

# **International Development Education and Awareness Raising Grant**

## **Application Guidance**

### **Overview**

2024 see the second year of the refocused IDEAR grant of £30,000 that is to be awarded on an annual basis to an Isle of Man registered organisation or partnership, to deliver global development education and raise awareness of international development issues on the Island in an innovative and exciting manner. The successful organisation will be expected to work alongside others in the third sector and with External Relations in the Cabinet Office in order to best support the Island's education and awareness on international development matters.

The 2024-2025 grant period will run from August 2024 – August 2025 with the grant being issued in one instalment at the start of this period.

### **Eligibility**

Organisations applying for International Development Education and Awareness Raising grant must meet the following criteria:

1. Be registered in the Isle of Man under the [Isle of Man Charities Registration and Regulation Act 2019](#) and meet the requirements of this act, or;
2. Be a company registered with the Isle of Man Companies Registry, or;
3. A consortium of partners who individually meet the requirements of criteria 1 or 2.

### **Activities**

The successful grant holder will deliver activities to work towards the following objectives:

- An increased awareness and understanding among the Manx population of global issues, international development and the Island Community's role within this space
  - By doing so, the grant holder will be expected to run/attend on-island events;
- Keep regular contact with the External Relations team in the Cabinet Office where the organisation can discuss issues that might incur and highlight potential opportunities;

- Create and promote opportunities to engage people of all ages in aspects of global development and the UN Sustainable Development Goals including but not limited to:
  - Global Development Education;
  - Education for sustainable development;
  - Human Rights Education;
- Work with the private sector engaging in corporate social responsibility activities in relation to international development;
- The approved programme will have a strong focus on achieving results in the following priority areas: - primary and post primary education, higher education, youth sector and the further, adult and community sector.

The final programme of activities will be subject to agreement by the Cabinet Office.

**All activities must be carried out on the Isle of Man.**

### **Reporting:**

One mid-term presentation to the Cabinet Office Board 6 months following receipt of the donation on progress and horizon scanning for the remaining 6 months.

One end-of-project submitted to External Relations no later than 13 months after the receipt of the grant. The final report must provide a concise overview of the full delivery of the project and must reflect the overall objectives of the project and the final costs against the approved budget. It must also address how the project has and will continue to benefit the community.

### **Applications:**

Groups of charities or companies are permitted to apply for the Grant as a partnership. Applications of this nature should explain how activities and responsibilities would be divided and managed between the organisations. One of the organisations will act as the 'lead partner' and the name of the lead must be confirmed on the application. All members of the partnership however, must comply with the eligibility criteria.

A charity that is applying for, or in receipt of other International Development funding, may also make an application for the International Development Education & Awareness Raising Grant, as long as the capacity to carry out both projects simultaneously has been clearly evidenced.

Organisations must evidence a physical presence on the Isle of Man such as:

- The headquarters of the charity are in the Isle of Man;
- The charity is registered solely in the Isle of Man;
- The charity undertakes substantial fundraising activities in the Isle of Man;
- The charity has paid staff based in the Isle of Man;
- The charity undertakes awareness raising and educational activities in Manx schools, and/or the local community.

A single organisation (or partnership) may make only one application for International Development Education & Awareness Raising Grant funding per funding round.

Applications for the 2024-2025 funding period open on **01 June 2024** and will close at **midnight on 21 June 2024**. Applications submitted after this time will not be considered.

Applications must be submitted to the [internationaldevelopment@gov.im](mailto:internationaldevelopment@gov.im) email, and should include:

- Completed application form
- Programme Delivery Plan - A detailed itemised plan of proposed activities detailing dates, costs and stakeholders/beneficiaries
- Programme Budget - A financial breakdown of how the budget would be spent over the 12-month period broken down by activity. Please try to be as precise as possible.
- Risk Assessment – Please detail any potential risks that may threaten the delivery of the planned activities. Please outline how you plan to mitigate these risks.
- Safeguarding Document– As the grant holder will be expected to work with children and potentially vulnerable adults, a suitable safeguarding policy including valid DBS certificates (Disclosure and Barring Service) must be in place.
- Confirmation of registration on the Isle of Man Charities' Register or Companies Register

- Accounts and annual report for the financial year 23/24 – Applicants must evidence sufficient operational funds, separate from this grant from other donors/fundraising.
- Any other information relevant to the application.

### **Salary/Administration costs:**

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

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 personal and administration costs of the applicant organisation. For example a bookkeeper, or accountant.

The payment of salaries for vital personnel for a project is considered an eligible project cost that can be paid from the main body of the grant.

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

The Isle of Man Government will not fund other salary and administration costs.

### **Application Documents:**

Templates have been provided for all necessary documents that must be submitted with the application form. These templates provide the framework and minimum that is expected for applications. We invite applicants to alter templates if needed. These forms should be completed with as much detail as possible. Failure to submit each of these with the application form will result in the application not being considered.

The External Relations team will be running an interactive session via Microsoft Teams on Monday 10<sup>th</sup> June 2024 at 15:00 where prospective applicants will be guided through application expectations and have the chance to ask questions. Please register your interest by emailing [internationaldevelopment@gov.im](mailto:internationaldevelopment@gov.im).

**Outcome:**

The External Relations Team will review applications and the Cabinet Office expect to make a funding decision in July 2024. Applicants will be notified of the outcome soon after.