



Eligibility Criteria and Guidance

Introduction

This document explains the rules and regulations for Hub Cymru Africa's (HCA) grants scheme which enables organisations throughout Wales to access funding for gender equality programmes and projects in Uganda. The scheme is funded by Welsh Government as part of the Wales and Africa programme.

Key elements of the new gender and equality programme in Uganda

The programme will focus on supporting a small number of key pathfinding projects in Uganda which will expand local partnerships contributing to gender equality in the fields of women in leadership, women and girls' rights and gender-based violence.

These initiatives will be carefully monitored for future learning and programme development and provide strong communication around their benefits.

In addition, we will build in capacity building for Welsh organisations and their partners to enhance their ability to deliver gender equality across the wider Wales and Africa programme and share the learning from the new programme.

HCA will legally administer this grant scheme through the Wales Centre for International Affairs (WCIA), its lead partner.

All projects funded under this scheme need to be able to demonstrate that they will be able to adhere to the following key principles, or demonstrate how they will evolve these principles across the development of the project:

- Engaging and empowering women and girls by using the strengths of social connectivity, strong networks and communication
- Work should be in partnership with credible African partners, preferably with women in leadership roles
- Build upon existing partnerships and work according to asset-based principles
- Acknowledgement of the complexity of issues especially at the intersection of gender, disability, sexuality and ethnicity

Overall Criteria

- Lead applicants must be based in Wales
- You must have a strong Ugandan partner with a track record of delivering Gender Equality work.
- Applications must be for between £25,000 and £50,000
- Any overseas activities must take place within Uganda and demonstrate benefit to women and girls in Uganda
- Applications must demonstrate value for money in their activities

- All funded projects should contain elements which bring benefit to Wales
- All applications are subject to a conflict of interest declaration
- All applicants should demonstrate that as well as gender, they have taken into consideration ethical and fair trade criteria when making purchasing

For the avoidance of doubt, we will not fund:

- Academic Research
- Unrestricted donations to southern partners
- International travel
- Humanitarian operations (emergency relief work)
- Direct applications from African organisations
- Evangelical or proselytising activities
- For-profit activities (exceptions may be made in the case of community cooperatives or microfinance initiatives within a livelihoods programme)
- Political parties
- Individuals, groups or activities that aim to deny equal rights.

Project grants – Between £25,000 and £50,000

Wales-based lead must be one of the following:

- Constituted group (e.g. Women’s cooperative, community-based organisation, religious institution)
- Registered charity, NGO, social enterprise, private business
- Affiliated to NHS Board or Trust
- Educational institution
- Community or town council

African organisation:

- Unconstituted group (e.g. midwives or PTA)
- Constituted group (e.g. women’s cooperative or community based organisation)
- Constituted organisation (e.g. NGO, social enterprise, training centre)
- Government Department (local, regional or national)
- International NGO

What you need to demonstrate:

- A current Memorandum of Understanding or Partnership Agreement between you and your African partner if you have already identified one
- A clear explanation of the due diligence you will undertake before transferring funds to your partner
- A clear explanation of the benefit to Wales
- A clear explanation of how the project will be sustainable beyond the life of the grant and how you plan to build the capacity of your African partner

- A clear explanation as to how the project aligns with the UN Sustainable Development Goal 5: Achieve gender equality and empower all women and girls
- A demonstrable positive impact in Uganda
- A clear demonstration of the project need, based on a needs assessment
- Project delivery against clear strategic objectives and outcomes
- A clear impact measurement framework
- Communications opportunities mapped and a commitment to working with HCA to maximise them.
- Your safeguarding policy
- Audited accounts for the last three years (or since inception if you have not existed for more than three years.
- An explanation of how the project will support the delivery of relevant sections of the Well-being of Future Generations Act (Wales) 2015

Grant giving process

Due to the current working conditions and safe working measures that most organisations are undertaking to protect themselves from COVID-19, we will follow a process that allows us to operate in a way that we are able to undertake work safely.

In order to release funds, we ask that you provide us with

- The documents listed under 'What you need to demonstrate'
- If you are unable to provide any of the above, we will need a date by which you will be compliant
- A phone/video call with Senior Development Support Manager
- At the first reasonable opportunity, a planning meeting between you and HCA. If the ongoing COVID-19 situation means a face to face meeting is not possible, a series of video conferences will be agreed.

Terms and Conditions

HCA may from time to time vary these terms and conditions and will notify you in writing of any changes.

In these terms and conditions "you" means your organisation and "written agreement" includes e-mail or other electronic communication.

If you do not adhere to these terms and conditions, you may be required to repay part or all of the grant to HCA.

1. You are responsible for working with HCA to ensure that the fund is spent appropriately in accordance with these terms and conditions and so you must carry out the appropriate due diligence checks on the use of the fund.

2. You must report to HCA on expenditure of the fund, in such format and at such times as HCA may reasonably require, in addition to reporting to HCA in accordance with these terms and conditions. All reports you provide for HCA will also go to Welsh Government.

The fund must not be used for any purpose which is prohibited by HCA. A list of prohibited purposes is set out in the eligibility criteria above.

Record-keeping and Monitoring

1. You must ensure both you and partners keep separate and accurate financial records of how the fund is spent, including receipts, invoices, accounts and any other relevant documentation, for a period of seven years after you have spent the fund. You must identify the funding received in your accounts as being HCA and restricted funds. You must send HCA audited, independently reported on, or independently examined accounts in accordance with current legal requirements covering the period during which the funding was used. If your organisation is not legally required to have its accounts audited, independently reported on, or independently examined then you must provide a copy statement of your gross income and total expenditure, in which the funding received must be separately identified and signed by a trustee or director (as applicable). You must send us this documentation no later than six months after the end of your financial year.
2. HCA may ask to see your accounts and other records and as part of a financial audit and you must co-operate with any such request.
3. Every quarter HCA will send you a spend report for completion. Using this report, you will detail the funding spent to date and the anticipated spend for the next quarter.
4. You must notify HCA immediately if:
 - there are any significant changes, complaints, investigations or difficulties within your organisation that may affect the funded activities;
 - you become aware of, or have any grounds for suspecting, any fraud or safeguarding risk within the funded activities;
 - you fail to comply with any of these terms and conditions;
 - you or any of your employees are the subject of an investigation by the Charity Commission, Police, or other regulatory body; or
 - you close down or merge with another organisation if at that time the funding has not been used.

Or

- Your African partners are affected by any of the issues above

Paying the Fund

1. You must have a bank account in the name of your organisation with two signatories. Your two bank account signatories should not be related to one another or reside at the same address.
2. WCIA will pay the fund by BACS transfer to your bank account in accordance with the payment schedule as agreed in your offer letter.

Acknowledgements and Publicity

1. You will use the HCA and Welsh Government logos on printed materials and acknowledge both organisations in funding.
2. You will provide HCA with communications opportunities on a quarterly basis, which we will support you to develop into case studies, press releases and social media.
3. You must work with HCA to ensure positive media and representation of your African partners and ensure active consent is sought before sharing images. In addition, safeguarding policies should include measures to ensure vulnerable people are not identifiable through narrative with images.

Passing on Funding

1. In many cases, you will pass on funding to third parties as agreed by the HCA and stipulated in your funding application. You will need to take all reasonable steps to ensure that those third parties spend the money in the way intended. Such reasonable steps will include, but are not limited to, informing third parties of:
 - the purpose and amount of any funding;
 - any targets and/or conditions associated with the provision of the funding;
 - records they are required to keep in connection with any funding; and
 - who they must consult with should they wish to make any changes to the use of the funding.
2. You will confirm these conditions in a written agreement with the third party grant recipient which you should agree with us in writing.
3. Assuming that you follow these conditions and take all reasonable steps to ensure that the fund is spent in the way intended HCA will not hold you responsible for misuse of the funds by third parties.

Requirements of Grant Recipients

1. You must ensure that all assets worth over £500 funded by HCA are recorded and identified in the asset register of the organisation owning the asset.
2. Grant recipients and any suppliers they use must ensure that they have adequate insurances and risk assessments in place for the activities they are undertaking.
3. If you work with children, young people or vulnerable adults, you must
 1. take all reasonable steps to ensure their safety;
 2. have and implement an appropriate written policy and set of procedures in place to safeguard vulnerable people; and
 3. undertake DBS (Disclosure and Barring Service) checks necessary on all those individuals who are required by law or best practice have them.
 4. provide copies of safeguarding policies as part of your funding agreement documentation

If there are any doubts about where responsibility lies you should contact HCA to discuss.