**Application form for International Development Partnerships**

We strongly advise that you read through the International Development Partnerships document and ensure that you have all required information ready prior to commencing the application.

The following supplementary documents **must** also be included with your application. You will have to submit these via email with this application form. You can find a template for each document at the below links:

**Project Delivery Plan**

**Project Budget**

**Risk Assessment**

**Communications Plan**

**Safeguarding Plan**

**Please also prepare a summary of your organisational structure, governance, administrative framework and latest annual report and accounts– no template is provided for this but you can submit your own document.**

The **deadline for submission** of International Development Partnerships is 11pm on **18 March 2024**. All applications with their supporting documents must be submitted to the internationaldevelopment@gov.im inbox no later than 11pm on the closing date. Any applications received after this time will not be considered.

Shortlisted applicants may be invited to present details on 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 videolink if necessary.

Final funding decisions will be made by the Cabinet Office between May-July 2024and applicants will be notified shortly afterwards.

If you have any queries regarding this application please contact [internationaldevelopment@gov.im] or phone (01624) 685363

**You should read the International Development Partnerships Application Guidance document carefully before completing this application form.**

**Section 1: Charity Information**

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

Single [ ]  Joint [ ]

If joint application – How many charities are involved in this application?

(Projects involving more than four charity organisations should contact us in advance of applying)

Name of Organisation:

Name of Main Contact:

Position in organisation:

Registered Address for Correspondence:

Telephone Number:

Email Address:

Charity Registration Number(s):

Registered Address:

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

Yes [ ]  No [ ]

If United Kingdom registered, does your charity comply with the relevant Charity Commissions requirements around AML/CFT legislation?

Yes [ ]  No [ ]

**Section 2: Organisation Background**

Please outline your organisational structure, governance and 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. Audited / examined accounts for your most recently completed financial year must be submitted.

Charity Vision & Mission:

Has your organisation(s) completed projects on this scale previously?

Yes [ ]  No [ ]

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:

* Overall project budget including any funds raised
* Project timeframe including start date
* A brief description of the aims of the project
* A brief description of the main project activities
* Details of monitoring activities undertaken
* A brief description of the outcomes/key results of the project

Isle of Man Connection

Please state and provide details of any connection between the charity or project and the Isle of Man.

**Section 3: Safeguarding Vulnerable Persons**

Please describe how your 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 Isle of Man Government.

In the case of joint application, all organisations must explain how they demonstrate the four points.

**Section 4: Budget**

Total Project Budget: **£**

Requested Donation(£600,000-£1.2 million 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 fundraising 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 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.

For joint applications, please describe how the project budget will be administered between the organisations.

**Section 5: Country and Region of the Project**

Please tell us where the project will take place.

Please describe why this geographic region is being targeted. Please outline why the Charity has chosen to target this region and whether any research and/or surveys have been undertaken to identify areas of need.

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 explain what risks are associated with working in this country and how these have been addressed.

**Section 6: Project Information**

Project Name:

Project Manager Name:

Anticipated Project Start Date:

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

Which of the following two themes will the project be addressing (tick **one**):

|  |
| --- |
| * Climate Change – either by helping communities or groups affected by climate change or helping communities or groups to reduce their carbon footprint or emissions.
 |[ ]
| * Displaced Persons – by helping communities or groups affected by political or environmental events and displaced globally.
 |[ ]

The Isle of Man Government’s policy objective is to ensure that International Development funding is targeted to support charities and projects that meet the UN’s 17 Sustainable Development Goals (SDGs).

Which of the SDGs are being targeted by the project?

|  |  |
| --- | --- |
| SDG 1 | No poverty |[ ]
| SDG 2 | Zero hunger |[ ]
| SDG 3 | Good health and well-being |[ ]
| SDG 4 | Quality education |[ ]
| SDG 5 | Gender equality |[ ]
| SDG 6 | Clean water and sanitation |[ ]
| SDG 7 | Affordable and clean energy |[ ]
| SDG 8 | Decent work and economic growth |[ ]
| SDG 9  | Industry, innovation and infrastructure |[ ]
| SDG 10 | Reduced inequalities |[ ]
| SDG 11 | Sustainable cities and communities |[ ]
| SDG 12 | Responsible consumption and production |[ ]
| SDG 13 | Climate action |[ ]
| SDG 14 | Life below water |[ ]
| SDG 15 | Life on Land |[ ]
| SDG 15 | Peace, justice and strong institutions |[ ]
| SDG 17 | Partnership for the goals |[ ]

Please explain how the project is addressing the SDGs identified above.

**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**

Yes [ ]  No [ ]

If yes, please provide Details of the partner organisation(s) used in the beneficiary country where the project is run:

If yes, please provide details of due diligence checks your organisation has carried out on the partner organisation:

**Section 7: Project Objectives**

Project Objectives / key outcomes of the project:

What does the project aim to achieve?

**Overview of project activities:**

Please summarise the planned activities to ensure the objectives of the project are met. More detail on the project activities should be provided in the Project Delivery Plan.

Please provide details of how project activities will be monitored.

Please indicate the approximate number of direct and indirect beneficiaries relating to the **requested donation** only:

Direct –

Indirect –

**Description of beneficiaries (please distinguish direct and indirect):**

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:

**Additional information**

Please provide any additional information in support of your application.

**Section 9: 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 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. |[ ]
| I understand that the organisation is required to produce a 12 month report before the 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 confirm that the charity or charities applying are required to be registered as Specified Non-Profit Organisations and with the Isle of Man Financial Services Authority. |[ ]
| If yes, I confirm that the charity or charities applying are registered as Specified Non-Profit Organisations with the Isle of Man Financial Services Authority as required. |[ ]
| I understand that the Isle of Man Government may request financial information or an interim report at any stage of the project. |[ ]
| I understand that, if successful, this application and supporting documents will be published on the Isle of Man Government website. |[ ]
| I acknowledge that if this application for financial support is successful, the financial support 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. |[ ]

**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 can be viewed [here](https://www.gov.im/co-privacy).

For data queries, please contact the CO Data Protection Officer: DPO-CabOff@gov.im  Tel: 01624 685519