

Isle of Man Government

International Development funding

Template summary of project application and recommendation for shortlisting

Reference:		Theme (if appropriate):	
Charity/Applicant:			
Project Title:			
Requested donation:		Total Project budget:	
Direct beneficiaries of IOMG funding		Cost per beneficiary:	

Details of previous Isle of Man Government funding (past 2 years)

YEAR	AMOUNT	PROJECT TITLE	COMMENTS (RE PROJECT DELIVERY/ISSUES WITH FINANCES ETC)

Summary of Project Goals:

Essential Eligibility Criteria for long-listing

Key	Description	Y/N/NA
A	Is the application form fully completed?	
B	Applicant has provided an introduction including lead contact and their contact information	
C(i)	The applicant has provided their Registered Charity number under the Isle of Man Charities Registration Act 2019	
C(ii)	Or the applicant has provided their Registered Charity number issued in the UK	
C(iii)	Or the applicant holds Exempt Charity status?	
C(iv)	Or the application is from a consortium of partners who individually meet the requirements of above?	
D	Is the charity registered with IOMFSA as an SNPO or provided exemption confirmation?	
E	Applicant has provided the organisation's organisational structure, governance and administrative framework	
F	Applicant has provided accounts and annual report for the last financial year	
G	Applicant has provided a project specific safeguarding plan for vulnerable people	
H	Applicant has provided a detailed project budget	
I	Has charity indicated they have the legal authority necessary to operate in the country where the project is based?	
J	Does the project start date fall before the end of the financial year in which funding becomes available?	

K	Is the project completion date within 24 months of the start date?	
L	Has the applicant indicated which of the UN SDG's are addressed by the project?	
M	Has the applicant provided a risk assessment for the project?	
N	Has the applicant provided a communications plan?	
O	Has the applicant provided details of any partner agencies with whom the organisation intends to deliver the activities?	
P	Has the applicant submitted, or is named as a partner within, more than one application for this funding round?	
Q	Is the amount requested equal to or more than minimum donation limit?	
R	Is the amount requested up to but not more than maximum donation limit?	

If Essential Criteria A – R have not been met, applications will not progress to additional criteria below

In addition to the above, the External Relations Team assessed each application using the following criteria:

	Regulation	Y / N / Partially
1.	Is there evidence of any ongoing investigations/actions by the relevant charity regulator?	
2.	Is the registration current (in date)?	
3.	If applicant holds Exempt Charity status, has the Principal Regulator been clearly identified?	
4.	Has the Principal Regulator applied any conditions of registration?	
Introduction		
5.	Does the application clearly identify the organisation submitting the application and which funding stream the application relates to?	
6.	Does the application introduce the project's aims and confirm all required supporting documents have been provided?	
7.	Does the applicant clearly identify which theme the project relates to?	
8.	Is the full official name of the organisation clearly stated?	
9.	For registered charities, does the registered address provided match the address listed on the Charities Register?	
10.	Is a primary contact for the organisation clearly identified with their position within the organisation, and their name, email address and telephone number provided?	
11.	For joint applications, is the primary contact identified for each organisation (as above)?	
12.	For joint applications, is the Lead organisation identified?	
Organisation Background		
13.	Has the applicant demonstrated a specific connection to the Isle of Man?	
14.	Does the organisational structure provided include all levels of the organisation, including partners or parent organisations?	
15.	Is the applicant part of a wider national/international organisation?	
16.	Does the vision and mission statement provided in the application correlate with the mission statement and aims of the applicant organisation(s)?	
17.	Do the mission statement and aims of the organisation align with the aims of this grant?	
18.	Does the application refer to or otherwise indicate an awareness of the applicant's responsibilities under GDPR legislation?	

19.	Has the applicant demonstrated experience of successfully completing at least one project on this scale previously?	
20.	Are the accounts provided for the last financial year?	
21.	Are the accounts clearly laid out?	
22.	Are the accounts audited/reviewed by an independent examiner, as per legislative requirements?	
23.	Do the accounts show a positive balance at the financial year end?	
24.	Does the annual report relate to the last financial year?	
25.	Does the annual report support the application programme and grant objectives?	
	Safeguarding	
26.	Is the provided safeguarding plan specific to this project rather than generic?	
27.	Do safeguarding measures cover all relevant vulnerable groups (children and/or adults)?	
28.	Does safeguarding plan provide contact information for organisation's safeguarding officer?	
29.	Does the safeguarding plan detail regular training updates for representatives?	
30.	Does the safeguarding plan detail its process in respect of Disclosure and Barring (DBS) checks?	
31.	Does the safeguarding plan state how often DBS checks are renewed?	
32.	Does the safeguarding plan specify measures linked to individual planned activities?	
33.	Does the safeguarding plan articulate that the organisation provides a safe and trusted environment which safeguards anyone the organisation has contact with, including beneficiaries, staff and volunteers?	
34.	Does the safeguarding plan articulate an organisational culture that prioritises safeguarding, so that it is safe for those affected to come forward, and to report incidents and concerns with the assurance they will be handled sensitively and properly?	
35.	Does the safeguarding plan clearly detail the procedures in place to report and deal with allegations of misconduct?	
36.	Does the safeguarding plan demonstrate the organisation as a whole has adequate safeguarding policies, procedures and measures to protect people and these are shared and understood throughout the organisations?	
37.	Does the safeguarding plan demonstrate the organisation has absolute clarity as to how incidents and allegations will be handled should they arise, including reporting to the relevant authorities and to funding partners such as Isle of Man Government?	
	Budget	
38.	Does the budget document include the total budget allocated to the <u>whole</u> project?	
39.	If approved, would IOM Government be the main funder of a specific project, under the terms of this application?	
40.	Does the requested funding account for up to 90% of the total project budget but no more?	
41.	Does the application demonstrate how the organisation will raise the remaining 10%?	
42.	Does the budget clearly differentiate between direct and indirect (admin) costs	
43.	Are the organisation's day to day funding requirements confined to the 10% administration costs?	
44.	Do salaries of non-vital project personal and administration costs equal no more than 10% of requested funding?	

45.	Does the budget outline how much the applicant would wish to receive as first instalment at project start and how much in second instalment at end of year 1?	
46.	Does the application explain how funding will be disbursed in the project country?	
47.	Do the contents of the budget add up correctly?	
48.	Is the project budget detailed and broken down into clearly itemised costings?	
49.	Are project costs reasonable?	
50.	Is each element of the project budget reasonable to meet the project's objectives?	
51.	Is any element of the programme dependent on funding or project delivery from another source, other than the 10% mentioned above?	
52.	Does the application demonstrate due diligence has been carried out on any co-funding source, i.e. AML/CFT compliance, adverse information search etc.?	
53.	Does the application demonstrate measures are in place to safeguard charity finances?	
54.	Does the application describe the method used to transfer the funds from the charity's bank account to the beneficiary country or any partner organisation(s)?	
55.	Does the application demonstrate how funds will be transferred, moved and used for purchasing including details of existing payment systems in the country/region and how safe they are?	
56.	Is there a clear acknowledgement of risks associated with the project and example of mitigation of the risks (this is acceptable to be included in the 'risk assessment' however this should be referenced accordingly in the budget)?	
57.	Does the application clearly highlight the role of trustees and the person(s) responsible for the funds	
58.	Does the application demonstrate knowledge of sound financial management and administration practices?	
	Project	
59.	Is the proposed project clearly identifiable – either as a stand-alone or defined part of a larger project?	
60.	Does the project clearly link with the aims of the identified funding stream?	
61.	Does the application provide specific details of the project location?	
62.	Does the application describe why this geographic region is being targeted?	
63.	Does the application identify whether any research and/or surveys have been undertaken to identify areas of need?	
64.	Does the applicant demonstrate understanding of laws and regulations in respect of its project activities?	
65.	Does the applicant provide a description and analysis of the current situation in the region being targeted?	
66.	Does the application describe how it will operate within the political environment of the project country to successfully deliver the project?	
67.	Does the project plan give details of the project name and its overall aims?	
68.	Does the project mention the use of local materials when possible?	
69.	Does the project mention the use of sustainably sourced materials when possible?	
70.	Is a project manager clearly identified in the application?	
71.	Does the application provide the relevant qualifications and experience of the project manager?	
72.	Does the application clearly state which SDGs will be targeted by this project?	

73.	Does the application identify how the project objectives are linked to the selected SDGs?	
74.	Does the application require qualified project staff (other than project manager) to successfully deliver the project?	
75.	Are the relevant qualifications & experience of project staff included in the application?	
76.	Has the application explained how the qualifications/experience provided are appropriate/necessary for the projects aims?	
77.	Will any partner organisations be used in the country?	
78.	Are details of any partner organisation(s) provided?	
79.	Is the purpose of the partnership clearly indicated and is there an explicit link to the project's aims, eg local knowledge, expertise, language?	
80.	Does the application include details of due diligence checks carried out on all partner organisations?	
81.	Are the due diligence checks sufficiently detailed to provide assurance that they are appropriate?	
82.	Are the project aims broken down into separate and identifiable objectives which can be used as a point of reference for the purposes of reporting and measure of the project success?	
83.	Do the project activities listed provide a breakdown for how the project intends to achieve its objectives?	
84.	Are clear details of monitoring methods included to support timeframes, budgets and reporting?	
85.	Are direct beneficiaries clearly estimated, broken down into sub-groups where appropriate?	
86.	Are indirect beneficiaries clearly estimated, broken down into sub-groups where appropriate?	
87.	Will the beneficiaries be able to benefit from the project activities following the conclusion of Isle of Man Government funding and/or project completion?	
88.	Does the application clearly outline how the project will remain sustainable following the conclusion of Isle of Man Government funding and/or project completion?	
89.	Does the applicant suggest any direct involvement or engagement with IOM Government as part of their project plan?	
90.	Is the programme well defined and achievable?	
91.	Are all elements of the programme deliverable within the grant period?	
	Partner Information - If applicable	
92.	Is the division of responsibilities clearly documented between the applicant and any partner agencies to achieve delivery of the planned programme?	
93.	Do any of the partner agencies publicised mission statement or aims conflict with the aims of this grant or the IOM Government objectives?	
94.	Are the GDPR risks associated with shared delivery addressed within project documentation?	
95.	Is it made clear if a data sharing agreement is in place between the applicant and all partner agencies, if required?	
	Risk Assessment	
96.	Is a project risk assessment provided?	
97.	Is the provided risk assessment comprehensive and linked to project activities?	
98.	Do risk assessments include safeguarding considerations (if relevant)	
99.	Do risk assessments indicate reliance on a third party's involvement?	
100.	Does the risk assessment include operational risks?	

101.	Does the risk assessment include financial risks?	
102.	Does the risk assessment include external risks?	
103.	Does the risk assessment include compliance with laws and regulations in the Isle of Man?	
104.	Does the risk assessment include compliance with laws and regulations in beneficiary country and region?	
105.	Does the risk assessment include risks associated with the target region?	
106.	Are there any obvious risks which are not covered in the risk assessments provided?	
107.	Is the risk owner clearly identified against each risk and their role in managing the risk?	
Project Communication Plan		
108.	Does the application include a communications plan?	
109.	Does the communication plan identify how the organisation will raise awareness of the project and link with the Isle of Man?	
110.	Does the plan set out how it will clearly identify what IOM Government funding is achieving?	
111.	Does the communication plan link to any existing Isle of Man projects, initiatives or areas of public interest?	
112.	Does the communication plan include activity on the Isle of Man?	
113.	Does the communication plan include activity in the project location?	
114.	Does the communication plan include activity globally?	
115.	Does the application provide a clear link between the project and communication activities?	
116.	Does the application outline how the communications plan activities will be achieved?	
Other information		
117.	Does the other information provided suggest any impact on the suitability or achievability of any of the other documentation provided?	
118.	Do you require any additional information, not already included in the application documents?	
119.	After reviewing all the provided documentation, is sufficient information and data provided to support the application being put forward for consideration?	

Evaluation	Score
Yes	2
Partial	1
No	0

Areas requiring further information or panel review (linked to above question number if appropriate)

Summary of assessment (used for feedback if requested)

Recommended for panel – Y / N