



# Case Study – Online NGO Fund Management

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## Our company information

Branch	Kolkata
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## Customer profile

Customer name	<b>Water For People India Pvt. Ltd.</b>
Division	NGO Fund Management
Address	New Delhi 110016

## Synopsis

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### Company profile

Water and sanitation infrastructure isn't just part of what we do, it is in our DNA. Born out of the American Water Works Association (AWWA), the largest nonprofit, scientific and educational association dedicated to managing and treating water, Water for People was established in 1991.

In the early 1980s, Ken Miller, with CH2M and a former president of AWWA; Wayne Weiss, with Black & Veatch; and John B. Mannion, a former executive director of AWWA, shared the vision of a world where all people have access to safe water and adequate sanitation. The three joined forces to support Water For People's creation and future as a leader in social responsibility and innovation in the sector.

### Context

Water For People empowers local governments, community members, and service providers to invest in the long-term solutions and systems that are right for them. This means listening to their issues and establishing trust from the very beginning. We want every family, every clinic, and every school to have lasting access to safe water and sanitation for generations to come; we call this model Everyone Forever.

## Solution Provided

The scope of the work for the Development and designing of the web portal of your organization shall involve for providing detail functionalities of your esteemed offerings.

However following are the job to execute in the proposed project:

- **Registration of NGO:** Registration option for NGOs from here they can do registration area wise and after registration they will be notified via their email ids which they will use at the time of registration.
- **NGO User Login:** In the Login section NGOs can log into the system with the credentials they had used at the time of registration to access various utility services to submit the project proposal.
- **Submission of Proposal to WFP:** NGO user has the facility to submit their Project Proposal along with estimated Budget or financial implication and time required for the proposed project
- **First Level Evaluation:** After Proposal submission by the NGO, that proposal directly visible / accessible to the Primary Project Manager of that location for evaluation, If Primary Project Manager feels any modification required in the proposal then he can write the instruction or his observation to that project, accordingly that concerned NGO can edit or modified the proposal and re-submit that proposal for approval. Primary Project Manager also has the right to Approved or Reject the proposal directly. For each and every comment by the user all the concerned party will get the intimation via e-mail.
- **Second Level Evaluation:** After getting the approval from the Primary Project Manager the proposal is eligible for second level evaluation. The concerned authority has the right to put some instruction for modification of the first level approved proposal; accordingly NGO can modify the proposal and resubmit the modified proposal for the re-approval from the First Level Evaluation and Second Level Evaluation. Again the Primary Project Manager has to approved and forwarded for Second Level Evaluation. Second Level Evaluation Authority also has the right to approved / Reject the proposal. For each and every comment by the user all the concerned party will get the intimation via e-mail.
- **Final Level Approval (Country Head):** After the second level approval the proposal will be ready for final level approval. Country Head has the authority to approve the proposal finally. Country Head has the authority to put instruction for modification of the proposal, in that case NGO can do the required modification and resubmit the proposal for approval and that comes via Primary Project Manager's approval in First Level, then Second Level approval. Only Country Head has the rights to sanction the project. For each and every comment by the user all the concerned party will get the intimation via e-mail.

- **Fund Allocation:** When the proposal gets sanctioned by the Country Head, it will go to Accounts / Finance Department of WFP. As per the funding milestone of the project the Accounts / Finance user will disburse fund and enter / update the fund disbursement details in the system.
- **Project Activity Update:** NGO user has the facility to update their project activities regularly with attachment.
- **User Registration**
  - WFP User Registration
  - Registered NGO User Registration
  - User validation through E-Mail Id
  - After registration user's login details will be sent to the User's E-Mail Id mentioned in the registration process.
- **Backend or the CMS Administration Section**
  - **Login:** Secure Administrator Login
  - **Administrator Dash Board:** In this section administrator can see the list of new area heads, new area officers and newly submitted projects, etc.
  - **Web Portal Configuration feature:** Using this feature administrator can manage the website configuration like website title, Meta title, Meta description, number of rows allowed in the grid view etc.
  - **Email management:** In this section administrator can configure every auto generated email for website.
  - **Area Management:** In this section administrator can create and manage area / zones
  - **Area Head Management:** In this section administrator can create / manage area head (Second Level Evaluation). Area heads are those who will give the approval of NGO's project to Country Head office for final approval. Now these are the sub admin type user who have the login and can log into the admin system with some restricted access.
  - **Area Officer Management:** From this section administrator can add / manage area officer who will first review the projects created by NGOs. When they approve then only the project can move to First Level of approval. Now these are the sub admin type user who have the login and can log into the admin system with some restricted access.
  - **Project Management:** This is the main section for the Administrator. This part can also be accessible for sub admin and sub admin means the area head and area officer.
  - **CMS Management:** In this section administrator can create content for the Web Portal and manage them as required.

- **Report**
  - Dash board reporting for all the administrative user
  - Consolidated Budget Report considering all the Budget Code No / Schemes
  - Budget Code No / Schemes wise Report
  - Monthly Budget against Fund Allocation
  - Report for Fund Forecasting
  - User has the facility to create report based on Projects ongoing, project on hold, project cancelled or closed etc.
  - Project Performance details
  - Project wise Fund allocation and Activity Details
  - Project Delayed Report
  
- **Database Management**
  - Designing and online deployment of MY SQL database
  - Indexing and tuning of database

### **Benefits of the Integrated Application**

- Track grants applications from start to finish. Within one system that is integrated with financial data, an organization can combine hundreds of grant applications and proposals, capture status updates and deadlines, and map to budget records for previously funded projects. Grants that are spread across geographies and programs can be tracked with NGO management software to help with the challenge of “weaving together the complex tapestry of funding,” as one software user describes it.
  
- Monitor grant spending and restrictions. The U.S. and international governments, foundations, and individual donors provide funding in the form of grants and donations. Grant proposals typically spell out what an organization plans to do for a specific program and how it plans to use the requested budget. Approved funding dollars normally come with restrictions that stipulate how they can be spent to correspond to the original proposal. NGO grants management software helps track budgets across multiple programs and can assign codes for award restrictions to help monitor restricted grants and donations to ensure transparency and accountability.

### **Technology used**

- Technology: Development Language: PHP
- Database: MySQL
- UI (User Interface): HTML5, CSS
- Client side scripts: JavaScript, JQuery