

Application Stage Questions and Answers

Scottish Government Climate Justice Innovation Fund (CJIF) Funding Round 2019

Q1	Is there a limit on the number of applications an organisation can submit?
A	Yes, we will allow only one application per organisation in this round.
Q2	Is there a change in the maximum project budget that can be applied for?
A	Yes, this 2019 CJIF round is different to previous rounds in that projects can have a budget up to a maximum of £125,000.
Q3	Is there a change in the limit on the length of the projects applied for?
A	<p>Yes, this 2019 CJIF round is different to previous rounds in that projects must complete by 31 March 2021, meaning a maximum duration of up to 16 months from a start date of 1 December 2019.</p> <p>Project duration should depend entirely on the nature of the initiative for which funding is sought and the length of time required for that. Remember that applicants may only apply for grants that support the start-up and field-testing of innovations OR that will support innovations on their path to scale.</p>
Q4	What is the modelling/profiling that applicants should adopt? Does it depend on the year?
A	<p>Unlike previous rounds of the CJIF, there are limits per year in this 2019 CJIF call. The maximum amount which applications can budget for in Year 1 (Dec 2019-Mar 2020) is £25,000, and the maximum amount for Year 2 (Apr 2020-March 2021) is £100,000.</p> <p>Within these parameters of a maximum 16-month project, applicants' financial modelling should be specific to and predicated upon the project design and scheduled activities and should take into account start up and wind down. As per the CJIF Guidance, project budgets are to be completed across Scottish Government financial years (1 April – 31 March), not calendar years.</p> <p>This fund will operate as below:</p> <ul style="list-style-type: none"> - 1 December 2019-31 March 2020 (4 months), Payment made in advance at the start of the project. - 1 April 2020-31 March 2021 (12 months), Payment made in advance at the start of Year 2.
Q5	How important is the “innovation” aspect of the projects applied for?
A	<p>The “innovation” aspect of applications to the Climate Justice <u>Innovation</u> Fund is crucial. All applications must present clearly how organisations will either:</p> <ol style="list-style-type: none"> i) field test the feasibility of new methods, technologies or approaches, or, ii) trial innovation on the path to scale. <p>As part of outlining why their proposal is innovative, all projects applied for must clearly present the current ‘state of the art’ practice or thinking relevant to their initiative. Applications must also explain how the learning from the field test or trialled innovation will be recorded and disseminated to relevant audiences in order to ensure the benefits of the knowledge gained are shared as widely as possible.</p> <p>If a project applied for has a generally ‘green’ focus but is not truly innovative then it is unlikely to be a good fit for this CJIF which requires a clear focus on innovation.</p>

Q6	What are the limits for staff costs in Scotland?
A	<p>There is a clear rationale behind the 10% cap which applies to the Scottish administration costs of managing the project. This cap exists to keep these costs to a minimum, ensuring that the maximum share of the project budget is spent in the target country and that focus is put on building the staff capacity of in-country partners rather than in the UK.</p> <p>To clarify what is covered under staff costs, all staff costs involved in project management from Scotland are to be included, and these should be separated in the staff costs budget tab. All of these salary costs incurred in Scotland need to fall under the 10% limit. Please note, there is no cap on staff costs incurred in country, although these should be reasonable and well justified.</p>
Q7	Do staff costs covering Scottish staff expertise and Scottish staff delivering expertise in country count towards the 10% overall Scottish administration and staff cap?
A	<p>The Scottish Government will consider applications from organisations that have included staff costs that relate specifically to the transfer of technical knowledge and/or expertise from Scotland to the target country if this is an integral part of the proposal and not available in country. These costs (for expert input from Scotland) should be included in the implementation budgets. It should be noted that our assessors will scrutinise all Scottish administrative and expert costs included in any application received so as to ensure that, where applicable, the applicant provides adequate evidence and justification for all costs included in the application that relate to the transfer of Scottish knowledge and or expertise in the project. (Overheads in Scotland are not covered under this fund).</p> <p>All of these costs, including those associated with project activities should be separated out in the staff costs tab of the budget. Please note where staff costs relating to Scottish expertise are being included, these should be listed under 'other staff costs' with clear notes included relating to these lines, clarifying the location of these staff and which outputs / activities their time relates to. <i>On this basis, expertise from Scotland would not be included within the 10% limit.</i></p>
Q8	Are there geographical restrictions or can projects be implemented anywhere within the partner countries? Is there any preference or limit to awards for particular countries?
A	There are no geographical restrictions within the three countries where this fund will support projects, i.e. Malawi, Rwanda and Zambia. The quality of applications, not target country, will determine awards.
Q9	Are there specific criteria for partners on the project? Do they have to be a certain size or have a minimum annual income?
A	A specified partner organisation is essential; applications which do not have an in-country partner will not be eligible for funding. The selection of partner organisations is up to each organisation applying and there is no set criteria for partner organisations beyond the requirement that they should be locally-led organisations based in the target country. A basic test would be that in addition to partner organisations being based in the country of implementation, they should also have a majority of local board members/trustees. However, we can consider other partner arrangements which can demonstrate that in-country partner organisations have decision-making, governance and oversight which promote meaningful local ownership and transparency. As part of your application we will require details on what due diligence has been carried out on any partners detailed in your application (including safeguarding), as well as understanding what expertise and experience they are bringing to the project.
Q10	What is the total amount available for this 2019 CJIF round?
A	Scottish Government anticipates that an amount of £375,000 will be available for this funding round.

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