

GlobalSeaweedSTAR Capacity Building Fund – Online Workshop Grant

Applicant Guidelines

OUR AIM

The GlobalSeaweedSTAR Capacity Building Fund aims to support the sustainable development of the global seaweed industry by strengthening the skills and knowledge of those who contribute to it.

WHO CAN APPLY

We welcome applications from academic institutions that are actively engaged in seaweed research.

The applying institution must be based in a DAC-listed country. The current DAC List can be found here: <http://www.oecd.org/dac/financing-sustainable-development/development-finance-standards/daclist.htm>.

Prior awardees with outstanding reports for any GlobalSeaweedSTAR grant scheme are not eligible to apply.

WHAT WE FUND

Applicants may apply for funding to develop an online workshop that will strengthen professional skills and/or knowledge, specific to the seaweed industry, in one or more DAC-list countries. For example: a workshop on seaweed farming practices, seaweed-related downstream processes or biotechnological applications.

A maximum of £2000 may be awarded to the proposed online workshop. To be eligible, all activities related to the workshop must be completed no later than 1st October 2021.

ELIGIBLE EXPENSES

The GlobalSeaweedSTAR Capacity Building Fund will not backdate funding. Expenses incurred before a formal Grant Agreement has been issued will not be reimbursed.

The following expenses are eligible for funding:

- Preparation of movies/video clips to be used in the online workshop
- Preparation of a manual or other training materials to be used in the online workshop
- Promotional materials to support outreach and raise awareness of the online workshop

- Purchase of small equipment (not exceeding £500 per item), provided such equipment is clearly justified in the application and essential to the execution of the online workshop

Funding cannot be used for any expenses not directly connected to the online workshop, including:

- Overhead costs of the applying institution (an official letter of support from the administrative authority, confirming the exemption of overheads, must be included with the application)
- Salaries or honorariums for local staff or teachers

Please refer to the payment section below for details on how funding will be made available to successful applicants.

HOW TO APPLY

Please complete the application form attached to this call and submit with current CVs and other supporting documents (i.e., overhead exemption letter, quotes from suppliers) to GlobalSeaweedSTAR@sams.ac.uk AND roberto.dephilippis@unifi.it

SUPPORTING DOCUMENTS FOR BUDGET

A detailed budget, with justification of proposed expenses, must be included in the application (see application form).

Where possible, quotes from suppliers or other evidence to support the proposed expenses should also be provided. For pricing obtained online, please provide a PDF copy (preferred) or screenshot of the relevant webpage.

TIMING OF APPLICATION

Applications to the GlobalSeaweedSTAR Capacity Building Fund - Online Workshop Grant will be accepted until 1st April 2021. As noted above, the proposed workshop must be completed no later than 1st October 2021.

ASSESSMENT PROCESS

Incomplete or ineligible applications will not be considered. The ISAP Executive Committee will assess all eligible applications according to the following criteria:

Feasibility of the workshop

Whether the proposed online workshop is clearly defined and achievable, and can be completed before 1st October 2021. Whether the Applicant has an adequate track record of achievement and it is deemed competent to organise the workshop and its content.

Impact of the workshop

Why the proposed online workshop is needed, and how the skills/knowledge shared will build the capacity of participants (with regards to their role in the seaweed industry). More broadly, how the

workshop will impact the seaweed industry, now or in the future, at a local, regional, national and/or international scale.

Quality of the budget

Whether the budget is detailed and complete, with valid supporting evidence for the proposed expenses (see Application Requirements above). Whether expenses are realistic and comply with the eligibility requirements set forth in this document and the GlobalSeaweedSTAR Capacity Building Fund Expense Policy.

Value for money

Whether the potential impact of the online workshop, for participants and the seaweed industry, justifies the proposed cost.

Please note that, without prejudice to excellence, the Fund will seek to achieve a representative balance of gender, ethnicity and geographic areas among successful applicants.

SUCCESSFUL APPLICATIONS

NOTIFICATION

Successful applicants will be notified by Fund management and provided with a

- Formal award letter
- Grant Agreement; and
- Completion report template.

PAYMENT

Funds will be transferred to the Institution only as follows:

- 40% in advance of the online workshop,
- 60% after completion of the online workshop and upon provision of a detailed financial report and valid evidence of actual expenditure (itemised receipts; please refer to the GlobalSeaweedSTAR Capacity Building Fund Expense Policy). These must be submitted to GlobalSeaweedSTAR@sams.ac.uk within 30 days of completion of the activity.

Where applicable, expenses should follow procurement policies of the applicant institution.

Reimbursement of expenses is conditional upon all reporting requirements having been fulfilled (see below).

REPORTING REQUIREMENTS

Following the capacity building activity, awardees are required to provide:

- A short report (4 pages max) about the workshop, including the final programme, number of attendees, and summary of each session.

- Photographs showing participation in the workshop
- Recordings of the lectures and supporting videos to be uploaded to the GlobalSeaweedSTAR website

As stated above, these documents must be submitted to GlobalSeaweedSTAR@sams.ac.uk and Roberto de Philippis (roberto.dephilippis@unifi.it) within 30 days of completion of the workshop.

DATA PROTECTION

In line with European General Data Protection Regulation (GDPR), applicant details will not be shared with any third party during the application process. Personal information will not be stored beyond the reporting period of the GlobalSeaweedSTAR programme.

Successful applicants will be asked to provide consent for their name, completion report and accompanying photograph to be published on the GlobalSeaweedSTAR website.