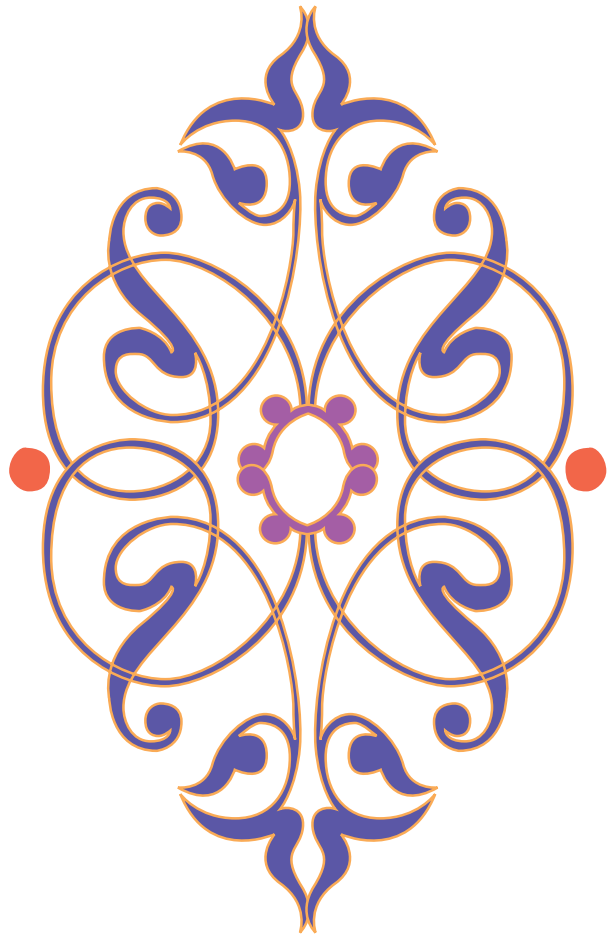




Ministry of Finance Kuwait

Handbook of Permanent Committee for Financial Aid to Foreign Institutions and Associations



Humanitarian Work Leader
His Highness Sheikh
Sabah Al Ahmad Al-Jaber Al-Sabah
Amir of the State of Kuwait
May Allah Bless and Protect Him



**His Highness Sheikh
Nawaf Al-Ahmad Al-Jaber Al-Sabah
Crown Prince
May Allah Bless Him**

Contents

- 1. Introduction .**
- 2. Members of the Committee .**
- 3. Terms of Reference .**
- 4. Roles and Responsibilities of the General Secretariat .**
- 5. Scope of the Committee .**
- 6. Applications that are beyond the terms of reference of the Committee .**
- 7. Application procedures .**
- 8. Application forms in Arabic and English .**

Introduction

In the framework of the international community's recognition of the outstanding role of Kuwait in global humanitarian issues in 1982, the Cabinet of Ministers has decreed resolution No. 7 “to establish a Committee that manages the country's financial aids.”

In 1982, the Cabinet of Ministers has added in its resolution No.12 “ that the duties of the committee secretariat should be under the National Council for Culture Arts and Literature.”

In 1984, the Cabinet of Ministers has decreed a resolution No.18 “assigning the work of the permanent committee for foreign aid to the Ministry of Finance” since it is the general state treasury.

Kuwait is a leading nation in its humanitarian efforts and has never hesitated to offer a helping hand to impoverished people around the world. The State of Kuwait provided a unique model for the charitable and humanitarian work, where the people of Kuwait have become famous for loving goodness and helping the needy and poor countries irrespective of their religion, nationality, race or gender. Kuwait has also contributed in the construction of hospitals, universities and schools in many countries around the world. Kuwait was always and will remain a global and humanitarian center and a pioneer in the fields of humanitarian and relief action. The support of His Highness the Amir was incentive for charities to launch the initiative and continuity in the provision of aid to all without discrimination or bias.

Members of The Permanent Committee for Foreign Assistance

Entity	Job Title	Position in Committee
Ministry of Finance	Undersecretary	Chairman
Ministry of Awqaf and Islamic Affairs	Undersecretary	Vice chairman
Ministry of Foreign Affairs	Deputy Minister for Administrative and Financial Affairs	Member
Supreme Council for Planning and Development	Assistant Secretary General for Planning and Follow-up	Member
Kuwait Fund for Arab Economic Development	Deputy General Director	Member
Ministry of Education	Assistant Undersecretary for Financial Affairs	Member
Ministry of Finance	Assistant Undersecretary for General Accounting Affairs	Member
Ministry of Finance	Assistant Undersecretary for Economic Affairs	Member and Reporter
Ministry of Health	Assistant Undersecretary for Medicines and Medical Equipment Affairs	Member
Ministry of Finance	Head of Transferable Payments Section in the General Account Department	Member

Terms of Reference

1. Review financial aid applications; decisions are taken by majority vote of members present; in case of equal votes the Chairman or the deputy will settle the matter.
2. Prepare a report that includes all financial aid applications and sent to the Cabinet of Ministers for approval.
3. In urgent cases chairman circulates the financial aid applications to all members; in case of objection, an urgent meeting is called.
4. An internal regulation is being prepared to organize committee work.
5. Prepare an annual report that contains all committee's achievements and activities present it to the Minister of Finance for approval, then the report will be sent to the Cabinet of Ministers .

Roles and Responsibilities of the General Secretariat

1. Receive all financial aid applications and register them in the secretariat record .
2. Review all financial aid applications, coordinate with the appropriate and concerned channels, prepares a summary and submit it to Committee.
3. Prepare for meetings; draft an agenda and send it to the chairman for approval; all documents should be sent to all members before two weeks from the scheduled meeting date.
4. Record all the minutes of meetings and the decisions made by the committee and follow up on implementing them .
5. Perform actions and all necessary work that the committee requires in its work .
6. Follow up on the world crises and disasters and write a follow up report to be presented to the committee .

Scope of Permanent Committee

In the ongoing development of the committee, in 2013 ministerial order No.39 is issued for the scope of work of the committee where article No.2 has specified that all financial aid applications will be reviewed and categorized by the committee as follows:

1. Financial aid applications for the purpose of maintenance, restoration, constructions expansion (schools, orphanage, Islamic institutes, cultural centers, hospitals, universities).
2. Financial aid applications related to humanitarian project and relief aid i.e :
 - Projects related to the relief aid (medicine, food, tents, clothes).
 - Projects related in purchasing or constructing part of buildings including the lands allocated to these projects.
3. Applications for disaster and rescue crisis.
4. Tangible and non-financial aid applications that are eligible for government donations are reviewed and evaluated by the storage and purchasing department in the Ministry of Finance to evaluate and determine the financial cost that are donated to government bodies.

Aid Applications that are beyond the terms of reference of the Committee.

1. Financial aid applications that are related to projects requiring large amounts of fund and long-term program will be sent to Kuwait Fund For Arab Economic Development due to the difficulty of following up.
2. Aid applications that are sent from local bodies.
3. Aid applications that have a political nature.
4. Aid applications that are sent from organizations or institutions that the state of Kuwait owns or contributed in.
5. Aid applications related to a country's public expenditure of or a direct investment of a country.

الأزهر الشريف
منطقة قنا الأزهرية
معهد الشيخ جابر الصباح
بقرية الكويت

Application Procedures

1. The requesting institution or association fill the aid application form in English or in Arabic found on the website of Ministry of Finance - Kuwait www.mof.gov.kw stamp it and sign it from the chairperson or the president of the requesting body.
2. The requesting institution or association sends an official letter including the type of aid requested if it is tangible or non-tangible and the full details and the recommendations with the form and deliver it to the Kuwaiti Embassy in the same country.
3. The Kuwaiti Embassy sends all the documents to the Ministry of Foreign Affairs in Kuwait to review it.
4. No financial aid applications are accepted if it was sent directly to Ministry of Finance -Kuwait.
5. To follow up on the application login to the Ministry of Finance - Kuwait website www.mof.gov.kw and click on others, then on permanent committee for foreign aid icon.
6. To follow up on the request of the (Approval - Rejection) login to the Ministry of Finance - Kuwait website www.mof.gov.kw and click on others, then on permanent committee for foreign aid icon.



State of Kuwait
Ministry of Finance
Permanent Committee of Foreign Assistance Office



دولة الكويت
وزارة المالية
مكتب اللجنة الدائمة للمساعدات الخارجية

Application Form

To:

His Excellency Under Secretary of Ministry of Finance, Chairman of Permanent Committee For Foreign Aid

I.

Name of the Applicant :	Country:	Application, Date: dd/mm/yy
Reporting to which authority :	Date Established:	E-mail:
Telephone/Fax:	Mailing Address:	Registration

II.

The Applicant Mandate:	Main Achievement

III.

Name of Director of Applicant :	Number of Employees:

Name of Board Members (all supporting documents should be attached)
1.
2.
3.
4.
5.
6.
7.
8.
9.
10.

Fourth :

Financial Sources of the Requesting Authority :

(Audited financial statements of the last fiscal year, if possible)

Fifth :

Type of Requested Aid :

() Financial for specific project

() Financial support for
authority's activities

() Tangible and non financial

Sixth :

Brief of Project :

Registration of Land and Real estate and Copy of chart



Seventh:

Project Cost :		
Description	K.D.	Other Currencies
Total Cost		
Available Funds		
Balance to be financed		

Eighth:

Previous dealings with the requesting authority:
 (Name of previous project - amount of aid granted - date of aid - completion date of project)

Ninth:

Recommendations Provided to the Applicant from:

Own Country's Government Official:	Embassy of Kuwait	Others or both
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Name of the Person completing the application:	Stamp of the Applicant Organization
Title	
Signature:	
Date: (dd/mm/yy)	

Note: The Application is only valid for one year from date of application