

ASEAN CSR VISION 2020 SMALL GRANTS FUND APPLICATION GUIDELINES

1. ABOUT THE SMALL GRANTS FUND

The ASEAN CSR Vision 2020 Small Grants Fund is offered by the ASEAN CSR Network (ACN) with the support of the Government of Sweden through its Embassy in Bangkok. It is designed to provide access to supplementary funding to local and regional organisations who are engaged in work to promote Corporate Social Responsibility (CSR) and with an interest to link their work to regional objectives.

Objective: To provide funding support to local and/or regional partners* to implement activities related to the 'ASEAN CSR Vision 2020' initiative

*'Partners' broadly refer to any bona fide organisations engaged in the 'ASEAN CSR Vision 2020' initiative and with an interest to further its objectives. This will include, but not be limited to, ACN participating member networks, NGO partners, and other ASEAN-related organisations.

2. ELIGIBILITY CRITERIA

There are three sets of eligibility criteria, relating to:

- (i) Applicant
- (ii) Project/activities
- (iii) Costs

2.1. Eligibility of applicants

In order to be eligible, the Applicant must be a legal entity and be one of the below organisations:

- Local business associations and CSR networks in ASEAN;
- ASEAN NGOs and civil society organisations;
- Regional bodies engaged with ASEAN;
- Academic Institutions and Centres.

In addition, applications from the following applicants will not be considered:

- If the Applicant has been declared bankrupt any time in the past 3 years;
- If the Applicant has been in any negative press over the past 3 years.

ACN may require registration documents from the Applicant to prove eligibility.

2.2. Eligible project/activities

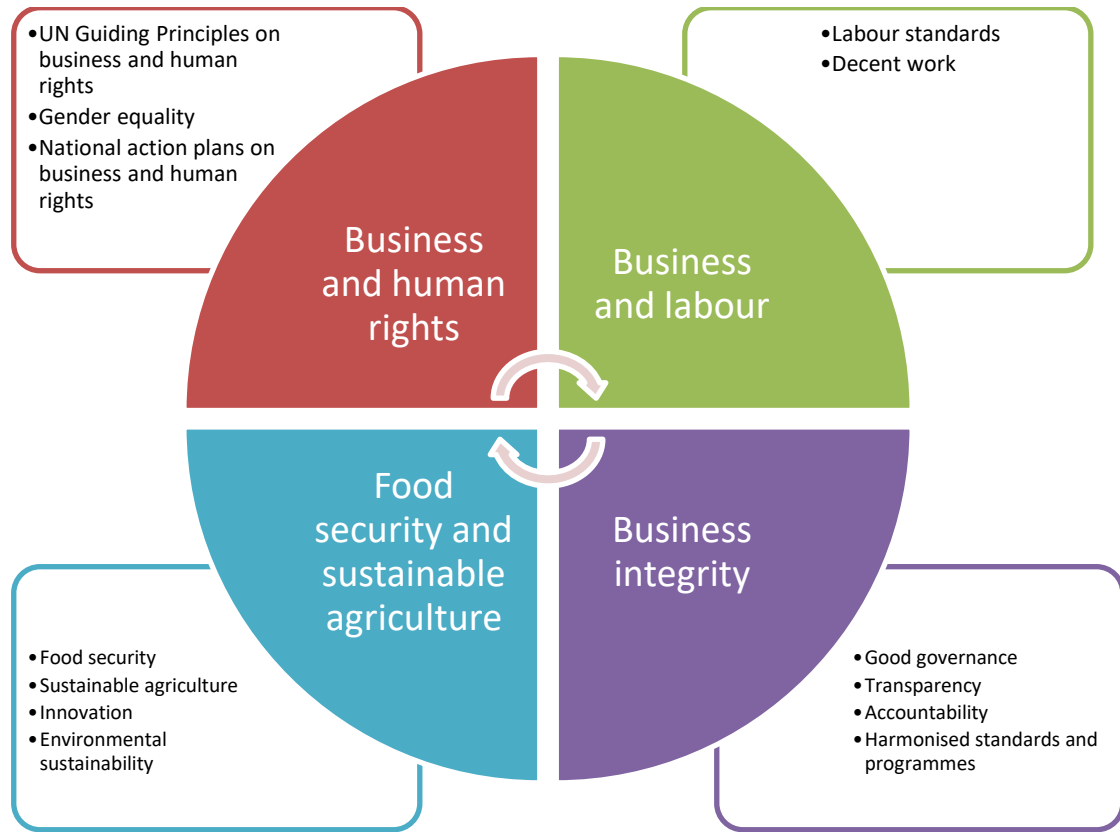
General criteria*

- Relevance to 'ASEAN CSR Vision 2020' objectives and desired outcomes;
- Contribution to regional development goals and addressing regional challenges;
- Clearly defined operational objectives, target groups and planned tangible outcomes which must be able to produce specific, measurable results;
- Opportunities for regional participation/ outreach are strongly encouraged.

* A scorecard shall be developed based on these general criteria. Refer to Section 4.1 for the scorecard.

Themes or topics

Priority themes or topics include but not limited to:



Type of activities

Activities should be designed to meet the objective/purpose of the project. The activities eligible for financing may include the following:

Advocacy	Capacity Building	Collective Action	Research & Publication
Communications campaign to increase awareness and understanding of CSR, sustainability and the role of businesses	Training, workshop, consultation, knowledge sharing, study trip, etc., to equip businesses with tools and skills to implement CSR	Stakeholder engagement, regional cooperation and programmes to collectively deal with pressing regional challenges	Issues and sector-based studies, (comparative) case studies to understand the status of CSR at local and regional levels and propose sustainable solutions

2.3. Eligibility of costs

- Total proposed funding shall be for a minimum of SGD 3,000 and maximum of SGD 10,000;

- Funding shall be for a maximum period of 6 months (even if the Project is projected to run longer);
- Funding will be for a maximum of 90% of total project cost (including financial and in-kind contributions from the proponent and/or other sources);
- Administrative or indirect costs (staff, office space, grant management etc.) of the ACN’s contribution should not exceed 15% of eligible costs;
- The following is a list of ineligible costs and will result in disqualification:
 - Costs only or mainly for individual sponsorships for participation in workshops, seminars, conferences or congresses;
 - Costs that are already being financed by another action, work programme or grant;
 - Purchase of land, buildings, or other capital expenditures;
 - Statutory payment and taxes, except VAT and equivalent.

3. HOW TO APPLY

To apply for this Fund, applicants need to complete and submit the following two documents to sgf@asean-csr-network.org by **30 September 2017**.

- Project Proposal Form (Annex A);
- Detailed Activity Based Budget (Annex B).

Understanding objectives and priorities of the ASEAN CSR Vision 2020 will be helpful in drafting Project Proposal.

Incomplete application will be disqualified.

4. SCREENING AND SELECTION OF APPLICATIONS

4.1. Initial Screening by the ACN Secretariat

The ACN Secretariat will be responsible for screening proposals to ensure fit to the Eligibility Criteria and other guidelines. Proposals who have the highest scores will be included in a “short list” to be submitted to the “Grants Awards Committee”.

Scorecard:

Weighted Criteria	Weight
Relevance to ASEAN CSR Vision 2020	20%
Contribution to regional development goals and addressing regional challenges	20%
Clarity on project objectives and results logic	10%
Opportunities for regional participation / outreach	10%
Feasibility & consistency of activities to achieve objectives	20%
Long-term Sustainability	20%

4.2. Selection by Grant Awards Committee, Due diligence and Notification of Application Results

- The “Grant Awards Committee” shall be the final decision-maker based on available funding and number of proposals received;

- The “Grant Awards Committee” shall meet either in-person or electronically to deliberate and confirm their decision;
- Approved proposals shall be communicated to the ACN Secretariat for appropriate action, which includes due diligence screening, as deemed necessary, and notification of the Grant Awards Committee’s decision;
- Successful applicants will be informed of the result by **mid November 2017**.

5. CONTRIBUTION AGREEMENT AND FUND DISBURSEMENT

- Following the decision to award a grant, the Applicant will be offered a Contribution Agreement (see Annex C for a sample of contribution agreement). By signing the Contribution Agreement, the Applicant agrees, if awarded a grant, to accept the contribution conditions;
- 80% shall be disbursed within 2 weeks upon signing of the agreement;
- Final 20% shall be disbursed upon submission of the Final Project Report.

6. Monitoring and Evaluation

A Final Project Report shall be submitted within **1 month** upon completion of the Project (see Annex D for Final Project Report template).

This Report must be accompanied by a Financial Report (see Annex E for Financial Report template) which shall be prepared in accordance with the submitted Detailed Activity Based Budget (Annex B).

As required, mid-term updates may be requested by ACN.

The ACN Secretariat shall prepare a summary report for the “Grant Awards Committee”.