



MINISTRY OF FINANCE, NATIONAL PLANNING & TRADE

FINANCE DEPARTMENT

NATIONAL GRANT FUNDING SCHEME

FOR NOT-FOR-PROFIT ORGANISATIONS GUIDELINES

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1.0 INTRODUCTION

The National Grants is a financing scheme of the Ministry of Finance, National Planning and Trade that provides funding for not-for-profit organisations through the Social Program of Central Government in the Annual Budget. The purpose of the National Grant Scheme is to support a diverse portfolio of projects geared towards the country's National Development Strategies and the achievement of the Sustainable Development Goals (SDGs).

Funding is assessed on a case by case basis by the National Grants Committee, through the completion of a grant application form and project evaluation process. Not-for-profit organisations that are successful in their application will be required to sign a Standard Funding Agreement, with the Ministry of Finance, National Planning and Trade which sets out the amount to be provided, the agreed objectives, the obligations of each party and the mode of payment.

The National Grants Committee will give priority to project/programs and organisations that help meet the country's National Development Priorities that are linked to the Sustainable Development Goals (SDGs).

The national development priorities are featured in the Seychelles National Development Strategic Plan (2019 – 2023) accessible via the following link:

http://www.finance.gov.sc/uploads/files/Seychelles_National_Development_Strategy_2019_2023.pdf.

The plan consists of six key pillars notably:

1. **Good Governance**
2. **People at the Centre of Development**
3. **Social Cohesion**
4. **Innovative Economy**
5. **Economic Transformation and**
6. **Sustainable and Resilient Environment**

All project proposals submitted to the National Grants Committee must have as their main purpose the change in the social circumstances of groups and communities in Seychelles. Proposals may cover part or in full any of the SDGs or specific national development strategies.

In the instance where grant applications exceed the funding available under the annual budget, priority will be given to those projects and organizations which help meet the country's national development priorities that are linked to the following Sustainable Development Goals (SDG):

- **Goal 1:** End poverty in all its forms.
- **Goal 2:** End hunger, achieve food security and improved nutrition and promote sustainable agriculture.
- **Goal 3:** Ensure healthy lives and promote well-being for all at all ages.
- **Goal 4:** Ensure inclusive and equitable quality education and promote lifelong learning opportunities for all.
- **Goal 5:** Achieve gender equality and empower all women and girls.
- **Goal 6:** Ensure availability and sustainable management of water and sanitation for all.
- **Goal 8:** Promote sustained, inclusive and sustainable economic growth, full and productive employment and decent work for all
- **Goal 10:** Reduce inequality within and among countries.
- **Goal 11:** Make cities and human settlements inclusive, safe, resilient and sustainable; and
- **Goal 16:** Promote peaceful and inclusive societies for sustainable development, provide access to justice for all and build effective, accountable and inclusive institutions at all levels.

Not-for-profit organisations wishing to receive funding through the National Grants Scheme are required to submit a completed online application form within the set deadline for the Call for Proposals. (**Appendix A: Application Form**).

Applicants must read the information provided in **Appendix B (Exclusion Guidelines)** to determine whether your organisation and/or your project/program is eligible for the National Grants.

2.0 ELIGIBILITY

In order to be eligible for a national grant, organisations applying for funding must:

- be legally registered under the Registration of Associations Act as not-for-profit, non-governmental entities;
- have operated in the Seychelles for a minimum of one year;
- be financially accountable and possess certified audited financial statements for 2021

3.0 GRANT CATEGORIES

The grant amount varies from SCR 100,000 to SCR 750,000. The following are the categories of grant that may be applied for:

- **Category 1:** Budget up to SCR 200,000 (to be disbursed in two (2) installments).
- **Category 2:** Budget between SCR 200,000 up to SCR 750,000 (to be disbursed by three installments).

The application procedure will be the same but the difference will lie with the disbursements.

4.0 PROJECT IMPLEMENTATION TIMEFRAME

The minimum duration of grant awards is not less than six (6) months and the maximum duration is twelve (12) months. All projects must be completed by 31st December, 2023.

5.0 CONTRIBUTION FROM THE APPLYING ORGANISATION

Government's aim is not to fund a not-for-profit organisation in its entirety, but only to assist it to help attain their project/program objectives. Not-for-profit organisations, need, however, to provide information demonstrating the availability of a minimum 10% contribution towards the project. The minimum contribution of 10% can be either in cash or in kind. The in-kind contribution must be realistic and documented.

5.1 CO-FUNDING

Proposals may include co-financing, which is not mandatory, towards their projects/programs. Applicants need to provide details of the source and the total amount of the co-finance. Proposals may, however, include other national or international co-financing.

5.2 PROJECT COSTS

The National Grant Funding scheme comprises of three (3) main cost categories listed below:

1. **Project Activity cost** are the costs directly associated to run the different activities, which enables your entity to achieve the set objectives. For example, if the activity is a workshop then the related project cost would be facilitator's fee, venue, stationeries, certificate printing etc.
2. **Project Coordinator cost** is the cost of the person responsible for overseeing the project implementation. The Project Coordinator will also be responsible to provide relevant reports and information to the National Grants Committee or Grants Manager during the project implementation phase.

- 3. Administrative cost** is the operating cost required by the NGO for the project life cycle which does not relate directly to specific activities. For instance, communication costs etc. The admin cost should not exceed 10% of total grant amount. Please note that cost that relate directly to a specific project activity should not be part of admin cost. For example, Printing & Stationeries to be used for a workshop is part of project activity cost and **not** admin cost.

6.0 CRITERIA FOR EVALUATION OF PROJECTS/PROGRAMS

All grant applications received will be required to pass through the administrative compliance check to ensure that the application has been fully completed, submitted within the deadline and all mandatory documents are in order. Thereafter, the National Grants Committee uses a set of criteria for the technical evaluation of the projects/programs proposals that have passed the administrative compliance check. The evaluation criteria are detailed in Appendix C of this document.

7.0 THE APPLICATION PROCESS

STAGE 1: - Call for Proposals

- 1.1 The National Grants Committee launches the Call for Project Proposals
- 1.2 The grant application guidelines can be downloaded from <http://www.finance.gov.sc>
- 1.3 Information sessions on the application process are conducted by National Grants Committee.
- 1.4 All applications must be completed electronically and submitted via the online portal <https://mof.egov.sc/NationalGrant/> located on the Ministry of Finance, Economic Planning and Trade website.

STAGE 2: Administrative Compliance Check

- 2.1 Administrative compliance checks are carried out. Applications that have passed the administrative compliance are appraised and scored against the evaluation criteria. Only projects/programs with a score of 60% or above will proceed to Stage 3.
- 2.2 Applicants are informed on the status of their applications at this stage.

STAGE 3: Technical Evaluation

- 3.1 A shortlisted number of projects/programs that have scored 60% and above are invited for a formal interview with the National Grants Committee. At this stage, the organisation's leadership, governance, operational and financial strength is assessed.
- 3.2 Based on the interview the National Grants Committee decides whether to accept, reject, or request for amendments of the proposals as appropriate. The applicants are required to re-submit revised projects based on recommendations from the technical evaluation.

STAGE 4: Financial Budget and Implementation Plan Evaluation

- 4.1 Amended projects are re-assessed, including a thorough review of the budget and implementation plan.
- 4.2 During this process, the itemized budget is scrutinized by the National Grant Committee and budgets are allocated based on approved standard rates set by the National Grants Committee.
- 4.3 The Committee approves the final grant amount based on consensus. The Committee's decision is recorded and communicated via email to the Secretary of State Finance Department and relevant applicants.

STAGE 5: Final Evaluation

- 5.1 The National Grants Committee approves the final list of grantees and submits to the Secretary of State of the Department of Finance to be gazetted in the Appropriation Bill.
- 5.2 Grantees will be informed of the final outcome of their grant applications after going through the National Budget approval by the National Assembly.
- 5.3 National Grants Committee publishes the list of all approved grants.

STAGE 6: Grant Agreement Signing

- 6.1 National Grants Committee conducts information sessions on the Funding Agreement, Disbursement Procedures, Supervision and Monitoring.
- 6.2 Successful applicants will be invited to sign the Standard Funding Agreement prior to the processing of any disbursement.

The National Grants Committee will meet only during the scheduled timeline to evaluate and approve applications. Hence, applicants **MUST** ensure that their application form and **ALL** mandatory supporting documents and information are in order. Most importantly, applications that miss the deadline will **NOT** be considered during that application time and

applicants will have to wait for the next call, which will however depend on the availability of funds.

Applicants are encouraged to respect the procedure to avoid disappointment when funding is allocated.

7.1 SUBMISSION OF MANDATORY SUPPORTING DOCUMENTS

All organisations applying for the national grant must attach **ALL** mandatory supporting documents, listed below via the online portal. (**Appendix A: Application Form**).

	CHECK
1. Copy of the Organisation's Certificate of Registration issued by Registrar of Associations	
2. Copy of Identification documents of key office bearers of your Organisation (Chairperson, Vice-Chairperson, Treasurer, Secretary)	
3. Certified Copy of Audited Financial Statements for 2021	
4. Confirmation of Bank Account	
5. Project Budget and Implementation Plan	

The Audited Financial Statement must be from a certified and licensed auditor and must contain the following:

- **Auditor's Report**
- **Income statement**
- **Cash flow statement**
- **Balance sheet (assets and liabilities)**
- **Notes to the financial statements**

IMPORTANT NOTE: Grant applications that are incomplete or submitted later than the imposed deadline or that do not meet the eligibility criteria or do not follow these instructions would be automatically rejected.

8.0 SUPERVISION AND MONITORING

All projects /programs will be supervised by the National Grants Committee and monitored/administered by the Grants Projects Manager. The National Grants Committee will provide supervision in the form of advice and guidance to the applications and delivery expectations. In addition, the Grants Projects Manager and where necessary with support from the National Grants Committee will engage with project/programs by meeting with

applicants, conducting visits to understand how project/program is progressing, identifying any challenges being experienced and how risks are being managed and to offer support and guidance where necessary.

The National Grants Committee shall forward any report on performance from grants beneficiaries to the Secretary of State –Department of Finance in compliance with the National Grants Policy and Procedures provided as per the Grant Funding Agreement. The National Grants Committee will compile information provided by the beneficiaries and its own monitoring reports, and in turn provide regular reports to the Secretary of State of the Department of Finance.

9.0 CONCLUSION

This procedure responds to the mandate of the Ministry of Finance, National Planning and Trade in ensuring the best value for money from the taxpayer funds. As such, it sets the minimum standards in the management of the funds that are awarded to not-for-profit organisations to ensure the public remains confident in the processes and systems of the Ministry and Government.

To re-iterate, the broad objectives of the National Grants Policy are to:

- Improve consistency and equity in the handling of grants;
- Promote transparency and understanding of the probity process;
- Enhance public confidence in the grant application assessment process; and
- Ensure robustness of decision-making.

The responsibility for ensuring adherence to this procedure rests with the National Grants Committee with the support of the Grants Projects Manager and the head of the organisation applying for the National Grants. Significant to the effective management of the awarded grants, the National Grants Committee relies heavily on evidence of effective implementation of the awarded projects/program. It is therefore imperative that the head of the organisations that receive funding from the National Grants Scheme keep accurate data regarding the implementation of the project/program and provide these promptly to the Grants Projects Manager and the National Grants Committee for evidence-based decision making and evaluation of good governance of the project/program.