

Who are your local partners and how do you monitor them?

Muslim Aid works through local partners with the sole purpose of assisting those who are in need. Muslim Aid will only choose partners assisting people requiring medicine, food, healthcare and child support for the application process. Many of the projects contribute to alleviating the suffering of people who are in need of medical care and treatment.

Partners apply for funding projects and must fill in a pre qualification questionnaire; this questionnaire is a legal requirement.

Muslim Aid scrutinises the organisation through 4 sections of the pre qualification questionnaire. Each section requires detailed information about the organisation, which include:-

- Legal structure – Is the organisation legally constituted and have a registration number?
- Investigations - Have any investigations taken place for financial or security reasons for the organisation or any of its members.
- Finance – Does the organisation have a bank account; is Muslim Aid able to audit its accounts? Will the organisation notify Muslim Aid of any other funding secured for this project and provide details.
- Policies – The partner organisation must adhere to Muslim Aid's procurement policy, equal opportunities policy, child and vulnerable adult's policy and health and safety policy.

The potential partner organisation will then fill an application form, which requests detailed information about the organisation and its trustees, the names of trustees and their roles and details of the project. They must provide two credible references, a copy of their registration certificate and bank details.

Once a partner has been approved after thorough scrutiny, funds are transferred through a bank transfer only. The partner is then monitored through a financial and project report, which for ongoing projects continues every 3-6 months. Muslim Aid requires a receipt book from the partners for all expenditure.

Muslim Aid takes any breach in their partnership agreements very seriously. If an organisation is seen to be misusing Muslim Aid funds and resources, then Muslim Aid will cease working with them immediately.