



**MINISTRY OF FINANCE, NATIONAL PLANNING & TRADE**

**FINANCE DEPARTMENT**

**NATIONAL GRANT FUNDING SCHEME**

**FOR NOT-FOR-PROFIT ORGANISATIONS GUIDELINES**

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## **APPENDICES**

**Appendix A – Application Form**

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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 linked to 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 contributes to the country's National Development Strategy (NDS 2024-2028), which focuses on the three dimensions of development: Economic, Social and Environmental that are linked to the Sustainable Development Goals (SDGs).

The six (6) national Priority Areas under the three dimensions featured in the National Development Strategy 2024-2028 are:

1. **A Modern Public Service:** Performance-based, accountable, efficient and transparent public service
2. **The Transformative Economic Agenda:** Increasing earnings through greater value addition
3. **A Healthy Nation:** Quality Healthcare for a Healthier Life Expectancy
4. **Promotion of Law and Order:** Strengthening enforcement to promote peace and security
5. **A Modern Education System in line with Future Needs:** Review the current education system and promote life-long learning
6. **Environmental Sustainability & Climate Change Resilience:** Promoting a climate resilient nation focused on adopting sustainable practices

The national development priorities are featured in the National Development Strategy (NDS) 2024-2028, accessible via the following link:

<http://www.finance.gov.sc/uploads/files/Seychelles-National-Development-Strategy-2024-2028.pdf>

## 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 the year ending 31.12.2023

### **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 31<sup>st</sup> December, 2025.

### **5.0 APPLICATION PROCEDURE**

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 specific national Priority Areas.

Applications MUST be submitted via online portal <https://mof.egov.sc/NationalGrant>, within the set deadline for the Call for Proposals (**Appendix A: Application Form**).

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

## 5.1 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.

## 5.2 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.

## 5.3 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 lifecycle which does not relate directly to specific activities. For instance, communication costs etc. The admin cost should not exceed 10% of the total grant amount. Please note that costs which 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 the 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, National 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 Principal Secretary, 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 Principal Secretary 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 The 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 Organization’s Certificate of Registration issued by Registrar of Associations	
2. Copy of Identification documents of key office bearers and Bank Signatories of your organization (Chairperson, Vice-Chairperson, Treasurer, Secretary)	
3. Certified Copy of Audited Financial Statements for period ending 31.12.2023	
4. Confirmation of Bank Account (copy of latest bank statement or bank card)	
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 Principal Secretary - 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 Principal Secretary 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 reiterate, 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.



## APPENDIX A: NATIONAL GRANT APPLICATION FORM



### SECTION A: ORGANISATION'S DETAILS

<b>Name of Organisation:</b>			
<b>Address:</b>			
<b>Telephone Number</b>		<b>Official Email Address:</b>	
<b>Registration Number</b>		<b>Date of last Audit:</b>	
<b>Date Established</b>		<b>Auditor's Name:</b>	
<b>Number of Members:</b>			

1. Details of your governing body or board including names of board or Executive Committee members				
NIN	NAME	Occupation	Position in Organisation	Contact

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**2. What are your organisation’s objectives (include your mandate, vision, sector you operate in and Mission Statement)?**

<b>Mission Statement / Vision</b>	
<b>Area of Intervention</b>	
<b>Objectives</b>	

**3. Summarize your Organisation’s history. Outline current programs and activities and main beneficiaries. Highlight accomplishments of your Organisation.**

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**4. Has your organisation previously received funding from Government. If yes, please specify the year, amount and purpose.**

**5. What are your organisation's major sources of funding?**

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**SECTION B: PROJECT NARRATIVE**

**Project Title:**

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**Project Location:**

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**Project Start Date:**

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**Project End Date:**

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**Total Budget Requested:**

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**Project Coordinator:**

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**Total Budget Requested**

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*This section should contain a clear and specific statement of what the proposed project will accomplish. It should include the problem statement, project rationale, goal, objectives, outputs, activities and expected outcomes.*

**6.1 Problem Statement: *Provide brief analysis of the issue your project aims to address. Substantiate with research data, statistics with clear references / sources.***

**6.2 The Rationale of the project: *(This should explain the reasoning behind the need for the proposal. Demonstrate the relevance of the proposal to the problem identified. It should also explain the reasons and interest of developing a partnership with other organisations such as government agencies, NGOs or community organization for the project implementation.***

**6.3 The specific Goal of the project *(What will be achieved at the project end)***

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<b>6.4 The Specific Objectives of the project proposal</b>
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<b>6.5 The Specific Outputs that the project aims to produce</b>
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<b>6.6 The Specific Activities the project will conduct (<i>How the activities will provide the desired solutions?</i>)</b>
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<b>6.7 Beneficiaries of the Project (who are they, how many, how will this project contribute to their development and self-sufficiency - 200 words maximum)</b>

<b>6.8 Expected Outcomes (The measurable changes that will have occurred by the end of the project)</b>
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Outcomes	Indicators

<b>6.9 Define the specific National Priority Areas that the project is contributing to and how it aligns to the SDGs.</b>



7. PROJECT BUDGET & IMPLEMENTATION PLAN						
<i>The project Implementation Plan indicates the sequence of all major activities and implementation milestones, including targeted beginning and ending dates of the project for each step. Expand the table rows as appropriate for your project.</i>						
Project Outcome:						
Specific Objective 1 :	Holistic Development of the person.					
Outcomes:	Improved Family Life					
Expected Outputs:	1,000 students exposed					
Activities (specify each activity)	Education for Budget management					
	Resources needed for each activity	Unit cost	Total Amount	Sources of Funds	Total Funded by National Grant	Time lines
1.1. Classroom Teaching at 3 post-Secondary (Anse-Royale, Anse Boileau & Pointe Larue)	Stationaries	1000*3	3,000.00	National Grant	3,000.00	Q1 (Jan-Mar)
	Leaflets	1000*3	3,000.00	Partly NGC & Co-funded	-	Q1 (Jan-Mar)
1.2 Parents Development session * 2 session for 200 parents	Stationeries	SR1500*2	3,000.00	National Grant	3,000.00	Q1 (Jan-Mar)
	Educational material	200*SR100*2session	40,000.00	National Grant	40,000.00	Q1 (Jan-Mar)
	Refreshments	SR175*200*2	70,000.00	National Grant	70,000.00	Q1 (Jan-Mar)
1.3 Holiday Youth Session (April & August Holiday) for 100 students (one week each)	Venue	5*SR1000*2	10,000.00	Other Sponsorship/Co-Funding	7,500.00	School Holidays
	Refreshments	100*SR50*5days*2	50,000.00	National Grant	50,000.00	School Holidays
	Stationeries	1500*2	3,000.00	Organisation Contribution	-	Q1 (Jan-Mar)
<b>SUBTOTAL</b>			<b>182,000.00</b>		<b>173,500.00</b>	
Specific Objective 2 :						
Outcomes:						



Expected Outputs:						
Activities (specify each activity)						
	Resources needed for each activity	Unit cost	Total Amount	Sources of Funds	Total Funded by National Grant	Time lines
2.1:						
2.2:						
<b>SUBTOTAL</b>						
<b>Project Coordinator</b>		10000 *12	<b>120,000.00</b>	National Grant	<b>120,000.00</b>	
<b>ADMINISTRATIVE COSTS (May not be more than 10% of the total requested from National Grant)</b>						
	Resources needed for each activity	Unit cost	Total Amount	Sources of Funds	Total Funded by National Grant	Time lines
	Telephone/Internet	1,266.00 x 12	15,192.00		15,192.00	
	Printing & Photocopies	360.00 x 4	1,440.00	National Grant	1,000.00	
	Stationeries	900.00 x 12	10,000.00		10,000.00	
<b>Subtotal</b>			<b>27,832.00</b>		<b>26,392.00</b>	
<b>Total Project Cost</b>			<b>329,832.00</b>		<b>319,892.00</b>	

**8. BUDGET SUMMARY**

*The budget should be realistic and include all costs associated with managing and administering the project. The grant should be used only for costs which directly relate to efficiently carrying out the activities and producing the objectives which are set forth in the project proposal. Administrative Costs should not be more than 10% of the total requested from National Grant*

**PROJECT/PROGRAM DIRECT COSTS**

<b>Objectives Number and name</b>	<b>Total Cost</b>	<b>Requested Grant Amount</b>	<b>Organisation's Contribution minimum 10% contribution towards the project either in cash or in kind</b>	<b>Indicative Co-Funding provide details of the source and the amount of the co-finance</b>
Objective 1				
Objective 2				
Objective 3				
Project Coordinator				
Administrative Costs				
<b>Grand Total</b>				

**9. METHODOLOGIES & IMPLEMENTATION STRATEGY**

*Briefly describe what mechanisms/ strategies will be put in place to ensure successful implementation of the project*

**10. RISKS TO SUCCESSFUL IMPLEMENTATION AND MITIGATION MEASURES**

*Identify and list the major risk factors that could result in the project not producing the expected results. These should include both internal factors (for example, the technology involved fails to work as projected) and external factors (e.g changes to laws or regulations).*

<i>Risk/Factors</i>	<i>Risk category (e.g. political, social, economic, technological, environmental, legal)</i>	<i>Potential level of impact (e.g. low, medium, high)</i>	<i>Risk mitigation measures</i>

**11. PROJECT SUSTAINABILITY AND LONG-TERM IMPACT**

*Provide an explanation how this project will continue and sustain itself logistically and financially after the Government provided grant term is over. Describe approaches and methods for ensuring the sustainability of the project and the possibility for replication or scaling-up.*

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**12. ADVOCACY & COMMUNICATIONS**

*How will the project use communications and public education as tools towards achieving results? For example, organisation of public events, publication of news announcements etc.*

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<b>13. BANKING DETAILS</b>	
<b>BANK NAME</b>	
<b>BANK ADDRESS</b>	
<b>ACCOUNT NAME</b>	
<b>BANK ACCOUNT NUMBER</b>	

## GRANT APPLICATION CHECKLIST FOR SUBMISSION

### SUBMISSION OF MANDATORY SUPPORTING DOCUMENTS

Before you submit your application via the online portal, please ensure that you attach **ALL** the mandatory supporting documents, listed below:

	<b>CHECK</b>
1. Copy of the Organisation's Certificate of Registration issued by the Registrar of Associations	
2. Copy of Identification documents of key office bearers and Bank Signatories of your Organisation (Chairperson, Vice-Chairperson, Treasurer, Secretary)	
3. Certified Copy of Audited Financial Statements for the year ending 31.12.2023	
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- **Auditor's Report**
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- **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.

## ANNEX B: EXCLUSION LIST

The funds for National Grants is to help support the development work of NGOs through social projects/programs, geared towards addressing the country's national priorities and the achievement of the Sustainable Development Goals (SDGs). Funding will only be considered towards project proposals rather than funding administrative operations. This exclusion list is aimed at guiding NGOs on projects/programs that are eligible for the Government Grant Funding. Therefore, the National Grant Funding **SHALL NOT SUPPORT:**

1. Organisations that are not legally registered;
2. Organisations that have been in existence for less than one year or does not have financial statements of the preceding year;
3. Organisations that are for-profit;
4. Organisations that would like to use Government Grant Fund to make grants;
5. Proposals that do not benefit the wider community;
6. Individuals, or organisations applying on behalf of another or other individuals;
7. Organisations that already have an active grant with the National Grant Funding body (National Grants Committee) unless applying through a separate call (in case a second call is authorized).
8. Retrospective funding: costs that have already been incurred or work already delivered;
9. General fundraising appeals, letters requesting donations and other non-specific funding requests;
10. Proposals that the work target the property or that are mainly about equipment or other capital items, including the renovation or conservation of buildings or habitats;
11. Routine repairs and minor improvements to community buildings;
12. Landscaping or equipment for playgrounds, parks or recreation areas;
13. Purchase of vehicle or commercial equipment;
14. Websites, publications or seminars, unless part of a wider proposal;
15. Overseas travel (including expeditions, adventure and residential courses, conferences and exhibitions unless part of a bigger project);
16. Proposals that favour or promote directly or indirectly a religious belief;
17. Proposals that benefit people living outside Seychelles;
18. Academic research, pilot projects, surveys, scholarships, bursaries, scholarships, conferences or any kind of student fees;
19. Repayment of pre financed / loans granted by another agency;
20. One-off holidays, residential, trips, exhibitions, festivals, concerts, events etc.;
21. Sports and leisure (where there isn't a strong socio-economic focus);
22. Costs of printing not associated with programmes supported by the National Grant
23. Commercial ventures and marketing;
24. Contribution of general administrative purposes and recurrent budget. Any budget for staff has to be project-related;
25. The 13<sup>th</sup> month salary and staff welfare;
26. Awards and trophies; and
27. Taxes, insurance cover, audit fees and contingencies.