

**Application to Scottish Government**

**International Development Small Grants Programme**

**Feasibility Study Grant 2016**

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| **Declaration** |  |

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| Applicant Organisation Name |  | Office use only | Application ref: |
| Project ref: |

I apply on behalf of the organisation (insert name) for a grant as proposed in this application in respect of expenditure to be incurred over the proposed funding period on the activities described within the application form and supporting documentation.

I certify that, to the best of my knowledge and belief, the statements made by me in this application are true and the information provided is correct.

This form should be signed by an individual authorised by the applicant organisation to submit applications and sign contracts on their behalf.

Signature Print Name

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Position Date

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| Main Contact person during application assessment process:Name:Email: Phone: |
| Where did you first hear about the Small Grants Programme?  |  |

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| **CHECKLIST** |  |

**Your Application consisting of:**

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| [ ]  |  | **Part 1 - the Application Form (this document)** |
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**Additional documents**

**Essential – Your application will be ineligible without these**

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| [ ]  |  | The applicant organisation’s most recent accounts, either audited or independently examined **Please note:**  a project cannot be funded if no audited/independently verified accounts are available. |
| [ ]  |  | A letter of support and confirmation of partnership with organisations in the relevant country, which also includes their perspective on the research, consultation and feasibility study planning process.  |

**Relevant** - The following documents should be sent if they exist

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| [ ]  |  | A copy of any MOU or contract with the partner organisation. |
| [ ]  |  | A copy of your Equal Opportunities/Diversity policy - a hyperlink is acceptable. |
| [ ]  |  | A copy of the Terms of Reference in relation to the study |
| [ ]  |  | Further details of budget.  |

**Optional** – These documents should be sent if they are of help to you in setting out your case

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| [ ]  |  | ProjProject Manager’s CV in Scotland  |
| [ ]  |  | ProjProject Manager’s CV for Partner in country  |

All completed signed applications should be submitted by email to international@ltsbfoundationforscotland.org.uk or hard copy to arrive no later than **12.00 noon** on **25 November 2015.**

Emails should have the applicant organisation’s name as the subject of your email.

**If emailing, please also submit a hardcopy of the application (identical to the emailed copy) and supporting documents to arrive by Tuesday 1st December 2015.**

Please send to:

Lloyds TSB Foundation for Scotland

International Development Small Grants Programme

Riverside House

502 Gorgie Road

Edinburgh EH11 3AF

**These deadlines are all absolute and all documentation required must be submitted on time.**

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| **Study Summary:** |  |

Please provide a summary of the study, describing how it came about, what it aims to achieve, what will be done to achieve this aim, who will do this, and what the long term plan might be. Max 500 words.

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| **Section A:** | **APPLICANT INFORMATION** |

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| 1**.** Name and details of applicant organisation: |
| Name of Organisation: |
| Address of Organisation: |  |
| Postcode: |  |
| Telephone:  |  |
| Main Email:  |  |
| Website:  |  |
| 2. Is your organisation a Registered charity? | Yes  **[ ]** Charity No: SC0\_\_\_\_\_\_\_\_\_\_\_\_\_\_No **[ ]**   |
| 3. What is the status of your organisation?  | [ ]  Company limited by guarantee[ ]  SCIO[ ]  Other (specify): [ ]  In process of becoming incorporated |
| 4. When was your organisation formally constituted?  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_month\_\_\_\_\_\_\_\_\_\_\_\_\_year |
| 5. Which organisations are you a member of/ affiliated to? | [ ]  NIDOS (Network of International Development Organisations in Scotland)[ ]  SMP (Scotland Malawi Partnership)[ ]  Other *Please state* |
| 6. Is your organisation Diaspora led? | Yes [ ]  No [ ]  Comments: |
| 7. Please provide details of the number of people based in your organisation in Scotland. | Full time Part timeVolunteers/interns  |
| 8. What are the general activities of your organisation? Max 150 words |

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| 9. Describe how the organisation is governed/managed; include the make-up of your Board, their skills and experience, how often they meet, and how decisions are made. Max 200 words |
| 10. Financial Information

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| Please summarise the last two year’s audited/examined accounts below *(guidance notes recommended)*: |
| For the financial year to: |        |        |
| **Income & Expenditure Account** |
|  | Total income  | £      | £      |
|  | Total expenditure | £      | £      |
| **Balance Sheet** |
|  | Unrestricted/general reserves  | £      | £      |
|  | Cash in bank / on hand  | £      | £      |
| 11. Is there anything you would like to explain about these figures? |
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| 12. How are equal opportunities/diversity promoted within your organisation? If you have one, please provide a copy (or web link) of your Equal Opportunities /Diversity Policy. Max 150 words. |
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| 13. Scottish Project Manager details: this is the person who would be responsible for overseeing the feasibility study grant management and reporting if the grant was secured |
| Name: |  |
| Organisation: (if different from Q1):  |  |
| Position in organisation: |  |
| Address (if different from Q1): |  |
| Telephone: |  |
| E-mail: |  |

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| **Section B:** | **PARTNER ORGANISATION(S) INFORMATION** |

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| 1. Name and details of partner organisation: (please copy and paste this section again if you have more than one partner organisation, with the lead partner appearing first) |
| Name of Organisation: |
| Address of Organisation: |  |
| ZIP/Postcode: |  |
| Country  |  |
| Telephone:  |  |
| Email:  |  |
| Website:  |  |
| 2. Type of organisation ( e.g. NGO, community organisation etc) |  |
| 3. Is the organisation formally registered in country of operation? | Yes  **[ ]** No **[ ]** Registration No:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 4. Describe how the organisation is governed/managed; include the make-up of the management committee/Board, their skills and experience, how often they meet, and how decisions are made.Max 200 words. |

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| 5. Please give some background on the organisation including its size, how many staff/ volunteers, how long it has existed and brief details of projects run. Max 300 words. |
| 6. Please describe your partnership with this organisation, including details on: how long the partnership has existed, how it first started, and how it has developed. Give a brief description of the joint work you have done together. Max 300 words. |
| 7. Do you have a Memorandum of Understanding (MOU) or contract with this partner?  | Yes - signed  **[ ]** Yes - draft  **[ ]** No **[ ]** If ‘Yes’ please submit it with your application  |
| 8. How are equal opportunities/diversity promoted within this organisation? Max 150 words. |
| 9. Partner’s Project Manager details: this is the person who will be responsible for overseeing the feasibility grant management and reporting in-country. If you have more than one partner organisation, complete the lead partner’s details only.  |
| Manager’s Name: |  |
| Name of Organisation: (if different from above):  |  |
| Position in organisation: |  |
| Address (if different from above):  |  |
| Telephone: |  |
| E-mail: |  |

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| **Section C:** | **FEASIBILITY STUDY INFORMATION** |

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| 1**.** Feasibility study title to be used in all future correspondence. |
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| 2**.** Please tick which country/area where the feasibility study will be mainly carried out  |
| [ ]  Bangladesh [ ]  India Bihar [ ]  Madhya Pradesh [ ]  Orissa [ ]  [ ]  Pakistan  | [ ]  Malawi [ ]  Rwanda [ ]  Tanzania [ ]  Zambia  |
| 3**.** If the study will include additional countries/areas which are these?  |
| [ ]  Bangladesh [ ]  India Bihar [ ]  Madhya Pradesh [ ]  Orissa [ ]  [ ]  Pakistan  | [ ]  Malawi [ ]  Rwanda [ ]  Tanzania [ ]  Zambia  |
| 4.If the study will include additional countries/areas, please explain the rationale for this. Max 200 words. |
|  |
| 5.Please tick which thematic area(s) your study aims to address in the longer term |
| [ ]  Health [ ]  Education[ ]  Civic Governance[ ]  Sustainable Economic Development[ ]  Food security[ ]  Water[ ]  Renewable Energy[ ]  Climate Change |

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| 6. Study period (maximum 12 months). Studies must be complete by 31 March 2017.  |
| Will the study start in April 2016? Yes [ ]  No [ ]  If no, what is the planned start date: Planned end date: (must not be after 31 March 2017): Therefore total length: \_\_\_\_\_\_\_\_\_ months |
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| **Section C1:** | **Why this study is needed?**  |

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| 1. What initial research and scoping have you and your partner(s) already carried out in the area(s) where you want to do the feasibility study? E.g. Tell us about consultation with community groups, civil society organisations, and any meetings with local government agencies. Were any disadvantaged/excluded people included? Also tell us about any existing research/ statistical data you will use. Max 500 words. |
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| 2. How was your initial scoping work funded? Max 150 words |
| 3. Please confirm that a letter of support written by your lead partner organisation is included which describes your partner organisation’s perspective on the research, consultation and feasibility study planning process.Yes [ ] **Please note: the application will not be eligible without this.** |

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| **Section C2:** | **Feasibility Study Detail** |

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| 1. As a result of the initial scoping exercise, what is the key issue/concern you are investigating? Max 500 words.
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| 1. What methods will you use to conduct the feasibility study? Max 500 words.
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| 1. Tell us about the people and communities who will be included in the study, detailing whether you will be targeting or involving any specific excluded group (for example those with disabilities, homeless or those effected by conflict/violence). How many people will be involved?

You should also tell us which local agencies you will consult ( for example local government agencies, community groups, civil society organisations, etc.) Max 600 words. |
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| 1. Who will be involved in the delivery of the feasibility study and what relevant experience do they have? If this involves a research institution (although this is not a requirement) please give their details.
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| Who will be involved?Max 300 wordsWhat relevant experience do they have? Max 300 wordsResearch Institution details (if applicable):Name of institution:Contact Name: Contact email:Contact telephone: |

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| 1. WORKPLAN for the feasibility study.

How will the study be carried out and who will be doing what? |
| Activity e.g. consultation/meeting/report writing | When/how long | Who will carry this out |
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| 1. What barriers could there be to getting the information you need and what might go wrong during the study? (i.e. what are the risks?) What will you do to try and minimise these or deal with them if they occur?
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| **Risk** | **Likelihood of happening**(Low, Medium or High) | **How will you minimise the risk?** | **Recovery plan if problem occurs** |
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| **Section D:** | **BREAKDOWN OF COSTS** |
| How much will the feasibility study cost, how much funding is being requested from the Scottish Government (SG) for this study and where will the rest of the money come from if you are not asking for 100% of the costs from SG? Please fill in the attached budget summary to give these details. Make sure that these costs are directly related to the cost of delivering the feasibility study outlined above and include the costs of collating and producing a report detailing the results of the study. Please be clear which costs will be incurred in Scotland and which in the study country. If appropriate, highlight which costs are to be covered by matched funding. |

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| **Costs** | **In Scotland** | **In Study Country** |
| **Staff related Costs** (e.g. salary, NI, recruitment) | £      | £      |
|       | £      | £      |
|       | £      | £      |
| **Travel Costs** | £      | £      |
|       | £      | £      |
|       | £      | £      |
| **Running Costs in country**  | N/A | £      |
|       |  | £      |
|       |  | £      |
| **Other Costs**  | £      | £      |
|       | £      | £      |
|       | £      | £      |
| **Capital Costs** (e.g. equipment) | £      | £      |
|       | £      | £      |
|       | £      | £      |
| **In Kind support** | £      | £      |
|       | £      | £      |
| **Totals** | £      | £      |
| TOTAL COST TO DELIVER THIS STUDY | £      |
| **TOTAL REQUESTED FROM SCOTTISH GOVERNMENT** | £      |
| Please tell us about any matched funding sources for this study. |
| **Matched Funding Source and Status**  | **Amount** |
|  |
| Funding source | Tick if funds are Secured | Decision date if pending |  |
|       | [ ]  |  | £      |
|       | [ ]  |  | £      |
| **TOTAL MATCHED FUNDING** | £      |

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| Is there anything you would like to explain about the costs or matched funding? |

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| **Section E** | **LONG TERM PLANNING**  |

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| 1. What do you plan to do with the results of the feasibility study? How does future work fit with the Scottish Government’s International Development Policy and the achievement of the Millennium Development Goals ? Max 800 words |
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| 2. How will you share and disseminate the learning from the feasibility study to help shape future work in this area? Max 400 words |
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Lloyds TSB Foundation for Scotland

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Registered in Scotland Number SC096068

 Scottish Charity Number SC009481

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