



Ranaviru Fund - Schedule 01

Issued and adopted on 01 April 2010

*This document is to be referenced with the Constitution of the
Ranaviru Fund adopted on 01 April 2010*



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This schedule outlines most of the project activities relating to organisation's operation and project delivery in Sri Lanka.

1. Projects that the organisation carry out itself in Sri Lanka

Ranaviru Fund wishes to involve itself in a number of projects to provide assistance to the beneficiaries described in its constitution. To date we have completed a number of projects and are also engaged in long running projects. All completed projects to date and ongoing projects at present are listed below;

- a. **Providing Socket Gel Liners for the Amputees** – This project was completed as Phase 1 and Phase 2. We have provided 323 Socket Gel Liners in total, for the benefit of amputees. All items were purchased in the UK after receiving quotations from potential suppliers and recommendations made by qualified Prosthetists of the Sri Lanka Army. The project was fully funded by the Ranaviru Fund based in the UK.
- b. **Providing Medical Equipment to setup an operation theatre facility** – This is a completed project. Once we informed the relevant authorities (Director of Medical Services, Sri Lanka Army) of our interest in assisting in improving existing facilities or installing new facilities, and their approval was given, Ranaviru Fund stepped up in organising funds and acquiring the required equipment through a very transparent process. All items were purchased in Sri Lanka after receiving quotations from potential suppliers and on the recommendation by the Medical Professionals of Sri Lanka Army. Project was fully funded by the Ranaviru Fund based in the UK.
- c. **Equipment to setup a Resource Centre for Soldiers who are visually impaired** – A request for assistance in this venture was made by one of the officers at the Sri Lanka Army Rehabilitation Directorate. A list of items required to setup the centre was submitted to us by the above said officer. After having made some inquiries with the Royal National Institute for Blind in the UK on suitable equipment, Ranaviru Fund was able to provide most of the equipment needed for the centre. All items were purchased in the UK and the project was fully funded by the Ranaviru Fund based in the UK.
- d. **Building disable-friendly washrooms and toilets** – This is an ongoing project. Disable-friendly washrooms and toilets are built for the benefit of the soldiers with permanent disabilities and who do not have access to suitable washroom and toilet facilities. At present, we have completed 3 washrooms with toilet facilities and are currently initiating work to build 3 more washrooms and toilets. This project is fully funded by the Ranaviru Fund based in the UK.



- e. **Providing flexible artificial limbs for amputees** – This is a pilot project which is currently underway in Sri Lanka. We have made some inquiries with a local manufacturer to provide artificial limbs for the amputee soldiers. The supplier agreed to assist us in a pilot project in order to assess the suitability of the limb for the Soldiers. This project is directly funded by a donor and is managed by the Ranaviru Fund based in the UK.

- f. **Educational Scholarships** – This is an ongoing project where Ranaviru Fund acts as a third-party, campaigning to attract potential sponsors to provide Educational Scholarships for the children of Soldiers affected by the war. Ranaviru Fund works with the Directorate of Welfare of The Sri Lanka Navy and the Ranaviru Seva Authority to gather information of such children and publicise their details on the internet through our website, where the willing sponsors can directly contact the relevant authority and provide assistance to the child/children of their choice. Ranaviru Fund coordinates the application process and assists the authorities, sponsors as well as the scholars. On very rare occasions sponsors remit their contributions to Ranaviru Fund when they cannot find alternative mechanisms to transfer their funds. On such occasions Ranaviru Fund will pay the equivalent amount of funds (either in local currency or GBP) to the individual or the authority nominated by the sponsor.

- g. **Urgent medical assistance for the children of the soldiers** – Ranaviru Fund acts as a third-party on this project to appeal for funds for urgent medical treatment that are required by the children of the soldiers. The Fund is engaged on this project on an ongoing basis and is involved with coordinating directly with the relevant authorities and sponsors. On very rare occasions sponsors remit their contributions to Ranaviru Fund when they cannot find alternative mechanisms to transfer their funds. On such occasions Ranaviru Fund will pay the equivalent amount of funds (either in local currency or GBP) to the individual or the authority nominated by the sponsor.

- h. **Future Projects** – In future Ranaviru Fund wishes to undertake suitable projects to assist soldiers and their immediate family members affected by the war OR are unable to meet with appropriate needs. Ranaviru Fund wishes to coordinate such projects with the support from relevant authorities or a government body where possible.



2. Trustees' involvement in project delivery and mechanism in place for project delivery, reporting and monitoring

There is a dedicated committee/team (*also known as Ranaviru Fund Sri Lanka*) in Sri Lanka to assist Ranaviru Fund in the UK in delivering, coordinating, reporting, managing and monitoring all projects that are taken place in Sri Lanka.

This committee works directly under the supervision of the Ranaviru Fund in the UK and reports directly to the Executive Committee. Ranaviru Fund makes regular contacts with the Sri Lankan committee as appropriate to monitor the progress of the on-going projects and also to assist in and coordinate the project's deliveries. Coordination, reporting and monitoring are done by means of emails, conference calls and telephone calls. A project report with comprehensive details will be produced at the end of every project with support from the Sri Lanka Committee.

No payments, wages or allowances are paid for the Sri Lankan committee as a principle established by the Ranaviru Fund.

3. Publicising the availability of benefits

Ranaviru Fund will from time to time publicise the availability of funds for the benefit of the potential beneficiaries. Our primary aim is to provide any available benefit through a reputed and relevant body in Sri Lanka.

i.e. The Ministry of Defence or its successor bodies, Rehabilitation Directorate of Sri Lanka Army, Rehabilitation Directorate of Sri Lanka Navy, Medical Services of the Armed Forces, Regimental Rehabilitation Centres, Organisations or other affiliated bodies with similar interests.

4. Arrangements for a follow-up check to ensure that the funds are used appropriately

Ranaviru Fund will closely work through the Sri Lankan Committee and with the beneficiaries and the authorities to ensure that the funds provided are used appropriately and effectively for the purpose intended.

Further information of how to ensure these checks are explained in the section 5.



5. Checkpoints made by the trustees to ensure that donations are actually spent in support of the charitable purpose intended

As a principle policy, Ranaviru Fund gives priority to provide the services and equipment directly to the beneficiaries as required by them. This allows us to manage available and limited funds to the best way of utilising them. When facilitating such needs for equipment and services Ranaviru Fund calls for quotations from reputed suppliers and have them reviewed and approved by the professionals in the respected field when and where possible. On completion or successful delivery of the services or equipment, Ranaviru Fund directly pays the supplier for the services and/or equipment provided. Arrangements will be made to pay directly from the UK Bank Account or through the Sri Lankan Committee or a combination of both.

However, if funds are required to be provided directly to the beneficiaries, Ranaviru Fund seeks detailed information of how the funds will be utilised. If the information provided is acceptable to the Ranaviru Fund or the Sri Lanka Committee, we will credit the bank account of the beneficiary when and where possible. Alternatively, a cheque or cash payment will be made.

Ranaviru Fund will closely monitor progress of any work undertaken by utilising the funds provided. This will be done through the Sri Lankan Committee. Members of the Sri Lankan Committee will continuously keep contact with the beneficiaries to assist them with the ongoing work and from time to time visit their homes or the institutes that the beneficiaries reside in to ensure that the work/services are acceptably carried out or in progress .

When and where required, further funds shall be issued on successful and acceptable utilisation of the funds previously provided.

6. Base location for trustees and their travel requirements

Visiting Sri Lanka for the matters relating to Ranaviru Fund is not a major requirement for trustees as most of the projects are executed by the Sri Lankan Committee. Trustees will mainly be based in the UK while making occasional visits to Sri Lanka. These visits are not paid or sponsored by the Ranaviru Fund. Visits can be a private arrangement, where the trustees shall involve in matters relating to Ranaviru Fund as appropriate along with the Sri Lankan Committee.



7. Plans in place to ensure that the organisation's funds will be used appropriately and to monitor this on an on-going basis

- i. Where possible Ranaviru Fund will attempt to provide the necessary services and/or equipment directly to the beneficiaries and directly pay the supplier of such services and/or equipment
- j. Where possible we will coordinate with relevant authorities and seek their recommendations and approvals before approaching individual beneficiaries
- k. Where appropriate we shall call for quotations for services and/or equipment required by the beneficiaries. We shall also seek advice and recommendations from the professionals of the relevant field
- l. Where equipment for project(s) is required to purchase/acquire outside Sri Lanka, we will put our best efforts to have them delivered to Sri Lanka free of charge or at a low cost
- m. We maintain a policy that none of the members of the Ranaviru Fund in the UK or the Sri Lankan Committee receive a remuneration, wage or allowance for the services they offer to the Ranaviru Fund or the Sri Lankan Committee. We aim to keep our operational costs and expenses to a minimum and encourage all our members to adhere to the same
- n. Once a donation is made we periodically keep contact with the beneficiaries to assure that the equipment and/or services we have provided are in correct order and are acceptable for their needs
- o. For projects that take a longer time to complete (i.e. Washrooms & toilets projects) Ranaviru Fund shall provide much of the building materials acquired at wholesale prices or arranged with special discounts. For other services and equipment we shall make an advance payment to the beneficiaries to acquire the materials required to assume work. The Sri Lanka Committee will closely monitor the progress and keep regular contact with the beneficiaries to assist and organise the work underway. On assessing the ongoing and completed work so far, a further payment shall be made to continue the work required. Ranaviru Fund attempts to source labour and material for free or for a reduced price when and where possible

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