

Application form for International Development Small Grants



You should read the International Development Small Grants Application Guidance carefully before completing this application form.

If you have any queries regarding this application please contact internationaldevelopment@gov.im or phone (01624) 685207

This form must be submitted with the relevant documentation to internationaldevelopment@gov.im no later than midnight on Wednesday 8 November 2023. Applications received after this time will not be considered.

All questions must be answered.

Charity Information

Are you applying as a single charity or making a joint application by multiple charities?

Name of Charity

Isle of Man Charity Registration Number

UK Charity Registration
Number

Isle of Man Registered Address

Name of Main Contact

Position in Charity

Telephone Number

Email Address

If Isle of Man registered, is the
charity registered as a
Specified Non-Profit
Organisation (SNPO) with the
Isle of Man's Financial Services
Authority?



Charity Background

Charity Vision & Mission (Max 500 characters)

Has your organisation completed projects on this scale previously?

Please demonstrate your experience with this type of project by providing details of past and current projects that your organisation has implemented successfully. Please include the following details:

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 time frame of the project?

- Please describe the projects objectives

- Please describe main project activities.

- Please describe monitoring activities undertaken and outcomes

- Did the project achieve all planned objectives?

Has your Charity received Isle of Man
Government International
Development funding before?

If yes, please provide a brief summary
of the reason you were awarded
funding and the dates of the project
and outcome
of the project.
(Max. 400 characters)

Please state and provide any
additional details of any connection
between the charity/project and the
Isle of Man. (Max 600 characters)

Project Information

Project Name

Project Country

	Yes	No
Is the country ranked as 'Low Development' by the UN?		

Please provide a description of the current situation in the region being targeted is required. This should detail why the location is requiring international development work and the importance of the work for the region. Please include reasoning as to why this region was selected including any research/surveys undertaken.

(800 character limit)

Anticipated Project Start Date

Anticipated Project Completion Date for
the activities for which funding is
requested

Summary of Project
(600 character limit)

Which of the SDGs are being targeted
by the project?

Please explain how the project is
addressing the SDG(s) identified
above.

(max. 600 characters)

What the project aims to achieve

(Max 800 characters)

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

Please indicate the approximate
number of beneficiaries relating to
the requested donation only.

Description of beneficiaries
(please differentiate direct and
indirect)

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.

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.

It is essential that the project is sustainable after funding has been utilised.

Please describe the planned continuity of the project in the beneficiary country once funding ceases, including details of any continued operation and maintenance of project facilities. (Max. 800 characters)

Project Budget

Total Project Budget

Requested Donation (£10,000 - £100,000 over 2 years)
(maximum of 90% of total project budget) *

Please set out how you aim to raise the remainder of the project budget (minimum 10%) providing details of any donors, partners or fund raising activities that will be involved or have already taken place. *

All charity trustees are responsible for ensuring the charity's money is used properly for legitimate charitable purposes and safeguarded from loss.

Please 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 organisation(s), when transfers will take place and how these will be safeguarded from loss.

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.

Year 1

Year 2

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

Yes

No



Project Management and Partners

Project Manager's Name

It is important that you are able to demonstrate you have sufficient technical expertise to carry out project activities effectively therefore, please provide details of qualified project staff being used

Will a partner organisation be used in the beneficiary country

Yes

No

Details of partner organisation including reasoning on why this partner organisation was selected?

Have you conducted relevant and appropriate due diligence checks on the partner organisation(s)?

Please tell us what due diligence checks you have conducted on the Partner Organisation(2) and the outcome of these checks



Safeguarding

Safeguarding Officer Name

Please evidence how your charity demonstrates the following:

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

- 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.

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

- 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.

Declarations

Please tick each box to confirm/declare the following to be true.

I declare that I am duly authorised to make this application for the applicant organisation.

I declare that the information provided in this application is, to the best of my knowledge and belief, the most accurate and up-to-date information available.

I confirm that this organisation has a legal authority to operate in the country concerned and understand that proof of this may be requested.

I declare that the project will not contravene any local laws and regulations in the target country.

I declare the organisation as compliant and up-to-date with all requirements under the IOM Charities Registration and Regulation Act 2019.

I declare that the administration costs will be contained within reasonable limits at no more than 10% of the total funding and as much of the requested funding as possible will go directly to meeting the project objectives. *

Do the charity/charities applying need to be registered as Specified Non-Profit Organisations and with the Isle of Man Financial Services Authority?

I understand that the project is required to produce a 12 month report before release of Year 2 funding and that a final report MUST be submitted no later than 18 months after the final funding payment is made.

I understand that the Isle of Man Government may request financial information or an interim report at any stage of the project. *

I acknowledge that if this 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.

I understand that, if successful, this application and supporting documents will be published on the Isle of Man Government website in accordance with the Data Protection Act 2018.

Data Protection

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

The International Development Privacy Notice

For data queries, please contact the CO Data Protection Officer: DPO-CabOff@gov.im Tel: +44 1624 685519

