Step-by-step Application Guide

Taith – Pathway 2: International Collaborative Projects

Call year: 2022

Application deadline: 1 December 2022, 12pm

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Introduction

This guide has been produced to help Welsh organisations apply for Taith's Pathway 2 – Partnerships and Strategic Collaboration.

The guide is cross-sector and provides sector-neutral guidance for all the sectors that are eligible to take part in this Pathway. These are:

- Schools
- Youth
- Adult Education
- Further Education (FE) and Vocational Education and Training (VET)

The online application form has 7 pages:

1. Guidance notes on completing your application form
2. Organisation(s) details
3. Overview, objectives and outcomes of the project
4. Project activities
5. Privacy policy, eligibility and declaration
6. Application checklist and submission
7. Application submitted

If you have any questions about anything to do with Pathway 2 or any issues with completing the application form or grant calculation tool, please get in touch with the Taith team on enquiries@taith.wales.

Please ensure your organisation's legal representative has read and approved the application before you submit it.

Before you begin

Before starting your application, make sure you have thoroughly read the Pathway 2 Programme Guide and understand the details of the pathway, including the focus of the funding, project themes, eligible activities, and funding available. It is also important you read the relevant sections of the Core Programme Guide, which covers things like organisation eligibility, assessment information and relevant processes and procedures.

To write a successful application, it is important to understand how your application will be assessed. The Pathway 2 assessment criteria can be found in the Pathway 2 Programme Guide, or on the Taith website, alongside the application form qualitative questions.

Before you begin your application, we recommend you:

- Read through the Pathway 2 Programme Guide thoroughly;
- Read through the relevant sections of the Core Programme Guide;
- Check to make sure your organisation is eligible to apply;
- Verify that your organisation has sufficient financial and operational capacity;
- Read through the Pathway 2 qualitative questions and assessment criteria on the Taith website;
- Read through the Pathway 2 resources and attend the guidance and tutorial events on completing an application;
- Get in touch with the Taith team if you have any questions.

Completing the application form

The application form doesn't allow you to save as you go, so we would recommend completing the qualitative questions separately and copying and pasting them into this form once they are finalised, so you don't lose anything. You can find a copy of the qualitative questions on the Taith website.

It is possible to save a version of the application by clicking 'finish later' – this will generate an email link which you can use at a later stage. You can share this link with colleagues and others contributing to the application, it will give them the same rights to edit and amend the form. Taith do not have access to this link or your application until it is submitted which is

why we strongly recommend completing as many of the questions as possible offline first, so you can retain a copy of them.

Mandatory fields are marked 'required' and the form won't allow you to move to the next page unless all these fields are populated.

Some of the questions have additional information to help you answer the question. To open this, click the 'more info' button underneath the question.

Make sure you make a note of the application closing date, and the deadline for submitting the grant calculation tool. All applications and calculation tools must be submitted by these dates, late submissions cannot be accepted.

Application form – page information and guidance

This section provides information on the different pages of the application form and what is required as you work through it.

Page 1: Guidance notes on completing your application form

The first page of the application form provides guidance notes on the application form, as per the information above.

Page 2: Organisations' details

In this section you will need to provide details on your organisation, the legal representative, and the contact person(s). You will need to also provide details on the international partner(s) you will be working with, and any Welsh partner organisations (where applicable).

Please note that the applying organisation must be registered and operating in Wales.

The contact person(s): This is the person/people who will be the first point of contact(s) for Taith in all aspects of the application and administering of the funding (for successful applications).

The legal representative: This is the person who has legal responsibility to represent an organisation and has the legal authority to enter into a legally binding contract, including, in the context of Taith, the authority to sign a Grant Agreement.

The chief financial officer (or equivalent): This is the person responsible for the finances within your organisation and who has authority to sign off financial transactions for the organisation

Sector Organising Bodies: Sector Organising Bodies are organisations funded by Taith to raise awareness of the funding opportunities available in their sector, and to provide advice

and support to those organisations looking to apply for funding. The Sector Organising Bodies can also provide support and advice for both successful and unsuccessful organisations following the assessment process so if you would like Taith to share your details with them for this purpose, please confirm this in the application form.

Page 3: Summary, objectives and outcomes of the project

The questions on this page relate to the project as a whole. Answers should include sufficient detail to demonstrate that the project has been well thought through, that you have a clear plan and rationale regarding the international partnership(s), that you have a clearly defined project output and that your organisation will be able to manage the administration, planning and monitoring of the project to a high standard.

Please refer to the assessment criteria in the Pathway 2 Programme Guide, in particular 'Relevance and quality of project objectives and planned outcomes' to help you answer the questions in this section.

Help text is provided for each question in this section, to give you a bit more information on what the answers need to cover. To access the help text, click the 'more info' button under each question.

Project summaries may be shared on the Taith website, with the Taith funding committee and other key stakeholders so should be written in plain English and include information on all key elements of your project.

Page 4: Project activities

This section asks you to provide a detailed description, justification and cost breakdown for your project activities, and demonstrate how they will contribute to the project and the creation of the project output.

Please refer to the assessment criteria in the Pathway 2 Programme Guide, in particular 'Quality and design of project activities' to help you answer the questions in this section.

Eligible activities in Pathway 2 are as follows:
- Mobilities
- Project management and implementation
- Staff costs
- Dissemination costs
- Translation costs

Information on each activity, including the maximum percentage of funding which can be allocated to each activity category, can be found in the Pathway 2 Programme Guide.

You will need to provide a clear cost breakdown and rationale for the funding requested in each activity category. The activities must clearly contribute to the success of the planned project and creation of the project output. We understand the challenges of estimating budgets, but please ensure you provide sufficient detail to justify your projected budget requirements.

The grant calculation tool will enable you to calculate the funding requested for each activity category, and the overall funding amount. The calculator tool works by adding up the funding requested for the activity categories, and displaying this in the 'budget summary' tab. If funding over the maximum cap for any activity category is requested, the number will turn red to highlight this error. If the total grant funding requested is over the maximum £75,000, the number will turn red to highlight this error. Please ensure the amounts requested in the grant calculation tool for each activity category match those you submit in the application form.

Funding requested for international partner activities is calculated within the grant calculation tool, and can be up to 30% of the amount requested for each activity, and of the overall funding requested. The grant calculator tool will provide the amount in GBP which can be allocated to international partner activities.

To understand the calculation formula embedded in the grant calculation tool, and the maximum percentages allowed within each activity category, please check the programme guide for detailed information about budget categories and eligible grant amounts relevant for your sector.

You will be required to submit a copy of your grant calculation tool to enquiries@taith.wales after you submit your application. More guidance on how to do this is provided in the 'Submission page' section of this document.

If you have any questions about the budget calculator tool, or issues with completing it, please get in touch with the Taith team on enquiries@taith.wales for support.

Page 5: Privacy Policy, Eligibility and Declaration

Privacy policy: Ensure you read the privacy notice carefully as it gives a detailed explanation of how we will use information that you provided in the form. You can access the Taith programme's full privacy policy on our website here. You will need to confirm that you have read the privacy policy and understand how your personal data will be used.

Eligibility checklist: In order to establish the eligibility of your organisation and application, you must complete and submit the eligibility checklist. This checklist helps Taith establish the status, financial capacity and policies and procedures of your organisation. The eligibility checklist must be completed and submitted before you submit your application. You'll also need to submit the supplier set-up form and a recent bank statement, with your grant calculation tool, no later than 12 noon on 02 December 2022. **Please note**: *If you have previously completed the eligibility checklist you* **must complete it again** *for this application and submit a supplier set-up form and recent bank statement.*

Declaration: This section is for the legally authorised representative of the organisation to confirm that the information provided in the form is correct.

Page 6: Application checklist and submission

This is your last opportunity to check all aspects of your application before you submit. Once an application is submitted it cannot be amended so please double check all sections and make sure the answers and information are correct.

You will need to read through the checklist and confirm the following:

- You have completed all required fields in the application form
- You have answered all questions fully
- You have included the grant amount requested and this matches the total in the grant calculation tool.
- You have completed and submitted the eligibility checklist
- You have completed the supplier set-up form ready to send to enquiries@taith.wales
- You have a recent bank statement ready to send to enquiries@taith.wales
- You have completed the grant calculation tool ready to send to enquiries@taith.wales
- The declaration is confirmed by the legal representative from your organisation

Once you are satisfied that your application is ready to be submitted and you have completed all other documentation above, you can click 'Finish' at the bottom of the page.

If you have any queries or concerns at all when completing this form and for further information and support with your application, please contact the team on enquiries@taith.wales, who will be happy to answer any of your queries.

Page 7: Application submitted

Once you have submitted your application you will be taken to the 'application submitted' page.

The box at the top of the page, titled 'completion receipt' will give you a receipt number. Please make a note of this as this will be your Taith reference number, to be quoted in all correspondence.

The system will give you 15 minutes to download a copy of your application, we recommend you do this so you have a copy for your records.

You must then submit a copy of your project budget (grant calculation tool), a recent bank statement and supplier set-up form by email to enquiries@taith.wales.

In order for us to match these documents with your application, please quote your application Taith reference number (receipt number) in the subject of your email. e.g. Accompanying documents for application reference XXXXXX-XXXXXX-XXXXXXXX.

Your accompanying documents must be submitted to enquiries@taith.wales by 02 December 2022, 12pm BST.

If you have any queries or concerns at all when completing the application form or grant calculation tool, and for further information and support with your application, please contact the team on enquiries@taith.wales, who will be happy to answer any of your queries.

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