



CHEVENING ALUMNI PROGRAMME FUND (CAPF) 2018-2019

GUIDANCE NOTES FOR ALUMNI

[What is the CAPF?](#)

The Chevening Alumni Programme Fund – CAPF – is a funding initiative by the Foreign & Commonwealth Office exclusively available for Chevening Alumni activities globally. Through the projects we fund, we aim to improve the quality, frequency and sustainability of contact between the FCO's network of diplomatic missions and Chevening Alumni, and between alumni themselves.

[The CAPF strategic objective](#)

The objective of the Programme is:

To create the most engaged, active and impactful international scholarship alumni network in the world, that contributes to UK foreign policy priorities locally, regionally and globally.

[Eligibility](#)

All scholars and fellows since 1983 who have **completed** their Chevening award, including alumni who studied through co-funded partnership scholarships (for example Chevening/HSBC or Chevening/OSI) are eligible to apply.

[Bids will be assessed against the following criteria:](#)

Essential

Project design: Bid includes clear, achievable and impactful outputs aligned with a clear project objective and the central CAPF strategic objective;

Viability (including capacity of implementing organisations) and sustainability: Project is realistic in aims and planned outputs and will have a sustainable impact ideally linked to the CAPF strategic objective;

Budget and value for money: Bid is supported by a detailed, realistic activity based budget, broken down to show how estimates were calculated, and all costs shown in GBP.

Evidence of alumni involvement: Alumni feature in all aspects of a project;

Risk and stakeholder management: Risks should be identified and a risk management plan put in place. Proposals should demonstrate how they would engage main stakeholders to ensure project delivery.

Desirable

Innovation: We are particularly interested in funding new or innovative work which, if successful, could be expanded into a wider project benefiting other funds or be self-sustaining. If relevant, you should set out how the proposal adds value to previous work undertaken;



Regional collaboration: We are keen to support proposals that involve cross-national collaboration that will have sustainable regional impact.

Promotion: CAPF projects should be used to raise the profile of Chevening and, where appropriate, involve local media coverage.

Funding period

The amount allocated will be for the year 1 April 2018 – 31 March 2019 only and must be used by the end date. **Potential unspent funds must be flagged as early as possible.**

If the project envisages follow-on activities in subsequent financial years, please do highlight this clearly. We cannot agree funding for future years, but long term planning will strengthen the case for the project being sustainable.

What should I think about when drafting a bid?

- Do work with staff at the Embassy/High Commission on your proposal. The strongest bids are usually those that jointly involved alumni and FCO staff working together on them.
- Ideas for regional collaboration are usually looked on favourably, but make sure you have evidence of consulting colleagues from the region to show that the proposal is achievable.
- Consider how your bid will create a stronger alumni community in your country, region or globally and also raise the profile of the Chevening brand.

Take a look at our **CAPF FAQs document** to learn more about the fund and how to submit a good proposal.

Bid submission

All bids must be submitted by the Chevening Officer at your local British Embassy/High Commission. Your local diplomatic mission must also confirm on the bid form that they support and approve your bid. **Bids without British Embassy/High Commission support will not be considered.**

You must use the CAPF bid form, which is available from your local Chevening Officer. **We cannot accept bids sent on other forms or in other formats.**

If you do not know who your local Chevening Officer is please contact alumni@chevening.org

Deadline

The deadline for bids is Wednesday 31 January 2018. All bidders will be informed of the outcome of their bid/s by 9 April 2018.

Please note

Bidding is competitive. Only high quality projects will receive funding. The FCO reserves the right to accept or reject any bids without incurring any obligation to inform the affected applicant/s of the grounds of such acceptance or rejection. We also reserve the right to alter the time frame for the bidding and assessment process where deemed necessary.