



Ministry of Planning and International Cooperation

Foreign funding approval mechanism for associations, non-profit companies, cooperative associations, and unions

(Issued under Prime Minister Official Letter number 1/14/4/69621 dated 21
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I. DEFINITIONS

Foreign funding:

Financing or donation (in-kind and monetary) that the entities specified under the scope of implementing this mechanism seek to obtain from a non-Jordanian individual/entity, for both developmental and humanitarian purposes.

In-kind donation:

Any non-monetary assistance (such as devices and equipment, food, general hygiene materials and sanitizers, ADAHI, winter aid like clothing, blankets, heating devices, and summer aid like fans, water tanks, and others...).

The Ministry:

Ministry of Planning and International Cooperation.

The Unit:

The Foreign Funding Unit for associations, non-profit companies, cooperative associations and unions established within the Ministry.

The Committee:

The Committee for assessing foreign funding applications.

The Ministerial Committee:

Ministerial Committee for Foreign Funding.

The Completed Application:

An application that meets the administrative, technical, and financial requirements to notify the Council of Ministers/the Ministerial Committee through the competent minister.

Funding Notification:

Correspondence from the competent Minister to the Council of Ministers regarding the applicant desire to obtain foreign funding, including the complete application.

II. Committee for Assessing Foreign Funding Applications

1. A Committee is established for assessing foreign funding applications chaired by the Secretary-General of the Ministry of Planning and International Cooperation and is composed as follows:
 - a. **Core Members** (Director level):
 - Prime Ministry.
 - Ministry of Social Development.
 - Ministry of Industry, Trade, and Supply.
 - Ministry of Interior (two members).
 - b. Representatives from the relevant government institutions are nominated and invited to take part in the Committee work as needed.

2. The Committee meets weekly and whenever necessary.
3. The Committee's meeting is considered legal with the absolute majority of its core members present, provided that the Chairperson or his deputy is present.
4. The member with the highest rank present among the core members assumes the chairmanship in case of the absence of the chairperson.
5. The Committee undertakes the following tasks:
 - a. Reviewing applications that passed the administrative and technical review, to ensure alignment with national priorities and provide recommendations.
 - b. Ensuring foreign funding is in line with public order and public decency, and not in contradiction with applicable laws, regulations, instructions, or covenants and international agreements that Jordan is part of.
 - c. Setting the assessment criteria for foreign funding applications (technical, financial, administrative, etc.).
6. **Committee Secretariat:**

The Unit will serve as a secretariat for the Committee and will undertake the technical and logistical preparation for periodic meetings, and following up on the implementation of its decisions.

III. Ministerial Committee for Foreign Funding

The Ministerial Committee for Foreign Funding (formed by the Council of Ministers), decides on the applications that were either not approved or were disputable within the Committee.

IV. Application Process

1. Scope of application:

- a. Associations registered at the Association Registry/Ministry of Social Development.
- b. Non-profit companies registered under the Companies Control Department.
- c. Associations and cooperative unions registered under the Jordan Co-operative Corporation.
- d. Any applications referred by the Prime Ministry.

2. Work Procedures:

Submission of application:

The entity seeking foreign funding submits an official letter through the electronic system or in writing using the official forms, including the following:

- a. A letter addressed to the Ministry requesting notifying the Council of Ministers of the applicant's intention to obtain foreign funding once the application is completed.

- b. The application form, including funding amount, means of receiving, the purpose of funding, and any specific terms or conditions depending on the nature of the funding, programs, and planned activities.
- c. Registration Certificates and information form (for associations)/Commercial Registry for non-profit companies. Local partners (if any) should provide the same requirements.
- d. Commitment letter from the funding provider indicating the amount and source.
- e. A proof of an account on (**AMLU Application**) for implementing Security Council resolutions related to financing of terrorism.

Administrative Review:

The Unit reviews the application and ensures meeting the requirements mentioned above. The applicant shall be informed of any requirement within (3) days via email and has a period of (30) days to complete the requirements; if not, the application will not be considered.

Technical Review:

- a. The Unit sends the application to Committee members for technical review via email **(7) days** before the Committee meeting.
- b. In its meeting, the Committee discusses the applications, provides recommendations, and specifies the supervising entity/entities for application implementation.
- c. The Committee can clarify or request additional information from the applicant through the secretariat. In case of non-responding within two **(2) days**; the Committee makes its recommendation.
- d. In case of rejection or dispute around the application, the applicant should be informed (via email) after the Committee's meeting. The applicant has the right to object to the Unit within **(2) days**.
- e. In the case of objection, the Committee should re-review the application in its next meeting.
- f. If the objection is not accepted, the Committee shall forward the application to the Ministerial Committee including its recommendation.
- g. If the applicant did not object within **(2) days**, the recommendation shall be submitted to the Ministerial Committee.

3. Time frame for Administrative and Technical Reviews:

The period from the date of receiving the application to the date it is considered complete should not exceed 25 days.

4. Notification of the Council of Ministers:

The Council of Ministers shall be notified of the Complete Application through the Competent Minister.

5. Funding Decision:

The Council of Ministers shall make the appropriate decision on foreign funding applications within the legal periods as per the legislation and regulating laws.