

Implementation Tips for USAID Partners

Sharing Resources and Knowledge Among the Global CSO Community

Program Management 7 | 2018

Definitions

Cost Share—The portion of project costs not covered by the USG. This may be in-kind or cash contributions.

Faith-based Organization (FBO)—NGO that self-defines itself as having a mission and operation guided by faith orientation.

Faith-based and Community Organization (FBCO)—NGO whose mission and operation are guided by either faith orientation or focus on a specific community or both.

In-Kind Contribution—Non-cash resources contributed to a project. This may include volunteer services, equipment or property.

Non-governmental Organization (NGO)—A legally constituted organization created by private persons or organizations with no participation or representation of any government.

References

[USAID Center for Faith and Opportunity Initiatives](#)

Faith-Based Organizations and USG Funding

Q. What guidelines apply to faith-based organizations (FBOs) partnering with the USG?

A. An increasing number of FBOs are contributing to the success of various U.S. Government (USG)-funded programs in countries around the world. These efforts are coordinated through Center for Faith and Opportunity (CFOI) established in 2002 by U.S. Presidential executive order 13280.

The same rights and responsibilities that apply to prime FBO recipients also apply to FBO subrecipients. If you are managing FBO subrecipients, it is your responsibility to ensure they are aware of their rights and fulfill their responsibilities.

Your organization *does not* need to change:

- its name—if your organization has religious references or words in its name, they may remain
- its charter—if your organization has religious references in its charter or mission statement, they may remain
- its Board of Directors—there is no need to alter the make up of your Board of Directors, even if it is made up exclusively of members of your faith
- its workspace—if you provide services in a building that is also used for religious activities, you do not need to cover up or remove any religious artwork, signs or materials
- its hiring practices—if your organization wants to hire individuals who share the organization's faith, you may continue to do so

Note: Certain USG programs require beneficiaries or community leaders to have representation on the Board of Directors without regard to religious affiliation.

Your Responsibilities

FBOs are required to follow these principles to be eligible to receive USG funding:

- They may not discriminate against anyone receiving their services based on religious beliefs or make participation in religious activities a condition for receiving their services.

For More Information

For this or other issues of *Implementation Tips*, please visit NGOConnect.net. The Web site is a dynamic and interactive portal dedicated to connecting and strengthening CSOs, networks and CSO support organizations worldwide.

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- They must be accountable for the USG funds they receive and use them only for their intended purposes, with no USG dollars being used to support inherently religious activities such as worship, prayer, proselytizing or studying religious or scriptural materials.

Example

If an employee works part time on your project and part time conducting religious activities for your organization, the employee's job description and time sheets should clearly reflect these separate responsibilities, and the funding for his/her paycheck should come from separate sources.

Non-discrimination in Service Provision: Make sure that potential beneficiaries clearly understand that they are eligible to receive your services regardless of their faith.

Separation by Time or Location: FBOs must take steps to ensure that the religious activities they conduct are separate from the USG-funded services they provide in either time or location.

Example

You are permitted to advertise your organization's other religious services. For example, a poster may announce an upcoming Bible study. However, it must be clear to the beneficiaries that they may receive the USG-funded services regardless of whether or not they choose to participate in the religious activity.

Separation in Organizational Practices: Your accounting records must show a separation between religious activities and USG-funded activities.

Example

If your project pays for palliative care training of home-based caregivers, you may conduct this training in a church, but it must be at a time other than during a worship service. Or you may choose to conduct the training at the same time as the worship service, but it must be in a different location (perhaps another room in the church).

