Commonwealth Professional Fellowship Programme Form – 2020

All questions in the 2020 online application form are listed below. Please check the website for the applications deadline.

- Indicates a mandatory question

Key Number * [Contact professional.fellowships@cscuk.org.uk]

Details of UK Host Organisation

The Host organisation will be the CSC’s point of contact about all aspects of the fellowships and are responsible for establishing a suitable programme of activities and the day-to-day supervision of the fellows. Applications can only be accepted from Host organisations based in the UK. Before completing this form, please read the ‘Terms and Conditions’ for the Professional Fellowships Scheme.

Please list the most appropriate web link for us to include on our website.

Name of Organisation *
Main contact *
Address *
Email *
Repeat email address *
Phone *
Website *

Please describe briefly the mission/key objectives of your organisation and the broad occupational category under which Fellows will be classified (e.g. communications, education, environment, health care, law, technology, etc).

The occupational category is required for the application to the immigration authorities for a Certificate of Sponsorship for the visa of each Fellow.

Mission Statement of the organisation * (max 100 words)

Please give the status of your organisation. Organisations applying to host Professional Fellows must be either a publicly funded organisation (including public bodies, universities, Research Institutions, local government departments and NHS Trusts) or a Charity (registered with the Charities Commission)

Status of the organisation *
Please give a link to your latest published accounts in order to demonstrate cash funds of £30,000 and previous year’s income greater than £50,000 (e.g. the Charity Commission)

**Latest accounts** *

Please confirm whether your organisation have safeguarding policies in place. Organisations will be required to sign a Memorandum of Understanding with the CSC which includes obligations to have safeguarding policies in place.

**Has your organisation safeguarding policies in place?** *

*Either* enter the link to your safeguarding policy

*Or* attach your policy on safeguarding

Has your organisation previously applied for awards under the Commonwealth Professional Fellowships programme?

**Previous application made?** *

**Were you successful?**

The Commission would like to publish details of the programmes on our website for prospective candidates and selected Host organisations. Please give a brief statement about the nature of the Fellowship and what the proposed impacts are likely to be upon the Fellows’ return home.

**Fellowship summary for CSC website** *(max 150 words)*

Please list the most appropriate web link for us to include on our website

**Weblink** *

Where did you hear about the Commonwealth Professional Fellowship Scheme?

**Heard about Professional Fellowships** *

**Fellowships**

**Are you applying under the special programme promoting Equity and Access in Girl’s Education?** *

Please note that the maximum number of Fellowships that can be applied for is 5 and the minimum number is 2; the Commission will decide on the actual number of Fellows chosen.

**Number of Fellowships requested** *

How many hours a week do you expect the Fellows to work (including any library study time)?

**Hours of work per week** *
Is a Disclosure and Barring Service (DBS) check a requirement for the Fellowship?

**DBS check required?**

Please give brief details of who will be eligible to apply for your programme. Include any geographical, sector, partner organisation or role restrictions which might apply. This information will be published on our website for potential Fellows to refer to and will be used to assess eligibility.

**Eligibility** *(Max 100 words)*

**Programme for the Fellowships**

Please set out the intended programme of activities for the Fellows whilst in the UK. Specific details, including approximate dates and duration of individual elements of the planned programme, rather than general statements, must be provided. Please include the mentoring and support to be provided under the programme, and any special equipment or facilities that will be made available. Do not give details of Fellows at this stage; a tailored programme for the individual Fellows will be requested if your application is successful. Do not include specific names of members of staff at the host organisation or external organisations. Do not include scheduled leisure time at this stage. This information will be published on our website for potential Fellows to refer to.

**Proposed activity** *(max 500 words)*

Start date of proposed programme: Programme must start on a weekday.
Programme start date is the date that the fellow starts work and not the day that the fellow arrives to the UK. Please be mindful of fellows arriving during bank holidays

**Start date of proposed programme**

End date of proposed programme: Programme end date is the date that fellow completes their work and not the day the fellow departs the UK. Please be mindful of fellows departing during bank holidays

**End date of proposed programme**

**Intended Impact of the Fellowships**

Host Organisations should demonstrate that the proposed Fellowships provide a genuinely new channel of support and does not duplicate existing provision, unless clear evidence can be provided that current demand is unmet. Applications should also state:
- the extent to which the application falls within the CSC's six developmental themes
- the extent to which the Fellowship will have a ‘catalytic effect’, both within the Fellows’ home countries and in developing continuing links with the UK
- the extent to which the proposed Fellowships will ensure the transfer of skills relevant to the needs of a Commonwealth low or middle income country
- the extent to which those skills are likely to be utilised to the benefit of the home country following the Fellowship
- the extent to which the application differs/builds upon or develops any previous application(s), if applicable
- how the proposed programme and its resulting development impact relates to one or more of the Sustainable Development Goals

**Intended Impact** *(max 500 words)*

Priority Theme 1
Priority Theme 2
Priority Theme 3

If you have previously hosted Commonwealth Professional Fellows please provide further information on the impact of the past fellowships and the added value of future fellowships.

**Impact of Past Fellowships** *(max 500 words)*

**Finance**

Please consult the section on ‘Value of awards’ in the Commonwealth Professional Fellowships ‘Terms and Conditions’ for details of the allowances payable to the host organisation and Fellow during the tenure of a Fellowship. Do **not** include any of these in the sections below. Please list below any short course, conference or other fees which you require the Commission to consider. These will be subject to approval in individual cases. **Please indicate below the cost per Fellow rather than the total for the programme. Please be as detailed as possible in this section, as it will not necessarily be possible to agree late requests for further funds after the start of the award.** Costs up to a maximum of £3000 for 3 month awards and £2,000 for 2 month awards only can be claimed.

Do not list the cost of flights to and from the UK, local travel or the cost of accommodation as these will be paid automatically to the Fellow by the CSC.

Please provide details of short courses and conferences including dates. Activities must take place during the tenure dates of the Fellowship.

**Short course/conference fees per Fellow** *

Please provide details of other fees per Fellow

**Other fees per Fellow** *

**Total cost per Fellow** *
Attachment

You must submit the following support document:

A letter on the organisation’s headed paper providing the following information:

- Full name and email address of the person who is authorized by the organisation to make the application and full name and email address of the person who will act as the main contact for the CSC should the fellowship go ahead
- Details of the status of the organisation (for example public body or charity)
- A link to the organisation’s latest accounts registered at Companies House and/or with the Charity Commission (UK universities and NHS Trusts do not need to provide this information)
- Details of any funding the organisation receives from the Department for International Development (DFID)

Declaration of UK Host Organisation

I confirm that the above details are correct and that the relevant authorities within my organisation have approved this proposal.

I confirm that this Institution will abide by the Commonwealth Scholarship Commission's Anti-Fraud Policy.

I confirm that my organisation has a safeguarding policy in place.

Name *

Date *