

Welsh Government's Wales for Africa Grants Scheme

Guidance for Applicants

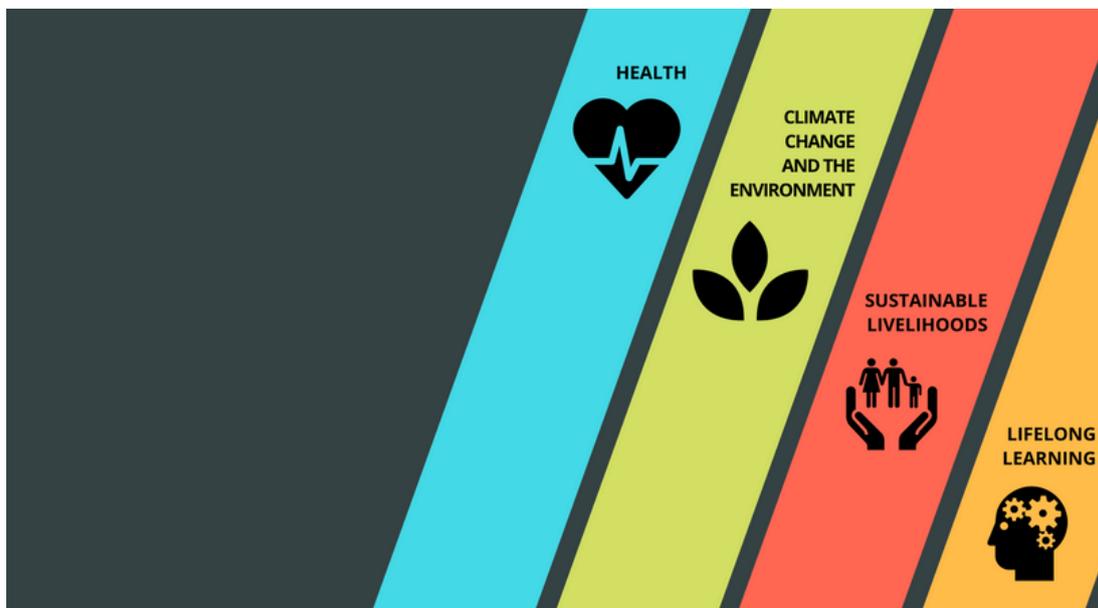
July 2019

Linking Wales and Africa to enable community action in contribution to the UN Sustainable Development Goals

This guide is designed to help applicants to understand more about the Wales for Africa main grants round; including - who can apply for funding, what projects are able to be funded, and what is required from applicants.

This Summer 2019 small grants funding round will use a downloadable, printable, paper-based application form.

Specific guidance for the application is available alongside the questions within the application form.



Version 1 – Small Grants – July 2019

Introducing the Welsh Government's Wales for Africa grants scheme managed by WCVA

The Wales for Africa grants scheme is a £230,000 grant fund for community groups and organisations throughout Wales via the Wales for Africa grant scheme

The Wales for Africa programme promotes an outward looking Wales – a nation informed and engaged with global issues, taking action together to improve the social, environmental and economic wellbeing of both sub Saharan Africa and Wales.

We support and encourage Welsh civil society, businesses and public bodies to take mutually beneficial action on global citizenship, skills exchanges and mutual learning, partnership working and climate change action to help deliver the UN Sustainable Development Goals.

This scheme enables individuals, community groups and organisations in Wales to access funding for small-scale projects that contribute to Wales' delivery of the UN Sustainable Development Goals (SDG) and deliver benefits to Wales and Africa.

The grants scheme will be accessed by groups based in Wales, some linking with African partners to deliver a diverse range of activities involving and engaging as many people in Wales as possible, such as:

- Delivering impactful international development or solidarity projects.
- Facilitating the work of African diaspora communities in Wales to maximise their impact on SDG delivery in their country of heritage.
- Projects run by and for people with disabilities

Who is eligible to apply to the Wales for Africa grants scheme?

Applications are open to constituted organisations in Wales. For example, one of the following:

- Constituted group
- Registered charity
- Community Interest Company
- Charitable Incorporated Organisation
- Company limited by guarantee
- Private limited company
- Community Council
- Town Council
- Local Authority

If you are unsure whether your organisation fits these criteria, or have any general enquiries please contact WalesAfricaGrants@wcva.org.uk.

Applicants will also need to ensure that their organisation meets the following criteria:

- The lead applicant must be based within Wales
- All activities should clearly demonstrate a benefit to Wales
- Applications should clearly demonstrate a fit with one or more of the four thematic areas
- Applicants with prior experience of delivering grant funded activity from the Wales for Africa Programme should demonstrate the impact of this project and any lessons learned
- Individuals cannot apply; however, they may apply through a host organisation, the grant agreement will be held with the organisation and no direct payments will be made from the Wales Africa grant scheme into an individual's bank account
- All relevant purchases to be made with Wales for Africa grant scheme funding will consider ethical and FairTrade criteria

Pre-application checklist

Before applying to the fund, please check that you can supply the following with your application:

- Signed constitution/governing documents for your organisation
- Signed copies of your organisation's most recent financial statements or audited annual accounts
- Signed copy of the Wales for Africa Code of Conduct that can be downloaded [here](#)
- A copy of your organisation's Environmental Policy
- A copy of your organisation's Equal Opportunities Policy
(If you do not have Equal Opportunities and Environmental Policies, there are statements of intent which must be signed by your organisation and can be downloaded [here](#))
- A copy of your organisation's Safeguarding Policy – Hub Cymru Africa can assist in the development of this policy. If you do not yet have one in place it is essential that you adopt one. An appropriate Safeguarding policy will need to be in place before any funds can be released to projects unless an exemption is agreed by the panel.
- Proof of match funding – if your project will use funding from multiple sources, successful applicants will need to provide confirmation of match funding before the first grant payment is released

If there is a reason why your group cannot obtain and submit signed copies with your application form, please post signed copies to WCVA Grants Team, Baltic House, Mt Stuart Square, Cardiff, CF10 5FH. The signing of policies and governing documents is part of the due diligence process and helps to ensure that groups are practicing good governance.

If you don't currently have Equal Opportunities Safeguarding or Environmental policies in place, you can contact your local [County Voluntary Council](#) for assistance with this. Hub Cymru Africa can help with the development a safeguarding policy in an international development or solidarity context.

What type of projects will be funded?

Projects will be awarded under one of the following four thematic areas:

1. Health

We seek to contribute to protecting the mental and physical health and wellbeing of communities in Africa through our grants.

This includes for example:

- Supporting knowledge and skills sharing between health institutions in Wales and Africa for mutual learning and benefit;
- Supporting healthcare professionals in Africa to access small scale training and support from Wales; and
- Supporting communities in Wales and Africa to access to more equitable, quality healthcare

2. Lifelong Learning

Under Lifelong Learning we will support individuals or groups of young people or adults in Wales and/or Africa to gain skills and knowledge.

This might include, for example:

- Linking communities in Wales with African partners to develop mutual understanding of global development and international issues;
- Supporting the educational needs of disadvantaged children in Africa and sharing that experience with school pupils in Wales, contributing to their global citizenship education; and
- Supporting people in Africa to learn practical/vocational/artistic skills to improve their livelihoods.

3. Climate Change and Environment

Under our climate change and environment grant stream, we will support initiatives that reduce environmental degradation and biodiversity loss in Africa as well as strategic and practical work to reduce emissions of greenhouse gases and to protect people from the impacts of climate change on food supplies, water availability or safety.

This includes, for example:

- Activities which support African farmers to adapt to a changing climate;
- Projects which enable the use of renewable energy in Africa;
- Projects engaging people in Wales with climate change issues as they affect Africa; or
- Work aiming to support African partners in implementing sustainable development practices.

4. Sustainable livelihoods

We seek to promote realistic and sustainable livelihood opportunities in Wales and Africa, ensuring that marginalized individuals are included in grassroots economic and social development.

Initiatives that we support include for example:

- Community-led, income generating cooperatives that have benefit to Wales and Africa;
- Engaging the public through Fair Trade campaigns, advocacy or policy;
- Activities that bring the consumer closer to the producer in a sustainable way;
- Support to small-scale agricultural projects and activities; and
- Support to grassroots income generating activities

Wales for Africa grants scheme – Criteria & Targets

In the application form you will be asked to set outputs / targets by which you can measure the success of your project. There is some information that we expect all projects to provide and to set targets for; these are the scheme targets. Project level targets are those which are specific to each of the four thematic areas. Applicants are advised to be realistic when setting their project's targets.

You will fill in both General Scheme and Thematic Targets as part of the application process within the application form. The targets you set will need to be easily cross referenced to the narrative part of the application form also.

Thematic areas	Activity examples	Scheme targets (applicable to all thematic areas)	Project level targets (specific to selected thematic area)	SDG contributions	WFGA contributions
1. Health	<ul style="list-style-type: none"> Supporting knowledge and skills sharing between health institutions in Wales and Africa for mutual learning and benefit; Supporting healthcare professionals in Africa to access small scale training and support; and Supporting communities in Wales and Africa to access to more equitable, quality healthcare 	<p>No. of individuals / communities engaged in Africa to support the improvement in their wellbeing</p> <p>Quality of links between communities in Wales and Africa established.</p>	<p>No. of Health Care professionals supported in Africa</p> <p>No. of people supported to access more equitable, quality healthcare (in Wales and Africa)</p>	<p>You will need to report on the progress of the contributions as identified in your approved application form and additional contributions if applicable (Qualitative in application and monitoring)</p> <p>Goals 1-17</p>	<p>You will need to report on the progress of the contributions as identified in your approved application form and additional contributions if applicable (Qualitative in application and monitoring)</p> <p>Goals 1-7</p>
2. Life Long Learning	<ul style="list-style-type: none"> Linking communities in Wales with African partners to develop mutual understanding of global development and international issues; Supporting the educational needs of disadvantaged children in Africa and sharing that experience with school pupils in Wales, contributing to their global education; and Supporting people in Africa to learn practical/vocational/artistic skills to improve their 	<p>No. of Welsh volunteers involved in project activities</p> <p>No. of African volunteers involved in project activity</p> <p>Number of people in Wales engaged/supported by the project</p>	<p>No. of people in Wales engaged</p> <p>No. of African people that have been supported with their educational needs</p> <p>No. of people supported to improve their skills (Wales and Africa)</p>		

	livelihoods (e.g. theatre and dance, IT and carpentry).	No. of people from Welsh communities supporting the project through donations, events attended etc			
3. Climate Change & Environment	<ul style="list-style-type: none"> • Activities that support African farmers to adapt to a changing climate; • Projects which enable the use of renewable energy in Africa; • Projects engaging people in Wales with climate change issues as they affect Africa; or • Work aiming to support African partners in implementing sustainable development practices 	No. of people in Wales engaged or reached by the project	No. of African farmers supported to adapt to climate change		
4. Sustainable Livelihoods	<ul style="list-style-type: none"> • Community-led, income generating cooperatives that have benefit to Wales and Africa; • Engaging the public through Fair Trade campaigns, advocacy or policy; • Activities that bring the consumer closer to the producer in a sustainable way; • Support to small scale agricultural projects and activities; and 	No. of organisations strengthened or empowered as a result of partnership working - and quality of that strengthening	No. of people supported to use renewable energy		
		No. of events/sessions delivered and no. of men and women attending - in Wales and/or Africa	No. of individuals engaged in reducing their impact on climate change		
			No. of community coops supported/set up and the quality/extent of that support		
			No. of people engaged through a FairTrade campaign		
			No. of individuals supported to make		

	<ul style="list-style-type: none">• Support to grassroots income generating activities e.g. arts & crafts.		their livelihood more sustainable		
--	--	--	-----------------------------------	--	--

Levels of grant funding

Small grants:

A small grant round of funding will be open for applications in the Summer – opening 29 July and closing 23 September at 23:59. This is for applications of between £500 and £5,000. These applications must fit under one of the four thematic areas. There will be a one-step application for this value of grant.

We aim to notify applicants within eight weeks of the deadline. Projects must be completed within one calendar year of their start date.

Match funding:

Although match funding is not a specific requirement of the scheme, it can be used to support wider projects in conjunction with other sources of funding. If an applicant has secured match funding for their project activity, this may be looked on favourably at assessment. In-kind match funding can be included into your project budget, examples of this may include the provision of works, goods, materials or services donated to the project by another provider.

Volunteer hours may also be included into the project budget. The notional volunteer rates for different project roles undertaken are obtained from the UK Annual Survey of Hours and Earnings (ASHE). The minimum volunteer rate will be set at £8.75 per hour to align with the UK Living Wage. Match your volunteer roles to the most applicable rate:

The rates below are obtained from the UK Annual Survey of Hours and Earnings (ASHE)

Volunteer rates

General volunteer (Living Wage)	8.75
Trainer	14.44
Project Administrator	10.65
Project Researcher	16.85
Project Co-Ordinator	14.42
Project Manager	22.49

Use these as hourly rates to calculate contribution of volunteer time. Each volunteer should have a description of the role that they are contributing to the project. Projects may need to provide evidence of this through volunteering.

£50,000 of funding will be ring fenced each year for award under the Heath thematic area.

Application Process

Applications will be made via an application form which you can download from [here](#). We prefer applications to be signed and returned with supporting documents via email to walesafricagrants@wcva.org.uk

If you do not have access to a computer, please complete the form in writing and send a signed copy along with supporting documents in the post to:

WCVA Grant Funds Team, Wales for Africa Grants, WCVA, Baltic House, Mount Stuart Square, Cardiff, CF10 5FH.

There is specific information to be followed for each of the questions is contained within the application form. Applications will be assessed against how strongly they meet the priorities of the scheme and how well they address the specifications given within the application form. Scores will be awarded based on how well the application addresses the guidance, recommendations will then be made to Welsh Government, who will make the final funding decisions.

Although the quality of the written application will guide the numerical scoring of the application form, other factors will be taken into account when funding award decisions are being made. These include the geographical and thematic spread of projects, benefits delivered to Wales and consideration of the overall difference the project will make in what it is trying to achieve.

If you submit your application at least 2 weeks before the grant deadline, we will review the application for eligibility and let you know of any problems so that these can be addressed. We strongly encourage applicants to take advantage of this review service.

What type of expenditure can Wales for Africa grants scheme fund?

The Wales for Africa grants scheme will fund both capital and revenue costs, there is no requirement ratio.

Some examples of eligible costs include:

- Flights for jounies necessary for the success of the project
- Insurance for travel
- Staff salaries
- A 15% uplift on the total staff salaries costs applied for can be included into your project costs to cover overheads such as utilities and running costs, where applicable
- Equipment and tools where there is a clear project need
- Publicity materials

- Venue hire, stall hire, event fees
- Training costs

Examples of costs which cannot be covered by the scheme include:

Ineligible activity and expenditure:

- Religious activities - religious groups may apply, however the scheme will not fund any activity deemed to have any element of proselytising.
- School trips/exchanges - teacher exchanges which are better placed for funding under the British Council's [Connecting Classrooms programme](#)
- Private for-profit ventures

Payment of grants

Small grants will be paid to successful applicants 100% upfront upon the start of their project. WCVA reserves the right to claim the money back on behalf of the Welsh Government should the recipient not follow the monitoring and reporting requirements, this is outlined in the grant terms and conditions issued to successful applicants.

Successful applicants will not be able to apply for additional funds to continue a project until they have completed the monitoring and reporting requirements of an earlier grant. Applications are accepted for different projects from groups still working on a current project. Monitoring reports will be required periodically through an online reporting system. Successful projects will receive support and guidance about how to use this as part of their grant offer.

Further guidance and support

For any further guidance please contact walesafricagrants@wcva.org.uk or call WCVA's helpdesk on 0300 111 0124

Applicants seeking advice on improving the quality of their applications to this and other grant schemes, or advice on improving the quality and impact of their work can call on Hub Cymru Africa: Email: advice@hubcymruafrica.org.uk Tel: 02920 821057

Applicants are welcome to contact the Wales for Africa team to discuss their bids at any time. Email: WalesforAfrica@gov.wales Tel: 03000 251670