

Top tips to applicants of the Small Charities Challenge Fund (SCCF)

Before you start your application, ensure you have a team of relevant people on board to help you, both from your own organisation and that of your implementing partner.

Go to the www.ukaidirect.org website and read the guidance documents that have been developed for bigger projects, as well as those specifically for the Small Charities Challenge Fund (SCCF).

Please note that although some of the guidance will be more suited to larger projects you will be able to use them to assist you with thinking through your project design in more detail.

Project design

Read the application form questions carefully and ensure you are answering the question clearly. See [here](#) for things to consider when designing a project.

Read about DFID's [strategic objectives](#) and focus [here](#) and then consider which of these strategic objectives your project contributes to. You may feel your project contributes to more than one.

Tick all the DFID strategic objectives that you think your project is contributing to.

What sector does your project fit into?

On the application form, there is a list of sectors and you will need to choose the one that best applies to the work you are doing. You may find that you can choose several sectors. Choose the one that **most** applies to your work.

Which UK Aid Direct approach does your project fit under?

There are several approaches that UK Aid Direct asks grant holders to support. All these approaches help UK Aid Direct to achieve its overall [goals](#). Choose at least 1 or a maximum of 2, of these approaches that fits best with your project design.

Which country and district will your project be implemented in?

Please explain which country and specifically which districts (or regions if more appropriate) your project will be implemented in.

Who did you consult with when you designed this project?

When you designed the project, who did you work with or talk to about the project? Did you talk to the beneficiaries about whether this project is what is needed? Have you discussed it with relevant district level authorities to ensure it reflects their focus or priorities? Are you aware of similar work being done with other stakeholders, to ensure you are not duplicating their work or to collaborate with them?

Why is your project needed?

Explain why your project is needed. Do you have any statistics or examples to demonstrate what the problem is and therefore justify why your project is needed?

What do you want to achieve with this project?

What is the goal of your project? What is it that you want to see have happened by the end of the project period?

How will you achieve your objective?

What is the strategy you will take to achieve this objective? For example, will you work with youth groups to create a change in the behaviour of adolescents who don't currently use contraception? How do you know this is a good strategy to take? Have you done it before and been successful? Has someone else done it before and been successful?

Who are the key stakeholders you need to work with to achieve your objective and how will you get regular feedback from them?

For your project to be a success, who are the people you need to work with to make it happen? For example, will you need the local community to work with you? Or will you need local authorities to be involved? How will you collect feedback from your stakeholders on a regular basis to ensure what you are doing reflects what they want or expected to happen? How will you then use this feedback to change what you are doing to make it more relevant?

Is there a link to your host government's national or district level priorities?

Is the work you are proposing to do reflected in your government's priorities, for example in a reproductive health strategy or a National Education Action Plan? Do you know if your project is relevant at the district level too? Is your project working in an area that the local authorities have identified as an area of need, either geographically or by the type of support you will be providing? For example, do District Development Plans outline the need for pit latrines and water pumps in a specific part of the district that matches your proposed project?

How many will benefit from this project?

Include people who will directly benefit from the project and are recipients of what the project is doing. For example, if you are increasing the incomes of extremely poor widows, those widows are the direct beneficiaries of the project and not the whole household. Please put down exact numbers of individuals and don't put households or other groups of people.

How, if at all, will your project address disability issues?

How will you include people with disability in your project? Perhaps your project focuses directly on working with the disabled, but if it doesn't, can you explain how you will try to include disabled people in your project, if it's possible?

How will you address gender inequality issues with this project?

How does your project work to address gender inequality? If the focus is on women as beneficiaries, how does the project also work with men and boys? Please show how you will measure the numbers of both women and men who are benefitting.

Can you provide an example of similar work you have done?

Please write about an example of similar work you have already done with this kind of project. It can be in a different country but should be in a similar context.

Results

What would the successful outcome of the project look like?

What would the change you are expecting to happen look like? It's important to outline this change and ensure it is realistic and achievable. Can the project really make this happen? Is the change down to the project alone? Or will the change be due to other factors too, like work happening by another NGO in the same district on similar kinds of projects? Think about quantitative changes, i.e. an increase in the number of people benefitting from your intervention, but also think about qualitative changes, i.e. how will people change their behaviour due to your work?

How will you monitor your results to show whether you have been successful?

How will you monitor how your project is doing? How will you keep an eye on whether it is on track to deliver your end goal? What data do you need to do that and how will you collect it? What will you do with that data when you get it? You need to be able to analyse the data and then use it to adapt or change your project to respond to your findings.

How will the project continue once UK Aid Direct funding ends?

Think about how your project can continue once the funding from UK Aid Direct ends. Do you have other funds lined up? Are there elements of the intervention that the community can take over and run themselves? Are you building the capacity of the community or local authorities to continue your work when the project ends? Are you changing people's behaviours?

Are you receiving other funding for aspects of this project? If yes, from whom?

It is fine for this grant to be used to support an existing project which has funding from other sources. Please tell us a little about the other donors.

Finance

Please fill in the [work planning and budgeting tool](#)

You will be filling in a work plan and budget online. An example of a completed workplan and sample budget will be accessible in the online application form. Support on how you use the tool will be provided in a webinar.

For further guidance on finance, please read the financial guidelines [in this section](#).

Describe your outputs and activities needed to deliver the outputs

Your outputs are what you will do to reach the change you have described in your outcome. Together they will help you reach your outcome or goal. Please describe these outputs and what results you expect to achieve each 6 months, plus the activities you will carry out to help you deliver the outputs. You should have a maximum of 3 outputs. Your outcomes, your output statements and the targets you set for each, will form your results framework against which you will report. See the document called [Guidance on Results Frameworks](#) for more detail on choosing output indicators and how they relate to your outcomes.

Outline your risks and explain what you will do to prevent them from happening

Think about the risks your project faces, whether they are security, financial, environmental or political risks. Explain what they are, what impact they would have on your project and what you will do to either

prevent them from happening or dealing with them if they do happen. You won't be penalised for putting all risks down.

Please describe how you will try to keep your costs down

Think about what your largest costs are and why. Explain what you can do over the project duration to keep the costs down and how often you will assess them.

Please describe how you will try to be as efficient as possible

How are you making sure you are being as efficient as possible? This means maximising the use of the resources you have and adopting the most efficient processes to deliver your result.

Please describe how you will try to ensure your project is as effective as it can be

Think about whether you are reaching the correct number of beneficiaries in the most effective way. How do you know this is a cost-effective approach? Have others done something similar with good results? Are you reaching the right number of beneficiaries with this approach, could you reach more? Or is it better to concentrate on those who are most in need, and if you carried out this project you would see a greater impact with them, than with a wider number of beneficiaries?