



Health & Social Care Partnerships

Application Guidelines

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SECTION A: What is Health and Social Care Partnerships and what do we fund?

The Health and Social Care Partnerships (HSCP) Scheme has been set up by the British Government to develop partnerships between UK organisations working in health and social care and partner organisations in the target countries: Russia, Ukraine, Belarus and Moldova. Please note, however, that regrettably ***the funding allocation we have from the Department for International Development (DFID) for Ukraine, Belarus and Moldova has now been exhausted. We are therefore unable to accept any further applications to the Scheme from these countries. We are very sorry for any inconvenience, especially to those who have been preparing project proposals. Unfortunately, we only had a limited amount of funding available. We are still able to accept applications from Russia.*** The aim of the Scheme is to support the transfer of technical, managerial and other expertise, through a grant-making system, which will assist these countries in improving their health and social care services.

The HSCP is based on a number of broad principles, these are:

- Grants are awarded to partnership projects between organisations in Russia (these can be governmental or non-governmental, however must not be commercial for profit) and a wide-range of governmental and non-governmental organisations and institutions in Britain.
- Projects must aim to improve the quality of, and access to, health and social services particularly by poorer groups of people.
- All projects should be charitable, non-profit making and not aimed at the achievement of any political or religious objectives.
- Projects should demonstrate increased opportunities for international and in-country networking and exchange of ideas and practice.
- Projects should have potential for systemic impact and be able to generate lessons of wider relevance to the target countries' health and social care systems.

Priorities for funding

Applications for funding must aim to ***improve the quality of, and access to health and social services.*** They should indicate how lessons learned will be disseminated to achieve a wider impact beyond the project itself and should respond to a minimum of three of the following criteria:

- Projects should have a *poverty focus*. i.e. should aim to assist the poorest and those in neglected groups.
- Preference will be given to larger-scale projects that have potential for activities to continue in the host country after the end of HSCP funding. This will not, however, preclude consideration of smaller projects.
- Use of an *evidence-based* approach and *cost-effective* care to service provision where appropriate or available.
- Promote concepts of: multi-disciplinary, client-orientated approaches and practices; user-friendliness and accessibility.

- Social care projects should involve outreach activities and community-based interventions, particularly through self-help and advocacy groups.
- HSCP aims to have at least 50% of its projects in the programme topics that are priorities for DFID. Priority will therefore be given to projects that have potential for linkages in these topics.

The most relevant topics to HSCP in health care are:

- Sexual & reproductive health
- Safe motherhood, mother and child health; family planning
- TB
- Mental health
- Health systems reform especially when projects shift resources from secondary to primary care

The most relevant areas to social care are:

- Social services for vulnerable groups
- Strengthening of crisis centres
- Support to vulnerable children
- Social care for older people

Plus issues which cut across both sectors such as AIDS/HIV.

Where does HSCP fund projects?

The HSCP supports projects in Russia, Ukraine, Belarus and Moldova, although funding is now available only for Russia. In Russia priority is given to the following regions (oblasts): Leningrad Oblast, Nizhny Novgorod, Samara, Kemerovo, Ekaterinburg, St Petersburg, and Moscow. Applications from other regions may be considered, however, such projects must be highly priorities-focused and be able to demonstrate how they plan to disseminate lessons learned.

Who may apply?

The following are examples of the types of organisations which may apply to the HSCP:

In Russia, Ukraine, Belarus, and Moldova:	In the UK:
<ul style="list-style-type: none"> • State or municipal bodies working in the field of health and social care • Registered charities, voluntary organisations and NGOs 	<ul style="list-style-type: none"> • Academic or research institutions • Charities and other voluntary organisations • Medical and professional organisations • Health and social care providers • Local authorities

Applicants may wish to include other organisations (in their answer to Section 1, question 1.2 "Other partners"). These would not be the applying partner, and would not be responsible for the project as a whole and would not be accountable *directly* for the grant money awarded by HSCP. These might be any relevant institutions such as bodies of local and federal government and legislative power, NGOs or any other entities.

What kinds of activities do we fund?

- Exploratory work aimed at developing longer-term projects.
- Study tours/visits to the UK from Russia and to Russia from the UK to enable organisational learning and development.
- Training programmes for managers, technical staff or volunteers. Training programmes may include: workshops, seminars and conferences or short-term placements within organisations.
- Professional advice and technical assistance visits by health and social care professionals from the UK.
- Translation and adaptation of training materials, reports or other relevant information.

What cannot be funded?

- Activities for personal rather than institutional development.
- Professional fees for an individual as the main applicant (see budget information - Contributions to staff costs).
- UK volunteer schemes applying for funding for individual volunteers.
- Any project which does not involve a partnership between a British and in-country organisation.
- Core funding, salaries, rent and other costs that are *not project-related*. Staff costs of in-country organisations (see more details in budget information - Contributions to staff costs).
- Expenses related to funding for conferences alone, without project activity within the framework of an organisational partnership.
- Politically-oriented projects and lobbying, except for advocacy activities directly related to the improvement of the health and social sectors as a whole.
- Loans, retrospective funding, for-profit projects.
- Humanitarian aid.

Awards

- Grants under the HSCP may be awarded up to a maximum of £50,000. For grants over £10,000 the Board will look for a long-term approach to the project. Such applications should reflect a realistic time-scale for implementation with clear outputs/indicators for achievement.
- Small grants around £2,000 (at the Scheme Management Team's discretion) may be awarded to organisations wishing to make initial visits prior to submission of a larger project proposal. Applicants will be required to discuss their proposals with the Scheme Manager/Technical Adviser, who may be contacted through the Scheme offices in London or Moscow. If an initial visit is required in order to progress the project design further; a small grant may be awarded. The main criteria for a small grant should be that funds cannot be found from an alternative source and that they are **essential initial work** for the development of a longer-term proposal.
- Applicants are advised not to incur expenditure prior to grant approval, as no retrospective funding will be granted.
- The start date of your project should not be set earlier than three and a half months after the application deadline (see Schedule of Application deadlines on page 8).

Funds from other sources

- If applicants have applied for or received funds from other donors or agencies, please advise the Scheme Management Team before drafting their HSCP application and budget.
- Applicants may not apply for different elements of the same project with the same Russian and UK partners to other DFID partnership schemes such as Partnerships in the Non-Profit Sector.

SECTION B: Application procedure

Please read the following notes carefully when preparing your application. If you have any questions, please contact either:

United Kingdom	Russia, Ukraine, Belarus & Moldova
Aska Wisniewska-Pickering HSCP Scheme General Manager Health & Life Sciences Partnership 27 Old Street London EC1V 9HL United Kingdom Tel: 00 44 20 7253 5064 Fax: 00 44 20 7251 4404 Email: partnerships@hlsp.org	Yulia Brodskaya HSCP Scheme Administrator (Russia) HLSP Office B. Kozlovsky per. 10/1-11 107078 Moscow Russia Tel: 007 095 928 9404 Fax: 007 095 928 9404 Email: partnerships@mtu-net.ru

The HSCP Advisory Board and how decisions are made

Every eligible application is assessed by the HSCP Advisory Board, which is made up of representatives of the UK Government's Department for International Development (DFID) and external advisors.

Assessment criteria for applications

The HSCP Advisory Board assesses projects against a range of policies and criteria, as set out under the section Priorities for funding. Each application must include within its submission measurable outputs with identified indicators of progress throughout the life of the project to enable progress to be monitored effectively. The Scheme Management Team can provide assistance to organisations to develop outputs/indicators prior to final submission. Applications will not be considered from organisations which have failed to submit satisfactory reports on previous projects funded by HSCP.

In answering sections 1 - 5 of the application form all applicants should bear the following points in mind:

- Applicants should provide clear, realistic aims and objectives for the project that they wish to undertake. This will involve setting out the purpose of the project, the problem it will address, and the impact that is expected to be achieved in relation to the problem.
- Indicators (performance measures) which will be used to assess the outputs in order that progress may be monitored.
- Details of the proposed project activities, including a work-plan.
- Sustainability, i.e. what will happen after the project is over, how will the results of the work be continued?
- Preference will be given to partnerships which have a good chance of continuing beyond the end of the project for which funding is required.

- Each application will be judged on its merits and on the contribution it will make to improving access to better health and social care by the poor.
- The Scheme will treat and consider **both organisations in a partnership as equal**, however, a nominated person from the UK organisation must take responsibility and have financial accountability for the project.

Projects that do not meet HSCP criteria for funding may be directed to one of the other DFID partnership schemes.

Steps to preparing your application

1. Once you have a partner and have identified project ideas, contact us to check that your ideas and organisations are eligible and that you have the most up-to-date application form and guidelines.
2. Applications must be submitted in the original application format. Applications can be submitted by hard copy, disk or electronically. The Application Forms are available from:
 - electronically: at our website: www.hlsp.org/partnerships or by email from the Scheme Management Team
 - on disk: please contact Scheme Management Team for a version on disk if required
 - paper forms: from the Scheme Management Team (see above for contact addresses)

Hard copies of applications must not be bound in any way.

Please note applications submitted on disk or hard copy must be supported with an electronic version.

3. Complete ALL SECTIONS of the Application Form (even when attaching extra papers) in English and Russian. See Section C 'Advice to Applicants'. If you have queries about the Application Form please contact the HSCP office in London or Moscow. Applicants will not be penalised for linguistic errors but should endeavour to ensure the meaning of their submission is clear.
4. Return the completed Application Form to the HSCP office with all necessary supporting information (refer to checklist on page 2 of Application Form). When there is no practical alternative, the Application Form and supporting information can be faxed. Faxed copies must be followed up by the submission of original documents.
5. When the application is received at the HSCP office, an acknowledgement is sent to you, which gives you the reference number by which your project should be identified in all future communications. If you do not receive this within two weeks of the deadline date, please call to ensure we have received your application. Applicants delivering their papers in person should request a receipt noting the time and date of delivery.
6. Completed applications are first assessed by the HSCP Scheme Management Team, a member of which may contact you at this stage.
7. The HSCP office will process the eligible applications and make recommendations to the HSCP Advisory Board.

8. Award decisions are made at the HSCP Advisory Board meeting. The Board's decisions are final and are not open to negotiation or lobbying.
9. All partners will be notified in writing of decisions within two weeks of the date of the Advisory Board meeting. Decisions are normally given to recipients earlier by email or telephone.
10. Grant recipients must confirm acceptance of the grant in writing. A copy of the grant award letter signed by the grant recipient must be returned to HSCP. Partners must also confirm the start date of the project and give details of where the payment should be sent.
11. Grant recipients must provide the HSCP SMT an updated activity work-plan and predicted quarterly expenditure requests when returning the 'Terms & Conditions'.

Timetable

The timetable for consideration of applications is as follows:

Week 1:

If any part of the application is submitted later than the deadline then the application will be deferred for consideration at the Board meeting in the following quarter.

Week 2:

The Scheme Management Team will acknowledge receipt of your application, notifying you of the application reference number.

Week 2 - 5:

You may be contacted with requests for extra information relating to your application.

Week 6:

The HSCP Advisory Board meets to discuss all eligible applications and is the sole decision-maker as to the grant awards made, with the exception of Small Grants (around £2,000) which are approved by the HSCP Scheme Manager/Programme Manager DFID. Applicants will be contacted within one week of the Board meeting.

Weeks 7-10:

Details of payments, procedures, grant conditions and documents for signing are exchanged between HLSP and the grant recipient to confirm the award of the grant.

Weeks 10-14:

First payment to the project will be made, provided there are no complications with the above procedures.

Dates of quarterly deadlines for applicants:
15 th September 2002
15 th December 2002

SECTION C: Completing the Application Form

The following advice is designed to help applicants complete the Application Form. Please complete all sections of the form, as noted in the instructions on the form. Sections 1, 2 & 3 should be completed by both applicants. Section 4, marked "In-country partner" should be completed by the recipient country partner organisation (in Russia), and Section 5, marked "UK partner" should be completed by the UK partner. If you need further assistance, please get in touch with our office. Extra pages may be appended to the Application Form, but each should be clearly marked 'Section..., page...'. Hand-written applications should be written in black ink and block capitals.

Cover page

The cover page is intended to provide us with a summary of your project's details. Please include the main point of contact in your organisation who will be responsible to HSCP for the project. This will normally be the Project Manager.

Project summary

Please give in the space provided a brief summary of the project in not more than 100 - 150 words. This summary will be used to provide information that will be circulated about your project, so it should reflect the specific nature of the project and what it is intended to achieve.

Signatures

Both applicants should sign the Cover Page where indicated to show that they have participated and agree with the way the form has been completed.

Application Form Section 1: Key organisation details

These sections are designed to let us understand your organisation(s) more. Please provide details about both organisations - in-country (i.e. Russia) and UK based.

Application Form Section 2: Purpose and outline of project

a. *Problem the project is designed to address and overall goal or aim of the project.*

What is the problem or issue that this project is seeking to solve? What are the organisations involved in the project aiming to achieve? How does the project fit within the broader health and social care issues?

b. *Project outcomes: specify anticipated outcomes from the project for applying organisations, client groups and the health/social sectors as a whole.*

In asking this question we are seeking to understand what the specific objectives of the project are. How will the organisations, client groups and the health/social sectors as a whole concretely benefit? What skills (at what level, for how many people) will be strengthened? What will be different after the project from before?

c. *Indicators: How will you measure the progress and impact of your project? How will you measure achievement? What are the milestones for achievement?*

Indicators are objective ways of measuring (indicating) that the project is making progress and the desired impact is being achieved. Indicators should relate to the aims and outcomes

of the project. For example, if the aim of the project is to raise awareness about maternal and child health in the community and to improve antenatal and postnatal care, the following indicators could be used:

- a decrease in maternal and neonatal mortality (if baseline data is available)
- another indicator would be the number of health workers trained
- how much health workers remember 6 months after their training, and whether it has affected the way they work

Above all, indicators should be **measurable**.

- d. *Project activities: What will you do to achieve the above outcomes and address the problem outlined in section a)? Please detail the specific activities that will be undertaken by the project and show how each relates to the purpose of the project.*

HSCP is seeking to know: What is going to happen during the project? What activities are planned for which the applicant is seeking funding? Who is going to do what? How are all partners engaged in the project? How will each activity contribute to achieving the aim(s) of the project?

- e. *Project timetable/Work-plan:*

Please provide a project timetable or work-plan, including the anticipated start and finish dates for the work applied for, the number of visits to be undertaken, the duration of each visit. Please indicate project stages/phases.

- f. *Project sustainability: How will the outcomes of the project be staffed and financed after the end of the input from the HSCP project funding?*

Sustainability of a project refers to how the work will continue once grant funding is finished. How do you plan to ensure that the work will continue? Given that there will be outside factors and organisations on which the project's success depends, how sustainable are they? How has this been assessed?

- g. *Potential for systemic impact: please indicate how you plan for the results of the project to be used by other organisations and how the information about them will be disseminated.*

Please indicate how you plan for the results of the project to be used by other organisations and how the information about them will be disseminated.

- h. *Background to partnership: outline the history of the relationship between your organisations (even if very short) and give any details of work undertaken previously in the partnership.*

- i. *Your partnership and the future (answer the following question only if it is relevant to your partnership): If the project for which you are requesting funding forms part of a longer-term project, please show how the project relates to the longer-term activity and how the longer-term work will be progressed.*

Please describe the overall purpose of the longer-term work, and how the activities proposed in the project that is the subject of this application will relate to and ensure the achievement of this wider purpose.

Application Form Section 3: Budget information

Applications should contain a detailed breakdown of proposed expenditure, submitted in the format given below, on the budget form in section 3 of the form. They should submit two budgets **in pounds sterling** dividing expenditure between the in-country costs (Russia) and the UK. Applicants should indicate the exchange rate used at the time of preparing the budget. Complete only those sections that are relevant to your project and if necessary add new categories for costs not included in the pro-forma below. Use a separate sheet if required.

Unit costs: unit costs are usually for tickets, room cost per night, subsistence daily rate, interpreter cost per day, etc.

Example budget for UK-based organisations:

Budget item	Unit cost (state unit)	Total units	Total (£)	Notes
Contributions to staff costs*				
Local travel in (name of home country)	@ £	Number of return journeys x number of persons		Travel in home or project-based countries will be based on the cost of rail fares. In the UK, this will be the standard class rail fare available for that route.
International travel from to	@ £	Number of return journeys x number of persons		Please note that airfares should be at the lowest available economy rate.
Travel in (country to be visited)	@ £	Number of nights x number of persons		Please state method of transport.
Accommodation	@ £	Number of days x number of persons		
Subsistence	@ £	Number of days x number of persons		
Interpreters	@ £	Number of days x number of persons		
Equipment				
Other costs (specify)	@ £	Number.....		
		Sub-total		
Administrative support costs	@ 5% of sub total			
Total requested		Total		

* See Contributions to staff section – page 13.

Example budget for in-country organisations:

Budget item	Unit cost (state unit)	Total units	Total (£)	Notes
Local travel in (name of home country)	@ £	Number of return journeys x number of persons		Travel in home or project-based countries will be based on the cost of rail fares. In the UK, this will be the standard class rail fare available for that route.
International travel from to	@ £	Number of return journeys x number of persons		Please note that airfares should be at the lowest available economy rate.
Travel in (country to be visited)	@ £	Number of nights x number of persons		Please state method of transport.
Accommodation	@ £	Number of days x number of persons		
Subsistence	@ £	Number of days x number of persons		
Interpreters	@ £	Number of days x number of persons		
Equipment				
Other costs (specify)	@ £	Number..... ...		
Administrative support costs	@ 5% of sub total			
Total requested		Total		

The following notes apply to specific budget items:**Contributions to staff costs**

Costs may be included in the budget for individuals who are members of *UK-based organisations* concerned whose time will be directly involved in the project work. Such costs may be paid at a rate of between £100 to £300 per day, depending upon the seniority of the person concerned. Curriculum Vitae of each person involved must be included with the application.

Costs are not payable to organisations and individuals in the recipient countries. However, in exceptional cases the HSCP Advisory Board retains discretion to agree to up to 10% of the total project budget (i.e. not higher than £5k) to be allocated towards the Russian staff fees. This would only be considered by the Board if other potential sources for funding the local staff fees have been investigated by partners and unsuccessful. The Advisory Board has the final authority to approve payment of these costs.

Travel and visa costs

All participants should arrange travel by the cheapest means possible and budgets should reflect the actual costing for flights between Russia and Britain.

The Visa Sections of British Embassies and Consulates in the region may provide visas free of charge to participants travelling to the UK on HSCP-funded projects. However, the British participants will be required to pay visa costs for visits to the region.

Accommodation and subsistence

The Scheme Administrators have set a standard maximum limit of £80 per night for subsistence and hotel rates, which apply to all participants away from home. The rates also cover meals and local travel within a location. In the application budget applicants will indicate the location for which subsistence is required, and use the limits set by the Board. Participants are expected to use basic, non-luxury hotels, Guest Houses or Bed & Breakfast accommodation wherever possible. However, proposal budgets should not reflect the maximum subsistence rate as a matter of course, these should be set within the spirit of partnership and co-operation, at a reasonable level. Subsistence for participants travelling to the UK should be included in the UK budget, in order to avoid double conversion.

Equipment

Costs for equipment may not be more than 10% of the total requested project budget. Should more equipment be required for the project, applicants would have to look elsewhere for additional funding.

Rent

The Scheme would not normally provide funding for rent, unless applicants can demonstrate that the rent costs are strictly connected with the project, and are not covering the core costs of the organisation. This would be examined on a case-by-case basis.

Administrative support costs

Costs for administration of your project may be included up to 5% of the total cost of the project. Administrative costs are costs directly incurred by your organisation in administering the project and may include contribution towards costs for utilities (electricity, telephone, fax, e-mail). Receipts for expenditure will not be required. However, such costs must be incurred directly by project activity. Should administrative costs be required that amount to over 5% (but less than a maximum of 10%) receipts for all expenditure will be required.

Contributions from applying organisations

Applicants will indicate items for which funding from other sources has been obtained or is being sought and those items that could be deemed as co-funding for the purposes of this Scheme. Applicants would indicate in concrete sums providing in appropriate detail their organisations' contribution to the project in-kind e.g. staff salaries, accommodation, electricity, equipment etc (see section on Contributions to staff costs)

General conditions of grants

Approved projects will normally be notified within one week of the Advisory Board meeting. A formal agreement will be exchanged between the organisations concerned and HLSP. The agreement will set out the terms and conditions of the grant and the procedures by which the grant will be operated.

Changes of plan

Written authority must be sought in advance from the HSCP Scheme Management Team for any proposed changes to the project originally submitted. Any proposed changes to specific budget items which exceed 10% of item cost must be agreed in advance with the HSCP office. These changes must not exceed total grant amount awarded.

Quarterly reports

All grant recipients, including partner organisations, must report directly to the HSCP Scheme Management Team on the project funded by HSCP following the report

specification provided (see Section D: Reporting guidelines). The reports include narrative activity and financial reports and have to be submitted quarterly (not at the end of each activity).

Acknowledgement of HSCP support

Grant recipients are required to ensure that all participants in an HSCP-funded project are informed of the part played by HSCP. Publications and documents produced by grant recipients which refer to projects funded by an HSCP grant must acknowledge DFID's support. This includes references to the project in Annual Reports.

Specific conditions

These may be attached to individual grants. Successful applicants will be notified of these when the grant is awarded.

Payment of grants

Successful applicants must acknowledge the grant offered and accept/comply with any conditions attached by signing and returning the grant award letter. Applicants should expect to receive payment of the grant no earlier than one month after HSCP has received this written acceptance. Funds will be disbursed by bank transfer to the British organisation's bank account. Please also note that payments cannot be paid into the bank accounts of private individuals in any country.

For projects with a total budget of under £5,000 the total amount will be transferred in full at the commencement of the project. Funds for projects with budgets over £5,000 will be disbursed in tranches on a quarterly basis according to the time-scale of activities, e.g.:

- £50,000 project over 2 years will receive £6250/quarter
- or
- £20,000 project over one year will receive £5,000/quarter

Funds will be released on the basis of satisfactory accounting for the previous quarter's expenditure and satisfactory performance of agreed activities monitored through quarterly activity reports. An agreed, nominated member of the partnership will be responsible for producing regular accounts. Accounts will be submitted on a quarterly basis unless otherwise agreed with the Scheme Manager and/or the Advisory Board. Accounts should be submitted using a defined pro-forma that will be provided to the recipient partners. Receipts for expenditure must be attached to the account reports, except when receipt waivers have been agreed. Should for any reason reports be delayed or not forthcoming further disbursements will not be authorised until satisfactory explanations and reports have been made to the SMT. The SMT and the Advisory Board hold the right to terminate funding and recover funds (where possible) should funds be used for purposes outside the scope of the agreement or the project proposal.

Virements

Transfers between budget lines will be allowed. However, this will be subject to strict controls and consultation will be required before any virement of funds is approved. Approval of virements will be the responsibility of the Scheme Managers.

Evaluation

HSCP reserves the right to visit project partners for the purpose of evaluating projects which have received HSCP support.

SECTION D: Reporting guidelines**Reporting on project activities and outcomes**

Your reports have a number of important purposes:

- to provide information which will allow us to monitor the progress and impact of your project
- to ensure that the grant funds are being used effectively
- to help us to build up a picture of the development of the health and social sectors across the region
- to provide up-to-date and accurate technical advice to organisations – the HSCP has an important function in generating lessons to countries' health and social care systems; reports will form the basis upon which such lessons will be drawn

It is important that reports should be as frank and honest as possible and reflect the views of all partner organisations involved. Learning can best be served if this approach is taken.

All grants are made on the condition that three copies of a final report on the project, clearly marked with your reference number, are submitted within one month of completion of the work funded by HSCP.

We request that all partners report directly to the HSCP Scheme Management Team. For organisations whose first language is not English, we are expecting one day's costs for translation from the original text into English to be included in the budget. This will allow all partners an equal opportunity to reflect on the project in their own language and to share outcomes of the project in their respective organisation. A copy of the original language report must be submitted to HSCP.

All reports must be either typed or written in black ink. Reports must be complete and include both narrative and financial components.

If your grant exceeds £5,000, it will be paid in tranches, based on satisfactory reports being submitted in a timely manner. Should reports not be satisfactory or be late, disbursement of the next tranche will not be made until proper reports have been received.

Narrative Report*Report Format:*

Reports should be produced using the headings set out below, but please feel free to add other information or insights you would like to share with HSCP.

1. Executive Summary:

A brief summary of the project and progress to date.

2. Project Activities:

This section should describe all relevant project activities that have taken place during the reporting period. Did implementation of the project differ from the plan? How? What were the reasons for the changes?

3. Project Progress and Outcomes:

How have the activities contributed towards achieving the project's aims and objectives? Compare the actual outcomes of the project with those identified as the intended outcomes. The actual outcomes may on occasion be quite different or unexpected - there may have

been unforeseeable opportunities or events that had a positive or negative impact. Please report with openness and honesty.

4. Lessons Learnt:

What lessons have been learnt through the project? Has the project provided opportunities for organisational learning and development? How do you see these making a difference in the way that things are done? Will these lessons be useful elsewhere, if so where? Please recommend others to us who may benefit from any new approaches you have adopted as a result of this project.

5. Conclusions and Recommendations:

What conclusions have you reached about the project and the work that you have been doing? What would you recommend to HSCP for the future, and how can we best disseminate your recommendations?

Financial report

The grant recipient is responsible for providing a full account of expenditure incurred under the terms of the grant. This must include an account of actual expenditure against budget and refer to the grant award letter, the agreed budget and any later agreed budgetary changes (virements) made with the SMT

The financial report must be accompanied by supporting evidence of expenditure, for example, photocopies of receipts. These receipts must be numbered and indicated in the financial report (see example below). If receipts are not available, then explanations must be given. The grant recipient must also indicate how original financial records are kept. HSCP reserves the right to request access to original records and documentation. This right may be exercised by HSCP or an audit representative. When you are reporting expenditure in a currency other than £ sterling, indicate the exchange rate used.

Item	Receipt No	Budget £	Actual expenditure (Currency)	Exchange rate used	Actual expenditure (£)	Explanation of difference
Travel	1	£300	£498		£498	Air fare increase
Air fares	2	£300	£300		£300	
Accommodation	3	£300	10,751 RUB	41.3RUB=£1	£260.31	
	4	£300	£200		£200	
Subsistence	5	£150	£150		£150	
Interpreters	6	£300	\$90	\$1.4=£1	£64.29	
				TOTAL ACCOUNTED FOR	£1472.60	
				TOTAL RECEIVED	£10,000	
				FORWARD	£8,527.40	

We need the specific receipts for each of the budgetary item with the number clearly marked. Please do not submit all internal correspondence

Feedback from HSCP

It is not possible for HSCP to provide feedback on all reports. Acknowledgement and acceptance of the report will be provided as a matter of routine and only certain reports may be followed up with grant recipients by HSCP staff.