



Digital Support Grants: 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 to support their use of digital tools in their work. This scheme is funded by the Waterloo Foundation.

Key elements of the digital support grants

- The grants are intended to assist organisations in Wales that support partners in Africa in delivering project work to achieve the UN Sustainable Development Goals to make better use of digital technology in their work
- The grants are intended to support the work of the partner organisation and the partnership. They are not intended as project grants which have their own development outcomes
- The funding could be used for new hardware, software, licenses, training, skills development, data allowances, online communications and other tools which would support your partner's work or your partnership
- If you are unsure if your plan would be eligible for funding get in touch and ask – email advice@hubymruafrica.org.uk with a question or arrange a call
- These grants are particularly designed to make a difference in the work of your partner and partnership. For that reason, it is unlikely that applications to support organisations for which this area of work is already well-funded will be successful. We would expect to see at least 50% of the project spend in Africa.

Overall Criteria

- Lead applicants must be based in Wales
- You must have a partner organisation based in Africa which will be supported by this grant
- Applications can be for any amount between £500-£1000
- Applications must demonstrate value for money in their activities
- All applications are subject to a conflict of interest declaration
- All applicants should demonstrate that they have taken into consideration ethical and fair trade criteria when making purchasing decisions
- All funds must be spent by 31st December 2022.

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.

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.

Africa-based organisations must be one of the following:

- 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
- A clear explanation of what you plan to do with the grant and what you expect to achieve
- A clear account of how you will judge that the funding has been successful
- A clear understanding of the risks involved in the implementation and how you will deal with them.

Grant giving process

In order to release funds, we ask that you provide us with a copy of your constitution and that of your partner organisation. We will also need your bank account details.



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 the 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 may also be provided to the Waterloo Foundation.

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

- You must ensure both you and your 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
- HCA may ask to see your accounts and other records as part of a financial audit and you must co-operate with any such request
- We require one short report on the completion of the project to demonstrate how you have spent the funding, what the outcomes of the work were, and if there are any lessons learned that should be shared with the sector

You must notify HCA immediately if:

1. There are any significant changes, complaints, investigations or difficulties within your organisation that may affect the funded activities



2. You become aware of or have any grounds for suspecting, any fraud or safeguarding risk within the funded activities
3. You fail to comply with any of these terms and conditions
4. You or any of your employees are the subjects of an investigation by the Charity Commission, Police, or other regulatory body
5. You close down or merge with another organisation if at that time the funding has not been used.

Or

6. Your African partners are affected by any of the issues above

Paying the Fund

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.

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

You will consent to HCA and the Waterloo Foundation using information about your funded work as the basis for case studies, press releases and social media posts about the scheme.

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 narratives with images.

Passing on Funding

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.

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

- 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.
- Grant recipients and any suppliers they use must ensure that they have adequate insurance and risk assessments in place for the activities they are undertaking.
- If you work with children, young people or vulnerable adults, you must:
 - Take all reasonable steps to ensure their safety
 - Have and implement an appropriate written policy and set of procedures in place to safeguard vulnerable people; and
 - Undertake DBS (Disclosure and Barring Service) checks necessary on all those individuals who are required by law or best practice have them
 - 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.