



DIGITIZING THE PUBLIC WELFARE DIVISION'S GRANT APPLICATION AND VERIFICATION PROCESS: IMPROVEMENTS FOR EFFICIENCY

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Abstract

This article discusses the role of the Public Welfare Division in the application and verification process of grant funds, which is a form of financial assistance from the government to community organizations, educational institutions, and other parties. The Welfare Division has a strategic role in ensuring that the distribution of grant funds is carried out in a transparent, accountable, and targeted manner. The grant application process involves verification of document completeness, validation of proposals, and analysis of recipient needs. The Public Welfare Division is responsible for assessing the suitability of proposals with local government priorities, evaluating the eligibility of recipients, and complying with applicable regulations and policies. This article also outlines the challenges faced by the Public Welfare Division, including the lack of clear and accessible information regarding the requirements, application flow, and the grant disbursement process. The lack of socialization results in many communities, institutions, or organizations having difficulty meeting administrative requirements or failing to understand the grant application mechanism properly. This research concludes with a recommendation to overcome this obstacle, the Public Welfare Section has an important role in ensuring that the grant process can run transparently, easily accessible, and right on target by utilizing information technology for digital socialization, improving consultation services, monitoring and evaluating socialization. This article is expected to be a guide for local governments in managing grant funds better.

Keywords: *grant, procedure, verification, Banyumas Regional Secretariat*

Abstrak

Artikel ini membahas peran Divisi Kesejahteraan Rakyat dalam proses pengajuan dan verifikasi dana hibah, yang merupakan salah satu bentuk bantuan keuangan dari pemerintah kepada organisasi masyarakat, lembaga pendidikan, dan pihak lainnya. Divisi Kesra memiliki peran strategis dalam memastikan bahwa penyaluran dana hibah dilakukan secara transparan, akuntabel, dan tepat sasaran. Proses pengajuan dana hibah melibatkan verifikasi kelengkapan dokumen, validasi proposal, dan analisis kebutuhan penerima. Divisi Kesra bertanggung jawab untuk menilai kesesuaian proposal dengan prioritas pemerintah daerah, mengevaluasi kelayakan penerima, serta mematuhi peraturan dan kebijakan yang berlaku. Dalam artikel ini, diuraikan pula tantangan yang dihadapi oleh Divisi Kesra, seperti keterbatasan sumber daya, risiko penyelewengan, dan kompleksitas administrasi. Penelitian ini diakhiri dengan rekomendasi untuk meningkatkan efisiensi dan efektivitas peran Divisi Kesra melalui penguatan sistem pengawasan, penggunaan teknologi, serta kolaborasi dengan pihak terkait. Artikel ini diharapkan dapat menjadi panduan bagi pemerintah daerah dalam mengelola dana hibah secara lebih baik.

Kata kunci: *hibah, prosedur, verifikasi, Sekretariat Daerah Kabupaten Banyumas*

A. INTRODUCTION

The Public Welfare Division is an important part of the local government that functions to manage various programs related to community welfare. One of the division's main tasks is to handle the grant application and verification process, which aims to support the activities of community organizations or institutions that contribute to social welfare. The grant application and verification process requires a transparent, accountable and efficient system. The People Welfare Division is responsible for ensuring that grant applications meet administrative requirements and comply with applicable regulations. In addition, this division also has an important role in ensuring that the allocation of grant funds provides tangible benefits to the community.

Based on this, the author chose the Kesra Division to be the topic of discussion for the internship report, in order to understand more about the grant application and verification process. This report is prepared to describe the role of the Kesra Division in managing the process, starting from the submission stage, document verification, to the supervision of grant distribution. Through this internship, the author hopes to contribute to improving the efficiency and accuracy of administrative processes in the People Welfare Division, as well as gaining valuable experience relevant to the field of study.

The management of grant funds has a strategic role in supporting the social and economic development of communities, both for religious, social, and local economic empowerment activities. However, so far, one of the main obstacles often faced by the community is the lack of clear and accessible information regarding the requirements, flow of applications, and the process of disbursing grant funds. The lack of socialization has resulted in many communities, institutions, or organizations having difficulty meeting administrative requirements or failing to understand the grant application mechanism properly.

B. IMPLEMENTATION AND METHODS

The internship was carried out at the Banyumas Regional Secretariat from August 22 to December 13, 2024, This internship aims to improve understanding of grant procedures and verification. The methods used include work practice, direct observation, case studies, document analysis, and interviews with employees of the people's welfare section.

Table 1. internship operating hours

Working days	Working Hours	Break Time
Monday – Friday	07.15 – 15.30	12.00 – 13.00

Activities during the MBKM internship at the Banyumas Regional Secretariat with a duration of 4 months are as follows:

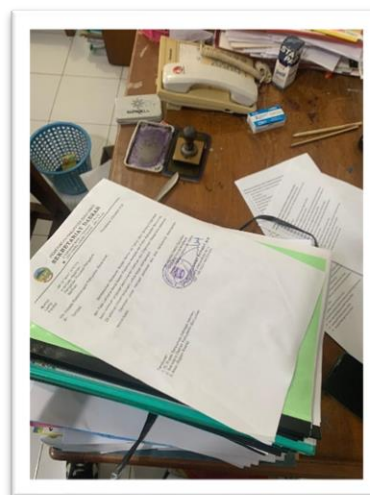


Figure 1. Checking the grant application proposal

1. Disposing incoming letters and outgoing letters.
2. Delivering documents to other divisions.
3. Participate in regional Inflation Control Team Coordination meetings, Central and Regional Inflation Control Team meetings, cooperation meetings between the Banyumas Regional Secretariat and PT Tirta Agung Wijaya.
4. Making meeting minutes.
5. Sort archive documents by category, type and date.



6. Classifying archive documents into predetermined categories, such as active archives, inactive archives, and permanent archives.
7. Inputting archive documents into Microsoft Excel and storing documents into folders or archive files.
8. Storing physical archive documents into archive boxes.
9. Participate in the Follow-up Meeting of the Grant Fund Audit Report.
10. Delivering documents to the National Amil Zakat Agency.
11. Participate in Monitoring and Evaluation of the Grant Implementation Program.
12. Preparing a letter of Request for Recommendation to Join the Selection of PPIH Saudi Arabia Central Level from the Banyumas Regional Secretariat and addressed to the Regional Secretariat of Central Java Province.
13. Assist in recapitulating grantee data, checking the completeness of documents submitted by prospective grantees, such as proposals, application letters and other supporting documents.

C. RESULTS AND DISCUSSION

The Public Welfare Division of the Banyumas Regional Secretariat plays a very strategic role in the grant management process, especially in the application and verification stages. As the unit responsible for community welfare, this division ensures that the use of grant funds is in accordance with the needs of the community and supports the regional government's priority programs. The following is a detailed description and submission flow of the Community Welfare Division in the process of applying for and verifying grant funds.

The role of the Community Welfare Division in the application and verification process :

- a. Acceptance of Grant Fund Proposals.
Based on Banyumas Regent Regulation No. 6 of 2022 on the Granting of Grants and Social Assistance Sourced from the Regional Budget of Banyumas

Regency, grant applications must be submitted in writing to the regional head accompanied by supporting documents. The Welfare Division is in charge of processing this application before it is forwarded to the regional head for further assessment. Document examined : Application letter, activity plan, budget details, and legal documents of the institution.

- b. Administration and eligibility verification

Administrative Process: Based on Perbub Bupati Banyumas No. 6 Year 2022 Article 5, the institution receiving the grant must have a legal status and activities relevant to the funded area such as :

1. Other local governments.
2. Nationalized Companies .
3. Regionally-Owned Enterprises.
4. Social organization or agency that is a legal entity in Indonesia.
5. Political Parties

Eligibility Criteria: The proposed activities should provide direct benefits to the community and support the local government's priority programs. The Public Welfare Division ensures this through proposal document and interviews where necessary.

- c. Administrative and technical verification
 1. Ensure that all supporting documents are valid and in accordance with the specified grant requirements and ensure the relevance of the program to the welfare of the community, the clarity of the objectives of the target funds.
 2. Cross-check field data if necessary to validate proposal data and ensure the existence of the institution/applicant.
- d. Grant recommendation and approval
 1. Based on the verification results, the Kesra Division prepares recommendations regarding proposals

that are eligible to receive grants, including the amount of funds approved.

2. In coordination with the Regional Leader, the recommendation is submitted to the regional leader, such as the Regional Secretary or Regional Head, for final approval.
 3. Preparation of the final List of Grant Recipients of prospective grant recipients to be included in the Local Government Budget or other funding sources.
- e. Disbursement of Grant Funds
1. The Public Welfare Division plays a role in ensuring that the grant disbursement process runs according to the provisions, either through direct transfer or a gradual mechanism.
 2. Provide assistance to grantees related to fund management and program implementation in accordance with the approved activity plan.
- f. Supervision and Monitoring
1. The Welfare Division conducts periodic monitoring of the implementation of activities and ensures that the use of funds is in accordance with the proposal submitted.
 2. Ensure that grantees compile and submit accountability reports for the use of funds, both in the form of physical and financial reports.
 3. Evaluating accountability reports to ensure transparency and accountability of grant funds.

D. Conclusion and evaluation

The management of grant funds has a strategic role in supporting the social and economic development of communities, both for religious, social, and local economic empowerment activities. However, so far, one of the main obstacles often faced by the community is the lack of clear and accessible information regarding the requirements, the flow of applications,

and the process of disbursing grant funds. The lack of socialization has resulted in many communities, institutions, or organizations having difficulty meeting administrative requirements or failing to understand the grant application mechanism properly. To overcome this obstacle, the Public Welfare Section has an important role in ensuring that the grant process can run transparently, easily accessible, and right on target. The following are comprehensive recommendations to improve the socialization of grant requirements to be more effective.

Based on the results and evaluation described by the author at the Banyumas Regional Secretariat office, there are several things that the author recommends including:

- a. Utilization of information technology for digital socialization.
- b. Improvement of consultation services.
- c. Monitoring and evaluation of socialization.

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