Eligibility
Q. Is it 50% of average annual income or average annual expenditure?
A. The average annual grant value must be less than 50% of your organisation’s average annual expenditure. If it is above 50%, unfortunately your application will be deemed ineligible.

Q. Does the 50% calculation reflect Department for International Development (DFID) financed expenditure or is match included?
A. The 50% calculation will relate to the DFID-funded value of the project. The average annual grant value of the DFID funds must be less than 50% of your organisation’s average annual expenditure.

Q. Does the 50% criteria, replace the criteria of not having more than 40% of income from DFID?
A. The previous criteria that stated that an applicant could not have more than 40% of income from the Department for International Development (DFID) is not being applied to the current UK Aid Direct funding round. However, an organisation’s dependency on DFID funding will be considered.

Q. How does this 50% rule affect consortiums?
A. This criterion will apply to the lead applicant within the consortium if it is an informal consortium. If you are in a formally constituted consortium (that is; two or more organisations coming together to create a new, formally constituted organisation, with its own organisational accounts), the eligibility criteria apply to all members.

Q. Is it the average annual expenditure over three years or the most recent annual expenditure?
A. The average annual grant value must be less than 50% of your organisation’s average annual expenditure. This is calculated based on your average expenditure over the past three years. If it is above 50%, your application will be deemed ineligible.

Q. We are a UK charity but part of a global alliance. Can our USA global average expenditure be used to calculate our eligible total?
A. If the UK organisation is applying as the proposed grant holder, then it is their average expenditure that will be used in the calculation. Note that organisations based in the U.S. are not eligible to apply. The UK entity must be a fully independent and autonomous entity.

Q. For consortium applications, do you consider collective turnover of the entire consortium or just the lead applicant?
A. Refer to our webpage on Partnerships and Consortia (opens in a new window) for information. The annual turnover will be taken of the lead applicant. However, all formal consortium members must meet the eligibility criteria for the applicant organisation for the grant type they are applying for.

Q. Is there a minimum income threshold for organisations applying for an Impact grant?
A. There is no minimum income threshold. To be eligible to apply for an Impact grant, your organisational average income must be under £10 million over the past three years.

Q. Is this round open for UK non-governmental organisations (NGOs) with an annual income of over £10 million?
A. No. To be eligible to apply for an Impact grant, your organisational average income must be under £10 million over the past three years.
Q. If the proposed project is an extension/continuation of a previous project, either Department for International Development (DFID) funded or not, will this be considered?
A. UK Aid Direct grants can only be used to fund new, time-limited projects and cannot be used to fund the extension of an existing project.

Q. How do we decide whether to apply for an Impact or Community Partnership grant?
A. Please refer to the eligibility criteria for each grant. If you meet the eligibility criteria for both grants, then it is up to the organisation to determine which grant type is more suited to the project.

Registration

Q: Does the UK/lowest 50 countries in the UN Human Development Index (HDI) criteria apply to both the applicant and downstream partner, or just the applicant?
A. The proposed grant holder must either have:

- A legal identity in the UK and be registered with Companies House and/or Charity Commission OR
- Be registered in one of the lowest 50 countries in the UN Human Development Index (HDI) OR
- In a country considered to be of high or moderate fragility by the Department for International Development (DFID).

Whilst there is no eligibility criteria in relation to the number, size or location of downstream partners, there must be a clear rationale and justification for their role, along with any associated budgeted costs. Please note that the organisation implementing the project in the country of delivery must be registered with the appropriate body(ies) in that country.

Q. Can a newly formed organisation apply, if it will only be formally registered by September 2020? What if I have UK charity status pending?
A. Whilst a newly formed organisation is welcome to apply, to be eligible they must either have:

- A legal identity in the UK and be registered with Companies House and/or Charity Commission OR
- Be registered in one of the lowest 50 countries in the UN Human Development Index (HDI) OR
- In a country considered to be of high or moderate fragility by the Department for International Development (DFID)

Please note that the organisation implementing the project in the country of delivery must be registered with the appropriate body(ies) in that country. Whilst an organisation may choose to apply while registration with the Charity Commission is pending, if they are successful and
they still have not received confirmation of their registration, they will be ineligible for funding.

**Q. As a newly registered UK charity, what happens if we don't have three years of accounts to show average annual expenditure?**

A. The concept note requires the submission of audited or certified accounts. If it is not possible to provide audited accounts because your organisation is newly registered, you will instead need to provide internal or management accounts.

**Q. What if you are a regional organisation registered in a non-eligible country but working in eligible countries?**

A. If your organisation is the proposed grant holder and you are not registered in an eligible country, then your application will be deemed ineligible.

**Q. We are registered in the UK with a separate board. However, grant management (including technical support and financial management) is shared between ourselves and our parent organisation which is not in an eligible country. Is this okay?**

A. When assessing where an organisation is based, the UK Aid Direct team look beyond legal registration. It will consider:

- Where the organisation is controlled from
- The level of autonomy of different offices
- Who governs the organisation, particularly relating to the financial management of the entity
- If there are significant ongoing operations based in the UK/eligible Country Office related to the oversight and management of the UK Aid Direct grant.

To help demonstrate:

- If a grant applicant is registered in Bangladesh (an eligible country) but all management support functions take place in the United States head office (an ineligible country), with very little autonomy in the Bangladesh office, this will deem the organisation to be ineligible.

**Q. If we are a commercial company that has a non-profit wing, are we eligible to apply?**

A. To be eligible either you must:

- Have a legal identity in the UK and be registered with Companies House and/or Charity Commission OR
- Be registered in one of the [lowest 50 countries](https://www.ukaid.direct.gov.uk) in the UN Human Development Index (HDI) OR
• Be registered in a country considered by the UK Department for International Development (DFID) to be of high or moderate fragility.

Q. Can faith-based organisations apply?
A. Provided they meet the eligibility criteria, then faith-based organisations may apply. However, projects that include proselytising in their organisational objectives and fail to provide assurances that promoting religion will not hinder project implementation or lead to exclusivity or conditionality cannot be funded.

Partnerships
Q. We are registered in the UK and in Uganda. Are we required to partner with a separate organisation in Uganda even if we can implement the project ourselves?
A. No, it is not a requirement to have downstream or implementing partners. Note that all applicants must demonstrate how they are working at a national level to create and build partnerships that can drive relevant sustainable development results. There is no set prescription for the number of partners you need; it depends very much on your organisation and the project you are proposing to deliver.

Q. Does the identification of all implementing partners need to be done in the concept note or can it wait until the full application?
A. Yes, the capacity to deliver is part of the review criteria and this includes the downstream delivery chain. This may be developed further if successfully shortlisted for full application, however you must outline your rationale for working with the proposed partners as part of your concept note.

Q. Do you prefer a strong collaboration with local governments?
A. We encourage collaboration with local government for greater sustainability and accountability, however, note that they are not eligible to directly receive DFID funds.

Q. Can implementing partners be changed during the project?
A. Downstream partners must be identified in advance of the project start and we would not expect them to change during project implementation unless in exceptional circumstances.

Q. Can downstream partners be new?
A. A downstream partner can be new to the proposed grant holder however note that if successful the grant holder must carry out due diligence on all downstream partners.

Q. Is it possible to work with private sector partners (for example, social enterprises), as well as not-for-profit partners? And if so, how will eligibility of costs assigned to private sector
partners be assessed?
A. It is possible to work with private sector partners as long as there is a clear rationale for doing so. You will need to demonstrate how their role will lead to significant development outcomes for the intended beneficiaries. Any associated budgeted costs must also be justifiable.

Q. Can an organisation sub grant to a national level non-governmental organisation (NGO) if they have an income over £10m? Does the sub need to be registered in the country of implementation?
A. There is no eligibility criteria on the size and location of downstream partners unless they are directly implementing. If directly implementing, then organisations must be fully registered in the country of implementation. If the organisation is providing technical assistance and capacity building then there are no restrictions on location or size of those organisations. However, you will be expected to fully justify and provide a sound rationale for the support and you will also need to ensure any related costs represent good value for money.

**Number of grants**

Q. If we already have one live Impact grant, are we only able to have one more (even if we submit more than one concept note)?
A. Organisations can only hold a maximum of two live Impact grants at any one time. If you already hold a live impact grant, you can only successfully apply for one more Impact grant.

Q. How many different types of UK Aid Direct grants can we hold? We already hold a Jo Cox Memorial grant.
A. The maximum combined grant model allowance is five live UK Aid Direct grants of different grant types.

Q. Are government-linked organisations eligible to apply?
A. Whilst we encourage collaboration with government authorities, they are not eligible to receive Department for International Development (DFID) funding.

Q. Can an implementing partner be active on more than one UK Aid Direct project at any given time?
A. Yes, an implementing partner may be active on more than one UK Aid Direct project.

Q. If a UK-based organisation is not eligible because they have two or more live Impact grants, can they apply as a partner?
A. Yes, in such cases they may be an implementing partner, if they are registered in the country of implementation. However, we will be assessing the role such organisations would play to determine whether it is in the spirit of the fund.

Q. We are a current AmplifyChange grant holder (with multiple grants). Are we eligible to apply?
A. Yes. Provided you meet the eligibility criteria for a UK Aid Direct grant, you may apply.

**Country eligibility**

Q. Is there any country focus regarding COVID-19?
A. There is no country focus regarding COVID-19. Refer to the [eligible countries page on the website](#).

Q. Please can you explain the new eligibility criteria for projects in Kenya?
A. To ensure an even spread of projects across different countries, the number of UK Aid Direct projects already operating in the local area will be considered during the application assessment process. UK Aid Direct currently receives a particularly high volume of proposals for projects in Kenya. For Kenya, priority will be given to projects delivering in areas with high levels of poverty (for example, the North, East and urban slums) and addressing issues such as basic health, girls’ education, family planning, and youth employment.

Q. Is there an "official list" of slums we should look for in Kenya? We don't want to apply if we are ineligible.
A. There is no strict criteria. You will need to provide evidence that the area you are working in has a high-level of poverty within Kenya.

Q. Is it possible for a UK-registered NGO to submit a proposal for a new country, where it does not have a project track record?
A. Whilst this is possible, the assessment criteria will consider capacity to deliver in the proposed locality and this must be evidenced in the application.

Q. Can our project be delivered in more than one country?
A. Yes, your project can be delivered in more than one eligible country. You will need to demonstrate the rationale behind the proposed countries and evidence how learning and best practice will be shared between the locations.

Q. Would it affect our chances if we submitted more than one application in the same country?
A. There is no limit to the number of applications an organisation can submit. Each application will be reviewed on its own merit; however organisations can only hold a maximum of two live grants of the same type at any one time.
Technical

Q. Will you consider projects that prepare vulnerable communities to respond to the direct (not secondary) impacts of COVID-19, such as emergency hospital treatment?
A. This round supports applicants addressing the Global Goals and the longer term impact of COVID-19. Shortlisted full applicants will be informed of the outcome in December 2020, after which the due diligence process will commence. As such the focus should be on the longer-term impacts of COVID-19.

Q. Will mental health be prioritised for COVID-19 response?
A. No specific policy or thematic focus related to COVID-19 will be applied and applicants must be working to address the Global Goals. Applicants must outline the rationale for the proposed approach and each application will be assessed based on its individual merit.

Q. Are you expecting COVID-19 specific projects, or can we apply with poverty reduction projects that take into consideration the additional barriers of COVID-19?
A. Projects should focus on addressing the Global Goals whilst also considering the longer term impacts of COVID-19.

Q. How do we show evidence, facts and figures around the impact of COVID-19 in the country we work if this has not yet been published?
A. We appreciate that evidence and statistics on the impact of COVID-19 may not have been published yet or be challenging to obtain. Applicants should include available data and evidence to outline the scale of the problem, and this may include anecdotal evidence from community engagement.

Q. Can you give an example of the type of evidence you look for along with the facts and figures when outlining the project and the context?
A. In terms of the proposed project and the project context, a concept note should:

- Explain the key objectives of the proposed project, outlining where interventions would be delivered and why these regions have been selected
- Demonstrate clear understanding of the needs of primary beneficiaries. Primary beneficiaries are individuals who directly benefit from the project interventions.
- Demonstrate clear analysis of the project context and justification as to why the project is needed. This should include available data and evidence to outline the scale of the problem
- Describe which key stakeholders have been consulted during the project design and an explanation of how this has informed the design
- Outline the anticipated impact of the COVID-19 pandemic on the target population.

Q. Stakeholder consultations may be difficult to carry out given current lockdown restrictions so is it acceptable if it is not current?
A. Whilst we would expect that applicants conduct stakeholder consultation to inform the
project design, we appreciate that this may be challenging in the current context. We encourage applicants to explore alternative means of engagement and where consultation has not been possible at the concept note stage, outline what engagement and consultation is planned if successfully shortlisted.

Q. Can a project that is related to eco-tourism apply for this grant?
A. Provided your organisation meets the eligibility criteria and can demonstrate how a project of this nature will contribute towards the Global Goals, offering specific improvements to the lives of vulnerable and marginalised populations, whilst also addressing the longer term impact of COVID-19, then you can apply.

Q. Will you be looking to spread funding for projects across a range of the Global Goals or might projects be concentrated around certain goals?
A. UK Aid Direct is multi-sectoral in nature. For this round we are welcoming applications that can demonstrate how they help achieve any of the Global Goals whilst also addressing the longer term impact of COVID-19.

Q. Can you share details of some of the projects previously funded by UK Aid Direct?
A. You can find details of some of the projects supported by UK Aid Direct funding on our website.

Q. Can there only be one Global Goal for the primary focus and one for the secondary focus?
A. Whilst your project may crosscut more than two Global Goals, in the concept note you are required to select the most relevant primary and secondary Global Goals.

Q. Do projects have to address both gender equality and disability inclusion or is addressing gender equality (without a disability inclusion focus) is sufficient?
A. Every UK Aid Direct project is expected to demonstrate a holistic approach to gender equality and disability inclusion as doing so is an essential part of addressing poverty, inequality and vulnerability.

Q. Are people with HIV considered to be disable?
A. There is no one definition of disability. However, the UN Convention on the Rights of Persons with Disabilities (UN CRPD) recognises that ‘disability is an evolving concept’ and that ‘persons with disabilities include those who have long-term physical, mental, intellectual or sensory impairments which in interaction with various barriers may hinder their full and effective participation in society on an equal basis with others’.

Q. Can the Impact grant be used for a disability specific project?
A. Yes, UK Aid Direct projects can focus on disability inclusion.

Q. Please clarify how you want applicants to link the project interventions to the anticipated long-term outcomes of COVID-19?
A. Applicants are expected to outline the anticipated impact and consequences of COVID-19 throughout their application. Consider the current context in the proposed locality, highlight the challenges and how you plan to address them throughout each element of your application.

Q. Can interventions include activities for beneficiaries that can be done at home, in light of the current COVID-19 situation?
A. In light of COVID-19 and current government restrictions, it may be that some project activities take place in beneficiary homes or alternative locations. If this is the case, then applicants should consider relevant risks associated with this including safeguarding risks.

Risk Management
Q. How many key risks do we need to provide?
A. There is no set number of risks that you need to include. Concept notes should identify the key risks and present appropriate approaches to manage and mitigate these risks. Risk areas to consider include: project delivery, reputational, fiduciary, safeguarding and operational.

Q. What do you mean by project-specific safeguarding measures?
A. Applicants should outline what safeguarding measures will be put in place at project level to prevent and respond to exploitation, harassment and abuse of programme beneficiaries, staff, volunteers, and project stakeholders. This could include (but is not limited to) safeguarding training of all project staff; engagement plans to ensure beneficiaries understand the project’s approach to safeguarding and their rights, and ensuring that there are appropriate reporting mechanisms in place for beneficiaries.

Monitoring and Evaluation (M & E)
Q. Would we be expected to put funds for an external evaluation in the M&E section?
A. External evaluation is an important aspect of any project learning and a requirement for all UK Aid Direct grants.

Financial
Q. What do you mean by negative net assets?
A. Negative net assets are when the combined value of fixed assets, plus current assets, minus current liabilities and minus long term liabilities is less than zero.

Q. Is there a criteria for the level of reserves which an organisation must hold to be eligible?
Is it possible to hold too high a level of reserves?
A. The only criterion regarding reserves is that an organisation must not have negative unrestricted reserves or negative free reserves.
Q. We are applying for an Impact grant. If we do not include match funding, will that impact the competitive nature of our proposal?
A. The match funding requirement has been removed for Impact grants for this funding round only. This will not form part of the assessment criteria.

Q. Does a Community Partnership grant require a match funding of 25%?
A. No match funding is required for a Community Partnership grant.

Q. What do you mean by NPAC?
A. Non-Project Attributable Costs (NPAC) comprise overhead costs that are not attributable to a project. These costs are incurred by an organisation to support the projects that it runs. Typically, they include overall management and employee costs, administration and support, equipment, space and premises costs, and activities that relate to the whole organisation and partly support your project, but also support your other projects. NPAC are often also called indirect, core, central or support costs. An element of such costs is allowable within the budget but it is required to be calculated using the NPAC template (located within the budget template) and the applicants latest annual accounts. The calculation will be verified by the Fund Manager if successful, where further assistance/advice on the calculation and allowable rate can also be provided. Further guidance can be found on the UK Aid Direct [website](#).

Q. Do we need to include NPAC for implementing partners?
A. If a contribution to implementing partner NPAC costs are required in the budget, the NPAC approach is encouraged to be applied to determine an appropriate contribution.

Q. Is NPAC calculation optional or a requirement for the grant holder?
A. If an applicant wishes to include a contribution to NPAC costs in the budget, the NPAC calculation must be applied and should be reflected when developing the budget for your application. It is required to be calculated using the NPAC template (located within the budget template) and the applicants latest annual accounts. The calculation will be verified by the Fund Manager if successful, where further assistance/advice on the calculation and allowable rate can also be provided. Further guidance can be found on the [website](#).

Q. Can smaller capital expenditure items be included in a proposal if they are integral to the impact of the project?
A. Large capital expenditure is not supported by UK Aid Direct. If your project includes capital costs, you should provide clear justification for this and demonstrate how this contributes to development outcomes.

Q. Which guidance document has the information on financial assets?
Financial assets (also known as microloans, microfinance or revolving funds) can be an element of an application under this UK Aid Direct funding round. Financial assets should be classified under capital expenditure in the budget, and it should be clear if the assets requested come from DFID or match funding.

The type of financial asset, value for money, impact, concerns, and governance of the asset should be addressed at concept note. If invited to full application, the applicant will be asked to outline the governance, management and disposal plan for the financial asset. If successful, the grant holder will be required to provide details of the financial assets on an annual basis, for which a template will be shared.

Q. Would building schools, along with providing WASH and recruiting and training teachers to work in them be eligible or classed as capital expenditure?
A. Large capital expenditures (such as building projects) is not supported under UK Aid Direct. If your project includes capital costs, you should provide clear justification for this and demonstrate how this contributes to development outcomes.

Q. Will the Department for International Development (DFID) allow payments in advance to aid cash flow challenges that non-governmental organisations (NGOs) may face during COVID-19?
A. The default payment mechanism is in arrears. However, there are certain conditions under which grant holders may apply to receive payment partially in advance. If you would like to request payment in advance, this can be discussed prior to your grant commencing.

Q. As a microfinance organisation, interest income is generated from the loan book by our implementation partner. Should we include the implementation partner as a matched funder?
A. All interest income from DFID funded loans under UK Aid Direct should be recorded as match funding income, but loan repayments cannot be treated as match funding.

Q. Are we able to include ineligible costs if they are covered by matched funding? For example, the purchase of vehicles?
A. Vehicles are not an allowable UK Aid Direct costs, but you can purchase them with match funding and include this in the budget (as match funded).

Q. How much percent is allowed for monitoring and evaluation cost?
A. There is no set percentage expected for monitoring and evaluation. We will however consider if the allocation is appropriate for the proposed project.
Q. Can motorbikes be funded for the project, or are they considered to be vehicles?
A. Motorbikes are eligible under UK Aid Direct and will be considered a project asset. If they are purchased with DFID funding the ultimate ownership of the inventory of assets will remain with the Department for International Development (DFID) and any ownership, transfer, or asset disposal is otherwise agreed in writing by DFID, normally at the end of the grant.

Q. Is cost for car maintenance permitted?
Yes, this is an eligible cost, but justification must be provided.

Q. Is vehicle hire an eligible cost?
A. Yes, this is an eligible cost.

Q. Can the purchase of laptops be included?
A. Yes, these are eligible costs.

Q. Can costs like social security for employees or medical insurance be included?
A. DFID funds cannot be used to fund any insurance premiums intended to cover medical expenses, injury or disablement, and death unless, by exception, explicitly approved by DFID in writing in advance.

Q. Are office rent expenses permitted?
A. An element of Non-Project Attributable Costs such as space and premises costs, are allowable, and the rate that can be applied to the project will be calculated by the Fund Manager using the grant holders’ latest financial statements. If the office rent is linked directly to the project, for example a Field Office, a proportionate contribution can be listed in the budget separately.

Q. Are in-kind costs eligible?
A. Whilst the gift in kind can be utilised in the project, they are not eligible to be reflected within the budget.

Q. What is the typical payment schedule?
A. Disbursements are processed on a quarterly basis, following the submission and approval of a financial claim.
Q. Do transport and travel costs need to be incorporated into the budget lines for project activities?
A. Yes, if the transport and travel costs are linked to the delivery of a particular project activity. If however, they are linked more generally to the project (for example, site visits or monitoring trips), these should be categorised (as appropriate) under Administration Costs or Monitoring and Evaluation.

Q. If we want to include research elements and presenting research findings at relevant formats; do you support participation cost in national/international conferences?
A. Yes, provided justification for learning is given.

**Due diligence**

Q. Roughly how long does the due diligence process take?
A. Please refer to the applicant guidance on the due diligence requirements/process.

Q. Does due diligence take place after full application stage?
A. Yes, only provisionally successful applicants (after the full application stage) will undergo due diligence.

Q. Is due diligence done on both the grant holder and the implementing partners?
A. UK Aid Direct will conduct due diligence on the grant holder. It is the responsibility of the grant holder to conduct appropriate due diligence on all implementing partners. Please refer to the applicant guidance on the due diligence requirements.

**Application process**

Q. A SMILE eligibility question says “Do you currently hold one or less live Impact grants from UK Aid Direct? Please choose ‘yes’ if you do not hold any Impact grants from UK Aid Direct”. Therefore, if we hold one UK aid grant would that be yes or no?
A. Please answer ‘Yes’ to this question if you currently have less than two UK Aid Direct Impact grants.

Q. Can applications be completed in French?
A. Whilst we can accept applications in French, please note that if you are accepted for UK Aid Direct funding, all grant communication and reporting will need to be done in English.

Q. If you have started an Impact application form where the match funding questions are still included, do we need to start a new form online?
A. No, this will not affect existing applications which have already passed the eligibility checks.
Q. Is there a downloadable template version of the concept note to prepare a draft?
A. Yes, you can download a pdf of the application form by clicking ‘Preview application’ in the portal. Please note that certain questions and all question subtext will not be visible in this preview, so we encourage you to work online.

Q. Do we need to submit a results framework?
A. No, there is no requirement to submit a results framework at the concept note stage.

Q. As a first-time applicant, are there any example applications to see the style of writing?
A. We do not have a model application for Community Partnership or Impact grants but a strong example of a Small Charities Challenge Fund application is available here.

Q. Is the application template designed in such a way that you can save the work and continue later?
A. Yes, once you have passed the eligibility checks, you can save your submitted answers as you go along and return back to the application later.

Q. Do we need to submit CVs of the project team at the concept note or proposal stage?
A. No, this is not a requirement for the concept note stage.

If you have any further questions, please direct them to ukaiddirect@manniondaniels.com.