Guidance Notes

Scottish Government International Development Small Grants Programme

Capacity Building Grant 2019

How to complete your application form

The sections below provide general information and where needed specific guidance on some questions. The number on the left hand column relates to the question number in the application form. Some of the questions have a maximum word limit that you are expected to adhere to.

Where applicable throughout the application you should look to include your sources of reference for any statistics, reports, policy or other sources of information which have been quoted or used to inform the development of your application.

Throughout the form and guidance the term "Board" is used to mean the body of people who are in management or control of the applicant or partner organisation.

Front page

Applicant Organisation Name – This should be the official name of the organisation.

Main contact – The main contact is the person with whom we will communicate and to whom we will send any correspondence about the application, including the results of the application. They should therefore remain available during the assessment and decision making period to answer any questions the Assessor may have about the application. It may be a different person from the Project Manager.

Checklist – Please indicate which documents you have enclosed. This guidance includes links to templates you may find helpful to use for certain sections of the form.

As well as the completed application form and budget Excel, you are required to submit the following:

1 - Audited Accounts:

You **must** include a copy of your most recently audited or independently examined accounts. This will provide evidence that the organisation has a financial track record relevant to the size of budget requested in the application. **A project will not be funded if audited/independently verified accounts are not available.**

2 - Letter of support:

A letter of support is required from **the lead partner organisation** to confirm their support and involvement in the capacity building work. The letter of support should be on headed paper and, preferably signed by the head of the partner organisation. This letter should be scanned and emailed with the completed application.

A good letter will generally:

- Confirm commitment to the capacity building work;
- Explain clearly the value, relevance and possible benefits of the work to the host country;
- Given the nature and equivalent value of any in-kind contribution, and/or declare the value of any cash contribution, and period of support;
- Describe the added value of Scottish involvement and partnership.

If your capacity building project will involve an in-country partner who aims to work with/dovetail with/wrap around an existing larger project funded through the Scottish Government's Zambia, Rwanda or Malawi Development Programmes, a letter of support is required from the Scottish Project Leader of the existing project to confirm the added value of the proposed project to the work that is already underway. *Please note that the Scottish Government is keen to encourage this kind of collaboration and that accordingly a strong collaborative proposal is likely to attract extra points at assessment.*

3 - Copy of the review carried out to establish the need for the capacity building support.

4 - Copy of your organisation's safeguarding policy: An electronic link is acceptable.

Submission arrangements

Applications should be submitted by email to applications@corra.scot to be received no later than 12.00 noon on Friday 16th November 2018. An automated email acknowledgement will be issued by the Corra Foundation and if you do not receive this, you must contact the Corra Foundation on 0131 444 4020 prior to the closing date.

Emails should show the applicant organisation's name as the subject of the email.

Section A:	APPLICANT INFORMATION

This section should provide summary contact information about the organisation.

1. This should be the official name of the organisation, if it is known by a different name, tell us that too. The organisation will be the grant holder and will retain overall accountability for the award.

2.   If you are a Scottish Registered Charity, please give your Scottish Charity Number. We will check your current charitable status on OSCR's website.

3.   What is the status or constitutional form of your organisation? Please indicate if you are in the process of becoming incorporated, and note that this registration **must** be completed by 31st December 2017 to allow the application to continue.

4.   Give the date the organisation was formed. If charitable status and/or incorporation was granted later, tell us this date as well.

5.   Please tell us which organisations you are connected to.

6.   Please indicate whether your organisations Board considers itself to be diaspora led, i.e. led by people resident in Scotland whose origins are in the host country.

7.   To enable us to understand the size of your organisation, please give the number of staff and volunteers for the whole organisation in Scotland, not just the part that will be running the study.

8.   It is useful to have an overview of all your general activities – i.e. a summary of what your organisation actually does, including its purpose. Max 150 words

9a. Please describe the structure of your organisation based on decision making responsibilities. What skills and experience do members of the Board have? What office bearers are in place? How often do they meet? Max 200 words

9b. It is vital that the board and senior management are fully committed to the capacity building work. You should tell us what their involvement will be; for instance, who will be involved and how much time will they commit. Is the board prepared to make changes which could arise from the work? Max 200 words

10. Please summarise the last two years financial accounts. If you are uncertain about this please speak to the person who prepares your accounts. Please do not leave this blank. If you are a new organisation we need audited/examined accounts for at least one year. If you do not have two years audited/ examined accounts yet (because you have only existed less than two years) please put in your figures for your first year. If you only have draft figures for your second year, please put these in and indicate this in the box below.

11. We understand that circumstances during the year can skew figures and not accurately portray your financial position, such as getting a grant just before the end of the financial year. Please use the box to explain any such circumstances. Also explain deficits, and you may wish to comment on reasons why you have very strong or weak reserves. However, please note that we cannot accept applications where accounts for the last 2 years show expenditure exceeding £250,000, no matter what the circumstances.

12. We expect all organisations that receive Scottish Government funding to take issues of safeguarding very seriously and commit to protecting anyone connected to the project. Please tell us about the safeguarding policies you have in place and the processes in place if the organisation becomes aware of specific safeguarding incidents. You should include a copy of the policy or a hyperlink to it. Max 300 words.

13. We expect all organisations that receive Scottish Government funding to operate inclusively and it is for this reason that we ask you to demonstrate how you promote equal opportunities/diversity. This should cover volunteers, if you engage with them, as well as paid staff. In this section please tell us about your equal opportunities/diversity policies, any equal opportunities training for your staff and volunteers, equal opportunities/diversity recruitment practice and anything else you do to operate inclusively. You should include a copy of the policy if available or a hyperlink to it. Max 150 words.

14. Please give the name, title and contact details including postal address of the person who will be the project manager. The project manager will be the first point of contact for all aspects of grant management and will be responsible for overseeing and driving the capacity building work.

Section B:	PARTNER ORGANISATION(S) INFORMATION

1. Please provide the details of the host country partner organisation(s) which will be part of this capacity building work. If there is more than one organisation, please copy and paste these boxes or attach an additional sheet.

2. What type of organisation is it? – e.g. NGO, community based. Please be clear if it is a not for profit organisation.

3. If the organisation is formally registered, please indicate this.

4a. Please describe the structure of the partner organisation based on decision making responsibilities. What skills and experience do members of the Board have? What office bearers are in place? How often do they meet and how are decisions made? Max 200 words

4b. It is vital that the board and senior management are fully committed to the capacity building work. You should tell us what their involvement will be; for instance, who will be involved and how much time will they commit. Is the board prepared to make changes which could arise from the work? Max 200 words.

5. To enable us to understand the partner organisation, please give some background e.g. their mission, size, type of work they do. Max 300 words.

6. Please tell us about how long you have been working with the partner organisation and how this has evolved. Tell us about joint work or a project you have done together. If the partnership is a new one, how and when was it formed? Max 300 words.

7. Please tell us about any partnership agreement between the two organisations and enclose a copy.

8. Please tell us how the partner addresses equal opportunities and operates inclusively. Max 150 words.

9. This section only has to be filled in for the lead partner.

10. If your project will work with/dovetail with/wrap around an existing larger project funded through the Scottish Government's Zambia, Rwanda or Malawi Development Programmes, please use this section to tell us about the funded organisation that is delivering the existing project.

Section C:	**CAPACITY BUILDING INFORMATION**

1. Please indicate the main area where the capacity building work will impact. Please note that grant applications are limited to Scottish-based organisations working in countries designated as having *Medium/Low Human Development* on the current United Nations Human Development Index (UNHDI).
Priority will be given to applications which involve work in Malawi, Rwanda and Zambia.

2. The grant can be to develop the overseas partner and/or to build the capacity of the Scottish organisation to work effectively with overseas partner(s).

3. Please give dates when the work will take place. The earliest the project can start is 01/04/19. It is envisaged that the project will be ready to start soon after 01/04/19. The maximum duration of the project is 12 months from 1 April 2019 to 31 March 2020. The work may run for less than this time but cannot, for those elements funded by the Scottish Government run outside these dates.

Section C1:	**Review of Strengths and Weaknesses**

'Capacity-building' is the process of improving the skills and confidence of groups so that they can run their organisations and projects better. Before capacity building work can start, you need to know which areas of you or your partner's organisation needs support and development. We therefore need to know what you have already done to review the strengths and weaknesses of the organisations. There are many methods of carrying out this review and in this section, you need to tell us what you have done and what the results showed. If you are applying for capacity building for both the Scottish organisation and the overseas partner, we need the review information for both organisations.
Max 500 words per organisation.

Section C2:	**Capacity Building Grant Detail**

1 & 2. As a result of what has been learned from the initial review, you should prioritise what you think the key issues are that you need help with and why you think this grant is necessary for your organisation. Tell us what the benefits will be for the organisation in the short and longer term and what difference this will make to the communities you work with.
Max 300 words per organisation.

3. The workplan should show us a clear step-by-step process for capacity building work, with details of each activity, timescales for each part and details of who will carry out each step. We also need to know about the experience of those carrying out the capacity building work for you as it is vital that the people involved have sound knowledge to give support and/or advice in this field.

4. You are required to show that you have considered the conditions that need to be in place to enable you to undertake capacity building work. You should provide a risk assessment for the work in the table provided with details of how the risks will be managed and monitored to ensure the likelihood of the risk remains low (in mitigating actions column). Please detail in the recovery plan column how you would expect to address those issues where the likelihood of risk is high.

Section D:	BREAKDOWN OF COSTS

Please provide clear details of the total costs to carry out the capacity building work. The total should be realistic costs based on what you will need for this support. Remember to include the costs for producing a report detailing the results of the work. We also need you to identify which costs will be incurred in Scotland and which costs relate to work for the partner organisation.

Please also distinguish which of the costs will be covered from any matched funding. We need to be able to identify exactly what cost items would be covered by any grant from the Scottish Government. See the example below.

While matched funding is encouraged, the Scottish Government should be the main funder of the study.

If the Excel spreadsheet is not sufficient to show all your costs you may either add additional lines to the spreadsheet.

Please note that the Scottish Government will not support attendance allowances or per diems and will not expect these payments to form part of the financial budget for your project.

Financial Years
Please complete the project budget across the Scottish Government financial year (1 April – 31 March). You should take time to budget carefully.

Training
Detail the breakdown for any training element within the total capacity building work.

Travel
Please identify the travel costs, split between international and national (in-country) travel.
Inward visits (i.e. individuals travelling from the host country to Scotland) do not always represent the most efficient use of resources. The delivery of activities in developing countries is often a more effective way of improving capacity. There must, therefore, be an especially strong rationale for each proposed inward visit.

Travel and substance should be kept to a minimum, particularly international air travel. Please note that you may be required to submit evidence of travel for any international flights as part of your reporting requirements.

National travel is the project related travel costs in the host country. This should include airfares (if appropriate for any in-country travel), costs by car, motorbike or other modes of transport.

Meeting costs
This might include community meetings; costs for meetings with partners and/or other local organisations

Consultancy
Please provide clear details of any consultancy costs, including daily rates of pay.

Other
For example, the costs of collating and producing a report.

In- kind support

Where in-kind support can be costed, please include it here and include it also as matched funding.

Matched funding

Please identify sources of matched funding and the amounts they will commit to this project, or amounts you have applied for.

Please also give any further information about the matched funding. If there is in-kind support that is not able to be costed please describe this here.

Sources of help

If you have any queries about the form that are not addressed in these guidance notes, then you may submit questions by emailing applications@corra.scot giving a contact email address and telephone number. Questions submitted before and 30/09/18 will be collated and published on our website www.corra.scot

Scotland's International Development Alliance and Scotland Malawi Partnership (SMP) are both organisations which provide information and support for international development organisations. Their contact details are:

Scotland's International Development Alliance:
admin@intdevalliance.scot
www.intdevalliance.scot

Scotland Malawi Partnership (for organisations with an interest in Malawi):
info@scotland-malawipartnership.org
www.scotland-malawipartnership.org

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