

Social Enterprise Awareness Grant Scheme 2017

Enhancing Understanding of Social Enterprises

GUIDANCE MANUAL FOR GRANT APPLICATIONS

# 1. The Grant Scheme

## 1. Introduction

Through the European Union co-funded programme titled Strengthening CSO Participation in Social Enterprise Education and Development for Decent Work, Job Creation and SME Development (CSO-SEED), a research on the state of social enterprise in the Philippines was undertaken.

The Social Enterprise Awareness Grant Scheme 2017 will support creative campaigning activities to raise the awareness of local populations, particularly vulnerable groups, of the results of the research undertaken into the Social Enterprise sector in ARMM and the Philippines. It will also help communities understand better what Social Enterprises are and its role in decent work, job creation and SME development. This grant will also cover a capacity-building activity for the CSO-SEED Multi-Stakeholder Advocacy Group on how to run local campaigns.

The British Council will give preference to joint/collaborative applications that demonstrate collaboration between organisations to enhance awareness and build support for the sector from various stakeholders such as the government and the community generally. The campaign will include audience specific approaches to share the results of the research and promote social enterprises as a viable pathway to solve social problems creatively and innovatively.

Proposals should have a clear central message, be focused and targeted to the audience. Proposals for activities to promote positive attitudes should be innovative and cost effective. It should aim to have a multiplier effect at a national level with the aim of promoting positive attitudes where minimal, or no, initiatives have been taken to date. The proposals should have a focus on transferability whereby the project’s approach and deliverables can be used by other organisations in their own local contexts.

These guidelines outline the purpose of the grant and criteria for evaluating proposals received. This funding is only available to social enterprises and voluntary, not for profit organisations based in the Philippines, with operations or linkages to CSOs and other stakeholders in the Autonomous Region in Muslim Mindanao.

## 2. Applying for a Grant

The application form for funding under the grant scheme is made up of four parts.

Please submit 3 hard copies of the application, any supporting documentation and an electronic copy in MS Word format.

**The closing date for applications is 4pm Monday, 24 August 2017.**

Applications should be submitted in a sealed envelope to:

CSO-SEED, Society Department

British Council Philippines

10/F The Taipan Place, F. Ortigas Jr. Road, Ortigas Centre, Pasig City

Or

DTI-ARMM

Office of the Regional Governor (ORG), Don Rufino Alonzo Street, Cotabato City 9600

MS Word copies should be sent to:

[changemaker@britishcouncil.org.ph](mailto:changemaker@britishcouncil.org.ph)

and marked **CSO-SEED Awareness Grant Scheme 2017**

# 2. Application Form

The application form is comprised of:

### Part 1: About your organisation/group of organisations

* Content here should be brief and to the point.
* If there are joint/collaborative applications please nominate a lead organisation.
* When providing a description of your organisation, please keep it brief. In the case of joint/collaborative applications, this may well be a description of your group or network rather than a description of each of the individual member organisations.
* Provide full contact details of the main contact person in the lead organisation for this application.
* Information in support of your organisations capacity and experience to run a campaign and/or similar such projects.

### Part 2: Proposal Summary

The information provided here should include the following:

* Project aim and objectives – what is the aim of the project, what will it achieve and its rationale.
* Project deliverables and expected outcomes – what deliverables and expected outcomes will the project generate.
* Demonstrate how you will you deliver the awareness activities
* Methodology / Approach - How will they be delivered by who, when and the quality criteria. Applications are required to provide sufficient detail here to allow the evaluation panel to consider the proposal in detail.
* Benefits – what will be the benefits of the project, for whom and how this will be measured
* Risks – what risks could have negative impacts for the project, for whom and how they will be dealt with or minimised.
* Target group/s – who will be the target for the project’s activities and why.
* Value-added elements and innovation – what makes your proposal unique and creative

### Part 3: Project costs

* Please list separately each proposed activity that may be eligible for funding,
* Please list a separate cost for each activity and ensure that the costs are all-inclusive and are quoted in PhP
* Please attach to this application any further details you feel are relevant to Part 3

**Part 4: Submission Confirmation**

# 3. How Applications will be evaluated

Sufficient detail must be provided in the application to facilitate evaluation. A panel consisting representatives from the British Council, the project partners and the Department of Trade and Industry-ARMM will evaluate the proposals. The British Council reserves the right not to consider incomplete applications. No proposal will be considered unless it meets the following mandatory requirements:

* The organisation must be a legal entity with a bank account in the name of the organisation.
* The organisation has a sound business model / financial standing.
* The organisation has a portfolio of work in running communications campaigns.
* The organisation has experience of working in diverse contexts.
* The organisation has experience of working with marginalised and vulnerable communities.
* The organisation has a sound business model / financial standing.
* The organisation has demonstrated experience to meet the project and financial planning, management and reporting requirements.
* Complete the declaration that your organisation meets the conditions set out in this section of the Guidance Manual (Part 4 of the application form).

The panel will conduct evaluation of proposals based on the following criteria:

* Quality of the Proposal
* Value for Money
* Capacity of the Organisation

The scoring scheme is included in Appendix A.

The British Council will have regard to the following when evaluating applications received under this scheme:

1. The extent to which the proposed initiatives can raise and enhance awareness of social enterprise including its promotion of decent work, job creation and SME development.
2. The experience and track record of the applicant in achieving and managing high quality deliverables and in providing the necessary resources.
3. The capacity of the project to create sustainable and lasting outputs.
4. The overall quality of the proposal, including a clear and well developed proposal which is clear on the potential impact on the target group/s and how outcomes will be achieved.
5. The overall cost-effectiveness of the proposal and the extent to which it represents value for money and the ability of the applicants to spend the money by 31 August 2018.
6. The British Council may require the applicants to submit additional information or make a presentation.
7. Details of other funding available will be taken into consideration in selection for funding.

The successful applicants will be notified by 31 August 2017.

Funding will be paid in a minimum of three instalments and by milestones, e.g. 50% upon approval, 25% mid-term upon submission of financial report and forecast and 25% upon completion and receipt of complete documentation.

Please note that this grant will not fund the following under the 2017 scheme:

* Government bodies
* recruitment or employment of new staff
* training events or attendance to conferences
* the purchase of IT or other office equipment or general office supplies
* overheads
* fund raising activities
* website development
* television or radio advertisements
* information materials profiling individual organisations
* elements already funded from other sources
* projects which have already commenced, i.e. existing projects
* projects that are for a commercial purpose

# 4. Conditions of the Grant Scheme

Any organisation in receipt of a grant under this scheme must agree to the following conditions prior to any funding being issued, or else risk losing the grant:

1. Agree to acknowledge the contribution of the European Union and the British Council in any project materials and adhere to the branding guidelines.
2. Submit proposed project materials to the British Council for approval prior to publication/printing.
3. Provide reports and financial accounts as required by the British Council for audit.
4. Provide all written undertakings required before any grant is issued.
5. Use the funding strictly for the purpose for which it is granted.
6. Approval is required to extend the deadline or adjust the commitments.
7. To agree to share and make available for use by other organisations any funded materials.
8. All deliverables produced by a funded project are the property of the British Council and the EU.
9. To ensure that project deliverables are not used for commercial profit.
10. Successful applicants must submit a report of the evaluation of their project not later than 8 weeks after (i) the project has finished or (ii) up to the compilation of the evaluation report, whichever is the sooner.
11. Proposed applicants must have the capacity and experience to run a national campaign.
12. All relevant policies that grantees are expected to adhere to can be found on the British Council website – <http://www.britishcouncil.org/about/policies>. The list of policies includes (but it is not limited to):

* Anti-Fraud and Corruption
* Child Protection Policy
* Equal Opportunities Policy
* Fair Trading
* Health and Safety Policy
* Environmental Policy
* Records Management
* Privacy

# 5. Project Evaluation Report

The British Council requires the grantee to complete a brief Project Evaluation Report.

This Report should set out a brief description of the project, and include the following:

* How objectives have been met.
* Any additional/unanticipated objectives achieved.
* Actual versus planned outputs and deliverables of the project.
* Impact/success of project.
* Method used to monitor/track project.
* The type and quantity of materials produced.
* The quantity of materials remaining unused.
* Lessons learnt from project, any risks or slippage encountered and how they are being addressed.
* Discounted rates received and ‘value for money’ or cost saving strategies employed.
* If your organisation carries out any surveys or formal evaluations of your project these should be included also.
* Electronic copies of any promotional materials that were created using money granted are also required.

# 6. Auditing of Spending Under the Grant Scheme

The British Council will audit all CSO-SEED grantees.

We will ask each organisation to send details of expenditure under the grant scheme, as well as the invoices and proof of payments associated with the invoices. **All** expenditure must be receipted and accounted for. Original documentation will be required, which will be returned once the audit process is complete. Organisations will usually be given at least two weeks from the date of the request to send the British Council their response.

The British Council will then examine this documentation for completeness and consistency of expenditure compared with the original project proposal that received grant funding.

If there are any questions that need to be resolved the British Council will contact the nominated contact person to seek further information. If an organisation is unable to resolve the questions satisfactorily, that organisation will be audited if it receives further grant funding from the British Council and may be placed on a list of organisations to be audited further.

If expenditure on a project by an organisation differs significantly to that which was contained in the original grant application and approved for funding, or if funding has been used in an unauthorised manner, this may have an adverse effect on how future applications for grant funding from that organisation will be assessed by the British Council. The organisation in question may also be audited.

# 7. Query handling

All queries on the application process should be forwarded to:

[Changemaker@britishcouncil.org.ph](mailto:Changemaker@britishcouncil.org.ph) and

[ferdinand.fuellos@britishcouncil.org.ph](mailto:ferdinand.fuellos@britishcouncil.org.ph)

and marked for the attention of CSO-SEED Project Manager in the subject line.

Alternatively you can call +63 (02) 555 3000

APPENDIX A

PROPOSAL SCORING-

CSO-SEED Social Enterprise Awareness Grant Scheme 2017

**Name of lead organisation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Amount of funding sought: PhP \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Criterion** | **Maximum possible score** | **Score allocated** |
| 1. | Capacity:   * Track record * Capacity to disseminate and have a multiplier effect * Joint collaboration in place * Experience in creative work | 30 |  |
| 2. | Quality of proposal   * Sustainability * Relevance to the theme * Added value * Approach to the project * Likely impact in enhancing awareness and fostering competency | 40 |  |
| 3. | Value for money:   * Link between costs and deliverables | 30 |  |
|  | **Total marks** | **100** |  |

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| --- |
| **General comments on application**: |

Signed: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**