

REACH Partnership Funding - Catalyst Grants

Expression of Interest Application Form and Due Diligence Questionnaire

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1) TITLES AND DATES

Project Title

Acronym or abbreviation, if applicable

Grant amount applied for (GBP)

The amount applied for should be between £10,000 and £50,000

Applicant's funding contribution to the project (GBP)

Note: this may be an in-kind contribution, in which case a short description is appropriate

Type here

Proposed start date

Date

YYYY/MM/DD

Proposed end date

Note: must finish no later than 31st December 2017

Date

YYYY/MM/DD

Which theme is the primary focus of the project?

- Water Security for Vulnerable People
- Water Security for Risk Science
- Water Security Partnerships

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2) DETAILS OF LEAD ORGANISATION

Name of Lead Organisation

Legal identification or registration number

Country of establishment

Year of establishment

Organisation's website

Contact details

Name of Project
Lead (individual)

Job title

Email address

Phone number

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C) DETAILS OF PARTNER ORGANISATIONS

Partner Details - Organisation 1

Name of Partner Organisation 1	<input type="text" value="Type here"/>
Legal identification or registration number	<input type="text" value="Type here"/>
Country of incorporation	<input type="text" value="Type here"/>
Year of establishment	<input type="text" value="Type here"/>
City	<input type="text" value="Type here"/>
State / Province	<input type="text" value="Type here"/>
ZIP / Postal code	<input type="text" value="Type here"/>
Organisation's website	<input type="text" value="Type here"/>
Contact person at Partner Organisation 1	<input type="text" value="Type here"/>
Job title or position	<input type="text" value="Type here"/>
Email address	<input type="text" value="Type here"/>
Telephone number	<input type="text" value="Type here"/>

Partner Details - Organisation 2

Name of Partner Organisation 2	<input type="text" value="Type here"/>
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Legal identification or registration number	<input type="text" value="Type here"/>
Country of incorporation	<input type="text" value="Type here"/>
Year of establishment	<input type="text" value="Type here"/>
City	<input type="text" value="Type here"/>
State / Province	<input type="text" value="Type here"/>
ZIP / Postal code	<input type="text" value="Type here"/>
Organisation's website	<input type="text" value="Type here"/>
Contact person at Partner Organisation 2	<input type="text" value="Type here"/>
Job title or position	<input type="text" value="Type here"/>
Email address	<input type="text" value="Type here"/>
Telephone number	<input type="text" value="Type here"/>

Partner Details - Organisation 3

Name of Partner Organisation 3	<input type="text" value="Type here"/>
Legal identification or registration number	<input type="text" value="Type here"/>
Country of incorporation	<input type="text" value="Type here"/>
Year of establishment	<input type="text" value="Type here"/>
City	<input type="text" value="Type here"/>
State / Province	<input type="text" value="Type here"/>

ZIP / Postal code

Type here

Organisation's website

Type here

Contact person at Partner
Organisation 3

Type here

Job title or position

Type here

Email address

Type here

Telephone number

Type here

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4) SPECIFIC PROJECT INFORMATION

Evaluation Criteria 1: Quality and significance of the project

Aims and objectives of the project

Briefly indicate the overall aims and objectives of your project (maximum 250 words)

Type here

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Relevance to the context of the REACH call

Describe the alignment of the project objectives to those of REACH (maximum 250 words)

Type here

Evaluation Criteria 2: Impact and dissemination

Describe the potential impact for the poor and the potential for large-scale application of the results

Describe the potential impact your project and its outputs will have on the groups you are targeting. Include the outcome planning and monitoring components to be used (maximum 250 words)

Type here

Evaluation Criteria 3: Project design

Brief project description

Describe the whole project as well as any individual work packages in terms of objectives, scientific methodology, target groups, deliverables, planned scoping study and progress beyond the current state-of-the-art (maximum 400 words)

Type here

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Evaluation Criteria 4: Project management

Description of the consortium

Describe the role and contribution of each institutional partner in the project, providing evidence of special competences, details of key individuals (subject expertise and experience) and other relevant background information (maximum 400 words)

Type here

Evaluation Criteria 5: Cost effectiveness

Budget summary

Please provide an indicative summary budget here. Specify the costs per activity and per partner and distinguish between the total costs and what you are requesting from REACH. The difference between the total costs and requested contribution are your in-kind contributions or third party funding. (If you are invited to submit a full proposal, a letter of commitment will be required from any third parties providing funding.)

Please use the indicated budget lines for the activity budget. Separate salary costs from overheads and specify them in the respective budget lines.

REACH may require financial audits. All budgets should be in GBP (£).

Cost for activities

For unused rows please enter £0.

	Total cost (GBP / £)	Requested from REACH (GBP / £)
Staff costs (salaries)	Type here	Type here
Travel and subsistence	Type here	Type here
Equipment	Type here	Type here
Overheads	Type here	Type here
VAT or local taxes as applicable*	Type here	Type here
Other costs	Type here	Type here
TOTAL	Type here	Type here

*Note: local taxes could be due on grant income received from a UK funder. All applicants are advised to take professional advice in respect of local tax treatment and include this within the budget requested if applicable.

Cost per partner

Please include details for all partners. If there are more than four organisations in your consortium please submit supplementary budgetary information to:
reachfunding@water.ox.ac.uk

For unused rows please enter £0.

	Total cost (GBP / £)	Requested from REACH (GBP / £)
Lead partner	Type here	Type here
Partner 1	Type here	Type here
Partner 2	Type here	Type here
Partner 3	Type here	Type here
TOTAL	Type here	Type here

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E) DECLARATION

Lead Organisation's Declaration

An authorised signatory of the lead institution should complete this declaration:

I declare that I have read the terms and conditions as outlined in the [Applicant Guidance Note](#), relating to applications for funding and that the information given in this application is complete and correct.

I declare that the proposed applicants have not committed any financial or other indiscretion in the implementation of any previous funded programme.

I consent to the information that is collected on this form being stored electronically and used to process my application. I consent to the information being sent to the members of REACH or to third parties for the purposes of assessing and reviewing the application.

Name of authorised signatory

Title or role of authorised signatory

Institution represented by authorised signatory

Important:

Below you can choose either to provide an e-signature (using the mouse or touch pad on your computer) or to upload a scanned in signature. You must do one of these in order for your application to be eligible for consideration.

- I have read the declaration and have chosen to provide an e-signature
- I have read the declaration and have chosen to upload a scanned signature

e-signature of authorised signatory

[Clear](#)

Scanned signature of authorised signatory

Choose a file to upload No file selected

Date

Location

To complete your application please answer the due diligence questions on the next page

REACH Funding Agreement Due Diligence Questionnaire

The University of Oxford (Oxford) is responsible for ensuring that expenditure on commissioned projects accessing Partnership Funding is subject to robust controls, to ensure value for money and propriety and that all costs should be fully vouched and maintained for possible inspection and checks by, or on behalf of, the UK Department for International Development (DfID) which funds the REACH programme. This is accomplished through various means.

The first step in the monitoring process is to ensure that any potential recipient of funding:

- has internal controls which provide reasonable assurance that the use of resources is consistent with laws, regulations, and award terms;
- is able to safeguard resources against waste, loss, and misuse; and
- will obtain, maintain, and fairly disclose reliable data in reports.

The questions below should be answered by the Chief Financial Officer (or equivalent) of the Lead Organisation.

Please note: at the full application stage you will be required to attach a copy of your most recent audited financial statement. The funding agreement will not be signed by Oxford until both the completed due diligence questionnaire and the Lead Organisation's most recent financial statement have been provided.

Pre-grant due diligence is a requirement for all successful REACH applicants as part of Oxford's processes to ensure public money is spent appropriately. It is not used to short-list grantees, but to ensure that organisations selected to receive REACH grants are legitimate organisations and have appropriate systems and processes to manage grant funds.

The overarching principle is that, before working with any partner, we have a reasonable level of assurance that funding from DfID will be correctly applied to achieve the desired objectives.

It is the responsibility of you as the Lead Organisation to gain the same assurances from any partners in your consortium who would be in receipt of REACH funding.

Name of Lead Organisation

Type here

Does your organisation have its financial statements reviewed by an independent public accounting firm?

(These statements will be required if the applicant progresses to the final stage)

Yes

No

Are duties separated so that no sole individual has complete authority over an entire financial transaction?

Yes

No

Does your organisation have controls to prevent expenditure of funds in excess of approved, budgeted amounts?

Yes

No

Are all expenditure transactions properly documented with evidence of receipt of goods or performance of service?

Yes

No

Are all bank accounts reconciled monthly?

Yes

No

Are payroll charges checked against programme budgets?

Yes

No

Are there procedures to ensure procurement at competitive prices?

Yes

No

Is there an effective system of authorisation and approval of (a) capital equipment expenditures (b) travel expenditures?

Yes

No

What system does your organisation use to control paid time, especially time charged to sponsors / donors?

Type here

How does your organisation ensure that all internal recharges are legitimate and appropriate?

Type here

Does your organisation have procedures to provide assurance that consistent treatment is applied in the distribution of charges to all grants?

Yes

No

Is the organisation able to provide evidence to support charges claimed if required by University of Oxford inspection (for example, copies of invoices, travel receipts etc)?

Yes

No

Name of the person completing the due diligence statement

Type here

Job title, role or position of the person completing the due diligence statement e.g. Chief Financial Officer

Type here

Institution

Type here

Important:

The person completing the due diligence statement should sign below. You can choose either to provide an e-signature (using the mouse or touch pad on your computer) or to upload a scanned in signature. You must do one of these in order for your application to be eligible for consideration.

- I have chosen to provide an e-signature
- I have chosen to upload a scanned signature

e-signature

Clear

Scanned signature

Choose a file to upload

Choose File No file selected

Date and place of signature

Date

Location

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DEADLINE: 15th February 2016, 09:00 GMT

Online Form Software powered by FluidSurveys

 A SurveyMonkey Company.

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