website at <https://www.ilsf.org/about/policies/> which I have read. I understand that the ILS will not share my personal data with other organisations for any other purpose than that for which the data was collected, including to verify eligibility, to communicate with and to inform about the activities of the organisation and in connection with the administration of its events and that the ILS Privacy Policy sets out my rights, including the right to withdraw my consent, in connection with the use of my personal data.