

Action Grant Application Guidance Notes

Please read the guidance notes before completing a Global Community Links grant application form. The guidance notes will help you understand what Global Community Links is about and will help you complete the application form. More information about the programme is available at: www.dfid.gov.uk/communitylinks.

How do we apply?

There are three steps to applying for a Global Community Links Action Grant:



Create a unique **Link Profile**
Download and complete a link profile form. Your link profile form should be sent to us electronically with your grant application form



Download and complete a **grant application form**. A completed application form should be sent electronically to: Communitylinks@britishcouncil.org



Send **hard copies** of your grant application, Link Profile and **supporting documents** to:
Global Community Links
British Council
Bridgewater House
58 Whitworth Street
Manchester M1 6BB

Where you can get help with your application

We strongly recommend that community groups applying for an Action Grant attend a Global Community Links **Inspiration Activation Workshop**. These fun, interactive workshops will help you think about global learning activities, will give you the tools for measuring the impact of the activities, and include advice on how to complete your application form.

Visit: www.dfid.gov.uk/communitylinks/workshops to find out when a workshop is taking place near you.



Please do not send draft applications as we cannot provide any specific advice on them.

What are the grants for?

Your application will need to demonstrate how the activities you have planned will contribute to one or more of the two objectives below:

1. Building an understanding of global interdependence and global development issues, including the Millennium Development Goals (MDGs):

- **Ending Poverty and Hunger**
- **Universal Education**
- **Gender Equality**
- **Child Health**
- **Maternal Health**
- **Combating HIV & AIDS**
- **Environmental Sustainability**
- **Global Partnerships**

The objectives can be achieved through activities that help people in your local community have a better understanding of global development issues including issues that affect your link group overseas, the Millennium Development Goals and how the actions of people in one country can have an impact on conditions and people in another country.

2. Building an understanding of global interdependence and global development issues, including the Millennium Development Goals (MDGs) and promoting actions that individuals can take to reduce global poverty such as:

- 1. Volunteering**
- 2. Campaigning or Lobbying**
- 3. Fundraising**
- 4. Making a public statement**
- 5. Changes to ethical behaviour**
- 6. Learning more**

This objective can be achieved through activities that help people in your local community gain a better understanding of global development issues, and promote action that will have a positive impact on the issue you have explored.

TIP:

Get advice and support on planning global learning activities from your local Development Education Centre. Visit www.dea.org.uk for more information.



What funding is available?

Two types of grant are available:

- £1,000 to a maximum of £2,000 to be spent over a four month period
- £7,000 to a maximum of £10,000 to be spent over a nine month period.

The criteria for both grants are the same. The smaller grant is intended for a one-off activity or event, and the larger grant is expected to fund a number of activities. The same application form is used for both types of grant.

Payment of grants will be made in two instalments, the first up to a maximum of 70% of the total grant award. The second payment of up to 30% of the total grant awarded will be paid after the activities take place, and after your grant report form has been successfully reconciled. Please note that you will need to keep **all** receipts for items of expenditure over £50 and you may be asked to send these with your report,

Deadlines in 2010 for applications for **both types** of grant are:

6 August 2010

1 September 2010

1 November 2010

Eligibility

Who is eligible?

Global Community Links grants are available for community groups in the UK that are linked with a community group in a developing country. For a list of eligible countries, see www.dfid.gov.uk/communitylinks/eligiblecountries

A community group is defined as a group of people who share a common interest, and who come together regularly, interact in a meaningful way and can receive resources.

To be eligible, your group must be able to organise activities that will involve and have an impact on your local community.

To be eligible you will need to demonstrate that your group:

- Can be accountable for funding and resources
- Has an organisational structure in place and processes for decision making that everyone in your group is familiar with. You will need to send a written description of this structure with your application

Who is not eligible?

The following are **not eligible** for funding from Global Community Links:



- Statutory bodies
- For-profit organisations or registered businesses, other than social enterprises
- Community groups currently in receipt of other DFID funding
- Community groups that are not currently involved in a Link as defined above
- Community groups proscribed by law, or associated with any groups proscribed under the Terrorism Acts 2000 and 2006
- Community groups linked with, or associated with individuals or entities designated under the Terrorism (United Nations Measures) Orders 2001, 2006 and 2009 or the Al Qaida and Taliban (United Nations Measures) Orders 2002 and 2006

Umbrella organisations that support a number of local groups, or that co-ordinate a network of different groups may apply, but must demonstrate how their activities will have an impact at a local level. Umbrella organisations may prefer to encourage their member groups to apply on an individual basis.

When can activities take place?

For each deadline, ALL the activities you are planning must be completed within the activity period given below. If your application is successful you will need to submit a report form at the end of the activity period.

Your application will **not be considered** if any of the activities will not be **completed** within the activity period.

There will be further application deadlines in 2011 so you may like to consider applying at a later date.

Application deadline	4 month grant activity period	9 month grant activity period
6 August 2010	1 October 2010 – 31 January 2011	1 October 2010 – 30 June 2011
1 September 2010	1 December 2010 – 31 March 2011	1 December 2010 – 31 August 2011
1 November 2010	1 February 2011 – 31 May 2011	1 February 2011 – 31 October 2011

What can be funded?

The grant can be used to pay for, or contribute to the costs of:

- Events including, but not restricted to, public talks, public exhibitions and workshops
- Training from a Development Education Centre or other development education provider
- Production of resources to be used in the wider community



- UKOWLA (UK One World Linking Association, www.ukowla.org.uk) membership for your UK community group
- Visits to the UK by member(s) of the overseas community group if you can demonstrate how the visit will contribute to one or more of the objectives and how the visit will involve your local community. Travel must be economy class, and a maximum of £20 per day subsistence costs and £400 per week accommodation costs paid.
- Funding can be used for learning resources, technical expertise or consultancy if you can demonstrate how this will contribute to activities which achieve one or more of the objectives

What cannot be funded?

IMPORTANT:

If you apply for any items that are ineligible, the entire application will be considered ineligible and will not be put forward for assessment.

Your budget should clearly state what the grant will be spent on. Items of expenditure that are not specific or that are ambiguous, such as 'project management', 'miscellaneous', 'support costs', 'contingency costs' etc will be deemed ineligible.

You cannot apply for funding for, or for contributions towards the funding of:

- **Activities in countries other than the UK**
- Overseas travel from the UK
- Construction work
- Scholarships or course fees for full time or part-time study even if part of a wider project
- Initiatives which clearly fall within the criteria of other funding programmes operated by DFID
- Direct lobbying of the UK government or of international organisations of which the UK is a member, or which involve lobbying for or against activities of particular companies, individuals or institutions
- Direct support to development project activities overseas
- Core funding (such as salaries of staff, membership of national organisations (other than UKOWLA), office rental, recruitment costs, volunteer expenses, telephone, internet and general running costs)
- Activities that only raise awareness of the Link between the community groups and that do not address wider global development issues
- Items of equipment such as mobile phones, computers and other physical resources, other than global learning resources as outlined above.
- Proselytism or devotional activities of religious groups

Your application will **NOT** be considered if:

- You have not registered with Global Community Links and created a 'Link Profile' as described as Step 1 at the start of these guidance notes



- The application is not completed and received by the application deadline
- Supporting documentation is not received by the application deadline
- You have not completed all sections of the application
- Supporting documentation is not complete

Each UK community group can only submit one application per deadline and if you are currently receiving funding from Global Community Links you cannot apply for further funding until your current grant has been completed successfully, and your final report has been fully reconciled.

Step by step guide to filling out the application form online

Section A: About your community group

A1: Main Contact

This is the information you gave when you registered your Link Profile. Please confirm that these details are correct. You have the option to be the main contact for this application or add another person. The person named as the main contact for the application will be responsible for acting as the main contact between Global Community Links and your community group. Please ensure that the main contact email address is checked regularly after the application has been submitted. Ensure you check the spam folder and add communitylinks@britishcouncil.org to your 'safe' list.

Section B: Which grant?

Your application will be assessed on how feasible the activities are, so consider carefully which of the grants is most appropriate for your Link and the activities you are planning.

Section C: Eligibility checklist

This checklist will help us, and you, decide whether or not your application should be put forward for assessment. If your Link does not meet one or more of the eligibility criteria, your application **will not** be assessed. If your application is deemed ineligible, we will contact you and let you know which of the eligibility criteria you have not met. If you can address this criterion you will be able to apply again at a later date.

Does your community group have a UK based bank account that requires two signatures? If your application is successful we will only be able to make payments into a UK based bank account that is in the name of your community group. We cannot make payments into individual's accounts, or into the bank account of any third party organisation.

If your application is successful we will make the payment in two installments:



- 70% of the total amount awarded will be paid immediately after you receive your award letter, on receipt of your bank account details and signed contract
- 30% of the total will be paid once your grant report form has been successfully reconciled, and a representative from your community group has attended an evaluation workshop.

Do you have documentation that could be considered as your constitution?

You will need to demonstrate that your community group has an organisational structure that everyone in the group is familiar with, and that there are agreed ways of making decisions, including financial decisions. If you do not have a formal constitution or agreement, please describe these processes on a separate piece of paper, ask **three members** of your community group to sign it, giving their full names and their role within the community group, and submit this with your application.

Do you have a copy of your most recent audited or approved accounts? This will help demonstrate that your community group can accept and be responsible for managing finances. The amount of money in your accounts will not be considered as part of your application. If you do not have audited accounts, you should submit copies of your most recent accounts that have been presented and approved by your community group, or submit a copy of your accounts that have been signed by **three members** of your community group.

Do you have a letter from a third party that confirms the main purpose of your community group? This will help demonstrate that your community group has the capacity and organisational means to successfully plan and organise the events. The letter should be on **headed paper** and should include a description of how the person knows your community group, what activities you have done together and what the purpose of your community group is. If your community group is a member of a national umbrella body, this letter can come from them. It can also be from another community group, organisation, statutory body or business that your community group has worked with.

Do you have a letter from your link group overseas? Global Community Links promotes Links that are founded on trust, and in which both members of the Link are actively involved in decision making. The letter should indicate clearly that your link group overseas is aware of the activities you are planning, and supports them. This letter, email or fax should be dated and should include the name of your link group overseas and the full name and postal address of the person who has written the letter. If you are sending a copy of an email, please ensure this includes the email header so it is clear what email address it was sent from.

Section D: Global Learning activity plan and budget

If you are planning a series of related activities (e.g. a series of related workshops on a particular theme), or a one-off activity, then you need to complete one Global Learning Activity Plan and Budget

If you are planning several unrelated activities (e.g. workshops on different topics) please complete a Global Learning Activity Plan and Budget for each activity.

D1: Global learning activity name

This should describe the activity or the overall theme of your activities.

D2: Objective(s) that will be met by your global learning activity

Please see the guidance above and select the objective(s) that your activity will contribute to.

D3: When will the activity take place?

All activities must take place within the activity period given below.

Application deadline	4 month grant activity period	9 month grant activity period
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1 September 2010	1 December 2010 – 31 March 2011	1 December 2010 – 31 August 2011
1 November 2010	1 February 2011 – 31 May 2011	1 February 2011 – 31 October 2011

D4: Which of these best describe your global learning activity?

This will help the assessors see that you have thought about the type of activity you are planning. It will also help Global Community Links monitor the types of activities we are funding.

D5: Describe how your global learning activity will achieve the objective ticked in D2

Your application will be stronger if you can give as much specific information here as possible. You will need to demonstrate that there is a clear, logical connection between the activities you are planning and the objective(s) you selected in section D2. Please do not write more than 250 words.

From the description the assessor should be able to get a clear picture of the activities you are planning, and what you hope to achieve through them.

The global learning activities you are planning must involve your link group overseas, and you will need to demonstrate how you are raising awareness of the wider global development issues and not raising awareness of the Link alone. For example, a photo exhibition including photos from your link group exploring water



waste, water usage, accompanied by resources that would help visitors to the exhibition reduce water use in their own homes and offices would be marked more strongly than an exhibition of photos from your last visit to your link group overseas.

D6: Which of the Millennium Development Goals (MDGs) does your global learning activity most relate to?

The Millennium Development Goals (MDGs) are eight specific goals to be met by 2015 that aim to combat extreme poverty across the world. For more information visit www.dfid.gov.uk/Global-Issues/Millennium-Development-Goals

D7: Who is your main audience for this activity?

Please give details of the people in your local community for whom the activity is intended. This will strengthen your application if you can be as specific as possible.

D8: How many people do you think will be in your audience?

How many people, in addition to those already in your community group, will be involved in the activity? For example, how many people do you expect to attend an event, visit a website, or use a resource?

D9: Will you work with any other organisations in arranging this activity?

This information will be used to consider the feasibility of the activities you are planning.

D10: How will you measure whether the activity has been successful or not?

This is the information you will have immediately after the activity. This can be quantitative data (e.g. the number of people who attended an event) or qualitative data (e.g. people telling you that they learned something new). Please do not write more than 150 words.

D11: How will you measure the longer-term impact of the activity?

You only need to answer this if you are applying for the large (9 month) grant. This is how you will measure any change that being involved in the activity has had on participants e.g. changes to people's shopping habits, volunteering or donations to charity. This should usually be done some time after the activity has taken place. You should explain what change you are hoping to bring about, how you will measure this, and when you will measure this. Please do not write more than 150 words.

D12: How have you involved your link group overseas in the planning and deciding on this global learning activity?

Your application will be stronger if you can demonstrate that you have clearly thought out why the activity is appropriate for your audience, and that you have discussed your plans with your link group overseas.

This section should explain why you and your link group have decided to do this particular activity, and why you have decided to do an activity on a particular theme. If the theme is particularly relevant to your community group in the UK, or your link group overseas, or if either group has particular experience or knowledge



of the theme or activity, include this information in this section. Please do not write more than 250 words.

D13: Tell us about the person or people who are co-ordinating the activity.

Please give the name of the person or people who are responsible for overall planning and co-ordination of the activity. This may or may not be the same person who is the main contact for the application.

D14: Budget

If you are applying for the small grant, you cannot apply for less than £1,000 or more than £2,000.

If you are applying for the large grant, you cannot apply for less than £7,000 or more than £10,000.

The assessor will need to see that your budget is realistic and offers good value for money for the activities you are planning.

Record keeping is important

Once you have received funding you must obtain and keep receipts for all single items of expenditure of £50 and over. You will need to keep all receipts for seven years for auditing purposes.

Eligible items

Make sure that all expenditure items are eligible. If you apply for funding for something that is not eligible, your **entire application** will be deemed ineligible and will not be put forward for assessment.

IMPORTANT

Items in your budget must be specific and must relate to the activity you are planning. Do not include vague or ambiguous items such as “project management”, “miscellaneous”.

How to complete the budget

You do not need to apply for the maximum of the grant. You can apply for up to 100% of costs for an activity to be covered by the grant.

If you decide to fund part of the activity from another source, please explain where this funding is coming from in the **D15: Budget Notes**.

In order to complete the table, think about the activities you are planning and the steps you will need to take to make them happen. Then think about the costs associated with each step and put them in the table. It is important that your budget clearly shows what the grant will be spent on and that it demonstrates value for money.

See the example below:

D14: BUDGET

Name of activity	Please give a breakdown of the expenditure you are planning for the activity. Each item of expenditure should be on a separate line.	Total cost of this item.	Amount of the grant to be spent on this item
Activity 1			
Malaria awareness workshop	Venue hire, including projector for 1 day	£550	£550
	Printing of photos provided by link group, and printing of 400 publicity leaflets to advertise event in UK	£400	£300
	Workshop tea, coffee and biscuits for 50 people at £1 each	£50	£50
	Workshop presentation and training from Development Education provider for 1 day	£500	£400
	UKOWLA membership 2010	£35	£35
SUB TOTAL		£1535	£1335

D15: Budget notes

Activity 1	£100 contribution to printing donated by the printer, and £100 for Development Education speaker covered by existing funds.
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Section E: Overview

E1: Do you want to add another global learning activity?

If you are planning several unrelated activities (e.g. workshops on different topics) you will need to complete another Global Learning Activity Plan and Budget for each activity.

If you have entered details of all your global learning activities, you will need to confirm the total amount of funding you are applying for.

Section F: Declaration

Your application will need to be approved by you and another member of your community group, who must be based in the UK and must not be a member of your family or household.

Please ensure that hard copy forms have original signatures.

Section G: Data Protection statement

Please read the data protection statement to ensure you understand what information we will keep on you and how this will be used.



Review and submit your application

Review your application and submit your application. This is your last chance to make any changes to your application so please make sure the information you have given is accurate.

How to submit your application

To submit your application, please send an electronic version to:
Communitylinks@britishcouncil.org.

A hard copy of the application is also required. Please send it along with your supporting documents and Link Profile form to:

Global Community Links
 British Council
 Bridgewater House
 58 Whitworth Street
 Manchester M1 6BB

See the guidance information above in **section C** on what supporting documents you are required to send.

Without the required supporting documents **your application will be incomplete.**

Checklist

Have you...

Emailed a copy of the grant application form to communitylinks@britishcouncil.org ?	Yes	<input type="checkbox"/>
Emailed a copy of your Link Profile form to communitylinks@britishcouncil.org ?	Yes	<input type="checkbox"/>

Have you sent hard copies of ...

Link Profile form?	Yes	<input type="checkbox"/>
This application form?	Yes	<input type="checkbox"/>
Documentation that could be considered as your constitution?	Yes	<input type="checkbox"/>
A copy of the most recent audited or approved accounts for your organisation?	Yes	<input type="checkbox"/>
A letter from a third party that confirms the main purpose of your community group?	Yes	<input type="checkbox"/>
A letter from your link group overseas that make <i>specific reference</i> to your Link <i>and</i> to the activities you are planning?	Yes	<input type="checkbox"/>

Please note that supporting documentation must be in English

What happens next?

Once we receive a hard copy of your postal application form and supporting documents we will email you with confirmation that your application has been received. This can take up to **two weeks** after the application deadline. If you have not heard from us two weeks after the deadline, please contact us to make sure we have received your application.

How your application will be assessed

The assessor will have your application form, and some of the information from the Link Profile you gave when you registered your Link with Global Community Links. This information together forms your application.

Your application will be marked against seven criteria. You need to score a minimum of 2 marks for each criterion in order to qualify for funding. The assessors will look for evidence in your application and give you a score according to the extent to which the criteria are met.

3 marks – criterion clearly and strongly met

2 marks – criterion largely met

1 mark – criterion only partially and insufficiently met

0 marks – criterion not met.

Assessment criteria

Criterion 1

The activities demonstrate how they achieve one or more of the objectives below:

1. Building an understanding of global interdependence and global development issues, including the Millennium Development Goals (MDGs).

2. Building an understanding of global interdependence and global development issues, including the Millennium Development Goals (MDGs) and promoting actions that individuals can take to reduce global poverty such as:

- 1. Volunteering**
- 2. Campaigning or lobbying**
- 3. Fundraising**
- 4. Making a public statement**
- 5. Changes to ethical behaviour**
- 6. Learning more**

You will need to indicate which of the objectives your activities will achieve. Your activity may achieve more than one of the objectives.

Criterion 2

The application demonstrates how the impact of the activities will be measured locally.



You will need to show how you will measure the success of the activities and the impact they have had. This includes both immediate feedback on the success of the activity, and the longer-term impact it has had.

Criterion 3

Activities are feasible within the funding period.

You will need to demonstrate that your community group:

- Has the skills, knowledge and capacity for putting on the planned activities
- Can take responsibility for, and manage the amount of money awarded

You will also need to demonstrate that:

- The amount of money requested is reasonable for the planned activities and is good value for money
- The activities have been thought out and you have considered how they will be implemented
- The activities will be completed within the activity period (see above)

Your application will be strengthened if the information you give is as specific as possible. This will help demonstrate that you have thought through all aspects of your activities.

Criterion 4

Community groups in both countries contributed to, and support the application.

Even though the activities will take place in the UK, it is important that your link group overseas is involved in planning and agreeing the activities. You will need to show that your link group overseas has been involved in the planning of activities. You will also need to send a letter or email from your link group overseas that refers to this application and expresses their support for the activities you are planning.

This can be a letter, an email or fax. This must be dated and must include the full name and address of the person writing the letter. If you are sending an email, this should include the full header so the assessor can see when the email was sent and where it was sent from.

Criterion 5

Community groups in both countries are committed to participating in the Link

Global Community Link supports sustainable, on-going Links and the grants are not intended for community groups that are working together for a one-off activity.

You will need to demonstrate that both community groups are committed to the Link and are planning on continuing the Link beyond the activity period.

Criterion 6

Strategies are in place to sustain the Link beyond the funding period, including strategies for on-going communication and on-going funding.



Your application will need to demonstrate that your Link has the capacity and the structures in place to continue beyond the activity period.

Criterion 7

The activities engage members of the wider community, including those of a different age, faith, gender and ethnicity as appropriate to your local area.

You will need to give details of the intended audience for your activities and who will be involved in the activities you are planning. Your application will be stronger if this is as specific as possible, rather than general. We would encourage you to involve people of different age, faith, gender and ethnicity in your activities as appropriate.

Your responsibilities

If your application is successful you will be responsible for managing the sum of money awarded. Representatives from your community group will need to sign a contract that, amongst other things, commits you to:

- Managing the grant and completing a grant report form
- Spending the money on the activities outlined in the application form
- Attending a Global Community Links Evaluation workshop
- Keeping in touch with Global Community Links if there is any change to your planned activities, or any significant change to your community group or Link
- Keeping accurate accounts including keeping receipts for all items of expenditure of £50 and over.

Good luck with your application.

For any enquiries please contact us at:

E: communitylinks@britishcouncil.org

T: +44 161 957 7790