



**FUNDING SUPPORT POLICY FOR DEVELOPING ACCREDITATION
BODIES**

GLOBAL ACI

Issue Date: 26 June 2026
Implementation Date: 29 June 2026
Version No.: 1.0

FURTHER INFORMATION

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1. INTRODUCTION

- 1.1 **Purpose:** The main aim of the Global Accreditation Cooperation Incorporated (Global ACI) funding support policy is to assist Global ACI accreditation body (AB) members from developing economies to reach and maintain Global ACI Multilateral Recognition Arrangement (MRA) signatory status and to strengthen their accreditation activities.
- 1.2 **Scope:** This document applies to all requests for funds from the Global ACI budget allocation for supporting ABs from developing economies.

2. ELIGIBILITY

- 2.1 AB members must meet the following criteria to receive funding support from Global ACI:
 - 2.1.1 The Global ACI member is based in an economy classified in the World Bank Indicators of income categories as 'low income', 'lower-middle income' or 'upper-middle income', with priority given to 'low income' economies. In the case of a multi-economy AB, eligibility is determined based on the income level of the majority of economies covered by the AB.
 - 2.1.2 The Global ACI member is based in an economy classified in the United Nations Scale of Assessment as a percentage of less than 0.25, i.e. UN Category D as used in the determination of Global ACI Full or Associate member fees.
 - 2.1.3 The Global ACI member has no outstanding Global ACI membership fee payments.
 - 2.1.4 The Global ACI member fulfils its obligations as a member of Global ACI, such as its voting obligations.
- 2.2 Considerations specific to the Global ACI member requesting support will be considered when approving funding support, such as the organisation's level of development.
- 2.3 Priority will be given to Global ACI members from developing economies that actively participate in Global ACI work such as commenting on documents, as well as participating in working groups and committee meetings.
- 2.4 Where appropriate, priority will be given to peer evaluators from developing economies to participate in peer evaluator training activities, due to the collateral benefits to the regions as well as to Global ACI.
- 2.5 Funding of trainee peer evaluators to participate in peer evaluations is not covered under this policy and is determined on a case-by-case basis by the Global ACI DSC Chair, Global ACI Secretariat, Global ACI Treasurer and Global ACI Chair. Funding requests should be sent to the Global ACI Secretariat.

3. TYPES OF SUPPORT

- 3.1 Funding assistance may be provided for Global ACI AB members from developing economies to:
 - 3.1.1 Attend the Global ACI Annual Meetings, including the Development Support Committee (DSC) meeting.

3.1.2 Attend relevant meetings, conferences, seminars, training programs and workshops held by Global ACI, regional accreditation groups and liaison organisations.

3.1.3 Organise special projects in accordance with Clause 3.2 of this document.

3.1.4 Undergo pre-peer evaluation or peer evaluation assessment.

3.2 Special Projects

3.2.1 Global ACI AB members from developing economies may apply for funding support for special projects, in accordance with the eligibility criteria under Clause 2 of this document. Projects eligible for funding must be aligned with Global ACI strategic objectives. They may include, but are not limited to:

- Capacity building and/or experience exchange;
- Infrastructure improvement (ICT, etc.); and
- Initial application for Global ACI MRA recognition or extension of MRA scope.

3.2.2 The DSC may utilise up to 20 percent (20%) of its annual budget allocation for special project support during periods when there are scheduled in-person Global ACI meetings.

3.2.3 The total budget allocation would be available for special projects if all Global ACI meetings during the year are being held virtually.

3.2.4 Individual projects will be funded based on need, strategic alignment, and proposed outcomes.

3.2.5 Applicants are required to provide self-funding, in cash or kind, equivalent to at least fifty percent (50%) of the project costs.

3.2.6 Projects may be submitted by a member, or group of members collaboratively.

4. FINANCIAL ASSISTANCE FOR ELIGIBLE GLOBAL ACI MEMBERS

4.1 Global ACI AB members meeting the criteria in Clause 2 may apply for financial assistance from Global ACI twice per year, subject to budget availability.

4.2 Financial assistance may cover:

4.2.1 For meetings, all or part of the expenses for registration fees and transportation costs (by economy class). Global ACI will not cover other travel costs such as visa costs, accommodation and meals.

4.2.2 Up to fifty percent (50%) of costs for special projects.

4.2.3 A one-off subsidy towards pre-peer evaluation or peer evaluation assessment costs, subject to the following limits:

- ABs based in low-income economies may apply for a one-off subsidy towards pre-peer evaluation or peer evaluation assessment costs covering airfares for two

evaluators to a maximum total of \$1500 (USD) each and allowance of \$500 (USD) per day for each evaluator (to a maximum of two days each).

- ABs based in lower-middle or upper-middle income economies may apply for a one-off subsidy towards pre-peer evaluation or peer evaluation assessment costs covering the airfare for one evaluator to a maximum total of \$1500 (USD) and an allowance of \$500 (USD) per day (to a maximum of two days).

4.3 Note: the pre-peer evaluation and peer evaluation once-off subsidy is separate from the funding assistance for attending Global ACI Annual meetings and DSC meetings, and special projects. For 'low income' economies, a maximum total of \$4,000 (USD) is available for Global ACI members per year, subject to the Global ACI budget.

4.4 For 'lower-middle and upper-middle income economies' a maximum total of \$2,500 (USD) is available for Global ACI members per year, subject to the Global ACI budget.

5. FINANCIAL ASSISTANCE FOR THE GLOBAL ACI DSC CHAIR

5.1 Financial assistance may be provided for the Global ACI DSC Chair to attend the Global ACI Annual Meetings, including economy class airfares and a full registration package.

6. APPLYING FOR FUNDING SUPPORT

6.1 Applications for funding support shall be made at least three (3) months prior to the date of an event, to allow sufficient time for evaluation and for the successful applicant to arrange for travel, visas and accommodation as necessary.

6.1.1 To apply for funding support to attend a meeting/event being held by Global ACI or another external organisation, members must use the funding application form in Annex A.

6.1.2 To apply for special project funding, members must use the application form in Annex B.

6.2 Applications for funding shall be emailed to the Global ACI DSC Chair with a copy to the Global ACI Secretariat and the Global ACI Treasurer indicating the amount being requested. Applications for funding shall be accompanied by electronic copies of relevant documentation such as invoices, purchase orders or booking confirmations where available.

6.3 Global ACI members must declare whether they are receiving financial assistance from another organisation in relation to the activity for which they are applying for funding support from Global ACI.

6.3.1 Global ACI may approve funding to applicants who have already received funding from other sources, as long as the total of the funds provided by Global ACI and the other source(s) do not exceed total expenses and there is no surplus of funds provided to the applicant unnecessarily.

6.3.2 Priority would be given to those organisations that have not received funding from other sources.

6.4 When there is a specific event, the Global ACI Secretariat may invite nominations for DSC support.

- 6.5 The Global ACI DSC Chair and the Global ACI Secretariat shall evaluate each application and decide on the successful applicants, subject to the Global ACI budget, with endorsement from the Global ACI Chair. The Global ACI Treasurer shall be informed of the funds requested in the applications approved by the DSC Chair to ensure alignment with the allocated budget.
- 6.6 If financial assistance is approved, the Global ACI member will be reimbursed the funding amount after they have participated in the activity and upon receipt of a report, and all supporting documentation, including receipts. The Secretariat shall verify the submitted information, and issue payment as approved by the DSC Chair and reviewed by the Treasurer in the funding request.
- 6.7 Funds will be transferred into the relevant Global ACI member's bank account and not the representative's personal bank account. Exceptions may be made under special circumstances.
- 6.8 Any bank fees incurred by Global ACI during the transfer of funds from Global ACI into the funding recipient's bank account will be paid by Global ACI, in addition to the total funding amount approved.
- 6.9 The recipient of Global ACI funding shall provide a brief report to the Global ACI Secretariat within one month after completion of the funded activity, using the Global ACI DSC Funding Recipient Report Template in Annex C. The report should highlight the outcome of the funded activity/event and, where applicable, how attendance at this event assisted in achieving the objective(s) outlined in the application.
- 6.10 Global ACI reserves the right to not reimburse funds when appropriate reimbursement documentation or reporting obligations are not fully met.

7. AMENDMENT TABLE

Section	Previous Version	Summary Of Changes
All	-	Initial issue of document

ANNEX A

GLOBAL ACI DSC FUNDING APPLICATION FORM

Date of application:

Global ACI member
Representative name
Activity name, date(s) and location
Description of funding support requested
Amount requested
Registration: Airfare: TOTAL:
Declaration of funding from other sources, including organisation name and amount
Supporting documentation attached (quotes, invoices, receipts)

SECRETARIAT USE ONLY				
<i>Country</i>	<i>WB Category</i>	<i>UN Scale</i>	<i>Member Fees Paid</i>	<i>Funding from Others</i>
<i>Amount Requested</i>	<i>Amount Approved</i>	<i>Receipts Received</i>	<i>Funds Transferred</i>	<i>Report Received</i>

ANNEX B

GLOBAL ACI SPECIAL PROJECTS FUNDING APPLICATION FORM

Date of Application:

Global ACI member
Representative's name: Position in organisation:
Project description
Project title/name: Project start date: Project end date: Organisational need: Project terms of reference: Project scope of works: Justification: Select the Global ACI strategic activity or activities with which the project is aligned and show the alignment. Questions such as those listed below should be considered (this list is not exhaustive): <ul style="list-style-type: none">• Global ACI strategic activity:• How does the project contribute to the strategic activity?• What are the benefits to Global ACI?• Is there a benefit to one or more accreditation bodies? Project deliverables: Risks and assumptions: Project evaluation/monitoring:
Project beneficiaries
Finance/funding

Total project costs:
Amount requested:
Declaration of funding from other sources, including organisation's name and amount
Supporting documentation for Global ACI approval (quotes, etc.)
SECRETARIAT USE ONLY
Funding eligibility criteria met:
Funding limit for project category:
The project is aligned with Global ACI strategic activities:
Implementation/duration:
Supporting documentation post-approval (invoices, receipts, final report, etc.):

Decision-Making Committee
The funding approval committee shall comprise the Global ACI DSC Chair, the Global ACI Chair, and the Global ACI Secretariat.

ANNEX C

GLOBAL ACI DSC FUNDING RECIPIENT REPORT

Date of Report:

Global ACI member
Representative name
Activity name, date(s) and location
Description of activities undertaken
What you learnt from participating in the activities and any issues you raised at the meetings
Key actions for your accreditation body to undertake to improve current practice
Benefits of receiving funding support from Global ACI
Suggestions to Global ACI for improvement of DSC funding support