Flowchart to Seek Funding Reimbursement for FamilyMatters@Community

Completion of programme

Submit reimbursement via e-invoice – For programmes approved, the following supporting documents should be submitted via snail mail/ courier services before the end of the reimbursement window:

- Photocopy of the notification letter to inform of successful application
- Original letter signed by head of organisation, stating the total amount to be reimbursed (use template attached in Annex A of Letter of Agreement)
- Detailed breakdown on claims
- Original receipts/ invoices from third parties which are certified correct stamped and signed by head of organisation
- If the invoices/ receipts are photocopied, they should be certified correct as true copies and signed with your organisation’s stamp. MSF reserves the right to request original invoices/receipts.
- Evaluation report of the programme (upon completion)
- Signed attendance sheets (by participants) for all sessions of each approved programme
- Original copies of participant feedback forms
- At least three colour photos for each session of the approved programme (to reflect the number of participants and the speaker per session)

Note:
1. Please refer to the funding guidelines before submitting the complete reimbursement documents.
2. MSF will not accept submission of reimbursement documents and e-invoicing after the window period is close.

Payment made within 1 month after complete reimbursement claims is received*

*The funding and reimbursement application periods are as follows:

<table>
<thead>
<tr>
<th>Period for funding applications¹</th>
<th>Period to run approved programmes</th>
<th>Period to submit complete reimbursement documents &amp; e-invoice</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 May to 31 May</td>
<td>1 Aug to 31 Jan</td>
<td>1 Feb to 28 Feb</td>
</tr>
<tr>
<td>1 Oct to 31 Oct</td>
<td>1 Jan to 31 Jun</td>
<td>1 Jul to 31 Jul</td>
</tr>
</tbody>
</table>

- Please submit reimbursement documents 1 – 2 weeks earlier in case of the need to amend/ re-submit the documents.
- Do note that MSF will not accept submission of reimbursement documents and e-invoicing after the window period is close.

¹ Dates subject to changes.