AGFCA

AFRICA GLOBAL FUNDING COMPLIANCE AGENCY

Training and Capacity Building Prospectus

Practical grant compliance skills for African organisations and the institutions that fund them.

A modular learning portfolio for NGO and NPO finance teams, executive leadership, prime recipients, sub-recipients and donor-funded programmes.

WHAT WE HELP ORGANISATIONS STRENGTHEN

- Pre-award readiness and grant start-up
- Fund accounting, financial reporting and internal control
- Sub-recipient oversight, audit response and accountable closeout

2026 / 2027 PROGRAMME OFFERING

In-person • Live online • Blended • Organisation-specific

01 PURPOSE AND AUDIENCE

Make grant funding easier to govern and defend

Funded programmes are expected to translate resources into results while maintaining reliable financial records, effective controls and documented oversight. AGFCA helps teams practise the routines behind these expectations so that compliance becomes a working capability, not just a policy manual.

Our approach combines short, focused instruction with realistic grant scenarios, templates, simulations and coaching. Training is adapted to the participant's role, the organisation's maturity and the requirements of the relevant funding agreement.

Who the prospectus is designed for

Audience	Operational challenge	Training value
NGOs and NPOs	Small finance teams manage several restricted grants and reporting calendars.	A consistent monthly control cycle and credible donor reports.
Prime recipients	Partner capacity varies across sub-recipient networks.	Risk-based assessment, mentoring and monitoring tools.
Donors and foundations	Portfolio assurance depends on implementers' systems and judgment.	Comparable baseline results and capacity improvement evidence.
Boards and executives	Governance bodies need actionable risk and finance oversight.	Clearer dashboards, escalation routes and management accountability.

What participants leave with

- Role-specific checklists, control templates and a personal action plan.
- Worked examples of budgets, reconciliations, donor reports and audit trails.
- A clearer understanding of donor conditions and when to escalate uncertainty.
- A practical route for applying the learning at work, with optional follow-up coaching.

Our training principle Every session should produce a usable workplace output, not only a certificate of attendance.

02 LEARNING PORTFOLIO

A modular curriculum from readiness to closeout

Modules may be booked individually, grouped into role-based pathways or commissioned as a portfolio academy. Durations are indicative instructor-led contact time; diagnostics, assignments and coaching are scoped separately.

Pathway	Core modules	Primary audience
Grant Readiness	M01, M02	Applicants, grant managers, programme leads
Finance Operations	M03, M04, M06	Finance officers, accountants, CFOs
Risk and Assurance	M05, M07, M08, M10	Compliance, internal control and partner teams
Leadership	M09	Boards, CEOs, country and programme directors

Core modules

Code / Duration	Module and practical learning output
M01 | 1.5 days	Pre-award readiness and grant start-up. Produce a grant-readiness gap register, risk priorities and a start-up compliance checklist.
M02 | 2 days	Grant budgeting and expenditure allowability. Build a coded budget, cost allocation logic, budget-versus-actual review and approval workflow.
M03 | 2 days	Restricted fund accounting and cash management. Practise grant ledgers, bank reconciliations, cash forecasting and documentation of transactions.
M04 | 1.5 days	Procurement, payroll and fixed assets. Apply segregation of duties, vendor checks, purchasing files, timesheets and asset registers.
M05 | 2 days	Internal controls, fraud risk and incident response. Draft a risk-control matrix, red-flag checklist and management escalation protocol.

02 LEARNING PORTFOLIO CONTINUED

More modules for reporting and assurance

Code / Duration	Module and practical learning output
M06 | 2 days	Donor financial reporting and records. Reconcile ledger to report, compile evidence folders, and prepare a month-end reporting pack.
M07 | 2 days	Sub-recipient due diligence and monitoring. Build a risk-scored assessment, monitoring plan, site-visit checklist and partner feedback report.
M08 | 1.5 days	Audit remediation and project closeout. Translate findings into a corrective action plan, assign owners and compile a closeout checklist.
M09 | 1 day	Board and executive oversight of grants. Interpret exception reports, question fiduciary risks and design an oversight dashboard.
M10 | 1 day	Digital grant records and data stewardship. Map approvals, user access, backup, sensitive information and audit-trail requirements.

Elective clinics tailored to the award

AGFCA can add focused clinics on US federal assistance requirements, selected Global Fund grant procedures, USAID pre-award survey preparation where applicable, anti-corruption obligations, safeguarding and whistleblowing, or local statutory requirements. A donor-specific clinic begins with the current grant agreement and the relevant policy version, not a generic assumption that one donor rule applies to every grant.

Typical participants

- Grant accountants, finance managers, procurement and payroll staff.
- Programme managers responsible for authorising and explaining expenditure.
- Partner compliance officers, internal reviewers and monitoring staff.
- CEOs, country directors, audit committees and governing boards.

Level and prerequisites Foundation modules suit newer grant staff; assurance modules are more effective when participants already understand basic finance and grant operations.

03 WAYS TO ENGAGE

Programmes built around the buyer's needs

These packages are examples, not fixed off-the-shelf certifications. AGFCA scopes each assignment after a discovery discussion and, where appropriate, a short capacity diagnostic.

Offer	Suggested scope	Ideal result
NGO Finance Essentials	3–5 training days, selected M02, M03, M05 and M06, practice files and a 30-day action plan.	A disciplined monthly finance and reporting cycle.
Grant Readiness Accelerator	4–6 weeks with diagnostic, M01/M02, control improvements, grant-file review and coaching.	A prioritised readiness plan and evidence of progress.
Prime Recipient Partner Academy	3–5 training days across M05, M06, M07 and M08, plus assessment and monitoring simulations.	More consistent partner oversight and remediation.
Donor Portfolio Capacity Programme	8–12 weeks or agreed cohort cycle, segmented learning, coaching and portfolio-level reporting.	Comparable capacity baselines, progress and unresolved risks.
Board and Executive Briefing	Half-day to one-day session based on M09 and the organisation's grant risk profile.	Clearer management challenge and oversight decisions.

For donor and prime-recipient commissions

- Cohort segmentation by role, risk rating, geography or funding mechanism.
- A shared minimum curriculum, with additional support for higher-risk partners.
- Consistent learning tools and an aggregated progress dashboard.
- Confidential organisation-level feedback, disclosed only under agreed terms.

Possible delivery languages English by default; other languages or interpretation can be scoped where suitably qualified facilitators are available.

04 METHOD AND MEASUREMENT

From classroom learning to operating practice

1 Diagnose. Agree the audience, grant environment and learning priorities; gather limited baseline evidence with permission.

2 Design. Map content to the actual award terms, role profiles and highest-priority control gaps.

3 Deliver. Facilitate case-based sessions with calculations, mock files, risk decisions and peer problem-solving.

4 Embed. Issue job aids, supervisors' prompts and a 30-day action plan; provide coaching where contracted.

5 Verify. Assess learning and practical adoption, report remaining risks and recommend next steps.

How we demonstrate value

Evidence	Illustrative indicator	Collection approach
Learning gain	Change between baseline and post-training knowledge/application scores.	Short tests and scored scenarios.
Workplace uptake	Completion and quality of agreed controls, templates or reconciliations.	Sample file review and manager validation.
Risk reduction actions	Corrective actions closed and significant gaps still open.	Action tracker at agreed milestones.
Portfolio visibility	Coverage, participation, risk themes and escalation trends.	Aggregated donor/prime report.

Evidence and targets are agreed at the start of an engagement. Training alone does not eliminate fraud, guarantee a clean audit or confer donor approval; improvements also depend on management decisions, staffing and sustained implementation.

05 ENGAGEMENT JOURNEY

A clear route from enquiry to measurable action

Illustrative six-week NGO programme

When	Activity	Deliverable
Week 1	Discovery, participant profiling and baseline.	Learning plan and risk priorities.
Week 2	Grant budgeting and fund accounting workshops.	Budget and reconciliation workbooks.
Week 3	Internal controls, procurement and reporting exercises.	Control matrix and donor report file.
Week 4	Sub-recipient or audit-response elective.	Monitoring or remediation toolkit.
Week 5	Workplace implementation and coaching.	Reviewed 30-day action tracker.
Week 6	Post-assessment, management debrief and next-step plan.	Training and capacity progress report.

Delivery options

In-person workshops Best for process mapping, team practice, scenario simulations and confidential management discussion.

Live virtual cohorts Useful across countries and partner networks; sessions are divided into manageable blocks with guided assignments.

Blended academy Combines instructor-led learning, remote coaching and supervised use of templates in live grant workflows.

Commercial and contracting basis

Fees are quoted after confirming the number and seniority of participants, delivery country, training format, facilitation days, adaptation of donor-specific materials, diagnostic depth, travel or interpretation, and any post-training review. A proposal specifies deliverables, timetable, exclusions and payment milestones before work begins.

Commissioning donors and prime recipients may request one framework agreement covering several partner cohorts, with work orders and an agreed reporting protocol.

06 ABOUT AGFCA

Connecting local capacity with donor expectations

Africa Global Funding Compliance Agency works at the intersection of donor obligations and the day-to-day systems of African NGOs and implementing partners. Training and capacity building is one of AGFCA's five core service areas, alongside pre-award readiness, outsourced fund accounting and virtual CFO support, independent sub-recipient monitoring, and audit remediation and project closeout.

Our programme design is intended to be practical, culturally informed and relevant to the grants participants actually manage. Each engagement is tailored to the participating organisations and the funder's requirements.

Request a training proposal

Tell us your type of organisation, country or countries, participant roles and numbers, major grant requirements, preferred training format and the operational problems you want to solve. AGFCA will recommend a focused curriculum, delivery model, timeline and quotation.

Email: info@agfafrica.co.za

Website: www.agfafrica.co.za

Contact person: Nisbert **(The Program Coordinator)**

Reference frameworks for tailored content

Course content is checked against the current award terms and the rules that apply to each client. Illustrative reference material includes:

- US federal assistance financial management and internal controls, 2 CFR 200.302–200.303
- US federal pass-through entity requirements, 2 CFR 200.332
- Global Fund grant implementer financial management resources
- USAID Non-US Organization Pre-Award Survey guidance, where applicable

Important note. AGFCA training is not a donor-issued endorsement, formal accreditation or guarantee of award eligibility. Any certificate issued under a programme confirms participation or assessed completion only, as specified in the engagement.