



## **The International Development Fund: Aims and Process**

### **1. The International Development Fund**

The BASW AGM in 2014 agreed a levy on the membership of £2.00 per member to establish the International Development Fund (IDF). The Fund was created in the following words: *'The aim would be to put international exchange and development in a more accessible place than currently is possible and ensure support to BASW members in international exchange of skills, knowledge and expertise'* and the Fund should be *'able to attract other funding from different sources'* (Ordinary Motion 1, AGM 2014)

### **2. Allocating the IDF.**

BASW Council wants as many BASW members as possible to benefit from the IDF, however, it has a limited pot of funding so a number of decisions have been made about how the IDF funding is allocated.

BASW's ruling body – BASW Council – decided on 19th September 2018 that the Fund would be allocated 70% to partnership projects and 30% to individual applications. The aims, processes and decision making on partnership projects and individual applications are set out below.

### **3. Partnership Projects**

In the spirit of the original motion BASW aims to initiate and support international social work partnerships involving groups and agencies, with BASW members in key roles.

Applications need to be made by partnerships, not individuals. The partnership must be initiated by a BASW member. It must continue to involve at least one BASW member through its course. There must be at least one agency from a non-UK nation state. The partnership must include at least one practitioner, may include an academic and should ideally include people with lived experience of services.

This model envisages larger grants of between £5,000 and £10,000 per partnership per year. Applications for partnership funding can, of course, be less than £5,000.

It is recognised that establishing a partnership can take time and therefore funding for one year might be disproportionate to the time and energy involved in the process of 'set up', so a partnership could be supported for up to three years. Partnerships which aim to collaborate for more than one year will be asked to apply for the first year, and if the outcomes are positive, they can apply for subsequent years.

Partnerships will be self-managed so partnerships must demonstrate how they will undertake this, which includes an assessment of risk.

Partnerships are asked to estimate their costs on the application and only apply for the amount necessary. Costs will be reimbursed on the basis of receipts not estimates. Partnerships are encouraged to use IDF funding to lever other resources, in cash, or in kind, to supplement IDF support.

Partnership applications will need to demonstrate the consent of all the partners listed by providing written confirmation from those partners.

#### **4. Individual Applications**

Individual applicants may want to consider field trips, study visits, conferences, and other activities. Applicants will need to address the issue of *'exchange'* in the AGM original motion, for example, the presentation of papers at conferences is part of academic career development, however the increasingly common practice of delivering a paper for 15 minutes and flying in and out of the conference often on the same day, is not an appropriate use of the Fund.

The maximum amount for individual applications is £1,000. Applicants are asked to estimate their costs on the application and only apply for the amount necessary. Costs will be reimbursed on the basis of receipts, not estimates. Some activities will cost more than the maximum amount of IDF funding available. On such occasions, applicants will need to consider whether they make up the difference through other funding sources or their own funding.

BASW reserves the right to use some of the 'Individual Application' allocation, to fund separate individuals to attend a specific event (e.g. an IFSW conference).

#### **5. Reporting**

Part of the original motion was making *'exchange and development'* *'accessible'*. So that BASW members have access to this material both Partnership Applications and Individual Applications will need to provide a report on their activities and outcomes. Partnership Applications will need to provide a report of 2,000 words and Individual Applications 600 words. These reports need to be of a good enough quality to be available on the BASW website and must be signed and dated. Funding will not be released (see below) until the report is received and meets these requirements. Beneficiaries of the IDF are encouraged to write articles, blogs, make talks and otherwise publicise their IDF funded activities, however, they must make clear in that material that these activities were funded by BASW's International Development Fund.

#### **6. Making an application**

BASW recognises that over-complicated and over-bureaucratic processes will deter members from applying. However, there are significant sums of money involved so the application process aims to strike a balance between accountability and accessibility. BASW reserves the right to review the processes and application forms in the light of experience.

So please read the conditions fully before applying and fill in the forms carefully ensuring you answer every question. Applications that do not meet the criteria and / or are not completed fully will be rejected.

## **7. How decisions are made.**

All applications are screened initially by BASW officers. Applications that do not meet the criteria and / or are not fully completed are removed. A final decision on funding is made by committee members. The decision-making committee is made up of up to seven members, at least one of whom is a Council member. A quorum of three are necessary for a decision to be made.

## **8. Decision timescales**

The committee makes decisions up to three times a year. Deadlines for the receipt of applications will be published in advance. BASW takes the view that in the vast majority of cases planning for an effective international activity can take a minimum of six to nine months. Making your application in good time often indicates that this is a carefully considered proposal. In the interests of fairness, please do not:

- Ask for decisions to be made by the committee outside of these decision points. It is for applicants to plan sufficiently far ahead.
- Ask for funding for activities which have already taken place, there is no facility to fund these.
- Lobby the committee, Council members or BASW staff about your application.

Do not make financial commitments based on the assumption that your bid will be successful. If you incur cost prior to receiving a decision and the application is not successful, the IDF will not provide reimbursement.

## **9. Successful applications and funding**

Once an application is agreed by the IDF, the preferred practice is for activity to be reimbursed retrospectively. Release of funding is dependent on (a) provision of receipts (b) a report.

BASW recognises that for some partnerships or some individuals, in some cases, some advance funding may be required. If the activity cannot take place without advance funding, you must make this clear on the application form. However, advance funding is not guaranteed.

Once an advance payment is made receipts are still required. Further tranches of funding will not be released until full receipts are provided from the previous tranche.

Both 'Individual Applications' and 'Partnership Projects' require reports – see the specific application processes.

Once these documents are received the IDF will reimburse you as quickly as possible. However, you should allow at least 28 days for any funds to reach your account.

## **10. Terms and Conditions to be met for both ‘Individual Applications’ and ‘Partnership Projects’ and other information.**

- Applicants (including academics) must be registered social workers and must be members of BASW.
- Applicants must have been continuous members of BASW for at least a year.
- BASW employees are not eligible to apply.
- BASW members who sit on BASW committees must declare this. If they are a member of the committee involved in the decision-making process they must not be involved in the decision making process for that application.
- Applicants must not have been a beneficiary of the IDF in the three years previous to their application whether through the ‘Individual Application’ or ‘Partnership Project’ route.
- Applicants cannot make applications to both to the ‘Individual Application’ and ‘Partnership Projects’ at the same time.
- BASW reserves the right to verify an applicant’s status.
- Please type the application – this is to ensure all the applications are equally legible. Handwritten applications will be rejected.
- The IDF is very unlikely to fund ‘infrastructure’ costs, these include (but are not limited to): salaries, fees, administration costs, website costs, graphics and design, printing and publication.
- The IDF will not fund ‘direct work’. By ‘direct work’ we mean social work assessments or interventions with individual users of social work services.
- Please address the section on risk carefully. Your risk assessment must address any Advisory Notices put in place by the UK Government Foreign and Commonwealth Office (FCO) for the country you wish to visit. If the FCO is advising that individuals from the UK do not travel to the region, country, or countries, in question it is unlikely that we will agree your application.
- If advance funding has been agreed further payment will only be made on the basis of full receipts. Payments for alcoholic drinks will not be reimbursed.
- Successful applicants will need to make their own arrangements with their employer/university/practice placement for the necessary time off either through study leave, training day allowance, annual leave or other arrangements.
- Please note that the responsibility for organising and delivering the exchange and all activities that relate to this is the responsibility of the applicant(s). This includes (but is not limited to) successful applicants being responsible for their own passport/visa arrangements and successful applicants being responsible for organising their own travel and accommodation arrangements.
- Please ensure that if your application for funding is successful you are responsible for taking out appropriate travel insurance including cancellation or delay of transport, any loss or damage and health insurance. This is to ensure if you incur loss or damage or unexpected costs, you are appropriately reimbursed.

- Access arrangements for disabled people can vary significantly between nation states. Successful applicants (including partnerships) are responsible for checking ahead and assessing the suitability of access arrangements.
- The IDF is a limited fund. If money is committed to a project, it is not available for another applicant. So, if for whatever reason you decide to / or are unable to take up your IDF grant (whether made through the partnership or individual route) you must inform the IDF immediately in writing. If you do not, any future applications to the IDF involving you may be rejected.
- If, once funding has been agreed, for whatever reason you plan to make significant changes to your proposals, you must inform the IDF immediately in writing. IDF awards are made on the basis of the information submitted by the applicant(s) in the application form. If applicants deviate from this the IDF is entitled not to honour the payment. If you are in doubt about what constitutes a 'significant change' ask before you make the change.
- Claims for re-imburement will need to be made on the form provided. Claims not submitted through this mechanism will be returned.

### **Making an application**

If you meet the criteria, accept the terms and conditions set out above and wish to make an application, please now complete the specific application form.