**Application Form: International Partnership Programme Call Two**

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| --- | --- | --- | --- |
| **Call opening date** | 11th April 2017 | **Call closing date** | 5th September 2017 |
| **Budget** | State total grant value applied for. |  |  |
| **Call category** | State which call you are applying for | **Reference** | *To be added by UK Space Agency* |
| **Project Title:** | | | |

**Note:** Complete the full proposal for your project covering all the sections listed. The proposal should **adhere to the following page limits:**

* Total project value £0-£5Million: 23 pages
* Total project value £5-£10Million: 29 pages
* Total project value £10Million+: 35 pages

within the page limits above, the following must be included:

* a one page GANTT chart
* a one page Theory of Change (see 4.4 Theory of Change)
* a one page Logical Framework (Logframe) (see 4.5 Logical Framework)

**In addition to this page limit** we will also require annexes that include the following documents:

* Annex 1: to include all letters of commitment from international and UK partners
* Annex 2: a detailed financial breakdown using the excel template provided (see the IPP Application Documents for this template)

**We will not accept any additional annexes other than those specified above, unrequested additional content will be counted against your page limit. Proposals that go over the page limit will be excluded, see section 4.1 of the Application Guidance for more details.**

Consider all call documentation, including Application Guidance and FAQs when responding to the questions below.

**Section 1) Project Overview**

|  |  |
| --- | --- |
| **Name of your organisation** |  |
| **Project title** |  |
| **Proposal theme** | *State which space theme your proposal addresses from: Earth Observation, Communication, Navigation, Tracking etc.* |
| **International partner organisation / country** | *The international partner with whom you are working. Include the country.* |
| **International country targeted** | *The country who will receive the benefits*  *This country must be on the Organisation for Economic Co-operation and Development (OECD) Development Assistance Committee (DAC) list http://www.oecd.org/dac/stats/daclist.htm. For China, India or Pakistan, see IPP Call 2 FAQ section 3.* |
| **Total project cost (excl. VAT)** | £ |
| **UKSA grant applied for** | £ |
| **Total contribution from your organisation/consortium** | £ |
| **Total contribution from your international partner(s)** | £ |
| **Have you applied or received any other government funding which relates to this project? If so, provide details (e.g. Newton Fund, NSTP,SSGP, IAP etc)** | £ |
| **Project start date** | DD/MM/YYYY |
| **Project end date** | DD/MM/YYYY |

**Section 2) Programme Applicability**

**2.1) Abstract:** Describe what your project proposal is about and how it will make a development impact. Note: UK Space Agency (UKSA) reserves the right to reproduce this description to announce any successful projects and so the description should not contain any commercially sensitive information. **(Max 250 words).**

**2.2)** **Official Development Assistance (ODA) Applicable:** State how this project meets the ODA criteria as detailed in the Call 2 Application Guidance (see section 3.5 ‘ODA applicable’). Describe why the project is viable for ODA funding. Identify which ODA compliant country the project is in. Identify the priority one or two United Nations Sustainable Development Goals (UN SDGs) impacted, and link to specific UN SDG targets.

**2.3) Background, Knowledge and Experience of All Key Participants:** Describe the background, knowledge and experience of all organisations involved in the project and for key project staff. It is expected that all applicants will have a mix of skills and experience including working or partnering internationally and in applying innovative satellite or space technology solutions and developing novel applications. Describe who in the consortium will be responsible for Monitoring & Evaluation (M&E) and their skills and experience.

**2.4) Role of International Partner:** Describe the role of the international partner. What contribution will they provide to the project? From what level of seniority is the commitment from the international partner? Attach appropriate confirmation of support in Annex 1.

**2.5) Impact and Benefits to the International Partner:** You should say why this collaboration offers a new opportunity for international partnership work. Note: partnerships that cannot be achieved under existing programmes (e.g. within ESA) or other international frameworks will be particularly favoured. Be explicit about how the international collaboration will benefit the project participants and the international partner country.

**2.6) Impact and Benefits of the Project to the Wider UK Economy:** You should say why this collaboration offers a new opportunity for international partnership work and the benefits it will create for the wider UK economy.

**2.7) Impact of Funding:** Explain why this project would not go ahead without the support of this programme. Detail what the added value of public funding is for this project and why you cannot fund this project alone. **(Max 200 words).**

**Section 3) Understanding the Requirement**

**3.1) Nature of the Problem:** Describe the nature and extent of the problem to be addressed.

**3.2) End User:** Who is/are the end user(s) and what is their specific need?

**3.3) Satellite/ Space Technology Solution:** Justify why satellite/space technology is an appropriate solution.

**3.4) Applying Space Technology as a Solution:** Describe what needs to happen to ensure space technology can be used as a solution to the challenge.

**Section 4) Technical Description**

**4.1) The Solution:** Describe your proposed solution and how it meets the user need described above.

**4.2) Tools and Techniques:** What tools and techniques will you deploy?

**4.3) Innovation:** Describe any technical or scientific innovation involved in the solution.

**4.4) Risks and Limitations:** What risks and/or limitations does your solution have and how do you propose to overcome them?

**4.5) Testing the Solution:** How will you test the solution with stakeholders?

**Section 5) Project Details**

**5.1) Key Project Aims:** These should be high level aims for what your project is trying to achieve, these should be in bullet point format.

**5.2) Key Objectives of the Project:** These should be measurable objectives for your project that link clearly to your aims. They should be the outcomes and impacts of your project. The objectives should be also reflected, and aligned to the Theory of Change and Logframe.

**5.3) Key Performance Indicators (KPIs):** Describe approximately 3- 5 KPIs with a specific metric, which you can measure against. The KPIs should be included in your Logframe at either output or outcome level.

|  |  |
| --- | --- |
| **KPI** | **Measurable Metric** |
| **KPI 1** |  |
| **KPI 2** |  |
| **KPI 3** |  |
| **KPI 4** |  |
| **KPI 5** |  |

**5.4) Work Package and Resource Breakdown:** Add more rows as required(more detailed financial information will be requested as part of the financial breakdown spread sheet included within the application documents). Include separate work packages for Monitoring and Evaluation (M&E), Knowledge Sharing (to the wider space and development sectors) and Sustainability (see IPP M&E Guidance and IPP M&E Tools for more information and Call 2 Application Guidance section 4.2).

|  |  |  |
| --- | --- | --- |
| **Work Package** | **Resource required** | **Cost** |
| *Summary of work package 1: e.g. User requirement document, M&E Baseline…* | *Staff time required: either in FTE or in staff hours required e.g. 3 FTEs or 16 hours* | *£ cost for work package in total* |
|  |  |  |
|  |  |  |
|  |  |  |

**5.5) Milestone Table:** Include a milestone table in the format below, adding rows as required. Refer to Application Guidance section 4.1

|  |  |  |  |
| --- | --- | --- | --- |
| **Milestone title** | **Milestone description** | **Milestone due date** | **Payment value (if applicable)** |
| M1) Insert name here | Short description of what this milestone covers | DD/MM/YYYY | Exc. VAT |

**5.6) Budget Breakdown:** Complete the excel document called “Annex 2: Financial Breakdown” for this section.

**Note:** Ensure that you discuss the budget being made available for M&E. It is recommended that the budget be between 5-15% of the total project budget but this must be an evidenced based, bottom up calculation based on activity. Provide the calculation of your M&E budget.

**Note:** In line with government financial policy, UKSA cannot and will not pay in advance of need, see section 1 IPP Call 2 FAQs.

**5.7) Risk Register:** Include a risk register based on the format below, adding more rows as needed (see Application Guidance document, section 4.1)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Risks identified** | **Proposed (planned) mitigation** | **Prob**  **(1-5)** | **Impact**  **(1-5)** | **Rating 1-25**  **(Prob x Impact)** |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |

**Section 6) Monitoring and Evaluation**

(See IPP M&E Guidance and IPP M&E Tools for more information and Call 2 Application Guidance)

**6.1) Impacts on Target Country:** State the key impacts that your project hopes to realise in the target country, which should be expressed in terms of social, economic or environmental gain.

* How will it benefit the target country? Describe how these are measurable. Describe how the impacts will be realised.
* Describe why this problem is important enough to warrant the project. These impacts should be reflected in your Theory of Change and Logframe.

**6.2) M&E Strategy:** Explain your M&E methodology.

* Describe the timing and approach of how you will carry out evaluations, incorporating process, impact and cost-effectiveness evaluations.
* Explain your method for defining the counterfactual for the impact observed (more information about this can be found in the IPP M&E Tools document).
* Describe how you will resource the M&E activities.

**6.3) Knowledge Sharing:** For the objective of knowledge sharing with the wider space and ODA/development sectors, how will learnings and findings be disseminated to a wider audience?

* Describe your plan in terms of audiences, objectives with those audiences, communications channels and high-level timings. This should include, but not limited to: research articles, academic papers, case studies, web/social media, conference presentations & workshops etc.

**6.4) Sustainability of the Project:** Explain the sustainability of this project so the benefits of the project continue once IPP grant funding ceases.

* Describe how you will build capacity in your international partners and the country and who will maintain/evolve the product after the project ends.
* Describe, and if possible quantify, the commercial model in terms of revenue sources.
* Explain the expansion strategy into additional areas of the country or new countries.

**6.5) Narrative Theory of Change:** Provide a narrative explanation of your Theory of Change that will align and support the interpretation of your Diagrammatic Theory of Change.

**6.6) Diagrammatic Theory of Change:** Provide a visual representation of your theory of change, for example a flow chart, describing the logical explanation and flow between project inputs and activities, to project outputs, to outcomes and finally to impact – **use (and adjust as needed) the template on the following page provided.** (See IPP M&E Guidance and IPP M&E Tools for more information and Call 2 Application Guidance)

**6.7) Logframe:** Provide a completed Logframe including quantified SMART targets for each level in the Logframe, indicators (quantitative and qualitative), means of verification, and assumptions – **use the template on the following page provided.** (See IPP M&E Guidance and IPP M&E Tools for more information and Call 2 Application Guidance)

**6.8) Impacts on Gender Equality:** State how your project will contribute to reducing poverty in a way which is likely to contribute to reducing inequality between persons of different gender.

* What mechanisms will be used to ensure that women will benefit from the project?
* How will you track and measure this with your Logframe & M&E?

**6.9) Theory of Change (1 page only)**

Impacts

*What will be the final social, economic or environmental impacts? What are the long-term consequences? Linked to UN SDGs*

*What will be the intermediate changes, because of your project? What will be the changes in people’s knowledge/capacity, in systems/processes, regulatory frameworks etc?*

Outcomes

Outputs

*What will be the key outputs (products or deliverables) of the project?*

Activities

*List key activities from the project plan in each box. What will you do?*

**6.10) Logical Framework (Log Frame) – (1 page only) Instructions are given below in red text and should be removed in the final submission.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Logframe** | | | |
|  | **Summary of quantified SMART targets for each level in the Logframe** | **Indicators (quantitative and qualitative)** | **Means of Verification** | **Assumptions** |
|  | This column should be your targets for the project that you want to achieve. These should always be SMART and quantified, even if the actual value of the target may need to change after your baseline is completed. | These are the indicators you will measure to track progress of the targets. These measure the degree of change related to the target, but not include the goal, or direction of change. | These are the methods of proving that the target was achieved. Where is the data sourced from and how is it analysed. Be clear about which means of verification relate to which indicators. | These are the assumptions in the Logframe that are required to hold true for the impacts to be achieved. |
| **Impacts** | *Insert the expected quantified SMART social, economic or environmental impacts for the beneficiaries. These impacts should align to the targets within the priority UN SDGs for your project.* |  |  |  |
| **Outcomes** | *Insert the quantified SMART, intended changes (knowledge, skills, aspirations and behaviour) that the activity aims to achieve* |  |  |  |
| **Outputs** | *Insert the quantified SMART, tangible products and services that the activity will deliver* |  |  |  |
| **Activities** | *Insert the quantified SMART, project activities/actions that will be undertaken. Provide a high level summary from your implementation plan.* | | | |
| **Inputs** | *Insert the quantified SMART, resources needed for the activity (personnel, finance, equipment and infrastructure etc.). Provide a high level summary from your implementation plan.* | | | |

**Section 7) Gantt chart**: Attach a detailed Gantt chart (1 page). Clearly identify key milestones linked to the objectives stated in section 5. Between 5-15 milestones should be included depending on the size of project. These milestones should be linked to grant payments and payment will only be released once the milestone has been achieved and approved/evidenced to UKSA. Include the main M&E activities.

|  |  |
| --- | --- |
| **Section 8) Contact Details** | |
| **Lead Organisation** | *This is the organisation with whom the UKSA will enter into legal agreements; evidence of financial health and successful trading in the UK will be required. The project lead will need to declare they have the explicit consent of all other partners on their participation.*  *Full company name:*  *Short name:*  *Address of the Organisation:*  *Webpage:*  *Legal status of your organisation:* |
| **Person in charge of the Proposal** | Title:  First Name:  Surname:  Position in org: *Indicate the position of the Contact Point above in the organisation.*  Direct Email:  Direct Phone: |
| **Other UK Partners** | *Give details of others you plan to work with*  *Note it is expected that these will be treated as sub-contractors for the purpose of the project and* ***evidence of a collaboration agreement will be needed before the project proceeds****.* |