



Guidance Notes

Scottish Government International Development Small Grants Programme Project Grant 2019 – 2022

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 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 pages

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, budget and monitoring framework excel spreadsheets, 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(s) of support:

A letter of support is required from **the lead partner organisation** to confirm their support and involvement in the intended project. 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 your application.

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

- Confirm commitment to the proposed project;
- Explain clearly the value, relevance and possible benefits of the work to the host community;
- Explain their involvement in the development of this project, including the needs assessment;
- 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 project will work with/dovetail with/wrap around an existing larger project funded through the Scottish Government's Zambia, Rwanda or Malawi Development Programmes, **an additional** 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 – A copy of your Equal Opportunities/ Diversity policy: An electronic link is acceptable.

4 – A copy of your organisation's safeguarding policy: An electronic link is acceptable.

Submission arrangements

Completed 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 project.
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 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.

13. 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 if available or a hyperlink to it. Max 300 words.

14. Please confirm you have carried out due diligence on all proposed partners on this project, providing details of all checks carried out, including the dates. Please include details here regarding any policies your partner organisation has with regards to safeguarding, including the process in place to report any suspected misconduct which may arise involving any aspect of the project. Max 300 words.

15. 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 project.

Section B:	PROJECT INFORMATION
-------------------	----------------------------

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

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

3. If your project 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 project, so explain this here. Max 200 words.

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

6. Describe the problem and the current situation, including a brief description of the communities you will be working with. Are there any specific groups that will be targeted? Max 500 words.

7. Please give an estimate of the total number of people you will work with on average each year. If you are doing different activities with different groups of people it is useful to have these numbers also.

8. Please state the aim or long term outcome of the project. (This would be the top box of the Monitoring Framework – see B2 below.) The long term outcome should be expressed in specific improvements in the lives of specific groups of people as in the example below. Some comparisons of strong statements and weak statements are given – the stronger versions are more specific, clear and measurable.

Example Long term outcome:

- Women in Rwanda are able to secure a sustainable and sufficient agricultural livelihood (a weaker version of this might read: To help women in Rwanda to improve their livelihoods)
- Children aged 0 – 16 years old in Zambia are safer and attain a good quality primary level education. (a weaker version of this might read: To support children in Zambia improve their lives)

9. Please give project dates. 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 36 months from 1 April 2018 to 31 March 2022. A project may run for less than this time but cannot, for those elements funded by the Scottish Government run outside these dates.

10. The funding is for new or expanded or developed work.

- New work is work that has not been done before, i.e. the project does not currently exist.
- Expanded or developed work will build on work that is already happening; the expansion or development might be extending a project to a different area, working with a new group of people, or adding a new aspect to the work.
- Work that supports or adds value to an existing larger project delivered by another grant holder will be new work in relation to the existing larger project.

Section B1:

Why is this project needed and how it has been developed

This section seeks details of the needs assessment that you or your partner organisation undertook in relation to the issues your work is designed to address. How did you identify the need for this project to take place? Why is the project needed? How do you know?

1. Give details of the consultation that you have done that show the project is needed. 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? You might also include research. How did the consultation inform the shape of the project? Max 600 words

2. Please clarify your understanding of how and where this project fits with other in-country priorities such as alignment with local development frameworks and other initiatives and policies in-country. Max 250 words.

3. We want to understand the bigger picture of provision in the area you will be working. Tell us how the project fits with other local activities by NGOs, local authorities, etc. Is there a gap in provision? How does your project fit into this provision, and how will you work with these other agencies to avoid duplication? Max 400 words.

4. Please list the roles and responsibilities of your organisation and all partners in delivering the project, including details of management and coordination of work between partners - rows may be added as required.

5. 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 project will support/dovetail with or add value to an existing larger project delivered by another grant holder, please confirm that you have a letter of support from the existing grant holder.

6. Please demonstrate your understanding of how your project will fit with international frameworks and initiatives, such as how it will help contribute to the delivery of the Sustainable Development Goals and principles of aid effectiveness. Your response should also refer to the [Scottish Government's International Development Strategy \(2016\)](#) ("IDS").
Max 250 words

Section B2:

MONITORING, EVALUATION AND LEARNING (MEL)

This section will allow you to demonstrate that your project has been well thought out and planned in collaboration with your partners and key stakeholders.

The preparation of a monitoring framework should be a key element of the project preparation process, and be used in project management to enable clear monitoring and ultimately evaluation of the project. It can be useful for bringing together in one place a statement of all key aspects of the project in a systematic, concise and coherent way; and providing a framework for monitoring and evaluation where planned and actual results can be compared. Your project needs to have a clear and intelligent approach to monitoring, evaluation and learning– both internal and external, for accountability purposes and for internal learning.

This application requires submission of a monitoring framework and an excel template format is provided. This is a simple tool which sets out the overall outcome, outputs and activities.

As some of you will be completing this sort of planning, monitoring and evaluation tool for the first time, please contact Corra Foundation if you feel that you need support or clarification on what is required.

MONITORING FRAMEWORK

From your consultation you will have identified the changes or differences you want to make in the lives of people you will be working with. You must list this as a succinct outcome statement and can add further description. This outcome should contribute to achieving your overall aim as stated in B:8. One outcome should be sufficient, as you need to consider how manageable and realistic it is to achieve more than this. The outcome should be achievable by the end of the project. The outcome you set should be SMART (specific, measurable, achievable, relevant and time-bound). You need to be able to measure the change your work has achieved.

The monitoring framework should show what activities will be done to achieve the outcome. Start with the change or improvement (outcome) that the project aims to achieve and list the indicators that directly relate to achieving that outcome. It is likely that the outcome has more than one indicator. Each outcome indicator will have outputs (Specific results the project will generate) and output activities will be the tasks that need to be done in order for the output to be achieved.

Output activities should be stated as SMART objectives- (Specific, Measurable, Achievable, Realistic, Timely) so please give target numbers. Please indicate who will carry out the activity and when this will happen.

The workplan will form the basis of your interim and annual reporting, so a clear workplan will assist with this.

More detail on the activities will be given at B2.2.

1. This question provides an opportunity to provide details about the methods and approaches that will be applied in monitoring project progress and evaluating results of the project. Please describe the methods (e.g. knowledge surveys, review of government statistics, etc) and approaches (e.g. participatory, independent etc) that you will apply. Please also provide details about who will be responsible for MEL. It might also be useful to provide details about their experience in this area.

It is important to have planned not only how the monitoring, evaluation and learning will be done, but who will do it and when this will happen. Please complete the table to show the responsibilities for this work.

2. The project description should follow in a logical progression from the evidence of need shown from the consultation, setting of outcomes, to design of activities, and to implementation.

Describe the activities you will do in more detail.

What resources will you need, what staff will be employed and who will do what? All staff resources that appear in the costs should be explained.

How the project will be co-ordinated and managed, and how will this be split between each organisation. How will they communicate and how often?

What will happen after?

If the project is an expansion or development, tell us about the work this builds on- what has been done and how successful has it been. What is the nature of the expansion or development? Is it to carry out the same work with a different group of people or in a different place? Is it to add in a different service or activity? You need to be clear about what has been done before and what is being proposed. How will the existing work continue to be funded? You need to be clear about what has been costed, and what activities are already funded.

If the project aims to support/dovetail with or add value to an existing larger project delivered by another grant holder, tell us how this arrangement came about and how the new project will contribute to stronger outcomes.

Max 1500 words.

3. Learning is a key component of a good development project; learning what is working and what is not, and making sure that learning is taken up by relevant stakeholders internally and externally. Describe the learning approaches that you propose to incorporate within your project (e.g. internal workshops, stakeholder surveys etc). Tell us about plans to disseminate this learning and who will be responsible for this. This should include a description of how your organisation and your partners will share learning; how this learning will be shared with other organisations in the area; how the learning will be shared with the community which has benefited; how this learning might be used to develop future projects or in discussions to scale up the project in the future; etc. Max 400 words.

4. What is there already within the community and how will you use these resources to enhance the success of the project? Max 400 words.

5. How will you ensure the project reaches all those who should benefit, including those most hard to reach and most disadvantaged? Max 300 words

6. This is your opportunity to show how you and your partner have the ability to manage and deliver the project. Tell us about past experience of projects you have run together, and/or separately. You can enclose CV's of the Project Managers, but please also outline their skills on the form. Max 500 words.

7. We want to know how sustainability of the outcomes is built into the design of the project and what happens after the funding for this project ends. Please provide details of your exit strategy – this should not just be about where you will find new money after the Scottish Government funding ends but about how local people, systems and processes have been strengthened to enable local people and institutions to take the work forward in the future.

For example, if you are aiming to improve access to electricity to enable farmers to pump irrigation water to increase their livelihoods, you might need to ensure the design of your project can answer some of the following questions: have local people been trained in repairing the pump, are spares available through local businesses, has a 'repair fund' been set up in the local community and is there a strong community organisation that can mediate disputes, etc Another example might be: If you are aiming to support street children to access safe services, project design questions might include: will the local authority be aware of this service and inspecting it by the time the project finishes, will the street children know their rights and how to complain or who to go to if there is trouble, will a local organisation/the local authority be providing the service when your funding stops, etc?

Max 400 words.

8. We are interested to know about any plans to develop or replicate the project after the period covered by this application. Where would this be and what are the plans to fund it? Max 300 words.

9. You are required to show that you have considered potential problems/risks the project might face and the conditions that need to be in place to enable your project to achieve its activities and outcomes. You should provide a risk assessment for the project 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 deal with any problems that are more likely to occur (i.e. where the likelihood of the risk is high).

10. An aim of the programme is to build capacity of small Scottish international development organisations, and to develop a pool of applicants for the Scottish Government's IDF and Climate Justice Fund. Please explain how funding would do this for your organisation. You may also comment on how it will build capacity for your partner.

11. Briefly state the role of your (the Scottish organisation): what is the nature of their involvement? This may include direct work, skills transfer, managing and evaluation. What is the added value that the Scottish organisation brings, in addition to securing the actual funding for the work in the host country.

1. Please provide the details of the in country partner organisation(s) with whom you intend to work to deliver your planned project. 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 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 confirm that this organisation will deliver the project on a not-for-profit basis.
8. Please tell us about any partnership agreement between the two organisations and enclose a copy.
9. Please tell us how the partner addresses equal opportunities and operates inclusively. Max 150 words.
10. Please tell us how the partner addresses safeguarding and promotes it within the organisation. Max 150 words.
11. This section only has to be filled in for the lead partner.
12. 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.

Scotland’s International Development Alliance also has guidance on MEL:

www.intdevalliance.scot

Section D:

PROJECT BUDGET

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

Financial Years

Please complete the project budget across Scottish Government financial years (1 April – 31 March). You should take time to budget carefully. If you are not able to spend all the funds in any one financial year, it may not be possible for these to be transferred to the next financial year.

Make sure that the costs in each year are directly related to the costs of the activities you have outlined.

Staff Costs

Staff costs should be documented on the spreadsheet 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-country.

For all staff costs please place each staff member individually on a separate line in the Excel spreadsheet with name, job title and role. Please indicate below how many days in the year they will be devoting to this project. The employment of any new staff must be clearly stated and consideration given to financial sustainability in the exit strategy. Note that a maximum 8% of the project budget can be spent outwith the country of implementation and this includes costs in Scotland.

Capital Costs

Capital expenditure is distinct from current (or resource/revenue) expenditure as it creates "...assets that can be used repeatedly to produce goods and services and generally have an economic life of more than one year." With investment made on the understanding that it will return a stream of benefits over many years, or generations, to come.

The capital costs should be kept proportionate and consistent with the overarching focus of the project. Strong consideration should be given to local sourcing of capital resources and of the sustainability of the capital element, once the project ends. Please note that the transportation of goods internationally will only be considered where there is a clear justification and where local businesses will not be adversely affected.

The maximum that may be spent on capital costs is 20% of the overall project budget. If the costs directly relate to renewable energy, the limit is 50%. Capital items in a budget will be carefully scrutinised.

Each proposed item of capital spend over £250 should be listed in the Excel spreadsheet and the rationale for these requirements laid out within Section E in the application form. The capital expenditure has been split into two elements. The first relates to capital items that support project management whilst the second relates to project implementation. In the former one might see items such as computers or a GPS to locate water sites whilst in the second one would see items that have been put in place to provide long term service e.g. boreholes, public toilets, renewable energy systems. It would not be the purchase of high value equipment or the construction of new buildings. You should give as much information as possible of intended capital spend as any capital spend that is additional to that specified in your application will require written permission from the Scottish Government in advance.

Please note that the Scottish Government will not fund the purchase of vehicles. Bicycles and motorbikes may be funded in exceptional circumstances if there is a clear justification. If you are including bike costs as part of your application you must clarify what will happen to the bike at the end of the project and how maintenance costs will be met. Please note that conditions will be set on the disposal of any assets funded through the grant.

Travel

Please complete in the excel budget spreadsheet the number and cost of airfares for international travel. Please also fill in the table in section E of the application form to provide details of who is flying, when, for what purpose and the planned duration of the visit. Any other international travel costs should also be made clear.

Inward visits (i.e. individuals travelling from Malawi, Zambia and Rwanda 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 any proposed inward visit.

Travel and substance should be kept to a minimum, particularly international air travel. The Scottish Government expectation would be that all travel, including international flights, would be economy class. Please note that you may be required to submit evidence of travel for any international flights as part of your reporting requirements.

Project-related travel costs in-country in Malawi, Zambia and Rwanda should include airfares (if appropriate for any in-country travel), costs by car, motorbike or other modes of transport. Please note that you may be required to submit boarding passes of any flights as part of your reporting requirements.

Matched funding/In kind support

The Scottish Government is keen to maximise external sources of funding to developing countries. If your programme is likely to lever in any other sources of funding or private donations, and if you have secured any commitment to matched funding in addition to funds from the Scottish Government, please give details in Section E.

If the funds you are requesting are not sufficient to deliver the whole project, you should demonstrate how your matched funding will be allocated within the project using the 'other' category on the spreadsheet template provided. It is important to be able to identify which aspects of the work will benefit from Scottish Government funding and which from other funding.

You may also have offers of support for the project that are not quantifiable in financial terms e.g. office space that you do not need to pay for; the offer of volunteer support; free/discounted accommodation or flights that are not quantifiable. Section E of the application allows you to explain any non-financial support which would help the project, and would also demonstrate support and commitment from sources unable to provide financial contributions.

Sources of help

If you have any queries about the form that are not addressed in these guidance notes, please submit questions by emailing: applications@corra.scot giving a contact email address and telephone number. Questions received by 30/09/18 will be published on Corra Foundation's website.

Scotland's International Development Alliance (formerly NIDOS) and Scotland Malawi Partnership (SMP) both 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

The following website may also be useful for resources on evaluation

www.evaluationsupportscotland.org.uk

Corra Foundation

Riverside House, 502 Gorgie Road, Edinburgh, EH11 3AF

e: international@corra.scot t: 0131 444 4020 www.corra.scot

(The) Corra Foundation is a charity registered in Scotland (No SC009481) and is also a company limited by guarantee (No SC096068). Fortify Social Enterprise CIC is a community interest company registered in Scotland and is also a company limited by guarantee (No SC507457). It is a member of the Scottish Grant Makers, the Association of Charitable Foundations and the Scotland Funders Forum. (The) Corra Foundation was previously called Lloyds TSB Foundation for Scotland.

July 2018