

Policy on Program Transfers Within the Same Grant

In order to maximize the efficiency and effectiveness of our grant-funded programs, a transfer of an individual from one program to another is allowed as long as it is within the same grant. This policy ensures that we can adapt to changing needs and priorities while maintaining compliance with grant requirements.

ALLOWABLE EXAMPLE: ECDMH CoC II TSI- ECDMH CoC II BestSelf

NOT ALLOWABLE EXAMPLE: HUB II - Bestself Harambee

Guidelines for Program Transfers:

1. **Eligibility:**
 - Only programs funded under the same grant are eligible for transfer.
 - Transfers must align with the overall objectives and allowable activities of the grant.
2. **Approval Process:**
 - All documentation will be submitted to the appropriate grantor for approval before a transfer can occur.
 - Final approval will be granted by the grantor overseeing the specific grant.
 - A formal acknowledgement of a transfer must be submitted to the Transfer committee for documentation purposes.
3. **Documentation:**
 - All transfers must be documented, including details of the resources and activities being transferred, the programs involved, and the effective date of the transfer.
 - Documentation should be maintained in the grant file for auditing and reporting purposes.
4. **Communication:**
 - Relevant stakeholders, including program staff and participants, must be informed of the transfer and any resulting changes to program delivery.