



## **IMPLEMENTATION OF DIGITALIZATION IN THE DISBURSEMENT PROCESS GRANT FUNDS**

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### Abstract

In the implementation of this MBKM Internship, the author chose the Regional Secretariat of Banyumas Regency as a place to study outside the campus and a place to learn new things. In this internship report, the author is interested in taking a discussion related to the sub-field of public welfare regarding the analysis of the obstacles in the process of disbursing regional grant funds in Banyumas Regency. The process of disbursing regional grant funds is a form of government support in improving community welfare. However, in its implementation, the disbursement of grant funds often experiences obstacles that can hinder the effectiveness and efficiency of the distribution of funds. This study aims to analyze the obstacles in the grant disbursement process in Banyumas Regency and provide solutions to improve the efficiency of the grant disbursement system. From the results of the analysis, several main obstacles were found in the disbursement of grant funds, including delays in submitting proposals, lack of transparency in the disbursement process, limited human resources, and administrative processes that are still manual and take quite a long time. To overcome these obstacles, corrective measures are needed, such as digitizing the grant process, increasing transparency through online publication of information, and adding competent human resources in grant management. With the implementation of these recommendations, it is expected that the grant disbursement process in Banyumas Regency can run more quickly, transparently, and accountably.

**Keywords:** grant funds, transparency, banyumas district

### Abstrak

Pada pelaksanaan Magang MBKM ini, Penulis memilih Sekretariat Daerah Kabupaten Banyumas sebagai tempat belajar di luar kampus dan tempat belajar mengenal hal baru. Dalam laporan magang ini Penulis tertarik mengambil pembahasan terkait pada sub bidang kesejahteraan masyarakat mengenai analisis kendala proses pencairan dana hibah daerah kabupaten banyumas. Proses pencairan dana hibah daerah merupakan salah satu bentuk dukungan pemerintah dalam meningkatkan kesejahteraan masyarakat. Namun, dalam implementasinya, pencairan dana hibah sering mengalami kendala yang dapat menghambat efektivitas dan efisiensi penyaluran dana. Penelitian ini bertujuan untuk menganalisis kendala dalam proses pencairan dana hibah di Kabupaten Banyumas serta memberikan solusi untuk meningkatkan efisiensi sistem pencairan dana hibah tersebut. Dari hasil analisis, ditemukan beberapa kendala utama dalam pencairan dana hibah, antara lain keterlambatan dalam pengajuan proposal, kurangnya transparansi dalam proses pencairan, keterbatasan sumber daya manusia, serta proses administrasi yang masih manual dan memakan waktu yang cukup lama. Untuk mengatasi kendala tersebut, diperlukan langkah langkah perbaikan, seperti digitalisasi proses hibah, peningkatan

transparansi melalui publikasi informasi secara daring, serta penambahan sumber daya manusia yang berkompeten dalam pengelolaan hibah. Dengan implementasi rekomendasi ini, diharapkan proses pencairan dana hibah di Kabupaten Banyumas dapat berjalan lebih cepat, transparan, dan akuntabel.

**Kata Kunci:** dana hibah, transparansi, kabupaten banyumas

## **A. INTRODUCTION**

In order to carry out the program launched by the Ministry of Education and Culture, the Faculty of Economics and Business Unsoed formed an MBKM team that is willing to facilitate students in this excellent program. One of the excellent programs initiated by the Minister of Education and Culture in 2021 is Internship or Work Practice based on Merdeka Learning Campus Merdeka (MBKM). The internship was carried out for 1 semester at the Banyumas Regency Regional Secretariat Office. In the implementation of this MBKM Internship, the author chose the Banyumas Regency Regional Secretariat Office as a place to study outside the campus and a place to learn new things. In this internship report, the author is interested in taking a discussion related to the people's welfare sub-field regarding the analysis of obstacles in the process of disbursing regional grant funds.

Grants have a very important role in improving people's lives. Through the grant program, the government can provide financial support or goods to community groups in need. This grant aims to improve the welfare of the community by supporting useful programs or activities, assisting the development of infrastructure and public facilities. With the existence of grants, it is expected to improve the quality of life of the community, reduce poverty and social inequality. The grant service in the People's

Welfare Section of Banyumas Regency itself is quite good, seeing from the process that is in accordance with applicable regulations. However, the grant disbursement process is often faced with various obstacles that cause delays in the disbursement of grant funds requested by the community. The community as a grant recipient has a certain urgency or project, the late disbursement of grant funds can experience difficulties in continuing or starting their activities. The obstacle is in the form of a complex grant disbursement process involving complicated document requirements so that the completion time is long. To overcome these obstacles, namely by implementing digitalization, online grant disbursements can reduce processing time and increase transparency. In addition, the process of storing documents digitally can make it easier to find every document that will be needed.

## **B. IMPLEMENTATION AND METHODS**

The internship was carried out at the Regional Secretariat of Banyumas Regency on August 22 - December 13, 2024. This internship aims to analyze the obstacles in the grant disbursement process in Banyumas Regency and provide solutions to improve the efficiency of the grant disbursement system.

Table 1. Internship Implementation Time

Working Days	Working Hours	Break Time
Monday - Friday	07.00 – 15.30 WIB	12.00 – 13.00 WIB

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



Figure 1. Correcting the Grant Proposal

1. Correspondence Administration and Management
  - Disposition incoming and outgoing letters related to regional economic policies.
  - Stamp official letters before they are distributed to relevant agencies.
  - Delivering documents to the TU Setda field and other related agencies.
2. Participating in Regional Economic Meetings and Coordination
  - Participate in coordination meetings of the Regional Inflation Control Team (TPID).
  - Assisted in the preparation of meeting minutes discussing inflation control strategies and

price stability of basic commodities in Banyumas Regency.

- Discussed with staff related to economic policies that have a direct impact on the community, such as MSME assistance and regional subsidy programs.
3. Sorting and Classifying Archives
    - Sorting archive documents based on categories such as document type, date, and urgency of use.
    - Classifying documents in accordance with applicable archival standards, such as financial, administrative, and licensing archives.
  4. Digital Entry of Archive Data
    - Input archive data into Microsoft Excel to facilitate document search and management.
    - Marking archive documents to be inputted, ensuring all information has been recorded correctly.
    - Categorize archives based on user needs, such as documents that are frequently used or archives that need to be stored in the long term.
  5. Archive Storage and Maintenance
    - Wrapping archives that have been inputted to maintain document quality and avoid damage.
    - Store archives in archive boxes according to the designated storage code.
    - Periodically checking the condition of the archives, ensuring that no documents are damaged or lost.
  6. Administration and Management of Grant Documents
    - Correcting proposals of prospective grantees, ensuring that documents meet the specified requirements.
    - Disposing incoming letters and

- outgoing letters related to grant disbursements.
- Delivering documents to related fields, such as the Finance Section, Legal Section, and Assistant for Welfare Government.
7. Correction and Management of Regional Grant Agreement Script (NPHD)
    - Picking up and correcting NPHD at the Finance and Legal Sections, checking for administrative errors before fund disbursement.
    - Following the NPHD revision process, where any errors must be corrected manually and reprinted.
  8. Participating in the Follow-up Meeting of the Grant Fund Audit Results Report
    - Participating in coordination meetings related to the grant program, documenting discussions and noting obstacles faced in the disbursement of funds.
    - Assisted in meeting minutes, especially in discussing delays in the disbursement of grant funds.

### **C. RESULTS AND DISCUSSION**

Disbursement of grant funds is the process of channeling funds from the Regional Budget (APBD) to grant recipients, such as organizations, institutions, communities, or certain bodies. These grant funds aim to support programs or activities that contribute to regional development and community welfare. The process of disbursing grant funds is often faced with various obstacles that cause delays in the disbursement of grant funds requested by the community. These obstacles are in the form of a complex grant disbursement process involving complicated document requirements so

that the completion time is long. To overcome these obstacles, namely by implementing grant disbursement digitization.

The implementation of digitization in the grant disbursement process can speed up the process, reduce the risk of manual errors, and increase transparency and accountability. With the use of an integrated digital system, process automation, and training for employees and grant recipients, it is expected that grant disbursement in Banyumas Regency can run more efficiently, transparently, and on time. Digitalization in grant disbursement is the application of technology to automate and accelerate the grant administration process that was previously done manually. The solution of digitization is to reduce dependence on physical documents, speed up the administrative process, and increase transparency in the distribution of grant funds.

The output of the implementation of digitization in grant disbursement allows submission, verification, and disbursement of grants to be carried out online, reducing dependence on physical documents that are prone to loss and delay. With a digital system, grantees can more easily submit documents and monitor the fund disbursement process without having to come directly to the government office. The success indicator of the implementation of digitization in the grant disbursement process is that the time required for grant submission, verification, and disbursement is significantly reduced compared to the previous manual system. All required documents can be uploaded digitally, reducing reliance on

physical documents that previously caused archive buildup.

The driving factor for the success of digitization in grant disbursement is that the digitization system requires a stable server, an adequate internet network so that it can be accessed by all parties. The development of web-based and mobile platforms will increase accessibility for grantees.

#### **D. CLOSING**

##### **CONCLUSION**

The implementation of grants at the Regional Secretariat of Banyumas Regency has a very important role in improving the standard of living of the community. Through the grant program, the government can provide financial support or goods to community groups in need. This grant aims to improve community welfare by supporting useful programs or activities, assisting the development of infrastructure and public facilities. With the existence of grants, it is expected to improve the quality of life of the community, reduce poverty and social inequality. An efficient process for grant disbursement can ensure that financial assistance or other support arrives on time, meets immediate needs, and provides immediate benefits to grantees. By implementing the digitization of the grant disbursement process at the Regional Secretariat of Banyumas Regency, it will provide great benefits in terms of efficiency, transparency, and ease of access for the community.

##### **ADVICE**

Based on the discussion related to the grant disbursement process at the Regional Secretariat of Banyumas

Regency, there are still obstacles in the grant disbursement process. The following are recommendations that can be applied, namely:

1. Create an online platform for submission, verification, and disbursement of grant funds to reduce dependence on physical documents.
2. Integrate the system with the finance and legal departments, so that each stage of disbursement can be monitored in real time.
3. Utilize auto-verification technology to reduce the time for manual document checking.
4. digital guides or video tutorials to make it easier for grantees to use the online system.

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