INTERNATIONAL DEVELOPMENT

SMALL GRANTS
APPLICATION GUIDANCE

2023-2025

External Relations
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Isle of Man International Development Small Grants Application Guidance

Contents

**Isle of Man International
Development Small Grants Application
Guidance**

Overview

Who is eligible to apply?

Isle of Man registered charities who fully comply with the Charities Registration and Regulation Act 2019.

What are grants awarded for?

Small Grants will support international development projects delivered by Isle of Man registered charities over a period of two years. Any project funded will be required to meet the International Development Policy objectives agreed by the Council of Ministers.

How much can be applied for?

Grants may be provided for up to 90% of total project costs, awarding grants from £10,000 to the maximum of £100,000.

When can applications be submitted?

This funding round is scheduled to be live from 27 September until midnight on 8 November 2023. All documents other than the budget must be submitted in PDF format.

When will funding be available?

The successful applicants will be advised in November and, subject to confirmation of governance requirements, funding is anticipated to be available from December 2023.

Where can I get more information?

This document should answer most questions in relation to the Small Grants funding stream. Please read through this document carefully, then if you have any further questions, please feel free to contact the Cabinet Office via internationaldevelopment@gov.im and someone will reply to your queries as soon as possible.

Is there any additional support available to help with applications?

External Relations will be hosting an open Microsoft Teams session for interested organisations on 12 October 2023. If you would like to attend, please email internationaldevelopment@gov.im.

During this session, you will be guided through the application process and have chance to ask questions.

Isle of Man International
Development Small Grants Application
Guidance

This Guidance document is intended to be used in conjunction with the electronic application form for Small Grant funding.

Small Grants are awarded for projects delivered by Isle of Man registered charities over a period of two years. Any project funded will be required to meet the International Development Policy objectives agreed by the Council of Ministers.

Any Isle of Man charity funded will be required to be registered under and be fully compliant with the Charities Registration and Regulation Act 2019.

Grants may be provided for up to 90% of total project costs, awarding grants from £10,000 to the maximum of £100,000. Project proposals will need to demonstrate the ability to raise a minimum of 10% of the total funding allocated from fundraising, or other donors.

The Small Grants funding round will open **every two years** and applications can be submitted as an individual charity, or in partnership with two or more Isle of Man registered charities, working together for the purpose of the project.

Funding will be paid in two instalments in line with Government Financial Regulations. The second instalment will be paid following receipt of a satisfactory Year One Report.

Eligible Applications

To be eligible to apply charities must be Isle of Man registered and comply with the Charities Registration and Regulation Act 2019. Further information can be found online here: https://www.gov.im/about-the-government/offices/attorney-generals-chambers/crown-office/charities/ or you may contact the Charities Register via email at charities@gov.im

Charities seeking Small Grants funding must be able to demonstrate that they have registered as a Specified Non-Profit Organisation (SNPO) with the Isle of Man Financial Services Authority

Isle of Man International
Development Small Grants Application
Guidance

(IOMFSA) under the Designated Businesses (Registration & Oversight) Act 2015 for the purposes of the Proceeds of Crime Act 2008, or be able to provide written confirmation from the IOMFSA detailing why this is not required. See Section 3 below for more information.

Charities will be ineligible to apply, if the same project that funding is being requested for has already received a grant from the Isle of Man Government.

Charities must have the legal authority necessary to operate in the country in which the project is based.

Charities must adhere to all other relevant applicable legal requirements and regulations. In particular, Charities must be able to evidence appropriate safeguarding policies and procedures are in place. See Section 6 below for more information.

Applicants should have undertaken a risk assessment of the project for which they are applying for funding. The relevant information should be submitted when prompted on the application form.

Template documents are available to download in PDF format from the website or Word and Excel format at the start of the online application form.

Activities proposed for funding must have a timescale for implementation of not more than two years, and must be able to demonstrate sustainability post funding. All projects must be completed by March 2026.

All projects for which funding is sought must seek to address at least one of the United Nations Sustainable Development Goals.

Priority, but not exclusivity, is given to countries ranked as Low Development on the United Nations Human Development Index.

Please note, in order to identify any queries prior to evaluation, it is advised that applications be submitted at the earliest opportunity prior to the stipulated deadline.

Applications will be shortlisted against the application guidance criteria. Shortlisted applicants may be invited to present details of their project to a Panel convened by the Executive Director, Crown and External Relations, and answer questions if necessary. This may be done in person or via video link if necessary. Final funding decisions will be made by the Cabinet Office in November and applicants will be notified shortly afterwards.

Successful applications, together with supporting documentation, will be published on the International Development webpage. We will ensure your data is processed in a way that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction damage or sharing without your consent, using appropriate technical or organisational measures.

Completing the Application form

We strongly advise that you read through this Guidance Document.

Charities may only submit one application per funding round.

Charities can submit one individual application or one joint application, if working in partnership with another charity. Any one charity can only be the beneficiary of one grant awarded in a funding cycle. In the case of a partnership, charities must nominate a 'lead partner' and the chosen charity will be the primary point of contact. This information must be confirmed in the application.

Please read the sections below which give further guidance around application requirements.

Supporting documents may be uploaded if necessary.

Section 1 - Charity Information

This section requests information specific to the Charity applying for funding.

Single Organisation Application

Please select 'Single organisation' and ensure all sections of the form are complete.

Joint Application

If the application is being submitted on behalf of more than one charity, a lead charity should be identified as our main point of contact. Details of all charities involved will be required and must be submitted as part of the application. The lead partner must complete the application form in full. Partners for joint applications must complete the following components of the form to be submitted alongside the lead partner's application form:

- Charity Information
- Charity Background
- Declarations

Name of Charity.

Please provide the full and official name of the organisation.

Isle of Man Registered Charity number

Please provide the Charity's registration number, issued by the Attorney General's Chambers.

To be eligible for Small Grant funding, Charities must be registered in the Isle of Man. Should you wish to find out more about registering on the Isle of Man, please either contact the Isle of Man General Registry or visit their website.

Email: Charities@gov.im

Telephone: (01624) 687318

Website: https://www.gov.im/charities

Please note the Cabinet Office is unable to advise on the registration process.

UK Charity Registration Number (if applicable)

If your organisation is also registered in the UK, please include these details.

Registered Charity address

Please provide the charity's address as registered with the Isle of Man Charities Register. It is recommended that charities refer to the Isle of Man Charities Register prior to completing the application to ensure their registration details are up to date. Please contact the Isle of Man Charities Register team to update these if needed.

Main Contact.

Please provide the name of the main person we would be communicating with, their position in the organisation, their email address and telephone number.

If the application is successful, the main contact of the lead charity will be the primary point of contact for the duration of the project, and will be responsible for ensuring that the 12 month and final project reports are submitted accordingly. This contact will also be deemed responsible for replying to any queries Cabinet Office may have throughout the duration of the project.

The Cabinet Office work to tight deadlines it is therefore important that charities reply to queries in a timely fashion. This is particularly important during the consideration stage of the funding stream. Failure to respond or submit information within a reasonable period of time may result in disqualification of the application.

Specified Non-Profit Organisation Registration (SNPO) with the Isle of Man Financial Services Authority (please see further information below)

Anti-Money Laundering/Countering the Financing of Terrorism (AML/CFT) Compliance

Isle of Man charities that qualify as a Specified Non-Profit Organisation (SNPO) are legally required to be registered as such with the Isle of Man Financial Services Authority (IOMFSA). Charities seeking small grants funding must be able to demonstrate if required they have registered as a

Specified Non-Profit Organisation (SNPO) with the Isle of Man Financial Services Authority, or be able to provide written confirmation from the Isle of Man Financial Services Authority as to why this is not required (this may be submitted as an additional document at the end of the application).

Specified Non-Profit Organisations ("Specified NPOs" or "S.NPOs") are defined by Schedule 4 to the Proceeds of Crime Act 2008 ("POCA") as:

"a body corporate or other legal person, the trustees of a trust, a partnership, other unincorporated association or organisation or any equivalent or similar structure or arrangement, established solely or primarily to raise or distribute funds for charitable, religious, cultural, educational, political, social, fraternal or philanthropic purposes with the intention of benefiting the public or a section of the public –

(a) Which has an annual or anticipated annual income of £5,000 or more;

(b) Which has remitted, or is anticipated to remit, at least £2,000 in any one financial year to one or more ultimate recipients in or from one or more higher risk jurisdictions; and

(c) Where the decision as to where to remit the funds is made in the Island;

and for the purpose of this definition "higher risk jurisdiction" means a jurisdiction which the specified non-profit organisation, having considered any relevant guidance, determines presents a higher risk of money laundering, the financing of terrorism or of proliferation;"

SNPOs must comply with the Anti-Money Laundering and Countering the Financing Of Terrorism (Specified Non-Profit Organisations) Code 2019 which can be seen here.

The full list of jurisdictions that may be at higher risk of money laundering or terrorist financing as of June 2023 is detailed under List B available from the IOMFSA here. For convenience, the status of those countries ranked 'Low Development' on the UN Human Development Index is provided in the following table.

'Low Development' countries ranked 'Higher Risk'		'Low Development' countries <u>not</u> ranked 'Higher Risk'
Afghanistan	Mali	Benin
Burkina Faso	Mozambique	Burundi
Central African Republic	Nigeria	Ethiopia
Chad	Senegal	Djibouti
Congo (Democratic Republic of the)	South Sudan	Gambia
Eritrea	Sudan	Lesotho
Guinea	Tanzania (United Republic of)	Malawi
Guinea-Bissau	Togo	
Haiti	Uganda	Niger
Liberia	Yemen	
Madagascar		Pakistan
		Rwanda
		Sierra Leone

Any organisation wishing to conduct a Small Grant project in a 'Higher Risk' jurisdiction will need to be registered as a Specified Non-Profit Organisation, if they fall within the set criteria, before funding can be released and continue to meet the requirements throughout the duration of the project funded.

If your charity's application is successful and you plan to carry out your project in a high-risk jurisdiction, please be aware that in accordance with Anti-Money Laundering Compliance, the details of your charity and proposed project will be provided to the Isle of Man's Financial

Intelligence Unit (FIU) for their information. Please be advised that the FIU is able to provide advice and guidance on money laundering risks or terrorist financing risks in that jurisdiction if required.

Section 2 - Charity Background

Organisational Structure, Governance & Administrative Framework

In the interests of accountability the names of the Chairman, Board of Directors and Trustees must be provided. Please also include a brief description of how your organisation is run. A copy of your Annual Report & Audited/Examined Accounts for your most recently completed financial year must be submitted, and a copy of your current Governing Instrument. You may upload separate documents for these objectives or you may combine them into one document.

Charity Vision & Mission

Please tell us the vision and mission of your charity.

Experience of completing projects on this scale

If the Charity has completed projects on this scale previously, please select 'Yes' and provide information on the project which can be used to assess the Charity's ability to effectively complete the proposed project seeking funding.

Similar projects are deemed to be those of a comparable scale, either in terms of the budget or timeframe therefore details of past project budgets and timeframes are required. Additionally, a short narrative on the successful outcomes of the project and how the Charity effectively monitored the project activities should be provided. Specific questions you will be required to answer are:

- What was the total project budget?
- Was the final outcome: on budget / under budget / over budget
- In which country was the project delivered?
- What was the timeframe of the project?
- Please describe the projects objectives (300 words max):
- Please describe main project activities.
- Please describe monitoring activities undertaken and outcomes
- Did the project achieve all planned objectives? Y /N

You may also upload supporting documentation for evidence here.

Is there an established connection between the charity and the Isle of Man Government?

This type of connection might include (but not exclusive to) receipt of previous funding, political members who act as a trustee for your charity, or another form of engagement.

Have you received Isle of Man Government funding for any previous International Development project?

If you answer yes to this question, please provide a brief summary of the reason you were awarded funding and the dates of the project and outcome of the project.

Section 3 - Project Information

This section requests information relating directly to the specific project to which the application refers.

Project Name

Please provide the name of the project; it should indicate the overall aim of the application.

Which country will the project delivered in?

Please provide details of the location of the project.

Is the country ranked as 'Low Development' by the United Nations?

Priority, but not exclusivity, will be given to countries ranked as "Low Development" on the United Nations Human Development Index. Where the country concerned is not defined as "Low Development" the applicant must set out why there are exceptional reasons to support their project over one in a "Low Development" country. For example if the target area is an isolated and impoverished region of a 'Medium Development Country'. The country's HDI ranking can be found at http://hdr.undp.org/en/composite/HDI.

Country and Region of the Project, describe why this geographic region is being targeted

Please provide details of the location of the project. Please outline why the Charity has chosen to target this region and why the location requires international development work as well as the importance of this work for the region. This should also include details regarding the Charity's familiarity with the country and region and understanding of laws and regulations in respect of its project activities.

Please provide details of any research or surveys undertaken which have identified areas of need or informed the project planning. This should include details of who carried out the study, when it was undertaken, who was consulted and a summary of the findings and how the project will address these identified needs.

Anticipated Start and Completion Date

Please provide details of when the project aims to begin and the anticipated completion date for the project. The project would be expected to start within the financial year funding is made available. The anticipated completion date cannot be more than 24 months after the anticipated project start date. All projects must be completed by March 2026.

Summary of Project

A short synopsis of the project's key aims and objectives is requested to act as an introduction to the project. This paragraph will be utilised across the assessment process to easily identify the purpose of the project. Further detail on the project is requested in the next section of the application.

UN Sustainable Development Goals

The Isle of Man's International Development objectives have been aligned with the UN's Sustainable Development Goals (SDG's) of the 2030 Agenda for Sustainable Development. These 17 Goals are a new set of standards with 169 targets which cover a broad range of sustainable development issues; and represent the high level priorities in tackling poverty and inequality that UN member states will follow until 2030.

The project must look to address **at least one** of the 17 Sustainable Development Goals. The Charity must clearly state in the application form which SDG will be targeted and provide reasonable evidence that the project objectives are in line with the selected SDG/s.

Should you require further information regarding the Sustainable Development Goals please visit the United Nations website at: http://www.un.org/sustainabledevelopment/sustainable-development-goals/

Is this project new/part of a larger project/continuation of a project?

Please indicate if this project is a completely new stand-alone project, if it is a sub-project within a larger project, of if you are seeking funding to continue or expand on a previous project.

If this project is linked to a larger project or is a continuation or expansion of a previous project, you may be asked for additional information to establish the parameters of this project and to clarify any risks associated with the terms of the wider/previous project and how it has been funded.

Approximate number of direct and indirect beneficiaries

The number of beneficiaries stated in the application should relate to the project as a whole. If the Isle of Man Government is only part-funding the project, please explain in the text box how many beneficiaries the Isle of Man Government funding will reach.

Direct beneficiaries are those who will benefit directly from Isle of Man funding.

Indirect beneficiaries are considered to be people who are not specifically targeted by the project, but will ultimately benefit from it.

All applicants are asked to be realistic in their calculations when assessing the number of direct and indirect beneficiaries.

Description of benefits anticipated to direct and indirect beneficiaries

Please provide detailed description of your direct beneficiaries. Please include information that will help clarify the class of beneficiary for instance: people suffering from a particular ailment; a group of people with lack of access to water or sanitation facilities; or a particular group of vulnerable people. Please also include information for contractors or staff that may be considered beneficiaries of the project.

Please be aware that those receiving Isle of Man Government funding directly, including people or companies contracted to assist in the project delivery, are considered beneficiaries and those people will need to be appropriately acknowledged in the application, budget and risk assessment.

Established connection between the beneficiary country and the Isle of Man.

If you are aware of any established connection between the country where the project will be delivered and the Isle of Man, please provide a summary of the connection including any key figures involved.

Established connection between this project and the Isle of Man.

If you are aware of any established connection between this project and the Isle of Man, please provide a summary of the connection including any key figures involved.

Post-funding sustainability
Projects must be able to demonstrate sustainability post funding.

Please describe the potential/planned continuity of the project in the beneficiary country once funding ceases, including details of any continued operation and maintenance of project facilities:

It is an essential requirement for the project to be sustainable after the project team has left the target region, meaning that the beneficiaries must be able to benefit from the project activities following project completion.

Please provide a description of the planned activities to be implemented or education to be delivered, which would ensure the continuity of the project.

Section 4 - Project Budget

Total Project Budget

Please provide the total budget allocated to the whole project.

Requested Donation

Isle of Man Government will fund up to 90% of the total project budget.

The minimum grant available is £10,000 and the maximum grant available is £100,000. Charities must ensure that the amount requested has been allocated to specific costs relating to project activities. Please note that the funding stream does not provide core funding of the charity's day to day operation. Please see above for further details on limitations to expenditure.

A full budget breakdown must be provided to evidence how the requested funds will be utilised. Budget figures should be supplied in Excel format and a template is available to download from the website. Your budget information should be uploaded with the application form.

Raising a minimum of 10% of the total requested amount

All projects need to demonstrate the ability to raise a minimum of 10% of the total budget from fundraising or other donors.

Co-Funding of the project

If any organisation other than your charity and Isle of Man Government will be providing funding to support this project, you will need to provide information on all parties providing co-funding and details of the due diligence checks you have carried out on these co-funding organisations, and the outcome of your checks. The checks may include but are not limited to:

- Anti-Money Laundering/Countering the Financing of Terrorism (AML/CFT)
- Financial stability or any irregularities, including review of Annual Reports
- Adverse information - available on the internet or via other media
- Sanctions – If your partner organisation operates in any jurisdiction subject to sanctions or if they are linked to any sanctioned individuals

Please describe the method used to transfer the funds from the charity's bank account to the beneficiary country or any partner organisations

Following initial receipt of Isle of Man funds, please describe the method used to transfer the funds from the charity's bank account to the beneficiary country or any partner organisation(s).

If a partner organisation in the beneficiary country will be in possession of Isle of Man funds at any point during the project, then please provide details of how the monies will be transferred and how the monies will be safeguarded from loss. This is to ensure that the charity's money is used properly and for legitimate charitable purposes.

For joint applications, you will be asked to describe how the project budget will be administered between the organisations.

If you are awarded a grant, please indicate how you would wish to receive your grant payments, split over the two year period of the project.

Please confirm whether the Charity is willing to accept part funding of the requested donation

In some instances projects may only be funded with part of the requested donation therefore prior to release of funding, the charity will be required to evidence that the project can still be undertaken if only part funding is made available.

Section 5 -Project Management & Partners

Project manager & experience

Please tell us the name of the Project Manager for the project.

Please demonstrate the project manager's technical expertise to carry out the project and include that of any other relevant staff involved in the project.

Details of any partner organisation used in the country where the project will run

It is common for partner organisations to be used in the country where the project is being run in order to benefit from local knowledge, expertise and language. If the Charity is working in partnership with a local organisation, then details of this organisation are required for governance purposes.

Details of any other partner organisation to be involved with the project

If no other partner organisation is to be involved, please leave this section empty.

Details of the reasons why each partner organisation was selected to engage with this project.

This may include local knowledge, technical expertise, language barriers or any other identified reason for linking with another organisation in order to deliver this project.

Partnership Agreements

If you have any partnership agreements in place with any of the partner organisations or any other organisation which might be relevant to this project please have details of the agreement available so that you can provide the start and end date (if applicable) of any agreement and a summary of the terms of the agreement.

Level of Due Diligence on Partner Organisation

It is important that there has been a governance check on all partner organisations in order to ensure due diligence. Please tick boxes to confirm the relevant checks have been done on the partner organisation and provide a summary of the outcomes. This includes checks relevant to the

safeguarding of vulnerable adults and children less than 18 years of age; for example Disclosure and Barring Service checks, where appropriate.

Section 6 - Safeguarding Vulnerable Persons

The project safeguarding plan should provide details of potentially vulnerable persons and steps taken to protect them. The plan should also clearly detail the procedures in place to report and deal with allegations of misconduct. A template is available on the website its use is optional.

Safeguarding Officer

Name and contact information is required for the identified safeguarding officer responsible for this project and all associated activities.

Demonstrating safeguarding policies

Charities will need to evidence how their organisation demonstrates the following four points:

1. That you provide a safe and trusted environment which safeguards anyone who your organisation has contact with, including beneficiaries, staff and volunteers.

2. That you set 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.

3. That you have adequate safeguarding policies, procedures and measures to protect people and these are shared and understood.

4. That you have 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 International Development, Isle of Man Cabinet Office.

Section 7 - Declarations

The declaration section requires the applicant to confirm agreement to certain terms and conditions of the Small Grant funding stream.

Confirmation of authorisation to make the application

You must confirm you are duly authorised to make this application for the applicant organisation.

The information provided is accurate and up to date

You confirm that all information provided within the application form is, to the best of your knowledge and belief, the most accurate and up-to-date information available.

Does the charity have a legal authority to operate in the country concerned?

You confirm that the charity has relevant permissions to operate in the country concerned.

Local laws and regulations

Confirmation is required that the project will not contravene any local laws and regulations in the target country. Details of considerations should be included in the project delivery plan and if appropriate the risk assessment.

Compliance with the Isle of Man Charities Registration and Regulation Act 2019

You must confirm that the organisation is entirely complaint with the Charities Registration and Regulation Act 2019 with no outstanding exercises in accordance with this legislation.

Administration costs will be less than 10% of the total requested funding

You confirm that eligible administration costs represent no more than 10% of the total funding requested.

Confirmation of Specified Non-Profit Organisation (SNPO) registration if applicable.

You confirm that your charity has registered as a Specified Non-Profit Organisation or have provided written evidence from the IOMFSA that this is not required. See Section 3 for more details.

Reporting requirements

You confirm that you understand that reports will be required at the 12 month and final point in the project. Second year funding will not be released until a satisfactory 12 month report has been provided. You must also submit a final report no later than 18 months after the final funding payment is made.

Additionally, you confirm that you understand that Isle of Man Government may request financial information or an interim report at any stage in the project. Isle of Man Government may also undertake an independent audit of the project.

You confirm that you understand final reports will be published on the Isle of Man Government website.

Repayment of grant

You must confirm that you acknowledge that if the application for financial assistance is successful, the financial assistance or part of it (at the Department's discretion) may become repayable in a number of circumstances including if this application or any supporting documentation relevant thereto is shown to have been false, misleading or inaccurate in any material respect.

Publication of Successful Applications

You confirm that you understand that successful applications, together with supporting documentation, will be published on the International Development webpage. We will ensure your data is processed in a way that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction damage or sharing without your consent, using appropriate technical or organisational measures. All publications will be in accordance with the Data Protection Act 2019.

THE FOLLOWING SECTIONS ARE ORGANISED BY SUPPORTING DOCUMENTS

Section 8 - Supporting Documents - Project Budget

A detailed project budget must be provided as part of the application process. Applications submitted without an adequate budget will be disqualified.

Budget information should clearly show how the funding is to be spent and clearly linked to the planned activities. The format of the budget is for the charity to decide however it must be clear and informative. A template is provided at the start of the application form but using this is optional however the same level of detail is required. Please submit your budget figures in Excel format.

The budget should also outline how charities will audit project finances and include details of partner vetting and how they will be audited.

If the requested donation is intended to provide part funding of a project please also provide details of the overall budget and other donors to the project.

The Isle of Man Government reserves the right to make any necessary independent enquiries concerning any applications submitted for consideration.

Salary/Administration Costs

The payment of vital personnel for a project is considered an eligible project cost that could be paid from the main body of the grant. For instance, if a project is seeking to set up a temporary medical centre, the funding of a medical professional specifically for the delivery of care to beneficiaries would fall into this category.

Other salary and administration costs such as, the wages of a UK or Isle of Man based programme officer or fundraiser would not be considered a legitimate cost and could not be paid from any aspect the Isle of Man Government grant.

However, the Isle of Man Government does not fund projects where more than 10% of requested funding will be utilised for salary and administration costs for non-vital project personal of the applicant organisation. As no more than 10% of the budget applied for may be used for these purposes, please ensure that a clear distinction is made between any staff and administration costs of the applicant charity and other administration costs.

Direct and Indirect costs

In general, Isle of Man Government funding should meet the following principles. Costs must:

- Be incurred by the grantee within the timescale of the project;
- Be clearly included within the budget;
- Be necessary for the delivery of the project;
- Be easily identifiable and verifiable within the grantee's accounts in accordance with accounting standards in the Isle of Man;
- Be reasonable, justifiable and compliant with prudent financial management; and
- Comply with the relevant national laws such as tax and employment law.

Cost Categories

The Isle of Man Government is committed to maintaining an open and transparent International Development programme and ensuring that public funds are spent effectively through its funded projects, therefore it is crucial that budgets are clear, detailed and costs are appropriately categorised.

Budget expenditure should be detailed as a Direct Programme Cost or Non-Project Attributable Cost, both of which are defined below.

Direct Costs

Direct Programme Costs (DPC)

Direct Programme Costs are all the costs that are clearly and directly incurred as a result of the project and should come from the main body of the grant.

Typically (but not exclusively), they include the salaries of vital project staff, their travel and subsistence, project materials and services, and monitoring and evaluation activities. This generally includes frontline delivery costs as well as programme management costs.

Programme Support Costs

Programme Support means those costs that are more closely aligned with programmatic outcomes, but are shared among a number of projects and which are not easy to charge directly to individual projects as they are incurred. E.g. country offices or technical staff such as gender advisers or in country local corporate support that is required for the operational running of the programme.

Indirect costs

Non-Project Attributable Costs (NPAC)

Non-Project Attributable Costs, also known as overheads or indirect costs, are costs that are not feasibly allocable to a single project but are necessary expenses incurred by a charity in order to support the project it is undertaking. For example, administration and support, equipment, premises costs and activities relating to the whole organisation, which partly support the Isle of Man Government funded, project along with other projects.

NPAC / Indirect costs should not exceed 10% of the Isle of Man Government grant.

Submitting financial information

The Isle of Man Government is committed to complying with Anti-Money Laundering and Countering the Financing of Terrorism (AML/CFT) legislation.

It is therefore important that applicants provide accurate details regarding project budgets. Please note that applications must demonstrate the following clearly:

1. 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.

2.   Budget breakdown, meaning itemised costings.

3.   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).

4.   Clearly highlighting the role of trustees and the person(s) responsible for the funds.

Section 9 - Supporting Documents - Project Delivery Plan

A delivery plan should outline a schedule for the project, indicating targets and completion dates, including details of any key milestones and assigned responsibilities to key persons to allow for better monitoring to help ensure the project is run in line with the anticipated timescale.

The plan should also outline additional details including how elements of this project be paid for in terms of sourcing the raw materials, essential for project delivery. Raw materials include those vital for infrastructure, timber, cement, metal piping, pumps etc.

The use of locally sustainable sourced materials wherever possible is encouraged and should be highlighted within the project delivery plan, however this response will not affect eligibility for funding.

Project delivery plan document should be prepared in advance and uploaded when prompted in the application form. The project delivery plan should be detailed and include all the following information:

- **Project objectives linked to key outcomes** - The overall project objectives should be presented concisely, preferably separating each objective to ensure that it is clear how many objectives the project has, and what they are. For successful applicants the objectives stated will be used as a point of reference on submission of the final report, and as a measure of the project's success.

- **Planned activities to ensure the objectives are met -** Please describe how the project intends to achieve its objectives. The application should provide a comprehensive but brief account of the project activities. The information requested should be presented as concisely as possible. The objectives should be clearly marked goals.

- **Stakeholders and Beneficiaries** – The organisation should clearly outline who its primary stakeholders are during the project and who the beneficiaries are including figures where possible.

- **Timelines for the above objectives and activities** – All activities are expected to have clear timeframes and deadlines.

- **Details of how project activities will be monitored** - Project activities will need to be monitored to assess the extent to which the project is producing the intended results within the proposed timeframes and budgets and to provide timely reports on the project progress.

- If **partner agencies** are involved, clear definition regarding who will be responsible for ensuring objectives are met
- **Total IOM Budget** – The total figure for contribution from Isle of Man Government towards this activity should be inputted and match with the Budget Plan.

Section 10 - Supporting Documents - Risk Assessment

The risk assessment should be completed at the start of the project to identify any potential risks that might impact the project and cause delays or impede the achievement of projects objectives.

Your project risk assessment document will need to be uploaded at this point in the application form. The Risk Assessment should be project specific and clearly identify the risk owner in each entry. The Risk Assessment document should be broken down into various headings of your choosing and depending on the nature of the project should include the following:

- Risks associated with the target region
- Operational Risks
- Financial Risks
- External Risks
- Compliance with laws and regulations in the Isle of Man AND in beneficiary country and region
- Safeguarding risks (if appropriate)
- Organisation risks
- Other

Potential risks associated with the project delivery in this project location
An outline of potential risks is required and this should include a description of the current situation in the region being targeted.

A country's political situation will only be considered insofar as there may be concerns whether the project can proceed. In all cases there is a requirement for the charity to explain how any pressures which may compromise the successful delivery of the project will be overcome.

The Risk Assessment should address the points detailed below. Charities are encouraged to use the template circulated with the application form.

- o **Risk Description**: A risk description states (i) what might happen in the future and (ii) its possible impact on the project.

o **Potential Impact**: The potential impact of the risk should be discussed.

o **Severity of Impact**: Describe how severe the impact would be, you may rank risks as -

  o Negligible – Risk will hardly affect the project

  o Low – Easy manageable consequences

  o Moderate – Would take some time and effort to manage consequences

  o Significant – Consequences will be difficult to recover from

  o Catastrophic – Could cause the collapse of the project

o **Probability of risk**: Explain the probability of the risk occurring and what conditions may increase its likelihood. Indicate probability as the following –

  o Very unlikely to happen – slim chance

  o Unlikely to happen – low chance

  o Possibility could happen – 50/50 chance of occurring

  o Likely to happen – a good chance of occurring, in need of regular mitigation

  o Very likely to happen – almost certain to occur, in need of consistent mitigation

o **Steps taken to mediate risk**: Outline plans and procedures in place to respond to identified risk(s).

o **Risk owner**: Clearly identify the risk owner and their role in managing the risk.

Section 11 - Supporting Documents - Communications Plan

The project communications plan should provide details of activities that will be undertaken to promote and raise awareness of the project and Isle of Man Government funding. This includes activities in the Isle of Man, in the project location and globally. A template is available but its use is optional. If you decide not to use the template, please ensure each of the columns are still addressed within your submission.

It would be helpful to know if your project or communications plan includes any direct involvement with Isle of Man Government personnel. Approval in principal should be obtained from the individuals or departments you would like to include in your communications. Please include any details of these activities.

We would like to know which regions you intend to target through your communications plan and any formats you intend to use, such as printed material, video production or personal appearances. It would also be helpful to know which social media platforms you intend to use.

The Government Communication Service will be available to provide advice and guidance to successful applicants on the brand guidelines for Isle of Man Government logos and potential social media collaboration.

Section 12 - Supporting Documents - Safeguarding Plan

The project safeguarding plan should provide details of potentially vulnerable persons and steps taken to protect them. The plan should also clearly detail the procedures in place to report and deal with allegations of misconduct. A template is available on the website and at the start of the application form but its use is optional.

Charities need to provide a project specific safeguarding plan that describes how the needs of vulnerable persons have been considered and provide details of safeguarding policies and procedures in place as well as Disclosure and Barring Service checks, where appropriate.

The plan should be project specific rather than a generic corporate policy but you should include/reference to corporate safeguarding policies as they relate to your organisation's staff. Your safeguarding plan should include the following:

- Measures to cover all relevant vulnerable groups
- Reporting guidance to be followed in the case of an incident or concerns being raised
- Detail on training and updates of all representatives to be involved with the project
- Confirmation of any pre-employment checks (such as Data Barring Service (DBS)) carried out on project staff
- Confirmation that your organisational culture prioritises safeguarding.
- How you will ensure that there is absolute clarity as to how incidents and allegations will be handles should they arise, including reporting to the relevant authorities and to funding partners such as Isle of Man Government.
- Clear guidance on who is responsible for ensuring each aspect of the plan is followed

Section 13 - Additional information

In this section, please provide any additional information relevant to the application. You may also submit up to three additional documents that are of direct relevance in support of your application specifically.

One of these documents, if applicable, should be confirmation from the IOMFSA that Registration as an SNPO is not required.

All supporting documents (other than budget) must be no larger than 15MB and must be in PDF format.

Section 17 – Additional support & Data Protection

Additional support

If you have any additional questions or need assistance completing the Small Grant application form contact the External Relations Team at internationaldevelopment@gov.im. Alternatively, you can contact us on 01624 685207.

Data Protection

Your data will be processed in accordance with the Data Protection Act 2018 and the GDPR and LED Implementing Regulations 2018.

The information you provide is used to:

- Process your International Development application and award a grant, where necessary
- Contact you regarding your current application or to contact you to ascertain your future interest in additional International Development funding streams

Data collected:

- Name
- Address
- Email address

Retention period:

ID funding stream records are kept in line with IOMG Financial Regulations.

Our legal basis for processing your information:

We rely on your consent to process your information. You may withdraw your consent at any time by contacting the Data Protection Officer.

The Cabinet Office **Privacy Notice** can be viewed here.

For data queries, please contact the CO Data Protection Officer: DPO-CabOff@gov.im

Tel: 01624 686779