Country Coordinating Mechanism
Funding Process
Overview

September 2017
The Global Fund Secretariat

Lead by CCM hub prepares and sends to the CCM:
- Envelope Amount
- Pre-filled:
  - Face Sheet
  - Annex A: Costed Work Plan / Expenditure Report
  - Annex B: CCM Funding Performance Framework
- Available Bank Account information
- Available signatories information

CCM Secretariat

1. Validates/updates/sends back to the CCM Hub the:
   - Face Sheet
   - Bank account details (Bank Information template and related documents if the bank account is new)
   - Signatory information (Signature specimen template)
2. Confirms that the CCM membership list is updated on the Partner Portal

The Global Fund Secretariat

1. Verifies the documents
2. Sends to the CCM the CCM Funding Agreement for signature:
   - Face Sheet
   - Annex A: Costed Work Plan / Expenditure Report
   - Annex B: CCM Funding Performance Framework
   - Standard Terms and Conditions

CCM Secretariat

- Gets the CCM Funding signed
- Sends a scanned of the signed Agreement by email
- Sends back to the CCM Hub by Courier:
  - 2 originals if Funding recipient is the same as the CCM or
  - 3 originals if the Funding recipient is a different entity.

CCM Hub

Proceeds with the internal signature and sends back to the CCM the fully signed CCM Funding Agreement.
Funding Disbursement Process

Disbursement Year 1

**CCM Hub**
- Processes the first disbursement when the CCM Funding Agreement is signed.
- Sends the notification of disbursement to the CCM Secretariat.

**Subsequent Disbursements**

**YEAR 2**

- **CCM Secretariat** submits to the CCM Hub copying FPM:
  - The Year 1 Cash Balance and Expenditure Report
  - The Year 1 CCM Funding Performance Evaluation
  - Confirmation of the Final Cash Balance at the end of previous agreement (to be deducted)

  Additionally, for the implementation of Year 2, provides with:
  - The Year 2 Costed Work Plan
  - The Year 2 CCM Funding Performance Framework

**YEAR 3**

- **CCM Secretariat** submits to the CCM Hub copying FPM:
  - The Year 2 Cash Balance and Expenditure Report
  - The Year 2 CCM Funding Performance Evaluation

  Additionally, for the implementation of Year 2, provides with:
  - The Year 3 Costed Work Plan
  - The Year 3 CCM Funding Performance Framework

**The Global Fund Secretariat**
- Reviews the documents received
- Processes the disbursement based on the Performance Framework Evaluation and conditions on the Civil Society engagement (15% of the actuals) and co-funding (20% of actuals)
- Sends the notification of disbursement to the CCM Secretariat.
Funding Disbursement Timeline

End of previous Agreement | Year 1 | Year 2 | Year 3 | Next Agreement
---|---|---|---|---
8 9 10 11 12 | 1 2 3 4 5 6 7 8 9 10 11 12 | 1 2 3 4 5 6 7 8 9 10 11 12 | 1 2 3 4 | 1 2 3 4

- **Calculate Envelope**
- **Disbursement Decision, based on annual envelope**
- **Disbursement Decision, based on annual reports & Cash Balance at the end of previous agreement**
- **Disbursement Decision, based on annual reports**
- **Disbursement Decision, based on annual reports & Cash Balance Forecast**
- **Submit final financial report, if CCM ends funding**

- **Preparation CCM Funding Agreement**
- **Signed CCM Funding Agreement**
- **CCM annual reports**
- **CCM annual reports**
- **CCM annual reports**

**Funding Agreement**

- **Calculate Envelope:**
  - Disbursement Decision, based on annual envelope
  - Calculated envelope

- **Disbursement Decision:**
  - Based on annual reports & Cash Balance at the end of previous agreement
  - Disbursement decision

- **Submit final financial report, if CCM ends funding:**
  - Final financial report submitted

**Timeline Key Events:**
- End of previous Agreement
- Signed CCM Funding Agreement
- CCM annual reports
- Disbursement Decision, based on annual reports
- Disbursement Decision, based on annual reports & Cash Balance Forecast
- Submit final financial report, if CCM ends funding