



## 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>	Mpeni Primary School	<b>Lead Contact:</b> <i>[Must be contactable 10-15th June]</i>	James Mitengo
<b>Address:</b>	c/o Box 54, Thyolo, Malawi, Central Africa		
<b>What is your organisation's legal status?</b> <i>(charity , registered company, school, etc)</i>	school		

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>	Stockbridge Primary School	<b>Lead Contact:</b> <i>[Must be contactable 10-15th June]</i>	Amanda Burton
<b>What is your organisation's legal status?</b> <i>(charity , registered company, school, etc)</i>	school		

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>
To fund the re-building of a home for 2 teachers damaged during the flooding in January 2015.

<b>What problem, relating to the floods in Malawi, is this project looking to address?</b> <span style="float: right;">[max 100 words]</span>
Loss of homes for school staff.

<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 partner school have expressed the housing of teachers as a major concern.

<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>
It will provide the materials and labour costs involved in construction of a home for 2 teachers.

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

<b>How many people in Malawi do you anticipate benefitting from this project?</b> <span style="float: right;">[max 50 words]</span>
2 - many people <i>directly</i> benefitting 300 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>
31 <sup>st</sup> December 2015

<b>How much are you applying for?</b> <i>From £1,000 to £3,000</i>	£1500
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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
Iron Roofing Material, nails and poles	£250
Labour	£250
Kitchen	£300
Cement	£250
electrical fittings and labour	£200
doors & door frames	£100
window frames & glass	£ 50
plastering and laying floor	£100
	£

TOTAL: £1500

## 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>We have already helped to re-construct a teacher's house devastated in flooding in 2014 and following the devastating floods this January we have discussed how we could try and help re-house 2 of the teachers who lost their homes. James managed the last build very well and accounted for all expenditure.</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>It is difficult to retain teachers if they are not housed.</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>We have been working with the community for 2 years and have worked together on a number of educational projects as well as the support with re-building a teacher's house. I believe James is well placed to communicate the needs of the community. We raised funds following the flooding and he held a meeting with elders of the community and they decided to use it to buy food for children and their families who had lost their homes and were living in the school.</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 will keep our children and parents informed of progress through news letters and regular updates. We will also share information with the SMP through their website.</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>It will provide an income for the builders involved in the construction and support the local economy through the purchase of equipment and materials. Children will have teachers who are more likely to stay at the school because they have somewhere to live.</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>Teachers will be retained at the school.</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>The community in Malawi worked together to manufacture all bricks for the previous build and sent photographs to share with our learners and parents of the processes involved.</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>Teacher's will be retained and attracted to work here.</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 style="text-align: right;"><i>[max 50 words]</i></p> <p>There will be no harm in completing this project as the work will be carried out in partnership between the school, local community and local businesses.</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 style="text-align: right;"><i>[max 50 words]</i></p> <p>Stockbridge Parish Church are involved in supporting a hospital nearby in Blantyre and constructing houses for staff. They have offered support via their contacts in Malawi.</p>
<p><b>Parity (equality):</b></p> <p>Who 'owns' the project? Who has the power?</p>	<p style="text-align: right;"><i>[max 50 words]</i></p> <p>The partners in Malawi who will contribute by making the bricks themselves and make all decisions relating to the construction of the house.</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.**