



Isle of Man
Government

Reiltys Ellan Vannin

OVERSEAS AID COMMITTEE

OF THE COUNCIL OF MINISTERS

GUIDANCE ON PROGRAMMES
& FUNDING

External Relations Division
Government Office, Bucks Road
Douglas, Isle of Man, IM1 3PN

October 2008

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1. HISTORY & BACKGROUND

The Isle of Man, situated in the centre of the British Isles, is an internally self-governing dependent territory of the Crown, which is not part of the United Kingdom. Tynwald, the Island's 1,000-year-old Parliament, makes its own laws and oversees all internal administration, fiscal and social policies.

External issues, such as foreign representation and defence, are administered on the Island's behalf by the UK Government and the Island makes an annual payment for these services.

As a British Crown dependency, the ultimate responsibility for the Island's good government is vested in the Crown but by long standing convention, the U.K. Government does not legislate for the Island except with the specific consent of the Island's Government. The Queen is the Island's head of state, represented by the Lieutenant Governor.

The Isle of Man is not part of the European Union, but it has a limited relationship with the Union under Protocol 3 to the United Kingdom's Act of Accession in 1972. This allows for the free trade of agricultural and manufactured products across the EU.

The Island has a Ministerial system of Government lead by a Chief Minister who is elected by Tynwald from its Members.

2. COUNCIL OF MINISTERS

Role

The Council of Ministers comprises the Chief Minister and the Ministers of the 9 Departments of Government. The primary functions of the Council of Ministers are determining Government's policies and priorities; managing the Island's external relationships with the United Kingdom, the European Union and elsewhere; and conducting a wide array of statutory functions, most notably the appointment of Members to Departments, statutory bodies and committees for the purpose of running the Island's public services.

Policy

In July 2008, the Council of Ministers adopted the following policy on overseas aid:-

Introduction

The Council of Ministers is committed to the Isle of Man being a responsible jurisdiction, which is able to contribute to the global fight against poverty in the developing world. The Council of Ministers recognises the longstanding commitment of organisations and individuals on the Isle of Man and elsewhere to international development, building upon both the historical and contemporary relationships that exist between the Island and many developing countries. This Policy outlines Council's intention to actively engage with this global agenda and defines the means by which the Isle of Man Government will make its contribution.

Objectives

The Isle of Man Government will:-

- Do all it can to help the developed world achieve the Millennium Development Goals as the recognised international standards for development.
- Give priority to Countries ranked as “Low Development” on the United Nations Human Development Index.
- Provide a swift and effective response to international humanitarian crises.
- Support the voluntary sector in raising awareness of global development issues throughout the Manx population.

Funding

The Isle of Man Government’s ultimate goal is to achieve the internationally recognised standard for overseas aid contributions as a percentage of national income as and when it is practical to do so. This standard can only be achieved in stages. In the first instance the Council of Ministers has set a target of achieving a funding level of 0.7% of Gross Government Income by 2015.

The level of funding afforded to Overseas Aid, and its performance against targets, will be subject to detailed review by the Council of Ministers every three years.

Governance

The management of the Government’s Overseas Aid budget will be the responsibility of an Overseas Aid sub-Committee of the Council of Ministers consisting of five Members of which at least three will be Members of Tynwald. The Committee will receive administrative support from the Office of the Chief Secretary.

Aid Mechanisms

Four main funding mechanisms will be adopted as follows:

- Partnership Programme Agreements with Isle of Man or United Kingdom Charities.
- A Multi-Year Grants Scheme for projects of up to 3 years duration.
- A Small Grants Scheme for one-off projects, which gives priority to Isle of Man based Charities and has a proportion reserved for volunteering projects and technical co-operation.
- An Emergency Aid budget reserved for emergency appeals.

Application Criteria

All applications for grant aid will be considered in an open and transparent manner against clearly defined criteria. Applicants will be given the reasons in cases where project applications are unsuccessful.

Monitoring and Review

The Council of Ministers is committed to strict monitoring and evaluation procedures for all overseas aid activity and will ensure regular reporting for all projects. Details of reporting requirements will be communicated to all NGOs and adherence to these requirements will be a condition of any grant or agreement.

Funding

In order to achieve its funding target, the Council of Ministers has established a funding plan for a 20% annual increase in its Overseas Aid budget. If achieved, this will result in the following budgets between 2009 and 2015:-

Year	Budget
2009/10	£2.6m
2010/11	£3.2m
2011/12	£3.9m
2012/13	£4.7m
2013/14	£5.7m
2014/15	£6.9m
2015/16	£8.4m

3. OVERSEAS AID COMMITTEE

Terms of Reference

The Overseas Aid Committee of the Council of Ministers is the Isle of Man Government body responsible for the funding of development aid projects in the world's less developed countries. The Committee is also responsible for providing donations to international emergency/disaster appeals.

Formed in 1985 as the Voluntary Service Overseas Committee to fund the overseas postings of Isle of Man VSO volunteers, the Committee changed its name the following year when it was given responsibility for the funding of all overseas development aid projects. Responsibility for donations to disaster appeals was given to the Committee in 2000.

The overall purpose of the Committee is to implement the Council of Ministers' Policy on Overseas Aid by ensuring: -

- that aid is targeted effectively,
- that appropriate mechanisms are in place for granting aid, in accordance with best practice elsewhere,
- that the Island's voluntary sector is properly engaged in the process, and
- that the people of the Isle of Man continue to be encouraged to support the alleviation of World poverty.

The Committee consists of five members (three from Tynwald and two lay members) who are appointed by the Council of Ministers.

Membership

Mr G H Waft MLC (Chairman)
Mr J Watterson MHK
Hon P A Gawne MHK
Mr J H Green MBE
Ms A Burden

Officer support: Ms Alex Powell, External Relations Manager; Miss Alison Pitts, Acting Secretary

Annual Report

The Overseas Aid Committee produces an Annual Report, which is laid before Tynwald each year. The Report summarises all of the projects funded by the Committee during the previous year. A copy of the most recent report can be found at <http://www.gov.im/cso/externalrelations/aid.xml>. Alternatively a hardcopy may be obtained, on request, from the Secretary.

Contact details

Address: **Secretary, Overseas Aid Committee**
Chief Secretary's Office
Government Office
Bucks Road
Douglas
ISLE OF MAN, IM1 3PN

E-mail: overseas.aid@gov.im

Telephone: (+44) 1624 685207
Fax: (+44) 1624 685710

4. GRANT SCHEMES

General Information

Projects or programmes covered by the all of the Committee's schemes 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 and other diseases |
| Goal 7 | Ensure environmental sustainability |
| Goal 8 | Develop a global partnership for development |

In addition, priority, but not exclusivity, is given to projects or programmes in Countries classified as "Low Development" on the United Nations' Human Development Index.

Budget Allocations

The Committee will determine, on an annual basis, how it intends to allocate its annual budget. However, to assist applicant organisations in planning their applications to the Committee, it is expected that the budget will be allocated roughly as follows:-

Partnership Programme Agreements:	50%
Multi-Year Grants:	10%
Small Grants:	25%
Emergency Aid:	15%

Small Grants Scheme

The purpose of the Small Grants Scheme is to support small projects in the developing world conducted by Manx or UK based organisations. Projects may be funded for up to 100% of eligible costs. The **maximum** grant available is £100,000. Applications from Isle of Man charities will be considered first recognising that they do not usually have access to funding elsewhere.

The objective of the scheme is to enable organisations to address the root causes of poverty in the developing world in a way that is strategic and cost-effective. In particular, the Committee is keen to support projects which include elements of volunteering (where this complies with the 'Guiding Principles for Youth Volunteering in the Context of International Development') or have a technical co-operation component.

Multi-Year Grants Scheme

The purpose of the Multi-Year Grants Scheme is to support programmes in the developing world conducted by Manx or UK based organisations, which operate for periods of up to three years. This enables organisations to have funding security, reduce administration costs and to develop programmes that can offer greater sustainability for the beneficiaries.

Multi-Year projects may be funded for up to 100% of eligible costs. The **minimum** grant available is £50,000 per annum. Applications from Isle of Man charities will be considered first recognising that they do not usually have access to funding elsewhere.

The objective of the scheme is to enable organisations to address the root causes of poverty in the developing world in a way that is strategic and cost-effective. In particular, the Committee is keen to support projects which include elements of volunteering (where this complies with the 'Guiding Principles for Youth Volunteering in the Context of International Development') or have a technical co-operation component.

Partnership Programme Agreements

Partnership Programme Agreements (PPA) are strategic agreements between the Isle of Man Government and Isle of Man or UK Organisations with set targets and outcomes. The agreements will operate for six years, subject to various terms and conditions.

The goal of the PPA is to contribute to poverty reduction by increasing the effectiveness of significant aspects of an organisation's work by advancing development practices in selected thematic areas.

PPAs are concerned with results and outcomes rather than focussing merely on the delivery of activities or outputs. They enable organisations to make long-term changes in the lives of beneficiaries.

Applicant organisations will have the flexibility to work within the Millennium Development Categories identified above, in one or more of the HDI Low Development Countries. The Contribution level of each PPA will be approximately £500,000 per annum for six years (£3m in total).

Organisations with whom the Isle of Man Government has a PPA will be precluded from applying for Small or Multi-Year Grants during the course of the agreement.

Emergency Aid Funding

Emergency aid is vital to international development because disasters can reverse or undermine development and similarly, weak or limited development can enhance vulnerability to disaster. The objective of the Committee's Emergency Aid fund is to save and protect lives in emergency situations through the provision of emergency relief and to assist the most vulnerable people in post-emergency societies to re-establish their lives and livelihoods.

The Committee allocates funding on a request basis, disbursing funds through large NGOs and charities. The Committee may also donate to the Disasters Emergency Committee (DEC) following its appeals, for it to disburse funding amongst its member organisations.

The Chairman of the Committee has delegated authority to determine applications for emergency aid alone, if necessary, to ensure a speedy response to applications.

The Committee normally aims to allocate no more than one-sixth of its annual budget for emergency aid on each appeal for which grants are given, although this limit may be exceeded in special cases. Each case is considered on its merits.

Strategic Grant Agreements

The Isle of Man Government operates a Strategic Grant Agreement with a local voluntary organisation to work constructively and strategically with the Overseas Aid Committee in helping to reduce poverty and to support the implementation of the Council of Ministers' Overseas Aid policy. The agreement requires the appointed organisation to assist with administration of elements of the Committee's grant schemes, improve the organisational capacity of Isle of Man charitable organisations and raise the profile of the work of the Committee.

The Strategic Grant Agreement operates for a period of three years.

5. APPLICATION TIMETABLE

Small Grants & Multi Year Grants

All applications must be submitted by e-mail to the Secretary. Applications can be made from the 1 November until the 28 February the following year. Applications received during this period will be considered by the Committee during March & April. The Committee will endeavour to notify all applicants of its decisions by no later than 31 May each year.

Applications submitted outside November to February will be considered by the Committee at its discretion.

Emergency Aid Funding

Applications for emergency aid funding can be made at any time, by e-mail to the Secretary.

Partnership Programme Agreements & Strategic Grant Agreements

Partnership Programme Agreements & Strategic Grant Agreements will be subject to formal selection processes conducted as and when required.

6. APPLICATION FORMS

Application Forms for Small & Multi Year Grants and for Emergency Aid Funding can be obtained from <http://www.gov.im/cso/externalrelations/aid.xml>. Each Application Form contains detailed guidance on its completion together with details of the assessment criteria that will be applied when considering applications.

Selection documents for Partnership Programme Agreements & Strategic Grant Agreements will be issued at the commencement of the selection process. Outside of these periods, model tender documentation will be made available, for information purposes only, from the website link above.

7. APPLICATION GUIDELINES

Detailed guidance on the application process is contained within the Application Forms/Tender documents identified above. However, the following additional criteria apply:-

- a) If the Committee is to fund a specific year of a multi-year project then the application must make clear the activities expected to take place within the financial year for which funding has been requested.
- b) The Committee may occasionally offer only part of the funding requested; payment of the grant will then be deferred until such time as the organisation confirms that the remaining funding has been secured.
- c) The Committee is strongly supportive of appropriate projects which involve a local (Isle of Man) fund-raising element. These projects would be eligible to receive £ for £ funding, matching money collected on the Island to a set level.
- d) Funding given may only be used for spending as detailed in the application submitted to the Committee. The consent of the Committee must be obtained before any change in use of the funding.
- e) If a project has been cancelled or the budget under spent, the outstanding funds must be returned to the Committee by cheque made payable to 'Isle of Man Government'.
- f) The Committee reserves the right to make any necessary independent enquiries or investigations concerning any project put to it for consideration.

8. REPORTING REQUIREMENTS

Small Grants, Multi Year Grants & Emergency Aid Funding

It is requirement for a report to be submitted on each project funded no later than 12 months after the grant has been given.

If a project is still ongoing at this time an interim report must be submitted and a full report submitted upon completion of the project.

In respect of Multi-Year projects annual interim reports must be submitted, followed by a final report 12 months after receipt of the final grant.

The report should be in executive summary style and include the following information:

- a) Comparison of outcomes against initial aims;
- b) Comparison of predicted and actual expenditure;
- c) Details of any contribution by the local community;
- d) Any unexpected successes or failures;
- e) Conclusion on the effectiveness and sustainability of the project;
- f) Possible future developments;
- g) A draft 500 word media release to enable the Committee to publicise the project;
- h) Relevant photos and the organisation's logo in digital format.

Partnership Programme Agreements

Organisations with whom there is a Partnership Programme Agreement will be required to:-

- a) supply a copy of its annual audited accounts on an annual basis
- b) report annually supplying evidence of good corporate governance
- c) demonstrate progress towards the objectives defined in the Agreement through an annual self assessment report. This report must be submitted by 30 June each year in a format to be prescribed.
- d) discuss and decide with the Committee about arrangements for independent evaluation of the Agreement, to be conducted no less than 3 years after its commencement. The cost of all evaluations and reports required will be met from the Agreement Contribution.

Strategic Grant Agreements

Written reports of workload and outputs will be submitted by the Service Provider to quarterly meetings with officers representing the Committee.