Guidance Notes

Scottish Government International Development Small Grants Programme
Feasibility Study 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, 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 intended study. 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 application form.

A strong letter of support will provide the assessor with evidence of the partnership and how the concept for the study came about. For example, a good letter will generally:

- Confirm commitment to the proposed study;
- Explain how they were involved in planning the study
- Explain clearly the value, relevance and possible benefits of the work to the host community;
- Give 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 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.

Study Summary:	

This should give an overview of the feasibility study.

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 organisation's 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

9. 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

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 project management and will be responsible for the overall management of the study.

Section B	PARTNER ORGANISATION(S) INFORMATION

1. Please provide the details of the host country partner organisation(s) with whom you intend to work in order to undertake the feasibility study. 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.

4. 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.

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 and how this has evolved. Tell us about joint work or a project you have done together. 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 has to be completed for the lead partner only.

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:	FEASIBILITY STUDY INFORMATION

A feasibility study is about planning, consultation, putting together ideas, and possibly testing a project approach out on a pilot basis. It helps an organisation and its partner(s) to fully develop a project proposal or pilot an approach before working up a full project application. It is not a formal piece of academic research but it might involve a research institution, though it does not have to. We expect that such a study will involve consulting the community, local partner organisations, other local community and civil society organisations, local government and other interested parties so that there is a clear understanding of the following:

- What the local community's priorities are for improving their lives – including the views of disadvantaged groups within the community – i.e. what outcomes and outputs they would like to see from a future project
- What they think the best ways are for achieving this/these improvement(s) and outcomes – i.e. key elements of a project workplan
- What local resources, knowledge, assets and initiatives a project could build on and develop from
- What barriers to improvement are likely to exist and how these might be overcome
- What the local government's priorities, work and services are
- How sustainability would be built into any future project

Often a small organisation does not have the resources to do such scoping work in as much detail as is needed and this type of initiative will help to develop strong project proposals. These grants are not though for scoping up 'a rough idea' that you have not at least done some basic scoping and consultation on with your partner.

1. Please provide the proposed title of your feasibility study. This will be used in future correspondence. It should provide a succinct description of the study.

2. Please indicate the main area where the study will happen. 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.

3. If your study involves some work in other areas, please indicate this here.

4. We need to fully understand the reason and benefits for the inclusion of additional countries in the study, so explain this here. Max 200 words.

5. Please tick which theme the study addresses (if it covers more than one theme tick all that apply).

6. Please give dates when the study 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 study may run for less than this time but cannot, for those elements funded by the Scottish Government run outside these dates.

Section C1:	Why is this study needed?

This section seeks details of the initial research and outline scoping of need that you or your partner have already undertaken. How did you identify the need for this study to take place? Why is the study needed?

1. Give details of the scoping/ground work that you have done. Who did this and which groups were consulted? Tell us if meetings have been held with local government agencies and what was learnt from these. Have civil society organisations been consulted? Which organisations are working in the area or on the same theme, and what contact has there been with them? You might also include details of previous research. Max 500 words.

2. How was the initial scoping funded? E.g. was it through in-kind, local government funds, self-funded,   etc. Max 150 words.

3. Please provide a letter of support as written evidence to confirm your partnership with the lead organisation and that the lead organisation supports your application to the Scottish Government. If your feasibility study will support/dovetail with or add value to an existing larger project delivered by another grant holder, please confirm that you have included a letter of support from the existing grant holder.

Section C2:	Feasibility Study Detail

See also the guidance at the start of section C.

1 – 3 As a result of what has been learned from the initial scoping, what do you plan to do now, how will you do it and who will you do it with. Include what area of the country/which villages/communities of interest you will be working in and what are the issues there. You need to demonstrate that your study has been well thought out and planned in collaboration with your partners and key stakeholders. It is vital that you tell us about the communities who will be involved and particularly how you will involve disadvantaged or excluded members of the community. If you have a Terms of Reference for the study, a copy should be included. Max 1600 words.

4. We need to know who will actually undertake the study; what experience do they have in working in this field; are they already involved or will they bring a 'fresh eye' to the process. If you have decided to use a research institution, we need to know a bit more about them. Max 600.

5. The workplan should show us a clear step-by-step process for the feasibility study, with details of each activity, timescales for each part and details of who will carry out each step. Details relating to the experience of those carrying out the work should have been covered in section 4.

6. You are required to show that you have considered the conditions that need to be in place to enable you to undertake your study. You should provide a risk assessment for the study 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

Questions 1-5 in the application should be completed in addition to the excel spread sheet.

Please complete the Excel spreadsheet in order to detail the costs of your project. (Additional guidance to assist with completion is contained within the spreadsheet) The costs should relate to what it will cost to deliver the project described and should be realistic costs based on what you will need for this delivery. Costings should relate directly to the resources required as detailed within the earlier sections of the application, including the workplan.

The applicant body will be expected to know the background to how the costings were arrived at and may be asked about this at the assessment phase.

All integral parts of the project should be listed and costed, even if they are excluded from Scottish Government funding, such as additional capital costs. For such items, you must show how these will be funded.

Staff Costs

Staff costs will be shown in two separate elements. The first is for the inputs from staff based in Scotland and the second is for the staff who are based in the host country. Place each staff post individually on a separate line in the table. If there is room here, show how the costs are worked out, if not use the box at the end of section D.

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.

Study costs in country

In this section you will provide details of the costs that will be required to deliver the activities you have planned. This might include facilitation, data collection and sessional staff; community meetings and consultation events; training costs; project piloting costs; costs for meetings with partners, other local organisations; data review and analysis costs; report writing costs; costs of sharing the learning from the study; venue hire, materials; please identify the activities the costs relate to.

Other

For example, training for staff, specialist research costs.

We do not stipulate a percentage or amount for running costs, however, they must not fund a significant percentage of the funding proposal and the rationale for all administration costs must be clearly stated.

Please note that the Scottish Government will not cover the office running costs in Scotland or any country other than the host country where your project is based.

Capital Costs

The capital costs should be kept proportionate and consistent with the overarching focus of the study and consideration should be given to local sourcing of capital resources and of sustainability of the capital element at the end of the study.

An acceptable capital cost might be, for example, the purchase of hand tools for a small community group to pilot growing micro-crops. Or it might be the purchase of mobile phones or other equipment for collecting data electronically etc. The tools could be sourced in-country and would remain with the individuals on completion of the study. Please note that transportation of goods internationally will only be considered where there is clear justification for this. Please note that conditions will be set on the disposal of assets funded through the grant.

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.

Use the additional box to show detail not included above, explain how these costs have been worked out and the rationale behind them. Specifically, please give further detail on staffing costs: staff roles and how many days they will be devoting to this study.

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.

Section E:	Long term planning

1. Although we don't expect you to pre-empt the results of the feasibility study, it is important to know what thoughts you have given to the next steps. How do you think any future project associated with the study will be funded? Who will be responsible for taking forward or actioning any important issues raised from the study? How will future work fit with international frameworks and initiatives, such as the Sustainable Development Goals. Your response should also consider any links to the Scottish Government's International Development Strategy (2016) ("IDS").
Max 800 words

2. No matter what the outcome of the study brings, it is good to know how you plan to share and disseminate the learning. Tell us who you will share the learning with. Max 400 words.

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 (formerly NIDOS) 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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