

**Policy on Internal Funding of OSF National/Regional Foundations for Reserve Fund Projects [WORKING DRAFT]**

*This policy is in effect from 1 April 2015, and may be revised periodically.*

The goal of maximizing U.S. sourcing of OSF expenditures applies equally to Reserve Fund projects administered by the Foundations. Whenever possible, Foundations should follow U.S. sourcing rules to receive a grant. However, provision has been made to streamline and expedite the disbursement of funds from Europe in the following scenarios and to the extent that such funding is available.

1. For Reserve Fund awards to a Foundation equal to or below \$300,000 the amount can be cash funded up front from FOSI. Peter Sziranyi will be notified by the Budget Office through the reserve fund approval and subsequent budget modification process and will contact the respective Foundation finance director to confirm details of the transfer of funds.
2. Any Reserve Fund awarded project to a Foundation that also qualifies under the Rapid Response Policy will be cash funded up front from FOSI (see: <https://karl.soros.org/offices/files/network-news/policy-on-rapid-response/>). Where a Foundation has indicated that reserve funds qualify under the Rapid Response policy, the Budget Office will notify Peter Sziranyi through the reserve fund approval and budget modification process and Peter will contact the respective Foundation finance director to confirm details of the transfer of funds.

In all other cases, disbursement of a Reserve Fund award to a Foundation requires submission of a budget which bifurcates between U.S. eligible expenses (“non-lobby”) and amounts to be paid from FOSI (“lobby”) in the following format:

	<b>Non-Lobby Expenses:</b>	<b>Lobby Expenses:</b>	<b>TOTAL EXPENSES</b>
1. Personnel	\$0	\$0	\$0
2. General & Administrative Expenses	\$0	\$0	\$0
4. Contracts, Consultants, Honoraria	\$0	\$0	\$0
5. Travel Expenses	\$0	\$0	\$0
6. Conference Expenses	\$0	\$0	\$0
7. Grant Expenses	\$0	\$0	\$0
8. Miscellaneous Expenses	\$0	\$0	\$0
<b>TOTAL USD :</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

Following approval of a Reserve Fund request that does not come under either of the above scenarios, the finance director should provide the narrative from the Reserve Fund request along with a budget in this format to the respective Regional Director, Peter Sziranyi ([sziranyi@admingroup.hu](mailto:sziranyi@admingroup.hu)), and Eric Rosenheim-Patton ([eric.rosenheim-patton@opensocietyfoundations.org](mailto:eric.rosenheim-patton@opensocietyfoundations.org)). Peter will contact the finance director to confirm details for the transfer of FOSI funds. Eric, with the Regional Director, will contact the finance director to confirm details of the grant from U.S. funds. Once the grant details have been confirmed, a grant letter will be issued for countersignature within 2 weeks, followed by payment within 7 business days.