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# **REACH Catalyst Grant – Expression of Interest Application Form**

*This word version of the application form may be used for preparing a draft response. EOI submissions will only be accepted if they are received by online submission at:* [*http://fluidsurveys.com/s/REACHpartnershipfunding/*](http://fluidsurveys.com/s/REACHpartnershipfunding/)*.*

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| 1. **TITLE AND DATES** | |
| Project title |  |
| Acronym if applicable |  |
| Grant amount being applied for (GBP) |  |
| Applicant’s funding contribution to the project (GBP)  (Note: this may be an in-kind contribution). |  |
| Proposed start date |  |
| Proposed end date |  |
| Which theme is the primary focus of the project: |  |
| 1. Water Security for Vulnerable People | ☐ |
| 1. Water Security Risk Science | ☐ |
| 1. Water Security Partnerships | ☐ |

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| 1. **DETAILS OF LEAD ORGANISATION** | |
| Name of Lead Organisation |  |
| Legal identification / registration number |  |
| Country of establishment |  |
| Year of establishment |  |
| Postal address |  |
| Postal code |  |
| City |  |
| Country |  |
| Phone number |  |
| Organisation website |  |
| Name of Project Lead (individual), job title |  |
| E-mail address |  |
| Phone number |  |

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| **PARTNER DETAILS** | |
| Name of Partner Organisation |  |
| Legal identification / registration number |  |
| Country of incorporation |  |
| Year of establishment |  |
| Postal code |  |
| City |  |
| Country |  |
| Phone number |  |
| Organisation website |  |
| Name of contact person |  |
| E-mail address |  |
| Phone number |  |
| Partner contact name and position |  |

Please include details of all other partners.

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| 1. **SPECIFIC PROJECT INFORMATION** |

**Evaluation Criteria 1:** Quality and significance of project

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| **Aims and objectives of the project**:  Briefly indicate the overall aims and objectives of your project.  (Max. 250 words) |

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| **Relevance to the context of the REACH call:**  Describe the alignment of the project objectives to those of the REACH call.  (Max. 250 words) |

**Evaluation Criteria 2:** Impact and dissemination

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| **Potential** **impact for the poor, potential for large-scale application of the results:**  Describe the potential impact of the project and its outputs on the target groups. Include the outcome planning and monitoring components to be used.  (Max. 250 words) |

**Evaluation Criteria 3:** Project Design

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| **Brief Project Description:**  Please describe the whole project as well as the individual work package in terms of objectives, scientific methodology, target groups, deliverables, planned scoping study and progress beyond the current state-of-the-art.  (Max. 400 words) |

**Evaluation Criteria 4:**  Project management

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| **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.  (Max. 400 words) |

**Evaluation Criteria 5:** Cost Effectiveness

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| **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 (£). |

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| **Costs per activities for the project** | | |
|  | **Total cost (GBP)** | **Requested from REACH (GBP)** |
| Staff costs (salaries) |  |  |
| Travel and subsistence |  |  |
| Equipment |  |  |
| Overheads |  |  |
| VAT or local taxes as applicable[[1]](#footnote-1) |  |  |
| Other costs |  |  |
| Total |  |  |

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| --- | --- | --- |
| **Costs per partners** | | |
|  | **Total cost (GBP)** | **Requested from REACH (GBP)** |
| Lead partner |  |  |
| Partner 2 |  |  |
| Partner 3 |  |  |
|  |  |  |
| Total |  |  |

1. **DECLARATIONS**

A standard declaration by applicant must be included in the Application Form. Please use the appropriate template as provided below.

***Lead Institution’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.

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| **Name of and title of authorized signatory** | **Institution** | **Signature** | **Date and place** |
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1. **DUE DILIGENCE QUESTIONNAIRE**

The [online application form](http://fluidsurveys.com/s/REACHpartnershipfunding/) will additionally require the following questions to be answered.

* 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)
* Are duties separated so that no sole individual has complete authority over an entire financial transaction?
* Does your organisation have controls to prevent expenditure of funds in excess of approved, budgeted amounts?
* Are all expenditure transactions properly documented with evidence of receipt of goods or performance of service?
* Are all bank accounts reconciled monthly?
* Are payroll charges checked against programme budgets?
* Are there procedures to ensure procurement at competitive prices?
* Is there an effective system of authorisation and approval of (a) capital equipment expenditures (b) travel expenditures?
* What system does your organisation use to control paid time, especially time charged to sponsors / donors?
* How does your organisation ensure that all internal recharges are legitimate and appropriate?
* Does your organisation have procedures to provide assurance that consistent treatment is applied in the distribution of charges to all grants?
* 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)?

1. 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. [↑](#footnote-ref-1)