



**Isle of Man
Government**

Reilitys Ellan Vannin

OVERSEAS AID COMMITTEE

Bing son Cooney lesh Cheeraghyn Joarree

GRANT APPLICATION FORM

Reference number	
Date received	
For Committee use only	

MULTI-YEAR GRANTS SCHEME

PROJECT SUMMARY

Name of organisation:	
Charity registration number:	Isle of Man Presence? Yes <input type="checkbox"/> No <input type="checkbox"/>

Contact name:
Address for all correspondence:

Telephone / fax number:
E-mail address:

Charity mission statement or description:

Project name:	Multi-year? Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	No. Years <input type="checkbox"/>
Priority (for multiple applications – Maximum of 2):		
Location:		
Population size of community:		
United Nations' HDI ranking:		
Millennium Development Goal(s):		
United Nations' development indicator(s):		
Project budget:		
Requested donation:		
Number of beneficiaries	Direct? <input type="checkbox"/>	Indirect? <input type="checkbox"/>

Brief description of project:

DECLARATION

I declare that to the best of my knowledge and belief, the information given in this applications is correct and complete

.....Signed

.....Date

PROJECT DESCRIPTION

1. Project Objectives which should be specific, measurable, agreed, realistic and timed (SMART)	
2. How and why was the project conceived? Show alignment of Millennium Development Goal(s) and United Nations' development indicator(s) with a development need in this community.	
3. What will be the project activities?	
4. How long will it take?	
5. What is the possibility of this project, if successful, being replicated?	
6. How will the project raise awareness in the Isle of Man about development?	
7. Who will benefit from the project?	
8. Have they been involved in its planning?	
9. Who else is involved and what is their role?	
10. How will the benefits and sustainability of the project continue into the future?	

REPORTING, MONITORING AND EVALUATION

Note: A report will be required at the end of the project, usually no later than 12 months from receipt of the grant.

11. How will the project be monitored?	
12. How will its success be measured - and by whom?	
13. Will the project be evaluated when it is finished? If so, how and by whom?	

ORGANISATION BACKGROUND

Please also attach electronic copies of most recent Annual Report, audited accounts and any other relevant background documentation about your organisation.

14. Describe your organisation	
15. Summary of previous development work:	

PROJECT BUDGET

Financial Summary (£ Sterling)									
		Year 1		Year 2		Year 3		Total	
Total Cost									
Funded by:	Own Resources			N/A		N/A			N/A
	Other Donors								
Funding Requested from Isle of Man									
Financial Details		£	%	£	%	£	%	£	%
Please list all relevant budget amounts	Capital Costs								
	Salaries								
	Administration								
	Monitoring Costs								
	Supplies/Materials								

	Other Costs (which must be itemised)					
--	--------------------------------------	--	--	--	--	--

ADDITIONAL INFORMATION

Please provide any additional information considered necessary in support of your application

--

N.B. Completed Applications Forms (excluding attachments) should not exceed 5 pages

**ISLE OF MAN GOVERNMENT OVERSEAS AID
Multi-Year Grants**

APPLICATION FORM GUIDANCE

(Please also refer to the of the Isle of Man Overseas Aid Committee’s Programme & Funding Guidance available at <http://www.gov.im/cso/externalrelations/aid.xml>)

Please e-mail completed applications to overseas.aid@gov.im

Project Summary

This section contains summary information about your project, which enables us to understand what you propose to achieve and what is required to complete this work. This summary will be used to identify your application. Where you have submitted more than one application please ensure you allocate priority numbers for each application.

Please note that applications should normally relate to one or more of the Millennium Development Goals and be in one or more of the “low development” countries specified in the Guidance on Programmes and Funding document. (Please see letter from the Chairman explaining the Committee’s priorities for Multi-Year Grant funding).

Please note that a maximum of two applications will be accepted from a charity during each round of funding.

Wherever possible please also attach an electronic copy of a map of the area to be covered by the project.

Project Description

This is the most important section of your application. Describe your project under each of the headings. Please be brief and concise.

1. **Objectives:** Describe what your project is broadly trying to achieve or contribute to, and how you will do this. Objectives must be shown to be specific, measured, agreed, realistic and timed (SMART).
2. **How and why was the project conceived?** Describe what you want to do, the problems that you have identified and the needs that the project should meet. Include details on any background research, feasibility studies or evaluations, which have been conducted in the planning of this project. The project application must show an alignment with one or more Millennium Development Goal(s) and specific United Nations’ development indicator(s) that need to be addressed in this community.
3. **Project Activities:** Outline the different activities which you plan to implement in your project and link these activities to what you hope to achieve.

4. **Timeframe:** What is the envisaged calendar for this work? Please ensure you mark the relevant Yes box on the summary page for projects requiring Multi-Year funding (3 years).
5. **Possibilities for replication:** Indicate if and how the project will have a multiplier effect. For example: the training of coordinators of a national organisation who in turn will pass their learning on to other trainers.
6. **Development education:** Does the project contribute to raising awareness in the Isle of Man of the needs in the developing world and the importance of providing resources for development cooperation?
7. **Project beneficiaries:** Please list who will benefit from the project.
8. **Participation of beneficiaries:** Describe the involvement of the beneficiaries in the development of your project. At what stages did you or will you involve them: in the planning, implementation, management, evaluation and follow-up stages of the project?
9. **Cooperation and collaboration:** List any other organisations that are involved in the planning and implementation of this project.
10. **Sustainability:** Explain how the project will continue to benefit recipients on a long-term basis. How will you ensure that it can be maintained in the future?

Reporting, Monitoring and Evaluation

11. **Monitoring:** How will the progress of this project be monitored (so that you can be sure that it is doing what you set out to do)? Who will monitor the project?
12. **Indicators of success:** How will success be measured? What will you use to help you to measure the level of success of the project?
13. **Evaluation:** Are you are planning to evaluate the project or for someone to carry out an external evaluation for you? If so, describe how you intend to go about it. How and when will it take place? Will the results be shared with others (so that they can benefit from your experience)?

Organisation Background

To be completed only by applicants who have not previously received funding from the Committee

14. **Nature of organisation:** Briefly describe the origin, background, main focus of work, and management structure of your organisation.
15. **Previous Development Work:** Briefly list previous projects you have managed, which you believe will be of interest/relevance to the Committee.

Project Budget

Please list all expected income and expenditure including relevant staffing, activity and overhead costs. Please note the following when preparing your budget:

Eligible Costs

- Direct project costs
- Capital or equipment costs (when it can be justified as essential to the delivery of the project)
- Purchase, repair or furnishing of buildings (when it is an integral part of the project).
- Reasonable overhead and administration costs

- Costs related to promoting changes in public policy in the developing country to support the provision of basic services to poor communities.

Ineligible Costs

- Servicing debt or loans;
- Evangelisation or prosyletisation;
- Emergencies;
- Activities which are essentially awareness raising (development education);
- Retrospective Expenditure (i.e. costs incurred prior to the date of submission of the application)
- Individual or family sponsorship/projects
- IOM/UK expenditure (except reasonable administration costs)

ISLE OF MAN GOVERNMENT OVERSEAS AID

Multi-Year Grants

ASSESSMENT CRITERIA

Applications received after the closing deadline will not be reviewed by the Overseas Aid Committee.

Applications will only be accepted for projects that require three years of funding. The minimum and maximum grants available are £50,000 and £100,000 per annum respectively.

Please note that a maximum of two applications will be accepted from any charity (IOM/UK branches of the same charity will be counted as one).

Projects must seek to address the Millennium Development Goals, which are:-

Goal 1	Eradicate extreme poverty and hunger
Goal 2	Achieve universal primary education
Goal 3	Promote gender equality and empower women
Goal 4	Reduce child mortality
Goal 5	Improve maternal health
Goal 6	Combat HIV/AIDS, malaria & other diseases
Goal 7	Ensure environmental sustainability
Goal 8	Develop a global partnership for development

The applications must specify the Millennium Development Goal(s) being addressed. It is imperative that the application clearly states the project development need and that it should align with the United Nations' development indicator(s) requiring improvement in that country.

Please note that priority, but not exclusivity, will be given to applications from English speaking "low development" countries on the United Nations' Human Development Index that have populations of less than seven million inhabitants (Sierra Leone, Liberia, Gambia, Timor-Leste and Lesotho).

The Committee would also be interested in receiving applications for projects from the Least Developed Countries on the list of the United Nations' Small Island Developing States or small communities from "low and medium development" countries on the United Nations' Human Development Index. Small communities are defined as rural communities with a population of less than 100,000 inhabitants.

In addition, applications must meet the following assessment criteria:

1. The applicant organisation must be a registered charity in the Isle of Man or United Kingdom.
2. The applicant must demonstrate the capacity to deliver development projects in the identified developing country.
3. The applicant must demonstrate their knowledge and understanding of the developing country in which the project will be based.
4. Evidence of local partners' and community involvement in the design of the project as well as setting its aims and objectives, is desirable.
5. The applicant must provide evidence of their commitment to monitoring and evaluation procedures to lead to effective project and programme management.

6. The applicant must describe their proposals for addressing the sustainability of the project after Isle of Man Government funding comes to an end.
7. The applicant must demonstrate that the proposal addresses the development needs and priorities of the recipient country.
8. The applicant must demonstrate that administration costs will be contained within reasonable limits, and as much funding as possible will go directly to meeting the objectives of the project.
9. The applicant must consider, and where possible commit to include, an appropriate level of Isle of Man branding of projects funded as part of the programme.