

**Isle of Man International Development  
International Development Partnerships Application Guidance**



**Isle of Man  
Government**

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# INTERNATIONAL DEVELOPMENT

## INTERNATIONAL DEVELOPMENT PARTNERSHIPS APPLICATION GUIDANCE

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# Isle of Man International Development International Development Partnerships Application Guidance

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## Overview

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### **What are International Development Partnerships (IDPS) awarded for?**

IDPS will support international development projects delivered by eligible organisations 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.

You can find our previously funded projects [here](#).

### **How much can be applied for?**

The maximum grant will be **£1.2m** over two years.  
Grants may be provided for up to 90% of total project costs.

### **Where and when can applications be submitted?**

This funding round is scheduled to be live from midday 12 February 2024 until 11pm on 18 March 2024. All documents must be submitted to the [internationaldevelopment@gov.im](mailto:internationaldevelopment@gov.im) inbox.

### **When will funding be available?**

The successful applicants will be advised between May-July and, subject to confirmation of governance requirements, funding is anticipated to be available during Summer 2024.

### **Where can I get more information?**

This document should answer most questions in relation to the funding stream. Please read through this document carefully, then if you have any further questions, please contact the Cabinet Office via [internationaldevelopment@gov.im](mailto: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 26<sup>th</sup> February 2024 at 10:00. Interested organisations should email [internationaldevelopment@gov.im](mailto:internationaldevelopment@gov.im) to confirm their interest and receive a link.

### **What documents do I need to submit?**

- Application form
- Project Delivery Plan
- Project Budget
- Project Communications Plan
- Project Safeguarding Assessment
- Project Risk Assessment
- Latest Annual Report (including financial accounts)
- Organisational Structure

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## Background & General Information

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This guidance document is intended to be used in conjunction with the application form and supporting documents for International Development Partnerships funding.

International Development Partnerships funding will be for projects delivered by Isle of Man or United Kingdom (UK) registered charities over a period of two years. Any project funded will be required to meet the relevant international development policy objectives agreed by the Council of Ministers.

Grants may be provided for up to 90% of total project costs, awarding grants from £600,000 to a **maximum** of £1.2 million over 2 years. 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 International Development Partnerships funding round will open **every two years** and applications can be submitted as an individual charity or a partnership with two or more charities working together for the purpose of the project.

Funding will be paid in two instalments in line with Government financial requirements.

### Eligible Applications

An application should only be submitted if you clearly meet all aspects of the eligibility criteria.

For the 2023-25 funding cycle the Isle of Man Government is seeking applications for projects which address one of two themes.

#### 1. Climate change:

- helping communities or groups affected by climate change; **or**
- helping communities or groups to reduce their carbon footprint or emissions;

\*Please note for this theme, only applications for projects taking place in a country or countries ranked as 'Low Development' on the United Nations Human Development Index will be considered eligible.

#### 2. Displaced persons:

- helping communities or groups affected by political or environmental events and displaced within their own country or globally.

\*Please note for this theme:

- Applications for projects supporting displaced persons in countries not ranked as "Low Development" **will** be considered eligible.
- Normal OECD funding regulations apply. For more information, their Statistical Reporting Directives can be found [here](#).
- Applicants should refer to the United Nations Human Rights Commissioner for the definition of "refugee" and "internally displaced persons".

Normally applicants may only apply for a grant where the Isle of Man Government will be the main donor of a clearly identifiable part, or all, of a specific project. The exception to this is where the application is for joint or match funding, where the funding split may be up to a maximum of 50:50 with another donor, but in that event the other external donor must

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be identified by the applicant in their application and approved by the Isle of Man Government as part of the application assessment.

Individual charities, or those working in partnership, can submit applications for projects which address both themes. However, separate application forms **must** be submitted for each project.

Isle of Man registered charities that **qualify** as a Specified Non-Profit Organisation (SNPO) must be registered as such with the Isle of Man Financial Services Authority before submitting an application.

Charities registered with UK Charity Commissions must adhere to their responsibilities in regards to Anti-Money Laundering and Countering the Financing of Terrorism (AML/CFT) legislation, as detailed by the respective commissions. See Section 1 below for more information.

Charities must be able to evidence that they 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 including, but not limited to, safeguarding and data protection. In particular, Charities must be able to evidence appropriate safeguarding policies and procedures are in place. See Section 3 below for more information.

Applicants should have undertaken a risk assessment of the project they are applying for funding for. Charities are encouraged to use the template available to download.

Activities proposed for funding must have a timescale for implementation of not more than two years and must be able to demonstrate sustainability of the project post-funding.

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.

### **Completing the Application form**

All applications **must** be submitted to the [internationaldevelopment@gov.im](mailto:internationaldevelopment@gov.im) inbox.

Charities may only submit one application per theme 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.

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### **Section 1 Charity Information**

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

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**In the case of a partnership please ensure ALL participating charities submit separate details in respect of Section 1.**

**i. Name of organisation**

Please provide the full and official name of the organisation.

**ii. Main contact**

Please provide the name and telephone number of the primary point of contact for the charity organisation (for joint applications, a main contact will be required for each organisation) and also provide their position within the organisation.

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 24 month project reports are submitted accordingly. This contact will also be deemed responsible for replying to any queries the Cabinet Office may have throughout the duration of the project.

The Cabinet Office works to tight deadlines and it is, therefore, important that charities reply to queries in a timely fashion. This requirement 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 from the application process.

**iii. Charity Registration Number**

Please provide the Charity's registration number, issued by the Isle of Man Attorney General's Chambers, Charity Commission for Northern Ireland, the Scottish Charity Regulator, or the Charity Commission for England and Wales.

Should you wish to find out more about registering in the Isle of Man please either contact the Isle of Man General Registry or visit their website:

Email: [Charities@gov.im](mailto:Charities@gov.im)  
Telephone: (01624) 687318  
Website: [Establishing and Registering a Charity](#)

Alternatively, if you wish to know more about registering a Charity in the UK, please visit the website below for the UK Charity Register guidance: [Charity Commission for England and Wales](#).

Please note the Cabinet Office is unable to advise on either the UK or the Isle of Man Charity registration process.

**iv. Registered Address**

Please provide the charity's address as registered with the Charities Register.

It is recommended that charities refer to the relevant Charities Register prior to completing the application to ensure their registration details are up to date.

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

**Isle of Man Registered Charities**

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). SNPOs 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;"

The full list of jurisdictions that may be at higher risk of money laundering or terrorist financing is available from the IOMFSA [here](#). For convenience, the status of those countries ranked 'Low Development' on the [UN Human Development Index](#) is provided below:

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

Isle of Man charities that **qualify** as a SNPO must be registered with the IOMFSA before applying for funding and, if successful, must continue to meet the requirements throughout the duration of the project funded.

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### **UK Registered Charities**

UK Charities must be registered with the Charity Commission for Northern Ireland, the Scottish Charity Regulator or the Charity Commission for England and Wales before applying for funding. Charities must adhere to the responsibilities in regards to Anti-money Laundering and Countering the Financing of Terrorism legislation as detailed by the respective commissions. Please find links to guidance below.

Charity Commission for Northern Ireland:

<https://www.charitycommissionni.org.uk/charity-essentials/controlling-against-terrorist-financing-and-money-laundering/>

Charity Commission for England and Wales:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/677252/Charpter2new.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/677252/Charpter2new.pdf)

Scottish Charity Regulator:

<https://www.oscr.org.uk/guidance-and-forms/guidance-and-good-practice-for-charity-trustees/charity-trustee-duties#2>

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## **Section 2 Organisation Background**

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This section requests information relating to any previous experience held by the applicant organisation(s) relating to similar scale projects.

**In the case of a partnership please ensure ALL participating charities submit separate details in respect of Section 2.**

### **i. 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. Audited/examined accounts for their most recently completed financial year must be submitted. Organisations formed too recently to be able to provide these, are ineligible.

### **ii. Charity Vision & Mission**

Please provide the Charity's vision and mission statement.

### **iii. Charities Experience and Past Projects**

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 and/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.

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**iv. Isle of Man connection**

If the Charity, or the proposed project, has a specific connection to the Isle of Man this should be set out. This may include for example: fundraising activities, awareness raising or educational activities, or links with an Isle of Man business.

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**Section 3  
Safeguarding Vulnerable Persons**

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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; and
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.

Charities will 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. This is further detailed in Section 8v. A template is provided but its use is optional.

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**Section 4  
Total Project Budget**

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**i. Total Project Budget**

Please provide the total budget allocated to the whole project.

**ii. Requested Donation**

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

The maximum grant available is **£1.2 million** over two years. 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 Section 8 for further details on limitations to expenditure.

A full budget breakdown must be provided to evidence how the requested funds will be utilised. A template is provided and use is encouraged. If the organisation does not submit using the template, it is requested that the same level of detail is submitted on the chosen format.



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**iii. 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.

**iv. 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, please provide details of how the monies will be transferred. This information is sought to ensure that funds are used properly and for legitimate charitable purposes and safeguarded from loss.

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

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**Section 5  
Country and Region of Project**

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**i. Country and Region of the Project**

Please provide details of the location of the project.

**ii. 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. 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.

**iii. Is The Country Ranked as 'Low Development' by the United Nations?**

For the Climate Change theme only projects working in a country, or countries, ranked as "Low Development" on the United Nations Human Development Index (HDI) can be supported by International Development Partnerships funding. HDI rankings can be found in Section 3 above and at <http://hdr.undp.org/en/countries>.

For the Displaced Persons funding stream projects supporting displaced persons in countries not ranked as "Low Development" **will** be considered eligible. There will be no priority given in the 2023-25 funding cycle to applications for projects which seek in part, or in their entirety, to support persons displaced by specific conflicts.

**iv. Potential Risks Associated with Project Delivery in this Project Location**

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An outline of potential risks is required and this should include a description of the current situation in the region being targeted. Specific risks are to be included in the risk assessment.

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

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### **Section 6 Project Information**

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

#### **i. Project Name**

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

#### **ii. Project Manager**

Charities should provide up to date information relating to the designated project manager. This person will be responsible for ensuring that Isle of Man funding is allocated to the legitimate and intended targets.

#### **iii. Anticipated Start and Completion Date**

Please provide details of when the project aims to begin activities and the anticipated completion date for the activities for which funding is requested. The anticipated completion date should not be more than 24 months after the anticipated project start date. Projects must also be able to demonstrate sustainability post funding.

#### **iv. UN Sustainable Development Goals**

The Isle of Man's International Development objectives seeks to ensure that any project awarded funding addresses the UN's Sustainable Development Goals (SDGs) of the 2030 Agenda for Sustainable Development

As outlined in "Eligible Applications" above, all projects for which funding is sought must seek to address at least one of the SDGs in the below list:

SDG1	–	No poverty;
SDG2	–	Zero Hunger;
SDG3	–	Good health and well-being;
SDG4	–	Quality Education;
SDG5	–	Gender Equality;
SDG6	–	Clean water and sanitation;
SDG7	–	Affordable and clean energy;
SDG8	–	Decent work and economic growth;
SDG9	–	Industry, innovation and infrastructure;
SDG10	–	Reduced inequalities;
SDG11	–	Sustainable cities and communities;

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SDG12	–	Responsible consumption and production;
SDG13	–	Climate action;
SDG14	–	Life below water;
SDG15	–	Life on land;
SDG16	–	Peace, justice and strong institutions;
SDG17	–	Partnership for the Goals.

The Charity must clearly state in the application form which SDG(s) 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/>

**v. Please Provide Details of Qualified Project Staff Being Used**

It is important that experts in the field are used where possible to ensure the quality of project activities remains at its highest. Please provide information such as qualifications and/or experience of project staff being used.

**vi. 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, details of this organisation are required for governance purposes.

**vii. Level of Due Diligence on Partner Organisation**

It is important that there has been a governance check on the partner organisation in order to ensure due diligence. Please provide detail of what checks have been done on the partner organisation, including 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.

Please indicate what formal agreements have been established between your organisation and the Partner Organisation. These may be required at a later date.

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**Section 7  
Project Objectives**

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**i. Project Objectives and 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 projects success.

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**ii. Overview of Project Activities**

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.

More detailed information should be provided in the Project Delivery Plan, which is required. A template is available to download and use encouraged. If your organisation submit an alternative format, please ensure the same level of detail is submitted.

**iii. 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.

**iv. Approximate Number of 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 'Description of Beneficiaries' 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 Government 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.

**v. Description of 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.

**vi. 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:**

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It is an essential requirement for the project to be sustainable after the funding period has concluded and/or the project team has left the target region, meaning that the beneficiaries must be able to benefit from the project activities following the conclusion of Isle of Man Government funding and/or 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.

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### **Section 8 Supporting Documents**

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All supporting documents must be no larger than 15MB and must be in PDF or Microsoft Word/Excel format. These must be submitted alongside the application form to [internationaldevelopment@gov.im](mailto:internationaldevelopment@gov.im) by the closing date.

#### **i. Project Budget**

The Isle of Man Government is committed to maintaining an open and transparent international development budget and ensuring that public funds are spent effectively through its funded project. Therefore it is crucial that budgets are clear, detailed and costs are appropriately categorised

Applications submitted without an adequate budget will be disqualified.

This should include details of other donor/source(s) of funding relating to this project, and the amount(s) received.

The budget should clearly identify Isle of Man Government requested funding alongside the relevant objective/activity/item.

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.

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

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

#### **Vital and Non-vital Costs**

Rationale for administration costs, and evidence that these are being kept to a small proportion of the overall cost should be provided.

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The Isle of Man Government does not fund projects where more than **10%** of requested funding will be utilised for salaries of **non-vital** project personnel and central administration costs of the applicant organisation. These costs support the projects that it runs – for example administration and support, equipment, space and premises costs, and activities that are used by the whole organisation that also supports other projects.

The payment of salaries for direct/**vital** personnel for a project is considered an eligible project cost that can be paid from the main body of the grant as they are directly incurred because of the project. For example, 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. These costs are easily identifiable as part of the project.

As no more than **10%** of the budget applied for may be used for salaries of **non-vital** project personnel and administration costs, please ensure that a clear distinction is made between any staff and administration costs of the applicant charity and other administration costs.

The Isle of Man Government will not fund other salary and administration costs such as, the wages of a UK or Isle of Man based programme officer or fundraiser, or UK or Isle of Man Office.

Non-vital costs are also known as Non-Project Attributable Costs (NPAC).

All costs must be reasonable, justifiable and compliant with prudent financial management and comply with relevant national laws such as tax and employment law.

### **Submitting Financial Information**

The Isle of Man Government is committed to comply 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.

### **ii. 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.

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The plan should also outline additional details including how elements of this project will 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 will not affect eligibility for funding.

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.

### **iii. Project 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. Please be as thorough as possible.

The below risks have been identified as mandatory (however, additional risks may be identified depending on the nature of the project):

- Operational
- Financial
- External
- Compliance with laws and regulations in the Isle of Man **AND** in beneficiary country and region
- Safeguarding (if appropriate)

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- Organisational
- Other

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

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

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

**Severity of Impact:** Describe how severe the impact would be. You may rank risks as High, Medium, Low or use another scale to measure severity.

**Probability of risk:** Explain the probability of the risk occurring and what conditions may increase its likelihood. Indicate probability as high, medium or low.

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

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

### **iv. Project 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.

*In particular, the plan should set out how it will communicate the partnership message and clearly identify what IOM Government funding is achieving.*

This includes activities **on** the Isle of Man, in the project location and globally. A template is attached but its use is optional.

Please note that if successful, The Isle of Man 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.

### **v. 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 attached but its use is optional.

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.



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- Confirmation that your organisational culture prioritises safeguarding.
- How you will ensure that there is 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.
- Clear guidance on who is responsible for ensuring each aspect of the plan is followed.

### **vi. Additional Information**

You may submit up to three additional documents that are of direct relevance in support of your specific application.

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### **Section 9 Declaration**

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The declaration section requires the applicant to confirm agreement to certain terms and conditions of the International Development Partnerships funding stream.

#### **i. 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.

#### **ii. The charity has a legal authority to operate in the country concerned**

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

#### **iii. Administration costs will be less than 10% of the total funding and be contained within reasonable limits.**

You confirm that eligible administration costs represent no more than 10% of the total funding. See Section 8 for more details.

#### **iv. Confirmation of Specified Non-Profit Organisation (SNPO) registration, if applicable. (Please skip if not applicable)**

If the project takes place in a 'Higher Risk' jurisdiction, you **may** need to be registered as a Specified Non-Profit Organisation. See Section 1 for more details.

#### **v. Reporting requirements**

You confirm that you understand that reports will be required at the 12 month and 24 month point in the project. Second year funding will not be released until a satisfactory 12 month, interim report has been provided. You must also submit a final report no later than 18 months after the final funding payment is received.

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.

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### VI. Repayment

An acknowledgement 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.

### VII. Publication

If successful, the application and supporting documents will be published on the Isle of Man Government website with appropriate redactions.

## **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](#).

For data queries, please contact the CO Data Protection Officer: [DPO-CabOff@gov.im](mailto:DPO-CabOff@gov.im) Tel: 01624 686779.

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.

## **Additional support**

If you have any additional questions or need assistance completing the International Development Partnerships application form, contact the External Relations Team at [internationaldevelopment@gov.im](mailto:internationaldevelopment@gov.im) or telephone (01624) 685363.