

# GlobalSeaweedSTAR Capacity Building Fund

## 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 individuals who are or will be actively engaged in the seaweed industry. Applicants may include but are not limited to: researchers, registered students, seaweed producers, stakeholder representatives and policymakers.

Applicants may be of any nationality, but must reside either in the UK or 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>.

A maximum of 2 grants per individual will be awarded. Prior awardees with outstanding reports for any GlobalSeaweedSTAR grant scheme are not eligible to apply.

### WHAT WE FUND

Applicants may apply for funding to participate in capacity building activities that will strengthen professional skills and/or knowledge that are:

- Specific to the seaweed industry (for example, a workshop on seaweed farming practices or a seaweed-related conference); **or**
- General (for example, training on data analysis, management practices or grant writing), if the applicant can demonstrate how this will benefit their career development in the seaweed industry and/or research.

Eligible activities may include but are not limited to: conferences, workshops, webinars, short courses (maximum 3 month duration)\* and research visits. Please note that we cannot fund students to undertake tertiary qualifications (e.g. undergraduate/postgraduate diplomas or degrees).

Eligible activities may be attended in person or, where applicable, online. They must be completed no later than 1<sup>st</sup> September 2021.

*\* Exceptions may be made for courses of longer duration, if justified by a strong impact for both the applicant and seaweed industry and approval is obtained from Fund management prior to applying. Please direct enquiries to [GlobalSeaweedSTAR@sams.ac.uk](mailto:GlobalSeaweedSTAR@sams.ac.uk).*

## AWARD CATEGORIES

Applicants to the GlobalSeaweedSTAR Capacity Building Fund may apply for funding in one of three award categories: travel, online events, and online courses. The details of each award category are provided in the table below:

Award category	Travel	Online events	Online courses
<b>Eligible activities</b>	In-person capacity building activities that require travel to attend (for example, conferences, in-person courses and research visits)	Online capacity building events (e.g. conferences, webinars, workshops).	Online short courses offering a certificate of completion.
<b>Maximum value</b>	£2000	£1000	£1000
<b>Eligible expenses</b> (see Expense Policy for full terms and conditions)	Economy travel; subsistence; visa, registration, examination and certificate fees	Registration fees	Registration, examination and certificate fees
<b>Application deadline</b>	8 weeks before proposed travel	4 weeks before proposed event	4 weeks before start of course

Any queries regarding the award categories can be directed to [GlobalSeaweedSTAR@sams.ac.uk](mailto:GlobalSeaweedSTAR@sams.ac.uk).

## ELIGIBLE EXPENSES

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

The table above provides an overview of eligible expenses in each award category. However, all expenses must also comply with the more detailed Capacity Building Fund Expense Policy. We encourage applicants to familiarise themselves with this document prior to applying.

Applicants to the Travel Award should note that only economy-class travel is eligible. Spending on subsistence (e.g. meals, accommodation) must not exceed the daily maximum rates specified in the

Expense Policy. The Fund does not offer a per diem allowance for subsistence; we will only reimburse the receipts, actual cost of eligible expenses.

## **HOW TO APPLY**

Please download an application form from our website and return it completed, together with a current CV and any supporting documents for your budget, to [GlobalSeaweedSTAR@sams.ac.uk](mailto:GlobalSeaweedSTAR@sams.ac.uk).

## **SUPPORTING DOCUMENTS FOR BUDGET**

Where possible, documents to support the proposed costs in your budget (e.g. quotes, price lists) should be provided with your application. For pricing obtained online, please provide a PDF copy (preferred) or screenshot of the relevant webpage.

Applicants to the Travel Award may provide the following supporting documents for:

**Flights:** Quote from a travel agent or airline website

**Hotel:** Quote from a travel agent or hotel website

We prefer that applicants do not use pricing from third-party vendors (e.g. Airbnb, Booking.com), where practical and economical options are available from the sources listed above. Any queries regarding this policy should be directed to [GlobalSeaweedSTAR@sams.ac.uk](mailto:GlobalSeaweedSTAR@sams.ac.uk) prior to applying.

Applicants are not required to provide documents to support their proposed budget for daily subsistence or short-distance travel (e.g. to and from hotel and event).

## **TIMING OF APPLICATION**

Applications to the Capacity Building Fund will be accepted on a rolling basis until 1<sup>st</sup> August 2021. As noted above, the proposed capacity building activity must be completed no later than 1<sup>st</sup> September 2021.

Applications to the Travel award category must be received at least 8 weeks before the proposed travel.

Applications to the Online Event and Online Course award categories must be received at least 4 weeks before the start of the proposed activity.

## **ASSESSMENT PROCESS**

Incomplete or ineligible applications will not be considered. All eligible applications will be assessed by at least two reviewers according to the following criteria:

### **Feasibility of the proposed activity**

Whether the proposed activity is clearly defined and achievable, and can be completed before 1<sup>st</sup> September 2021.

### **Potential impact on the applicant**

Why the activity is needed, and how the skills/knowledge gained will impact the applicant's work and future career (in relation to the seaweed industry).

### **Potential impact on the seaweed industry**

How the applicant's participation 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 GlobalSeaweedSTAR Expense Policy.

### **Value for money**

Whether the potential benefits of the capacity building activity, both for the applicant and seaweed industry, justify the proposed costs.

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
- Expense claim form; **and**
- Completion report template.

### PAYMENT

The Fund will not provide cash advances. However, in some cases, we may pay expenses directly on the awardees' behalf. This must be arranged with the Fund management team, providing as much advance notice as possible.

All other expenses will be reimbursed upon the return of a completed GlobalSeaweedSTAR expense claim form and a valid itemised receipt for each expense (see Expense Policy for details). These must be submitted to [GlobalSeaweedSTAR@sams.ac.uk](mailto:GlobalSeaweedSTAR@sams.ac.uk) within 30 days of completion of the activity.

Please note that 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 (500 words max) about their experience, using the GSSTAR template provided
- Proof of attendance (for example, a certificate of completion, conference schedule with name listed, letter/email from activity organiser who can confirm attendance)
- A photograph showing their participation

These documents must be submitted to [GlobalSeaweedSTAR@sams.ac.uk](mailto:GlobalSeaweedSTAR@sams.ac.uk) within 30 days of completion of the activity

## **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.