

The Paristamen CIO

Standing beside charities with small grants to make a big difference

LARGE GRANT PROGRAMME 2017

Conflict Resolution and the Refugee Crisis

INVITATION TO BID FOR A ONE-OFF £20,000 GRANT

Deadline for bids: 1 February 2017

The Paristamen CIO is a small grant-making charity based in York. Our objects are relatively broad – they cover (a) the advancement of the Christian faith and (b) any other charitable purpose which is not inconsistent with (a). We make some grants for explicitly Christian projects, but also many broader grants to charities working in fields such as poverty and disadvantage, health, advice work, human rights. Until recently we were only making very small grants of a few hundred pounds each, but following receipt of a legacy we are launching some new grant-making programmes. In particular, we are planning each year to offer a one-off “major grant” of £20,000 in a very specific field of work.

We are now inviting bids for our second major grant: **we hope to make a single grant of £20,000 to be awarded by spring 2017 to a charity working in the specific field of *Conflict resolution and the Refugee Crisis*.**

The focus of the grant

The trustees are looking to support a charity with a strong track record of international work in a country or countries experiencing major conflicts, where the impact of that conflict is so serious that significant numbers are forced to flee as refugees.

We are keen to fund an imaginative project that seeks to make a real difference in the country or countries concerned by one or more of the following means:

- bringing together the different parties to the conflict with a view to reconciliation
- mitigating the consequences of the conflict to enable people to avoid having to flee – this could include practical measures to maintain infrastructure and services (water, electricity, food supplies)
- working with those who have fled as refugees – supporting them in places where they have fled (e.g. in neighbouring countries) and helping them to maintain the skills and commitment needed to return to their homes when it is safe to do so.

Guidance on Prospective Bids – Q&A

Q1 Are there any geographical restrictions?

A1 Our grant offer has been prompted by the crises in Syria, Iraq, Yemen and central Africa which have created such media attention because of the numbers of refugees seeking sanctuary in EU countries. But it is not restricted to those regions. However, bids must be based on work in a specific location (one country or a small number of adjacent countries).

Q2 Does this have to be a “new” project?

A2 Not necessarily: we are happy to fund additional work by a charity which is already undertaking work of this kind. There is no need to create a one-off project in order to qualify for the grant.

However, we need clear assurances in this bid that would show how an additional £20,000 would make a difference.

Q3 Must the charity have existing work in the region?

A3 Yes – we want to support a charity which already has a strong track record in the country or region concerned. The work could be undertaken either directly by the UK charity or through well-established arrangements with local partners.

Q4 Can NGOs based in the region bid directly?

A4 No, a grant will only be made to a UK charity with strong links to the region.

Q5 Can a bid be made by several organisations in partnership?

A5 Yes, we welcome constructive partnerships if you feel that is helpful (though it is by no means essential) but there must be one UK charity as lead partner that will be accountable for the grant.

Q6 What is the timescale for use of the grant?

A6 We anticipate funding a project or activity for up to a year, but if you feel the grant could be more effectively used over a longer or shorter period we are open to that possibility.

Q7 Must the grant be treated as a restricted fund?

A7 Our grant will be restricted for conflict resolution and work with refugees in the country/region concerned. But if you already have existing restricted funds for such work, our grant can be added – in other words our grant does not necessarily have to be treated as a separate restricted fund in its own right. (Note: If a grant is awarded it will simply be restricted to the project as a whole – we will not impose any line by line restriction to the budget since changes may well be needed as the project proceeds.)

Q8 If the project goes well could we apply for a further grant to continue the work?

A8 No, this is a one-off programme: we do not anticipate making further grants in this field, so applications must show that a £20,000 grant would make a real difference on these issues without any further funding from Paristamen. However, if our grant can help you to develop a project with long term sustainability by unlocking additional funds from other sources that will be viewed positively.

Organisation and Financing of the Project

We are looking for imaginative bids which fall within the broad criteria above, but we do not wish to prescribe how the project should be run or organised.

However, applications must show how the £20K would be spent by means of a clear breakdown of costs under appropriate headings. Where staff costs are involved, please indicate the role(s) concerned, the amount of time and rates of pay that would apply (making clear whether local or UK terms would apply). If any of the funding will be used for capital purchases please give details, making clear who would have long term ownership and how any future maintenance requirements will be addressed – however, broadly speaking we would prefer to fund activities rather than vehicles etc.

Ideally the project will in some way address both dimensions of our criteria – i.e. conflict resolution work *and* support to refugees – though this is not mandatory. We realise that for some conflict situations a project may require work in two separate locations – both in the original conflict zone and in the places to which people have fled as refugees; in other cases it may be that a project in one location can address both dimensions.

Application process and timescales

We are keen to keep the application process as simple as possible – we do not wish to waste your time preparing a complex bid which is unlikely to succeed.

- (a) If you feel your charity may be in a position to bid for this grant, we would encourage you to make contact as soon as possible to discuss an application informally before applying. Please call (01904 788885) or email admin@paristamen.org.uk – but please bear in mind this is a relatively small charity run by the trustees on a voluntary basis: we do not employ staff, so please allow a few days for a response.
- (b) If it is clear from our initial discussions that there is a reasonable fit between your area of expertise and our proposed grant offer, you are welcome to send an outline proposal by email for feedback.
- (c) Please send the formal application *by post* enclosing a copy of your charity's latest *Annual Report and Accounts* to reach us not later than 1 February 2017. Please include maps and any other relevant supporting information.

The application should as a minimum give the following information.

1. Proposed title for the project.
2. Name and charitable status of the organisation applying (including registered charity number(s) if applicable).
3. Name and status of any partner organisations.
4. Names and contact details for key individuals to be involved – including an overall co-ordinator who would be the prime contact with ourselves
5. Details of relevant expertise for the organisations(s) including key individuals, including previous work on these issues, involvement in the region, access to local networks etc.
6. Explanation of the specific conflict situation – the nature of the conflict and the human consequences. Please include statistics on the numbers affected.
7. Explanation of the implication in terms of refugees – what types of people are fleeing in what numbers. Details of the support currently being provided (e.g. in refugee camps or other temporary locations.)
8. A project plan in some form explaining how the project will work – the specific activities which our grant will support. (However, as explained above, our support can be used as part-funding towards a larger project.)
9. Proposed timescales and budget – if you anticipate the project running for a number of years, the budget should be broken into annual columns. But we need an indication of how you *expect* the resources to be used. If part of our grant will be transferred to partner organisations, please make this clear. On the expenditure side, if you will need to charge any general overhead costs to this grant, please make that clear.) If you will be using income from other sources towards the project, please make this clear,
10. Your proposals for reporting back to us. We would like to be kept informed of how the project is developing, but there is no need to establish elaborate monitoring arrangements. (Note: We would expect to receive copies of all materials produced in relation to the project. We will also wish to receive your charity's Annual Report and Accounts for each year the project is running. As explained above, we would expect

this project to appear clearly as a restricted fund in those accounts, or as part of a larger restricted fund.)

(d) Applications must be submitted to reach us not later than 1 Feb 2017 to:

Mrs Sharon Morgan (Admin Trustee)
The Paristamen CIO
36 Acomb Wood Drive
YORK YO24 2XN

(e) All applications will be initially reviewed by one trustee to check they meet the criteria for the scheme and if so, they will then be seen by all three trustees before a decision is made. We will let you know whether your application is going forward to consideration at the trustees meeting.

(f) Decisions on which application to support will be taken at our trustees meeting in late February 2017. We may need to contact you at that stage to discuss further details, but if there are no further conditions or issues to resolve, we would expect to send a cheque for our grant not later than 15 March 2017. (We will also let you know if your application is unsuccessful.)

Assessment Criteria

Given the provision for initial liaison before a formal bid we hope to avoid triggering large numbers of bids which are unlikely to succeed. However, at the final stage if we receive a number of separate applications, each trustee will separately score each application and the total scores will be considered.

To some extent grant-making is a subjective process and it always depends in part on how the trustees “feel” about the strength of applications, but the following criteria are likely to be considered:

- The charity's track record/experience in the field and region concerned
- The access to appropriate networks
- The vision for how the project will actually work
- The clarity of the application
- The extent to which the project is likely to have some long term sustainability beyond the proposed period of spending our initial grant
- The case you make with regard to the likely impact of a £20,000 grant
- Whether the applicant charity appears to be well run and effectively governed (as indicated, for example, by the Annual Report and Accounts and whether existing financial resources are being well used).

Although we hope to make a single grant of £20,000 under this programme we reserve the right not to award a grant or to make a smaller grant if we do not feel the applications are strong enough.

Some more general information about The Paristamen CIO and further copies of this document are available on our website www.paristamen.org.uk

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