Microgrant Application

RedR UK, in collaboration with UIPE and CEDAT at Makerere University, will be awarding micro grants to humanitarian engineering projects in Uganda.

## About the Grants

The grants will be between GBP1,000 – GBP3,000 and must be completed within 3 months, before June 2023. Awardees will receive dedicated coaching from an expert engineer as they implement the project, as well as support from UIPE and CEDAT. We will be awarding funding to between 6 and 8 projects.

## Applying for a Grant

To apply for a grant, complete this application form and send it along with the supporting documentation to [engineering.skills@redr.org.uk](mailto:engineering.skills@redr.org.uk) before **15th January 2023, 00.00 hrs-EAT.**

To be eligible for a grant, you must:

* Be a member of UIPE and an engineer who has completed the RedR UK ‘Humanitarian Skills for Engineers’ course
* Work in partnership with a local or national NGO

Applications will be selected based on their demonstration of:

* The strength of the collaboration with an NGO, and potential for longer-term partnership: *projects that will be implemented with a partner NGO will be prioritised, and applications should outline how this collaboration will work*
* The humanitarian imperative or impact of the project: *projects should have a demonstrable humanitarian objective to them, and applications should demonstrate the impact of the project on the community*
* The engineering niche of the project: *projects should have a clear need for an engineer, and applications should demonstrate the engineering skills and knowledge required*
* The need for the project: *projects should be targeting an identified need in the community, and applications should demonstrate the rationale for the intervention*
* The feasibility and sustainability of the project: *projects should be realistic to complete with the timeframe and budget, and applications should demonstrate how the project could be sustained into the future*

We will also be ensuring a gender balance in awarding the microgrants, as well as representation from across different regions in Uganda.

## Questions

If you have any questions, please email [engineering.skills@redr.org.uk](mailto:engineering.skills@redr.org.uk) and [executivesecretary@uipe.co.ug](mailto:executivesecretary@uipe.co.ug)

If you would like some support with the application form, please email [jorge.sanchez-chiara@redr.org.uk](mailto:jorge.sanchez-chiara@redr.org.uk)

Application Questions

*Guidance on each question is in the next section, ‘Application Guidance’. Please refer here to ensure you are answering the question fully. We may come back to you for clarifications if needed.*

*To fill in the form, simply answer the 20 questions on this word document, and then send it, alongside your supporting documentation, to* [*engineering.skills@redr.org.uk*](mailto:engineering.skills@redr.org.uk) *by the* ***15th Jan 2023****.*

*Make sure your answers are clear and concise and stick to the word count. We will not consider any words outside of the stated word counts.*

**Section 1: Background information**

1. Applicant name:
2. Applicant email address:
3. Applicant phone number:

**Section 2: Main project details**

1. Title of project:
2. Overall aim of project (*max. 30 words)*:
3. Duration of project:
4. Total cost of project (in GBP):
5. Location of project:

**Section 3: Needs and rationale of project**

1. What is the problem or challenge you are trying to address with your project? (*max. 200 words):*
2. How will your project address these challenges? (*max. 200 words):*
3. In what ways is your engineering expertise needed for this project? (*max. 200 words):*

**Section 4: Project description and details**

1. Project description (*max. 300 words):*
2. Fill out the simplified logframe below, outlining what will happen on your project:

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity** | **Output** | **When** | **Indicator** |
| *What you will do (and who will do it)* | *What happens as a result of the activity* | *When the activity will happen* | *How you will know the activity has happened* |
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**Section 5: Collaboration and partnership details**

1. Organisation name of NGO partner:
2. Lead contact at NGO partner (*name, email, role in organisation*):
3. What is the role of the partner NGO in the project (*max. 200 words)*:
4. What is the capacity and experience of the partner NGO (*max. 300 words)*:
5. Will the community you are working with be contributing to the project in any way? If so, in what ways (*max. 200 words):*
6. What kind of coach would you like to request to support you on this project (*max. 100 words)*?:

**Section 6: Sustainability of project**

1. What will the impact of your project on the community be? (*max. 200 words)*:
2. How will your project be sustained beyond the microgrant funding? *(max. 100 words):*
3. Where do you see your project going in the future, could it be scaled up? *Max. 200 words):*

**Supporting Documentation: Please also attach to your application:**

* Budget for your project (see ‘Financial template’)
* Your CV (of lead engineer), with a focus on any relevant experience, and including 2 reference contacts
* A letter confirming that if you receive funding, you are committed to (see ‘letter template’ after the guidance in this document):
* Attend coaching sessions (online) with expert engineers
* Receive a visit from UIPE/CEDAT
* Complete a mid-project and end of project report, outlining progress and milestones
* Receive 50% of the funds at the initiation of the project, and the final 50% on completion
* Be responsible for arranging all logistics, travel, procurement and anything else that is needed to complete your project
* Due diligence documents:
  + Registration document of NGO, showing the registered address and registration number
  + 2 references for the NGO, ideally including details from a similar project implemented in the past
  + Any of the below which the NGO has in place:
* Safeguarding policy
* Anti-bribery, anti-corruption or anti-fraud policies
* Code of conduct for staff
* Security risk management policy or processes
* Insurance documents (public or general liability, professional indemnity, travel, medical, etc.)
* Audited annual accounts

Guidance for Applications

Applicants are encouraged to read through the selection criteria carefully, and ensure their project meets the key requirements. Wherever you can demonstrate your project meets the requirements and selection criteria, you should do this.

Applicants are encouraged to think through the need and impact of your proposed project, what you will do and how this will benefit the community you are serving, before starting the application. You should also consider the budget during this phase, and ensure you are submitting an application that is both *feasible* and *fulfilling a need*.

There is individual guidance on each question below, as well as on the financial template. If you have any questions, you can contact [engineering.skills@redr.org.uk](mailto:engineering.skills@redr.org.uk) (although please note the RedR office is closed from the 23rd December until the 3rd January 2023).

**Section 1: Background information**

1. Applicant name: Include your full name and titles here
2. Applicant email address:
3. Applicant phone number:

**Section 2: Main project details**

1. Title of project: Try to think of a short and engaging title for your project!
2. Overall aim of project: Outline a one-sentence summary of the aim of your project, with a maximum of 30 words. What is the ultimate goal?
3. Length of project: Define the weeks/months needed for your project. Note projects should be a maximum of 3 months.
4. Total cost of project (in GBP): Budget should be in Great British Pounds. You can use [www.xe.com](http://www.xe.com) as a currency exchange tool if needed. This should also match the figure in your submitted budget, and be between £1,000 and £3,000.
5. Location of project: List the region your project will be carried out in, as well as the community or city if relevant.

**Section 3: Needs and rationale of project**

1. What is the problem or challenge you are trying to address with your project? Outline here what the needs are in the community where your project will be implemented. If you have any statistics or evidence to back this up, please include this as it will enhance your application. Max. 200 words.
2. How will your project address these challenges? Think about how your project addresses the challenges in the community, and how it will help affected populations. Max. 200 words.
3. In what ways is your engineering expertise needed for this project? Consider why your expertise as an engineer is particularly needed for this project. Max. 200 words.

**Section 4: Project description and details**

1. Project description: Write a narrative here of exactly what you will do on your project. Max. 300 words.
2. Fill out the simplified logframe below, outlining what you will do on your project:

Each activity you will do on the project should take a new line – this should include everything you will do as part of the project (e.g. procuring materials, conducting an interview, writing a report, or specific elements of a build), and you can add more lines to the table if you need. Try to keep activities concise, but clear.

Outputs should then outline what happens as a result of your activity (e.g. community members trained on waste management). You may have less outputs than you have activities (if you need more than one activity to achieve one of the outputs). In this case, you may merge cells, or include the same output for more than one activity.

The ‘when’ column should correspond with your project length, and detail when the activity will take place (e.g., week 1). Make sure to factor in set up and reporting time into your schedule, too, and note projects should be no longer than 3 months in total.

Indicators should ideally be numerical, and outline how you will know the activity has happened and had the desired output. (e.g., 10 community members marked on the attendance sheet for the training, or 80% of users report an improvement in household level waste management). There should be one indicator for each activity.

There are some example lines below.

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity** | **Output** | **When** | **Indicator** |
| *What you will do* | *What happens as a result of your activity* | *When the activity will happen* | *How you will know the activity has happened* |
| *Advertise the training session to the community* | *Community members increase their knowledge on waste management* | *Week 2* | *50 flyers printed and posted around community* |
| *Select community members to join the training session* | *Week 4* | *10 community members marked on attendance sheet* |
| *Facilitate the training session* | *Week 5* | *80% of participants rate their knowledge has improved as a result of the training* |
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**Section 5: Collaboration and partnership details**

1. Organisation name of NGO partner: List the partner organisation name, and their website if applicable
2. Lead contact at NGO partner (name, email, role in organisation): Identify a key contact at the NGO, and add their details here
3. What is the role of the partner NGO in the project: Outline the split of work between yourself and the NGO, and what their role with entail. Max. 200 words.
4. What is the capacity and experience of the partner NGO: Outline why you chose this NGO to work with, their capacity and their experience in the subject matter. Max. 300 words.
5. What kind of coach would you like to request to support you on this project? You will receive coaching from dedicated engineers, supporting you to implement your project. Write here any particular support you would like, and what kind of engineer you would prefer (e.g. structural engineer).

**Section 6: Sustainability of project**

1. What will the impact of your project on the community be? Consider the outcome and impact of your project, on the lives of those in the community. Max. 200 words.
2. How will your project be sustained beyond the microgrant funding? Consider how your project will continue to be used or taken forwards after the microgrant period ends. Max. 100 words.

**Please also attach to your application:**

* Budget (see ‘Financial template’): Make sure everything you will need to implement the project is budgeted for, and that you link each line on the budget to one of your activities in the logframe (question 13). There is separate guidance on filling out the budget template within the document itself on excel.
* Your CV (of lead engineer): A 1-2 page CV.
* A letter confirming that if you receive funding, you are committed to: See template after this guidance, just change the relevant sections highlighted in yellow and sign.
* Attend coaching sessions (online) with expert engineers
* Receive a visit from UIPE/CEDAT
* Complete a mid-project and end of project report, outlining progress and milestones
* Receive 50% of the funds at the initiation of the project, and the final 50% on completion
* Be responsible for arranging all logistics, travel, procurement and anything else that is needed to complete your project
* Due diligence documents: If the NGO does not have any of the below, please just make this clear in your application email.
  + Registration document of NGO, showing the registered address and registration number
  + Any of the below which the NGO has in place:
* Safeguarding policy
* Anti-bribery, anti-corruption or anti-fraud policies
* Code of conduct for staff
* Security risk management policy or processes
* Insurance documents (public or general liability, professional indemnity, travel, medical, etc.)
* Audited annual accounts

Letter of Commitment (Template)

Day Month Year

Name Surname

Street

City

State/province/area

Uganda

RE: Humanitarian engineering project

I, the undersigned, confirm that in the event of receiving micro grant funding for the humanitarian engineering project in Uganda from RedR UK in collaboration with UIPE and CEDAT at Makerere University, I commit myself to the following:

* to attend coaching sessions (online) with expert engineers;
* to receive a visit from UIPE/CEDAT;
* to complete a mid-project and end of project report, outlining progress and milestones;
* to receive 50% of the funds at the initiation of the project, and the final 50% on completion;
* to be responsible for arranging all logistics, travel, procurement and anything else that is needed to complete your project.

Kind regards,

Name Surname