

The Baring Foundation and John Ellerman Foundation

Joint International Development Grants Programme 2012 Guidelines for applicants

These guidelines describe in order:

- The purpose of the Programme
- Who can apply for a grant and who cannot
- The size and types of grant, and duration of funding
- The types of activity that are eligible for funding, and those that are not
- Assessment criteria that will be used when applications are being considered.

They are accompanied by instructions on 'How and When to Apply'. You should also consult the supplementary information sheet giving further advice on what we are looking for in an application.

1. Purpose of the Programme

The purpose of the Joint International Development Grants Programme is to improve the effectiveness of non-governmental organisations (NGOs) and community-based organisations (CBOs) in Sub-Saharan Africa to address problems arising from the long-term forced displacement of people. This does not include economic migration.

2. Who can apply for a grant and who cannot?

The Foundations will accept applications from registered charities, voluntary and constituted not-for-profit organisations in the UK which have had an income of over £150,000 and less than £15 million for each of the last two years. This includes the global income for federated organisations. Such UK charities will need to have close working partnerships with non-governmental and community-based organisations in Sub-Saharan Africa and to seek to benefit people disadvantaged or marginalised by long-term forced displacement. Organisations (including those in consortia) may make only one application in each annual funding round.

We especially encourage applications from African-led voluntary organisations based in the UK fitting these requirements.

Partner NGOs or CBOs can be in a single country or more than one country. The bid must be jointly developed with the partner.

If you are in any doubt about your organisation's eligibility, you should contact the Baring Foundation's staff for advice before preparing your application.

The Joint International Development Grants Programme will not support:

- organisations already funded under this programme until the completion of an external evaluation
- organisations with an income below £150,000 or more than £15 million for each of the last two years. This refers to the applicant's global income, including federated organisations.

3. Size and types of grant

3.1 Amount and duration of grant

Applicants can apply for grants of up to five years. We have a preference for applications of at least three years duration and an indicative budget is acceptable for later years. The maximum size of a grant is £250,000. The amount of funding in each year can vary according to the needs of the project.

In practice the Foundations expect some applications to be for less than the maximum amounts and we may award less than the amount requested.

3.2 Types of work

The Foundations recognise that capacity-building initiatives take many different forms and so do not specify particular types of activity for support within this programme, but examples would include:

- organisational development of all sorts, including systems and strategy
- developing networks and other partnerships
- training programmes, and the design and preparation of training courses and materials
- research and dialogue with policy and decision makers about issues affecting NGOs and communities
- workshops, meetings and exchange visits to develop or share skills and experiences
- piloting new approaches
- improving information resources and upgrading capacity in information and communications technologies
- improving financial and administrative systems.

3.3 Exclusions

The international programme will not support the following activity:

- expeditions
- bursaries or scholarships
- medical research or equipment
- animal welfare or wildlife conservation
- vehicles, other than in exceptional circumstances and as a small part of the budget
- the purchase, conversion or refurbishment of buildings
- religious activity
- emergency relief
- general fundraising appeals
- work that has already been completed or will have started while the application is being considered

3.4 Use of funds

Part of the grant may be used to strengthen the applicant's own organisational effectiveness. In this regard, we particularly welcome applications to use the grant for strategic, long-term capacity building. It may also be used to cover the costs of technical support provided by the applicant organisation to its partners in Sub-Saharan Africa for the work being funded through the grant.

It is expected that a significant element of the grant will be re-granted to partner NGOs and CBOs to build their capacity to assist migrants and displaced people.

An end-of-project independent evaluation is compulsory. The grant should be used to cover this cost. As a guideline, we would expect about 5% of the total project budget to be allocated to evaluation.

4. Assessment Criteria

Proposals must aim to improve the effectiveness of NGOs and CBOs in Sub-Saharan Africa in meeting the practical needs of refugees and displaced people.

All applications must be factual and written in plain English, avoiding jargon and rhetoric.

Applications will be assessed principally against the following four criteria:

- (A) Need** – a short explanation of the nature and extent of need - both for the displaced people/refugees **and** the development of NGOs/CBOs seeking to help them.
- (B) Track Record** –a brief account of the applicant’s previous achievements and experience and their partner’s.
- (C) Plan** - a realistic and practical plan, including clear objectives, which:
 - takes account of the broader context (e.g. security situation and relevant work by other organisations)
 - responds to problems and opportunities identified by the refugees/displaced people themselves
 - extends genuine partnerships with local organisations and communities
 - sets sensible timetables and expected outcomes with robust monitoring procedures
 - offers the prospect of enduring improvement
- (D) Other Factors** - a successful application will also cover the following issues:
 - gender issues and the needs of particularly vulnerable groups – e.g. children and older people
 - means whereby intended beneficiaries take or share control of decision-making and initiatives
 - a workable system for evaluating progress and outcomes
 - ways of allocating or distributing funds and responsibility downwards
 - environmental impact and relationship, if any, to climate change.

The applicant organisation will need to demonstrate that it has the management structures and systems to plan and manage the work and the Foundations’ grant as well as the skills and experience of working effectively with other agencies and local organisations and people. It should have a commitment to equal opportunities. The Foundations will assess the organisation’s ability to monitor/evaluate and replicate the success of the work.

HOW AND WHEN TO APPLY

1. How to apply

The selection procedure has two stages:

- outline proposal
- full proposal and presentation to the Joint International Development Grants Committee by up to 8 shortlisted applicants

Applicants should note that there will be very strong competition for funding. It is probable that only four or five grants will be awarded each year. In 2011, 41 applications were received and five projects were funded. Applications that make it clear how partners have been involved in a bid's development are more likely to be funded. Details of projects funded since 2001 can be found on our website, www.baringfoundation.org.uk.

1.1 Outline proposal

Outline proposals must be no more than 2,000 words (excluding budget). They should be presented under the following headings and contain the following information, covering both the core and project elements of the proposed work:

(A) Need – a short explanation of the nature and extent of need - both for the displaced people/refugees **and** the development of NGOs/CBOs seeking to help them.

(B) Track Record – a brief account of the applicant's previous achievements and experience and their partner's.

(C) Plan - a realistic and practical plan, including clear objectives, which:

- takes account of the broader context (e.g. security situation and relevant work by other organisations)
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- a workable system for evaluating progress and outcomes
- ways of allocating or distributing funds and responsibility downwards
- environmental impact and relationship, if any, to climate change.

Budget: The proposal should also contain an estimated budget setting out the amount requested from the Foundations and outlining the main items of expenditure for each year over the period of the grant. If funds from other sources are also being used or requested for the work, details should be given.

Supporting information: the following additional information about the applicant organisation should be enclosed with the proposal:

- the most recent audited accounts or financial report required by the Charities Act *
- the organisation's income/expenditure projection for the current financial year
- the organisation's current strategic plan or equivalent (if no such plan exists, this should be stated clearly)
- the organisation's most recent annual report, if one is published
- details of staffing, organisational structure and use of volunteers

*if the year covered by these accounts ended more than 12 months previously, an income/expenditure report for the most recent complete financial year must also be included.

Applications will only be considered if all the supporting information listed above is sent to the Baring Foundation with a completed application form.

1.2 Full proposal and presentation

Shortlisted applicants will be asked to submit a fuller proposal of no more than 5,000 words (excluding budget) to explain and justify the work in more detail. This should follow the same format as the outline proposal but with a special emphasis on learning, monitoring and evaluation. A detailed budget should also be included, with expenditure broken down by years.

Shortlisted applicants will also be asked to make a short presentation of their proposal to the Joint International Development Grants Committee and to answer questions. £1,000 will be paid to shortlisted organisations which are unsuccessful in acknowledgement of the work undertaken to get to this stage with a further £1,000 if they have paid for the travel costs of an African partner. The participation of field workers in the presentations is very strongly encouraged.

1.3 Timetable

There will be one funding round in each calendar year. The timetable for 2012 is:

- 21 December 2011 guidelines issued
- 29 March 2012 deadline for submission of outline proposals
- 11 July 2012 selection of applicants for second stage
- 30 August 2012 deadline for submission of full proposals
- 8/9 October 2012 presentations made to a joint committee and decisions made.

A timetable for subsequent funding rounds will be included in the call for proposals on the Baring Foundation's website at the end of 2012.

1.4 There are two alternative methods of application:

(a) Complete the on-line application form which can be found at the "**Sending in your Application**" page on our website www.baringfoundation.org.uk and submit your form electronically. Subsequently you must **also send to us by post, by 29 March 2012**, a written proposal that includes the information set out in 1.1 above.

or

(b) Complete the application form attached to these guidelines (if it is not attached you can download the form from our website www.baringfoundation.org.uk or request a form by telephoning the office on 020 7767 1348) and send it to us by post, **by 29 March 2012**, with a written proposal that includes the information set out in 1.1 above.

Postal Applications should be sent to:

The Baring Foundation, 60 London Wall, London EC2M 5TQ.

1.5 Response

All applications will be acknowledged (see acknowledgement sheet attached to the application form). The Baring Foundation's staff or advisers may need to telephone or visit the applicant organisation in order to obtain further information. Applicants will be notified of the outcome of the first and second stages by letter.

Once you have read these guidelines and you wish to apply, please complete the application form (either on-line via our website or by post) and ensure you provide all the necessary supporting documentation (to be sent by post) with your application. If you have any questions about the application process or would like further clarification and advice you can either email: baring.foundation@uk.ing.com or telephone us on 020 7767 1348

Website//Internationalguide2012.doc