



## Beit Trust / Scotland Malawi Partnership Flood Recovery Mini-Grants INFORMATION PACK AND APPLICATION FORM

19<sup>th</sup> May 2015

### **Background:**

We are pleased to inform members that the Trustees of the Beit Trust have donated £20,000 to the Scotland Malawi Partnership to assist with community recovery, rehabilitation and preparedness work after the January floods in Malawi. In turn, the Scotland Malawi Partnership is looking to onward disperse all of these funds to members of the SMP and our partners in Malawi, the Malawi Scotland Partnership (MaSP), who are working with communities affected by the floods. We are immensely grateful for the generosity of the Beit Trust Trustees, which has made these grants possible.

The SMP will disperse these funds in a timely, effective and transparent manner; ensuring projects that offer the greatest impact are supported and that all projects work within agreed Scotland-Malawi 'Partnership Principles'.

Our model as a network celebrates people-to-people and community-to-community links driven by friendship, mutual understanding and volunteerism. This bottom-up approach offers considerable impact with even relatively modest quantities of financial support. Accordingly, we will look to distribute these funds to a number of community-level projects that are already working together in this area.

### **Mini-grants available:**

Members of SMP/MaSP can apply for a mini-grant of £1,000 (cMK690,000) to £3,000 (MK2m) for projects helping communities recover from the January floods in Malawi. Applications must come from both a Malawian and a Scottish organisation together; both organisations must be appropriately constituted and registered locally; and funds can be dispersed to either the Scottish or the Malawian organisation.

We hope schools and community groups, as well as NGOs, will apply for these mini-grants, we have therefore ensured the application form is proportionate to the sums requested, and is entirely free of jargon! It should take no more than half a day to fill in but it's important *both* the Scottish and the Malawian applicants are actively involved (this will be checked).

Mini-grants will be awarded on or around the 12<sup>th</sup> June and work funded must be completed by 31<sup>st</sup> December 2015. Work must be related to flood recovery, rehabilitation, or helping communities in Malawi become more prepared for possible future flooding. Within these terms, we set no other restricting parameters: it could be work supporting education, healthcare, infrastructure, livelihoods, food security or any other area, as long as it is community-driven and in response to the January floods.

### **Timescales:**

19 <sup>th</sup> May 2015:	Mini-grants call issued
10 <sup>th</sup> June 2015:	Deadline for applications
12 <sup>th</sup> June 2015:	Successful applications informed
15 <sup>th</sup> June 2015:	Projects can commence
31 <sup>st</sup> December 2015:	Projects completed

### **Selection Process:**

SMP/MaSP will have a small selection panel composed of Directors and staff from Malawi and Scotland. We will do everything possible to make decisions quickly, fairly and transparently. Both Malawi and Scottish applicants should be contactable 10-13 June as we will likely look to speak with applicants should clarification or further details be required. All decisions are final and there is no appeal. We reserve the right to make pragmatic decisions as required: for example, funding some but not all aspects of a project, or offering more funding than £3,000 if the fund is undersubscribed. Such decisions will be made in dialogue with the relevant applicant.

## APPLICATION FORM:

To apply for a Beit Trust / Scotland Malawi Partnership Flood Recovery Mini-Grant please complete this form and return to [david@scotland-malawipartnership.org](mailto:david@scotland-malawipartnership.org) by 09.00, 10<sup>th</sup> June 2015.

If you have any questions, or require any assistance, please contact [david@scotland-malawipartnership.org](mailto:david@scotland-malawipartnership.org)

### YOUR DETAILS:

Only applications from *both* a Malawian and a Scottish organisation can be considered.

#### Applicant Details: Malawian Organisation

<b>Name of Organisation:</b>	Malavi Primary, Phinda Primary Namadidi Primary Malire Primary Chikuli Primary	<b>Lead Contact:</b> <i>[Must be contactable 10-15th June]</i>	Florence Mtema Makava
<b>Address:</b>	St Kitizio CDSS, , PO box 5541, Limbe, Malawi		
<b>What is your organisation's legal status?</b> <i>(charity , registered company, school, etc)</i>	Communication Team for Inverclyde - Malawi Schools' Partnership		

Are you registered with CONGOMA?

Yes

No

Are you registered with NGO Board?

Yes

No

Are you a member of the Malawi Scotland Partnership (MaSP)?

Yes

*(This is a requirement)*

#### Applicant Details: Scottish Organisation

<b>Name of Organisation:</b>	Inverclyde Malawi Schools' Partnership	<b>Lead Contact:</b> <i>[Must be contactable 10-15th June]</i>	John McIndoe
<b>Address:</b>	Clydeview Academy, Burnside Road, Gourrock, Inverclyde		
<b>What is your organisation's legal status?</b> <i>(charity , registered company, school, etc)</i>	Inverclyde Malawi Schools' Partnership Group		

Are you a member of the Scotland Malawi Partnership?

Yes

*(This is a requirement)*

**YOUR PROJECT:**

<b>In one sentence, what overall change will this project achieve?</b> <span style="float: right;">[max 50 words]</span>
Primary school toilets in 5 primary schools have been badly damaged by floods and require urgent repair

<b>What problem, relating to the floods in Malawi, is this project looking to address?</b> <span style="float: right;">[max 100 words]</span>
Improve sanitation and rebuild toilets in 5 primary schools in Chiradzulu district

<b>What evidence do you have that this problem is a priority for the local community?</b> <span style="float: right;">[max 100 words]</span>
Our Malawi Communication Team including Florence has visited all of our 10 partner to view the damage and discuss with HTs These 5 schools require most help as their sanitation has been destroyed..

<b>What will your project do?</b> <span style="float: right;">[max 200 words]</span> <i>Please describe what activities will be funded, how these will be completed, and who will be responsible for what, and when.</i>
The main activity will be to rebuild toilet blocks using Malawi builders - the Malawi school communities and Inverclyde schools will jointly fund raise to meet costs.

<b>Where specifically in Malawi is the project based?</b>			
District:	Blantyre	Town(s)/Area:	Chiradzulu area

<b>How many people in Malawi do you anticipate benefitting from this project?</b> <span style="float: right;">[max 50 words]</span>
8000 many people <i>directly</i> benefitting - puoils attending the 5 schools many people <i>indirectly</i> benefitting

<b>When will the project be completed?</b> <span style="float: right;">[max 50 words]</span> <i>Latest 31<sup>st</sup> December 2015</i>
As soon as possible but in time for the start of the new school session in August 2015

<b>How much are you applying for?</b> <i>From £1,000 to £3,000</i>	£3000
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If successful, to which organisation should payment be made?  Scottish partner  Malawian partner

**How would these funds be spent?**

Item of expenditure	Cost
Clearing damaged toilets and rebuilding to a satisfactory standard	£3000
	£
	£
	£
	£
	£
	£
	£

	£
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TOTAL: £3000

**YOUR 'PARTNERSHIP PRINCIPLES':**

The SMP is committed to good partnership working.

Over the last four years we have consulted more than 200 Scottish and 200 Malawian organisations, asking what are the key *principles* of a good partnership. 11 'Partnership Principles' were identified by the people of Malawi and Scotland, to which we hold ourselves and our members accountable.

**As part of your application, please comment on how your flood response will work within each of these 11 principles:**

<p><b><u>P</u>lanning and implementing together</b></p> <ul style="list-style-type: none"> <li>- Whose idea is this?</li> <li>- Who was involved in the planning?</li> <li>- Who is implementing the project?</li> </ul>	<p style="text-align: right;"><i>[max 50 words]</i></p> <p>Our Malawi Communication Team has visited our 10 schools and these 5 primary schools were identified as suffering most damage.</p>
<p><b><u>A</u>ppropriateness:</b></p> <ul style="list-style-type: none"> <li>- How does this fit with local and governmental priorities?</li> </ul>	<p style="text-align: right;"><i>[max 50 words]</i></p> <p>Sanitation is essential to ensure the children's health while at school</p>
<p><b><u>R</u>espect, trust and mutual understanding:</b></p> <ul style="list-style-type: none"> <li>- How well do you know the community you are working with?</li> <li>- How will you ensure respect for this community is maintained?</li> </ul>	<p style="text-align: right;"><i>[max 50 words]</i></p> <p>Inverclyde has been involved in partnership with these schools since 2007 and we are committed to sustaining our partnerships - they are now friendships between schools based on knowledge and respect</p>
<p><b><u>T</u>ransparency and Accountability:</b></p> <ul style="list-style-type: none"> <li>- How will you share information about this project?</li> <li>- Who are you accountable to, and how?</li> </ul>	<p style="text-align: right;"><i>[max 50 words]</i></p> <p>We communicate regularly as each school HT has been provided with a new smartphone and we use whatsapp to send messages, photos and videos between each partnership. Malawi schools are accountable to Malawi Communication Team who visit each school.</p>
<p><b><u>N</u>o one left behind:</b></p> <ul style="list-style-type: none"> <li>- How will you be sure men and women benefit equally?</li> <li>- How will you ensure the marginalised are not excluded from the benefits?</li> </ul>	<p style="text-align: right;"><i>[max 50 words]</i></p> <p>The schools involved are all large rural primary schools where all Malawi children have equal access to education.</p>
<p><b><u>E</u>ffectiveness:</b></p> <ul style="list-style-type: none"> <li>- When completed, what evidence can you give to show this project has been successful?</li> </ul>	<p style="text-align: right;"><i>[max 50 words]</i></p> <p>We will provide photographs, videos and HT reports on progress of each school projec</p>
<p><b><u>R</u>eciprocity:</b></p> <ul style="list-style-type: none"> <li>- How will communities in Malawi and Scotland contribute to this project?</li> </ul>	<p style="text-align: right;"><i>[max 50 words]</i></p> <p>Both communities will fundraise towards the total costs of rebuilding the toilets which is approximately £2000 per school - i.e. if successful the 5 partnerships still have to each raise £1400 approx.</p>
<p><b><u>S</u>ustainability:</b></p> <ul style="list-style-type: none"> <li>- What will happen after the money is spent?</li> <li>- How will the benefits be sustained?</li> </ul>	<p style="text-align: right;"><i>[max 50 words]</i></p> <p>We hope that the rebuilt school toilets will ensure sanitary provision for all school pupils in the 5 primaries for the foreseeable future.</p>

<p><b>Do no Harm:</b></p> <ul style="list-style-type: none"> <li>- Could anyone be worse off as a result of the project? (think about what impact you might have on: the local economy; gender equality; food security; local culture; climate change; democracy, governance and local planning)</li> </ul>	<p>Proper sanitation can only be an improvement. <span style="float: right;"><i>[max 50 words]</i></span></p>
<p><b>Interconnectivity:</b></p> <ul style="list-style-type: none"> <li>- Who else is doing similar work in this area and how are you connecting with them?</li> </ul>	<p>Not applicable. <span style="float: right;"><i>[max 50 words]</i></span></p>
<p><b>Parity (equality):</b> Who 'owns' the project? Who has the power?</p>	<p>The Malawi schools have the 'power' but very little funds - the Scottish schools will help in anyway to support the rebuild of the toilets <span style="float: right;"><i>[max 50 words]</i></span></p>

I am happy for all details contained in this form to be put in the public domain *(This is a requirement)*

To the best of my knowledge I confirm all details given in this form to be true *(This is a requirement)*

**Once completed, please email this form to [david@scotland-malawipartnership.org](mailto:david@scotland-malawipartnership.org)  
no later than 09.00, 10<sup>th</sup> June 2015.**