



## CSC Alumni Association 65<sup>th</sup> Anniversary Fund Terms and Conditions

Throughout 2024, the Commonwealth Scholarship Commission is celebrating 65 years of delivering Commonwealth Scholarships to candidates of outstanding academic achievement and leadership ability.

As part of our celebrations, CSC Alumni Associations can apply for funding to support the delivery of a 65<sup>th</sup> anniversary event or activity under the theme, '**65 Years of Global Impact: Empowering Commonwealth Change Leaders**'.

Events/activities must meet one following objectives:

- Celebrate the achievements of the CSC and/or Commonwealth Scholars and Alumni in their home country
- Promote the value of CSC in-country networks and relationships to achieving sustainable development
- Broaden and strengthen the CSC's advocacy base and raise awareness of Commonwealth Scholarships at a national level

To apply for a grant, you must complete and submit an application form **by 23:59 (BST) on Sunday 9 June 2024**. Activities must be delivered by 31 March 2025.

Before submitting the application, you must have read and understood the **Terms and Conditions** outlined below.

Requests for funding to support activities which have already taken place will not be considered.

Individuals submitting the form must make themselves available to answer any additional questions regarding the request to support the decision-making process.

There is no guarantee that your funding request will be granted and/or that you will receive funding for all cost items listed.

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## Terms and Conditions for CSC Alumni Association 65<sup>th</sup> Anniversary Fund

### Eligibility

### Funding

- The CSC will award funding to recognised CSC Alumni Associations that meet the eligibility criteria outlined in the 'Eligibility' section below.
- If funds are awarded, they must only be used by the selected CSC Alumni Association for the purpose outlined in the request form, considering any feedback or additional conditions given and agreed upon by the CSC Alumni Team.

## Application Process

- Recognised CSC Alumni Associations must submit their funding request online using the form available.
- Requests can only be made by and for the CSC Alumni Association.
- Requests for funding made by a group of CSC Alumni Associations to deliver a joint activity will be considered.
- All mandatory questions must be answered in full in the request form. Partial or minimal answers will not be considered and the request will be rejected.

## Eligibility

- Only recognised CSC Alumni Associations will be considered for funding. Recognised CSC Alumni Associations are those which: have maintained contact with the CSC Secretariat and/or British Council contact (if one exists) in the last 6 months and are featured on the CSC website.
- CSC Alumni Associations may only submit one grant application.

## General Conditions

- If funds are awarded, the CSC Alumni Association will endeavour to deliver the activity as per the information given in the application form.
- The CSC Alumni Association will respond in a timely manner to all enquiries and communications regarding their activity from the CSC Secretariat and/or British Council (where relevant).
- Following delivery of the funded activity, the CSC Alumni Association will submit an activity summary and any photos within two weeks of the activity. This may be used by the CSC to produce news items and other collateral for publication on CSC channels

## Financial Arrangements

- Funding will be made by International Bank Transfer only. CSC Alumni Associations must factor in the time required for payments to be made in their event delivery timeline, as well as additional costs, such as bank charges.
- Funding will only be made to CSC Alumni Association bank accounts or the account of the alumnus completing the funding request where the former is not possible.
- Funding will be processed on receipt of financial evidence of costs incurred. Where funding is required in advance, the CSC Secretariat will advise on evidence of costs to be provided.
- If for any reason the funds are not used by the CSC Alumni Association due to unforeseen circumstances, they must notify the CSC Alumni Team immediately and repay the funds received within 30 days.
- If the CSC Alumni Association fails to comply with the terms and conditions, they will be required to pay any funds received back to the CSC in full within two months and may forfeit opportunities to apply for future funding.

## Reputation of the CSC

- CSC Alumni Associations are ambassadors of the CSC and must abide by the [CSC Code of Conduct for Alumni](#) and [CSC Code of Conduct for Alumni Associations](#) (page 17).
- The CSC Alumni Association must not make any commitments on behalf of the CSC.
- The CSC Alumni Association must not damage or bring into disrepute the name of the CSC through activities or actions.

## Guidance on the application and event delivery process

### Activity delivery

Through the fund, associations can apply for a **grant of up to £1,000** to support a specific activity. Grants will be awarded by the CSC Secretariat.

Activities must be completed by **31 March 2025**, with financial documents submitted no later than **14 March 2025**. By end of 2024, your activity should either be delivered or at least 70% complete.

Successful applicants will receive information and resources to support their activity planning. Applicants will be asked to outline a contingency plan and top-level risk assessment as part of their application. Please see the section on 'Risk assessment and contingency planning' in this document for further information.

### Essential criteria for your activity

In your application, you should ensure you address the following criteria:

- **Activity design:** includes clear and achievable outputs which meet the activity and anniversary fund objectives and is relevant to the identified audience.
- **Viability of the activity:** the activity is realistic to its objectives and can be implemented by the alumni association.
- **Value for money:** the activity is supported by a detailed and reasonable budget breakdown (original and converted GBP costs) which follows funding guidance provided.
- **Risk assessment and management:** identified risks associated with the activity and how they will be managed are outlined in the application.
- **Stakeholder engagement:** an outline on how to engage and manage activity stakeholders is provided to ensure effective and impactful delivery.
- **Key outputs:** outline how the activity will have longer-term impact on attendees/participants/stakeholders, beyond the activity itself. You should consider how this will be evaluated when developing your activity.

### Roles and responsibilities

The primary role of the lead organiser(s) is to plan and develop the proposed activity and liaise with fellow organisers and key stakeholders to ensure successful and impactful delivery.

Lead organisers will be responsible for organising the activity, including assigning roles amongst fellow alumni organisers, liaising with key stakeholders and the CSC Secretariat and British Council contact (where one exists) to share activity details, updates on progress, and activity reports and evaluation.

### Main responsibilities

#### Act as the primary contact for the development and delivery of the activity.

- Attend any requested meetings and submit all required documentation to the CSC Secretariat within agreed timeframes.
- Provide updates on progress and development of the activity to the CSC Secretariat and British Council contact (where one exists) as requested.
- Establish any required contacts to engage your audience and seek support in the organisation of your activity.

## Develop and deliver the activity, working with others where required.

- Draw on your and other's expertise to develop your activity and submit updated plans and information as required/requested by the CSC Secretariat and British Council contact (where one exists).
- Ensure your plans and activity will address the activity and 65th anniversary fund objectives.
- Consider your audience when developing the content to ensure it is delivered at the appropriate level and is engaging.
- Identify and engage any required speakers and external stakeholders and manage their involvement.
- Complete any and all due diligence and safeguarding requirements with those involved in your activity, such as organisations, vendors, and stakeholders.
- Identify and liaise with appropriate vendors to arrange event details.
- Complete and submit an Organiser workplan and budget spreadsheet, Activity Risk Assessment, and programme/activity overview in advance of the activity, to be agreed by the CSC Secretariat. Failure to do so will result in the withdrawal of funding.
- Submit all financial documentation, such as quotes and invoices in a timely manner, following the processes outlined

## Provide a post-activity report and feedback.

- Submit a post-activity report which will be used to create an article or story for publication on the CSC website. This includes any photographs or assets from your activity which can be used as part of this publication.
- Complete a feedback survey.

## Support for your activity

All successful applicants will receive the following support:

- An initial meeting to understand more about the activity, planning and delivery proposal, and offer any early guidance.
- At least 1-2 additional meetings throughout the delivery period to check-in on your progress and share guidance. You may request meetings.
- Email check-ins to support your activity delivery.
- Approval of activity risk assessments, workplans, budgets, and financial documentation.
- Publication of an article or story on the CSC website and other social media channels.

## Funding guidance

Successful applicants will be awarded a £1,000 grant to support their activity delivery. Grants will be awarded by the CSC Secretariat.

Activities must be completed by **31 March 2025**. By end of 2024, your activity should either be delivered or at least 70% complete.

All financial documentation must be submitted to the CSC Secretariat by **14 March 2025**. You must notify the CSC Secretariat if your activity will not be delivered or if you will not use the funding by this deadline.

Payment information not submitted by 14 March 2025 without notice will not be reimbursed and support will be withdrawn from the planned activity.

## **Budgeting**

All costs associated with your activity should be outlined in the 'Budget' tab of the organiser workplan and budget spreadsheet. Miscellaneous costs will not be reimbursed. All cost items must be individually outlined in the 'Budget' tab.

All costs and financial documentation (e.g. receipts, invoices, quotes) must be approved by the CSC Secretariat in advance of any agreements or payments made. Where receipts or invoices are not written in English, you must provide a translation of the items referenced. Without this documentation, you will not receive reimbursement.

Where financial documentation cannot be gathered in advance of the activity, you must discuss alternative options with the CSC Secretariat.

## **Evidence of goods paid**

You must submit evidence of receipt of goods funded. This can be in the form of delivery notes, receipts of payments made, and photographs of the items.

## **Additional costs**

Any additional cost(s) incurred during the activity which were not approved in advance should be reported immediately along with evidence of the additional cost(s). Additional costs could include extending venue hire due to unexpected circumstances.

## **Remittance guidance**

You are expected to confirm when you have received the funding for the costs claimed. In some cases, you may receive funding higher than the amount requested and approved. This could be due to exchange rates at the time of payments being made. You may also need to unexpectedly reduce the number of attendees at your activity, which could result in reduced catering and/or venue requirements.

If you receive a payment higher than the total required to deliver your activity, you must inform the CSC Secretariat and propose alternative ways in which this funding can be used to support your activity.

Please refer to the lists below on what can and cannot be funded.

### **Funded items:**

- Reasonable travel expenses necessary to deliver the activity. This may include travel expenses to visit and follow-up with activity participants, but organisers should consider the cost vs value of these visits and expenses.
- Reasonable speaker expenses, preferably local speakers.
- Meals and refreshments that are a required part of the activity.
- Reasonable costs of materials and communications to publicise the activity. Please ensure where possible you use free mediums of publicity.

### **Not funded items:**

- Research projects.
- Excessive budgets that cannot be justified against the objectives, outputs, and country context, including budgets where a large and disproportionate sum of money will be spent on catering, refreshments, or entertainment.

- Existing activities delivered by the CSC Secretariat, British Council, or CSC Alumni Associations, where activities and/or funding has already been approved.
- Payment of staff salaries, office space, or overheads.
- Activities that support a political campaign.
- Activities that deliver direct services, for example vaccinations, health checks.
- Creation of new websites or databases.
- Phone calls or internet costs associated with the organisation of the activity. Where these costs may be critical to the delivery of your activity and will result in an additional cost to any standard airtime/internet plans you may have, you should outline these in your budget plan.
- Payments towards organiser(s) for their time/contributions

## Payment methods

Activity costs will be paid to the organiser on receipt of all necessary documentation. Payments will be made via International Bank Transfer.

**Please note, it can take several weeks for funds to be received once processed. You should consider this when submitting your documentation and ensure you submit this at least 6 weeks in advance of payment deadlines and the delivery of your activity.**

In some cases, banks may charge for international payments. You are advised to enquire with your bank if you will be charged for receiving international payments and include the cost you will be charged in your overall budget and payment request.

## Activity risk assessment and contingency planning

As part of your application, you are asked to outline identified key risks associated with your activity and how these will be managed. Successful applicants will be expected to complete a detailed risk assessment as part of their activity delivery and will receive guidance on how to complete this.

### Example risk assessment in the application form

Key risks	Likelihood Low Medium High	Impact Low Medium High	Control measure(s) List the control measures you will put in place to reduce and control the risk identified	Further actions What will you do if the control measures identified do not reduce the risk sufficiently?
Low uptake from community to attend the activity	L	H	<ul style="list-style-type: none"> <li>- Early activity promotion amongst key audience</li> <li>- Review sign-up at XX and XX intervals</li> </ul>	<ul style="list-style-type: none"> <li>- Review scale of the activity (e.g. smaller group for activity)</li> </ul>
COVID-19 lockdown enforced preventing in-person workshop to go ahead	M	H	<ul style="list-style-type: none"> <li>- ACEF contact and any fellow organisers are informed immediately, and government guidance shared</li> <li>- Contingency plan kept up to date alongside general activity planning</li> </ul>	<ul style="list-style-type: none"> <li>- ACEF contact informed, and a meeting held to discuss further action</li> </ul>

			- Those signing up are informed how the workshop will be delivered if a lockdown comes into place	
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Organisers of in-person events must also develop a contingency plan which outlines how their activity could be delivered by alternative means, such as virtual engagement, should circumstances change. You are asked to give a brief outline of a possible contingency plan as part of your application form.

For successful applicants, should you need to change your activity unexpectedly to follow your contingency plan, you must notify the CSC Secretariat and your British Council contact (where one exists) immediately. Where funds have been spent to support in-person delivery, funds may be replaced but this is not guaranteed and will be assessed on a case-by-case basis.

We advise any change to delivery to be decided at least four-weeks in advance of the activity delivery, where possible.

### **What happens at the end of the activity?**

At the end of the activity, you must submit an activity report and complete an online feedback survey. The activity report will be used to create an article or story on your activity for publication on the CSC website and other social media channels.

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