

# Advance

Mentoring programme 2021

by Hub Cymru Africa

# Introduction

This mentoring programme has been established to Advance the capacity of organisations in Wales working on global solidarity programmes in Africa. It's funded by the Welsh Government and managed by Hub Cymru Africa.

This programme aims to enhance established organisations' success through dedicated access to support, a capacity building grant and professional advice.

## The **Advance** Programme

The **Advance** programme will help your organisation enhance their capacity and potential. This programme is available to at least five organisations in Wales each year for the next three years. This programme could help you and your organisation:

- **Reach your goals:** develop and deliver new activities through a year of co-production against your own activity plan
- **Fund capacity enhancing activities:** up to £750 (Advance Light and Advance Campaigner will receive up to £375) granted to specific activities which will help you achieve your goal within the programme (training, specialist services and development of new communications materials)
- **Meet peers and experts** relevant to your own organisation's development and within the **Advance** cohort and alumni
- **Be supported** by a one-to-one mentor.

# Application Deadline

**Monday 31st May 2021  
17:00 BST**

Please email your application form to: [advice@hubcymruafrica.org.uk](mailto:advice@hubcymruafrica.org.uk).

We are happy to help with any queries you have in advance of the deadline.

“Working with Hannah and the HCA team has opened our eyes to so many vital issues around our work and the broader connection of Wales with Africa... It feels like we’re gaining momentum and seeing quite rapid progress. For example, we raised over £7,000 in our first ever online campaign, recruited two new trustees, improved our governance process and formed closer relationships with our Ugandan partners.”

**Nick Christoforou, Dolen Ffermio**

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# Eligibility

## Can I apply?

The Hub Cymru Africa Advance programme is open to any Wales-based international-development organisations working in solidarity with African partners, and Fair Trade groups, to support innovative solutions for communities living in poverty and campaigns which continue to connect with people in Wales.

If you want to refine, rethink, expand or improve what you do, then the Advance programme could be for you with its in-depth approach to working together over a year.

It is completely flexible and can include a range of activities to support you, including advancing your communication skills; improving financial and risk management; enhancing strategy and governance; developing new fundraising skills; partnership and needs assessments; monitoring evaluation accountability and learning activities; anti-racist approaches or campaign design.

Your organisation or group must be based in Wales, and already leading a project or campaign, or if working in Africa, have realistic and tested pilot plans, a partner in Africa and be ready to start.

# About you

- You live in Wales
- You represent, either as a volunteer or staff member, an organisation which is focused on sustainable development in Sub-Saharan Africa, or a campaign group focussed upon Fair Trade
- Your organisation or group has a clear idea of what you want to achieve through the Advance programme
- You have the backing and support of your organisation or group at the highest level
- You and at least one other representative could co-develop with Hub Cymru Africa a joint activity plan to implement over the next year to achieve your goal
- You are committed to working together on a month-by-month basis over a year to achieve your goal(s), whether that's attending conferences, training or co-producing through virtual meetings with your mentor
- You want to work in collaboration with a mentor to reach productive solutions and are open to feedback, new ideas and productive criticism (Your mentor's role is to listen, clarify, reflect, challenge and give feedback to support you be effective within your organisation).

# About your organisation

- Your organisation or group is based in Wales
- You have a partner organisation which you work with in Sub-Saharan Africa or, you run a Fair Trade campaign in Wales
- You have experience of delivering projects with your African partner and a current partnership agreement, or you have delivered a Fair Trade campaign in Wales
- You have appropriate governance arrangements in place
- Your organisation is NOT in crisis, but is interested in doing something differently or gaining fresh insights.

## Please don't apply if:

- You only want the financial support and do not want to participate in the co-production and mentoring aspects of the programme.
- You only plan to run a one-off project, event or campaign (these activities may be eligible to apply for funding through the WCVA's Wales for Africa Small Grants programme).
- Your project will be undertaking any party political or proselytising activities.
- You plan to use your grant fund for existing salary costs or organisational overheads

# The programme at a glance

**Advance:** 1 day a month mentoring support plus £750 towards organisational development to help you achieve your own goals

**Light:** A compact offer for smaller organisations offering 1/2 day a month mentoring plus £375 towards organisational development

**Campaigner:** For Fair Trade Groups, offering ½ day mentoring a month plus £375 towards organisational development

## Action Planning

A facilitated planning session between two or more people from your organisation and Hub Cymru Africa staff to shape a joint Advance plan for the year ahead.

## Mentoring

Your organisation will be matched to a Hub Cymru Africa mentor to help you build your programme and organisation across the year to meet your goal.

## Co-Production

Dedicated staff time from within the Hub Cymru Africa team will be put towards achieving your goal and delivering your action plan.

## **Volunteer Time**

Volunteers will be recruited to meet capacity gaps within your organisation and deliver on specific tasks. You'll be supported to develop the skills to manage and guide volunteers.

## **Peer Support**

Opportunities to share your experiences and network with others in the programme and previous Alumni. The insight of like-minded individuals and similar organisations can form a useful support network for you beyond the Advance programme.

## **Financial Grant**

Up to £750 or £375 (for campaigner and light applications) can be applied for internally through your mentor to facilitate you to achieve your ambition. This could be for training, specialist advice or specific materials relevant to your action plan.

# What time commitment does the **Advance programme** require?

This mentoring programme has been established to Advance the capacity of organisations in Wales working on global solidarity programmes in Africa. It's funded by the Welsh Government and managed by Hub Cymru Africa.

This programme aims to enhance established organisations' success through dedicated access to support, a capacity building grant and professional advice.

“Following a year of support and encouragement from our expert mentor, we are looking forwards to coming out of the programme with a better finance management system, links to other networks, and more generally the motivation and ability to do what we do better!”

**Tabitha Ndiaye, Niokolo Network**

As well as working with one key individual throughout the year, there are moments within the Advance programme which will require broader engagement and the support of other members of your organisation, group or board. These include for example, the initial organisational governance review, the action planning session to define what you will achieve throughout the year, and the mid-term review, or to add capacity to enhance what you can achieve. For example, you might ask another trustee to lead on a safeguarding or partnership review.

The total time commitment will depend upon which Advance programme you join and your ambition and drive.

The Advance programme includes three meetings with you and your chair (or 2nd applicant) to shape and define your activities for the year. In addition, you'll have shared activities to work together on discrete pieces of work required to achieve your ambition. Plus, should you choose to engage with new volunteers; you'll need to spend time with management and induction sessions for them. Advance Light and Campaigner could include all these components but will be less intensive in terms of delivery and co-production.

There will also networking opportunities throughout the year for the mentoring cohort and a final celebration session with other Advance alumni to reflect on what you have achieved and to mark your progress through the programme.

The financial grant will help develop your organisation and work towards your goal throughout the year.

# Financial Support

Up to £750 (or up to £375 for Advance Light and Advance Campaigner) is available to support the delivery of activities against your action plan. What it could be spent upon depends upon your own unique goals and ambitions, e.g. training, professional advice or marketing and communications services.

The Grant can only be spent upon relevant activities to support the delivery of your agreed plan. The money will need to be spent on activities within the financial year you begin your mentoring; so all expenditure before March 2022.

You should identify how you want to spend the funds as part of your application and this will form part of your initial action planning meeting. However, these ideas can be modified at a later date with agreement from your mentor and the Development Support Team.

If you don't know yet how you want to spend the grant, that's fine to say too, it will not affect your application but can instead be defined through the action planning and first quarter of the programme.

## What we can fund

Costs to participate in the Advance programme activities including travel and subsistence

Training activities and costs

Activities related to your activity plan (which could include website and communications activity)

Events

Volunteer expenses

Other items you can show are relevant to the development of your project.

## What we can't fund

Existing staff salaries

Office overheads

Proselytising or party political activities

Assets more than £500 which don't contribute directly to your activity plan

## How will the financial support be paid?

The financial support will be budgeted against activities through the year, and how the money will be accessed will depend upon you and your activity plan. In liaison with your mentor, you will need to present a brief written outline for the expenditure and this will be presented to the wider mentoring team of Development Support Managers within Hub Cymru Africa for approval.

In most cases, the money will be paid directly from Hub Cymru Africa to the suppliers, consultants or the agreed service provider against a Terms of Reference or Contract developed in partnership with your mentor.

# Things to think about

The aim of the financial component of the Advance scheme is to increase the capacity and sustainability of your organisation by facilitating you to spend on things which you would not normally fundraise for or consider as part of your standard operations. It is not a cash donation to your organisation.

Therefore, it is recommended that a budget is developed in partnership with the mentor, mentee and your board of trustees. And that you and your board put serious consideration to justifying how each line of the budget meets the objectives of Capacity Building and Sustainability.

An example of which would be: the cost of a training course, plus travel expenses to that training.

Fundraising training for Board	£350.00	to be paid directly by HCA
Travel expenses (petrol at £0.45/mile)	£20.00	to be paid to your organisational bank account

Please note that the budget can be reconsidered through the mentoring year in response to your priorities and needs.

# How can you apply?

Submit your short application form by

**Monday 31st May 2021**  
**17:00 BST**

Download the form at [hubcymruafrica.wales/advance](https://hubcymruafrica.wales/advance)

Email the form in advance of the deadline to [advice@hubcymruafrica.org.uk](mailto:advice@hubcymruafrica.org.uk)

Don't forget to attach any supporting documents (optional).

**Please do not submit your application after the deadline of 5pm on Monday 31st May 2021** as it will not be considered. Under exceptional circumstances, and with prior consent, we may grant approval to submit an application late, however you need to call in advance to discuss this.

# How will my application be assessed?

- 1** We will read and assess your application
- 2** We contact you with any follow up questions and could also request some governance documents to support your application
- 3** Mentor selection panel



**Development Support** and advice available on programme design and organisational effectiveness

**Volunteering opportunities** within Hub Cymru Africa and organisations around Wales

**Training and networking** events online

**Fair Trade** campaigns, business and status advice and support

**Advance** Programme

Accepted into **Advance** programme

**Advance** mentoring begins

# How will my information be used?

Hub Cymru Africa is committed to support the development and contribution of international development organisations based in Wales.

The programme will require you to share some monitoring, governance and financial information with us to enable us to monitor the efficacy of the Advance programme and your own progress towards your goal. This will all be outlined at the start of the programme in the action planning phase and all information will be handled sensitively.

Hub Cymru Africa is committed to protecting your personal data and acting in line with your rights under data protection laws. All information will be stored securely in soft copy and used for the monitoring of the sector as a whole to enhance the work of Hub Cymru Africa. Our data protection policy is online here: [wcia.org.uk/privacy-policy](http://wcia.org.uk/privacy-policy).

Hub Cymru Africa will collect data provided within your application form and through subsequent meetings in line with any shared activity plan.

Advance participants will also share some data in relation to their own organisation to enable us to assess the efficacy and value of the Advance programme through a variety of measures. These indicators will be relative to your own action plan and could include information such as funding success and diversity, communications reach and changes in programme delivery and design, or joint outcomes.

We may share your information with our funders the Welsh Government in line with the delivery and reporting of our programme.

# Further information

If you would like to discuss the **Advance** programme and your ideas for what you might achieve throughout a year within the programme, please contact us via email at [advice@hubcymruafrica.org.uk](mailto:advice@hubcymruafrica.org.uk) and request a conversation or share your questions in writing.

“As a result of participating in the programme we successfully applied for grant funding and recruited excellent new trustees to our board. It was a thoroughly rewarding and worthwhile experience which we would do all over again if we got the chance!”

**Aimee Parker, Blossom Africa**





[hubcymruafrica.wales](http://hubcymruafrica.wales)