

Scottish Education Exchange Programme

Test and Learn Project Year 3 Project (2025-26) Project Guide

Introduction

The Test and Learn Project is a small-scale project aiming to support Scottish institutions and Community Learning and Development (CLD) providers to develop stronger international partnerships. The learning from the Test and Learn Project will help develop Scotland's Education Exchange Programme moving forward.

This guide is intended to provide an overview of the Test and Learn Project. It includes information on the opportunities available, the benefits of participation and the contribution it will make to education and training throughout Scotland. The guide will be of particular interest to prospective applicants for funding. This guide is split into two sections.

1. Section 1 will provide an overview of the programme, including the qualifying criteria and some of the key considerations for those wishing to participate.
2. Section 2 will provide applicants with detailed information on the application process and reporting.

Section 1: Test and Learn Project Details

1.1 Overview

The Test and Learn Project was established in 2023 as part of the scoping for a Scottish Government Education Exchange Programme.

The Test and Learn Project was set-up with 3 objectives:

1. **Maintain, as far as possible the Erasmus+ approach**, with projects being led by Scotland's colleges, universities and CLD providers.
2. **Aim to address key gaps between Turing and Erasmus+**, to encourage the development of international partnerships with Scotland's colleges, universities and CLD providers.
3. **Support the collaborative ambition set out in Scotland's International Education Strategy**, through alignment to the key actions.

The Test and Learn Project provides grants for Scottish colleges, universities and CLD providers to provide opportunities to learn and share new skills and experiences through mobilities and strategic partnerships/alliances.

Colleges, universities and CLD providers are encouraged to consider expanding projects to include partnerships across the education and training sector, including schools, and sport.

Whilst organisations and individual participants outside Scotland cannot apply directly to the Test and Learn Project, Scottish colleges, universities and CLD providers applying have the option to request up to 30% of their grant be used to support **match funded** inward mobility of international participants to Scotland.

Match funding is required for any project costs which do not directly benefit Scottish applicants. For example, the cost of travel and accommodation for international partners. The Test and learn Project funding can be used to support participation in activities where Scottish applicants are also participating.

Applications will need to provide evidence of match funding from international partners in the application form. Inward mobility funding will be capped at a maximum of 30% of the of the total grant to maximise the funding to Scottish institutions.

Beyond the 30% for inward mobility, grantees are allowed to combine Test and Learn Project funds with funding from international partners.

This grant funding provides opportunities for participants to develop new skills, gain vital international experience and boost their employability. It may also help them to develop a wide range of soft skills, language skills and a better understanding of other cultures. At an organisation level, colleges, universities and CLD providers can build international partnerships, alliances, and networks.

Now in its third year, Scottish colleges, universities and CLD providers are invited to apply to the Test and Learn Project for short term grants for a minimum of £1,000 and maximum of £25,000. Applicants can apply for an additional £10,000 for international projects which include partnerships with Scottish learning organisations from other sectors. For example, partnerships which include Scottish schools and sports organisations.

The additional £10,000 can only be used to cover costs associated with the inclusion of a non-college/university/CLD partner. For example, their travel and participation in the planned activity.

Projects must complete within the 2025-26 financial year, with any unspent funding returned to the Scottish Government.

1.2 Scottish Government Drivers

The Test and Learn Project funding contributes to the [Scottish Government's](#) commitment to being a good global citizen, making a constructive contribution to addressing global challenges and by helping Scottish organisations enhance their existing international links and forge new partnerships.

The Test and Learn Project delivers on the First Minister's Priorities for Scotland:

1. Eradicating child poverty
2. Growing the economy
3. Tackling the climate emergency
4. Improve Scotland's public services

Inclusion and diversity in all fields of education are a priority for the Test and Learn Project. The Test and Learn Project will support projects that promote social inclusion and target participants with fewer opportunities, including people with disabilities and people with a migrant background, as well as people living in rural and remote areas, facing socio-economic difficulties, living in neighbourhoods experiencing multiple deprivation or any other potential source of discrimination based on sex, racial or ethnic origin, religion or belief, age, or sexual orientation. Funded projects should help address barriers faced by these groups in accessing the opportunities offered by the Test and Learn project, as well as contributing to creating inclusive environments that foster equity and equality, and that are responsive to the needs of the wider community.

The Test and Learn Project feeds into [Scotland's International Strategy](#) soft power objectives for Higher Education and Research, demonstrating our actions to support promotion of Scotland's university and college offer globally.

The Test and Learn Project is aligned to the [Purpose and Principles, published in June 2023, in particular the Globally Respected](#) principle.

Scotland's first [International Education Strategy \(IES\)](#) launched in February 2024. The IES sets out a framework to cement Scotland's reputation as a world leader in education, research and knowledge exchange, working with colleges and universities to attract students and staff from outside the UK.

The IES is focused on three key themes:

1. attracting and diversifying the international student population
2. maximising the economic benefits of international higher education
3. promoting Scotland's as a work leader in research and knowledge exchange.

All Test and Learn Projects outcomes must evidence how they will support **at least one** of the IES actions listed below.

Theme 1 – Destination Scotland – inward attraction of international students, staff, and researchers

Actions:

- 1.1 We will work through Brand Scotland and Connected Scotland with our universities and colleges to promote a welcoming Scotland to prospective international students, staff, and researchers to enhance the sector's profile at home and abroad, including with Scottish Government's International Network.
- 1.2 We will deliver a Scottish Education Exchange Test and Learn project in 2023/24 and build on this to develop a Scottish Education Exchange Programme.
- 1.3 We will launch a Talent Attraction and Migration Service (TAMS) in 2024 that provides information and advice for students considering staying in Scotland post-qualifying.
- 1.4 We will encourage and support international students to stay in Scotland post qualifying to work in Scotland's growth sectors.

Theme 2 – International Education and Economic Growth – maximising exports. Actions:

- 2.1 We will use our international offices and programme of Ministerial visits to actively promote and grow Scotland's world class transnational education (TNE) and help unlock innovative opportunities for our universities and colleges in new and emerging markets.
- 2.2 We will continue to work collaboratively to promote our universities and colleges' TNE offer globally, including with the UK Government and [British Council](#).
- 2.3 Building on our [Scottish Connections Framework](#), we will work with our universities to engage alumni communities and seek opportunities to connect these networks with the wider Scottish diaspora around the world.

Theme 3 – Research and Knowledge Exchange – Scotland's world leading offer. Actions:

- 3.1 We are committed to supporting universities to maintain and strengthen their collaborations domestically and internationally, by continuing our investment into core university research and knowledge exchange to produce positive economic and social outcomes.
- 3.2 We will work with the sector to maximise participation in the Horizon Europe programme, monitor Scottish institutions' performance and identify areas where further effort is required to amplify Scotland's access to the programme.
- 3.3 We will work with our networks, including Connected Scotland and our international offices, to increase network building, further international links and maximise the profile of the Scottish research sector, including through events and inward and outward visits.

The project also recognises the [Learning: For All. For Life report](#) following the independent review of CLD. Publication of the report places our focus firmly on removing barriers caused by inequality and poverty with the Test and Learn Project providing an opportunity for knowledge exchange linked to the review report recommendations.

1.3 Criteria

The Test and Learn Project will:

- Encourage international partnerships and alliances which support Scotland's International Education Strategy key actions and CLD priorities.
- Provide grants for university, college and CLD led applications.
- The project scope includes:
 - outward learner mobility for projects of no more than two weeks – who are exempt from [UKGOV Turing Scheme](#) funding
 - match funded inward learner mobility – subject to supporting evidence
 - outward staff mobility
 - match funded inward staff mobility – subject to supporting evidence

- mobility within higher education, further education, CLD, vocational education and training, schools, and sports education and training

The Test and Learn Project will **not**:

- provide funding for any project which is eligible for [UKGOV Turing Scheme](#) funding
- fund any **inward** mobility where the applicant is unable to provide evidence of match funding from the international partner(s)
- **duplicate funding** given (even partially) to applicants from the [UKGOV Turing Scheme](#), [Wales' Taith Programme](#), [Erasmus+](#) funding any or other Scottish Government funding sources
- Provide funding for any shortfall in other funding applications, for example, where a Turing application was allocated 50% of requested funding, the Test and Learn project cannot be used to 'top up' shortfall.

To allow maximum flexibility in meeting the needs of each sector, there will be no limits on participant numbers in respect of destination or the type of mobility undertaken. However, applicants will be expected to use the guidance on participation rates for accommodation, living costs and travel that are provided by the [Turing Scheme](#), [Erasmus+](#) and [Taith Programme](#). The Scottish Government reserves the right to refuse any budget requests which are not comparable with these allowances.

The Test and Learn Project is a fully international project allowing participants to travel anywhere in the world, provided [FCDO travel advice](#) is adhered to at all stages of the project.

The Scottish Government have a network of [nine international offices](#) in priority locations around the world. They are located in Beijing, Berlin, Brussels, Copenhagen, Dublin, London, Ottawa, Paris and Washington DC. These offices may be able to use their connections to help identify and strengthen already established international partnerships. For further information, please contact ExchangeProgramme@gov.scot

The Scottish Government reserve the right to cap the number of projects within a specific geographic region. For example, if 90% of applications are for North America, the Scottish Government reserve the right to only allocate funding to the highest scoring applications to ensure a diverse range of international partnerships for the Test and Learn project.

Where demand exceeds the total amount of funding, the Scottish Government reserves the right to offer partial funding. Further details are provided in section 1.12.

1.4 Eligibility

The Test and Learn Project supports activities which increase collaboration and knowledge-exchange between Scottish and international universities, colleges, CLD providers and organisations.

The applicant institution/organisation (lead partner) must be a Scottish registered university, college or CLD provider and constitute a "legal person", meaning it is legally constituted and can enter a contract.

For a CLD provider to be eligible to apply for this programme your organisation must meet the following criteria:

- Your organisation must be delivering CLD in Scotland as defined here: [CLD Definition](#)
- Your organisation must have been operating for more than 1 year

Please ensure you have read the information below before submitting an application.

Points for consideration:

- Participants do not need to be UK nationals to be eligible for the Test and Learn Project.
- Individuals can not apply. Applications can only be made by colleges, universities and CLD providers with the ability to undertake international education projects.

- Cross education sector partnerships are encouraged, additional funding of up to £10,000 will be provided for cross sector projects. For example, partnerships and alliances which include Scottish local authority schools with high % of SIMD 1&2 pupils.
- Each college, university and CLD provider may submit multiple applications with a maximum combined value of £25,000 (£35,000 for cross sector).
- Minimum age for participants in any school partnership bid is four. Applicants will be required to ensure that relevant safeguarding processes are in place for all age groups.
- Grants can only fund activities which take place after the date on the grant award letter.
- There is no set project length, however, all projects must have an end date of 31 March 2026.
- Grants can only be used for activities within this period; unspent monies cannot be carried over.
- All unspent monies within the financial year must be returned to Scottish Government.
- Grants cannot be used towards specific activity costs that are already funded from a different source, i.e. meaning the project would be in receipt of double funding. For example, providing adaptive assistive technology which has been provided to the participant by the university.
- Destinations – there are no restrictions on the country in which mobilities can take place. However, [FCDO travel advice](#) must be adhered to at all times and it is the responsibility of the grant recipient to ensure adherence.
- Virtual projects are allowed but the Test and Learn Project will not cover the cost of hardware. It may cover consumables required exclusively for the grants. For example, software license.
- Applications may include more than one Scottish partner. Inclusion of a diverse range of domestic and international partners, cross sector or organisation type is strongly encouraged.
- Scottish colleges, universities and CLD providers may submit individual applications for their individual contribution to consortiums and partnerships which include other Scottish colleges, universities and CLD providers. As long as the individual applications clearly outline and evidence the individual role their institution/ organisation will play, this will **not** be counted as double funding.
- All partnerships must include at least one international partner.
- All partners will be required to provide a brief letter of support for the project.

Scottish providers can send their participants to receiving organisations outside of Scotland which meet the following criteria:

- Any public or private organisation active in the labour market or in the fields of education and training. For example, such an organisation can be:
 - a public or private, a small, medium, or large enterprise (including social enterprises)
 - a public body at local, regional, or national level
 - a social partner or other representative of working life, including chambers of commerce, craft, professional associations, trade unions and research institutes
 - a foundation
 - research institutes
 - a school, institute, or educational centre (at any level, from primary school to upper secondary education, and including vocational education and adult education)
 - a non-profit organisation, association, non-governmental organisation (NGO)
 - a body providing career guidance, professional counselling, and information services
 - an institution providing general, vocational, or technical education on any level from primary to upper secondary education

Subcontracting to third parties not identified in the application form is not permitted. If subcontracting rule breaches are identified during a project lifecycle, then funding may be withdrawn.

1.5 Activities

Grants cannot be used to fund the core running costs of an organisation not directly linked to the delivery of activities in the agreed funded project.

Participants can take part in both study and work placements.

1.6 Double Funding

The grants provided through the Test and Learn Project support participants to meet a portion of the costs associated with a work or study placement overseas. Since the Test and Learn Project relies upon public resources to support participants, it is essential that funds are distributed and managed in accordance with the [Scottish Public Finance Manual](#). This means that participants should not be funded twice for the same expense. Therefore, participants cannot use Scottish Education Exchange Programme Test and Learn Project grants to pay for assets (e.g. IT equipment) or services (e.g. travel) where a participant is, or expects to be, in receipt of funding provided by another source for the same assets or services. If an expense covered by the Test and Learn Project is found to have also been funded by another source, the Scottish Government will seek to recover the Scottish Education Exchange Programme Test and Learn Project grant.

1.7 Partnership Top-up Funding

Grant recipients and participants can 'top up' funding where the Test and Learn Project does not meet the full costs of participation. For example, if travel is more expensive than the amount of funding provided by the Test and Learn Project, grant recipients or participants can use funding from another source to cover the additional costs of travel.

1.8 Additional Support

Applicants will be expected to include inclusion and diversity plans to best address the needs of participants with fewer opportunities and/or requiring additional support.

1.9 Application and Award Process

Eligible organisations can apply to the Test and Learn Project by completing in full the attached application form (Annex B) and budget template (screenshot in Annex B). The guidance in Annex C will help you complete the application form. If you have any questions that are not covered by this note, please email ExchangeProgramme@gov.scot

Completed applications must be emailed to ExchangeProgramme@gov.scot and must be received no later than 31 July 2025. An automated acknowledgement will be sent on receipt of applications.

1.10 Application assessment process

Applications will undergo an assessment to evaluate the extent to which the application meets the Scottish Government priorities and IES key actions. Scottish Government officials will double mark each application (See Annex D for additional information).

1.11 Scoring of applications

Applications will be scored assessed using a 3-tier scoring system (Annex D):

1. Indicates that the proposal is weak in this area, either because the proposals are unrealistic or because the evidence provided is insufficient. If the proposal is unacceptable in this area, a score will not be awarded, and the assessor will provide feedback.
2. Indicates that the project is adequate in this area, with realistic proposals backed up by sufficient information and evidence.

3. Indicates that the project is excellent in this area, with strong proposals backed up by full information and evidence according to how well they demonstrate the Test and Learn Project principles.

Each tiering has points associated. The maximum number of points per application is 57.

If an application has scored **Weak** on any question, then, before making any recommendation for funding, the Project Assessment Board (PAB) panel must agree that either it is not a barrier to funding, or that any recommendation is conditional on issue/s being resolved.

1.12 Awarding Funds

If the Test and Learn Project is oversubscribed, the Scottish Government reserve the right to offer a partial award to applicants. Applicants are under no obligation to accept any funding allocation they have been offered.

When awarding partial funding priority will be given to the highest scoring projects.

Applications with multiple projects will be asked to score their projects in order of priority. This will be taken into consideration when partially allocating funding.

Grant award letters will be issued in September 2025.

1.13 Payment of the grant

The condition for the full payment of the grant will be outlined to successful applicants in the grant award letters. This includes timely completion of the end of project report which is a vital element of this phase of the Test and Learn Project.

1.14 Payments

A one-off payment will be made to beneficiaries. Details will be set out in grant award letters.

1.15 Quality Assurance

Project Assessment Board (PAB) – Quality Assurance Board

At the end of the assessment process a Project Assessment Board (PAB) comprising representatives from Scottish Government and an independent verifier will review all projects, both those to be funded, and those who were unsuccessful. The PAB will act as a forum by which recommendations for grants awarded under the Test and Learn Project are reviewed.

Following the PAB, a final grant award list will be prepared ready for formal approval by the Scottish Government.

1.16 Grant agreement

Successful applicants for funding must enter into a contract, known as a grant agreement. This process will begin once application results have been issued in date tbc.

Grant agreements and applicable documents/annexes will be issued and signed digitally.

As part of the grant agreement, beneficiaries awarded funding will be required to provide information in respect of the outcome of their project.

Information about the participants and the nature, destination and duration of their mobility will be gathered through the application. Further information regarding additional costs for individual participants, for example those with disabilities, will also need to be provided in the reporting.

Please be aware, non-personal information about participants, such as those outlined above, will also be collated, and used by Scottish Government analysts to monitor the Test and Learn Project progress and inform future programme development.

Reports submitted by beneficiaries must be consistent with the information provided in the project plan at application stage or any updates provided as part of the payment requests as necessary during the project.

The purpose of the report is to provide a final complete picture of activities delivered and expenditure incurred and enable a budget reconciliation. Beneficiaries must also submit a certificate of expenditure, or equivalent, with their report (Annex E).

1.17 Compliance assurance check audits

Test and Learn Project beneficiaries may be selected for assurance check audits carried out by the Scottish Government auditors. Additional details are outlined in the grant award letters.

1.18 Test and Learn Project Evaluation and Key Learning

Data provided by beneficiaries through the application and reporting processes will be utilised for Test and Learn Project purposes. In addition, participants and beneficiaries may be invited to take part in evaluation or key learning activities, such as an online survey/online interview conducted by Scottish Government analysts to provide further complementary qualitative evidence of the impact of the Test and Learn Project.

1.19 Safeguarding

All applicants will evidence Safeguarding policies in the application form.

1.20 Appeals and Complaints

Due to the short timeframe to run the Test and Learn Project, there is no appeals process. The Project Assurance Board (PAB) will review any applications which do not meet the scoring criteria on first assessment.

Information on the Scottish Government's complaints process can be found at [Make a complaint - gov.scot \(www.gov.scot\)](https://www.gov.scot) or by emailing sgcomplaints@gov.scot

If you have questions regarding the Test and Learn Project that are not answered in this guidance, please contact ExchangeProgramme@gov.scot.

1.21 Key Dates (subject to amendment)

- The application process opens May 2025
- The closing date for applications is 31 July 2025
- Grant offer letters will be issued to successful applicants in September 2025

- Project start dates are flexible, but as set out in the grant application, projects must be completed by 31 March 2026
- The date for submitting end of project report will be set out in the grant award letter

Section 2: Detailed Application Information

Annex #

Test and Learn Project Year 2 2024-25: Application Form

The closing date for applications is 31 July 2025

Before completing the form, please ensure you have read the guidance notes (Annex B). If you have any issues with the application form, please email ExchangeProgramme@gov.scot

This form must be signed by an individual authorised by the applicant organisation to submit applications and sign contracts on their behalf.

Section 1: Project overview

1.1 Project title (max 20 words)	
1.2 Name of applicant organisation	
1.3 Project start date	
1.4 Project finish date	
1.5 Amount of grant requested from The Test and Learn Project	
1.6 Short summary of the project (max 100 words)	
1.7 What is the project seeking to achieve? (max 300 words)	

Section 2: Institution details

Application institution information

2.1 Name of institution	
2.3 Address of institution	
2.3 Website	

2.4 Does the organisation have any experience of leading the management and delivery of this type of project? (max 150 words)	
2.5 Details for Scotland-based project manager. This will be the person overseeing the project if the application is successful. (This can be the same person identified as the main contact in Section 6)	
Name	
Position in institution	
Address	
Email address	
Phone number	
Please explain their suitability/qualifications/expertise for the role (max 100 words)	

Partner institution/organisation information

Please copy and paste this table for each additional partner institution/organisations.

2.6 Name of institution/organisation	
2.7 Type of institution/organisation and any registration number	
2.8 Address of institution/organisation	
2.9 Website	
2.10 What are the general activities of the institution/organisation? (max 150 words)	
2.11 What experience/skills does the institution/organisation have of the delivery of this type of project? (max 150 words)	

<p>2.12 Please describe the current (or intended for new partnerships) relationship between the applicant institution and partner institution/organisation. (max 300 words)</p>								
<p>2.13 Please confirm that the partnership institution has the following policies in place and let us know if there is specific you would like to flag as good practice, or a concern.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Safeguarding policy</td> <td style="width: 10%; text-align: center;"><input type="checkbox"/></td> <td style="width: 30%;">Fair Work policy</td> <td style="width: 10%; text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Equal opportunities / diversity policy</td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Data Protection</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table> <p>Tick this box to confirm that you have undertaken the due diligence to ensure that your partner's policies at least meet the standards required of Scottish institutions</p> <div style="text-align: right; margin-right: 20px;"><input style="width: 30px; height: 30px;" type="checkbox"/></div>	Safeguarding policy	<input type="checkbox"/>	Fair Work policy	<input type="checkbox"/>	Equal opportunities / diversity policy	<input type="checkbox"/>	Data Protection	<input type="checkbox"/>
Safeguarding policy	<input type="checkbox"/>	Fair Work policy	<input type="checkbox"/>					
Equal opportunities / diversity policy	<input type="checkbox"/>	Data Protection	<input type="checkbox"/>					

Section 3: Project details

Applicants should outline the main focus and delivery plan for the project.

<p>3.1 Project summary: Please give an overview of your project, including what you would like to do and achieve, how you will do it, its anticipated impact, including number of beneficiaries, key learning and why it is needed. What are the roles of the project partner institutions/organisations and what shared challenges will the project address? (max 1,000 words)</p>

<p>3.2 FOR COLLEGE AND UNIVERSITY APPLICANTS ONLY - Project aims: Which of the International Education Strategy key actions will the project contribute towards? (select all that apply)</p>				
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; text-align: left;">Theme</th> <th style="width: 50%; text-align: left;">Action</th> </tr> </thead> <tbody> <tr> <td style="height: 20px;"></td> <td></td> </tr> </tbody> </table>	Theme	Action		
Theme	Action			

1. Destination Scotland – inward attraction of international students, staff, and researchers	1.1	1.2	1.3	1.4
2. International Education and Economic Growth maximising exports	2.1	2.2	2.3	
3. Research and Knowledge Exchange - Scotland’s world leading offer	3.1	3.2	3.3	

How will you capture this? Please also indicate how your project will promote equal opportunities. (max 1,000 words)

3.3 For CLD APPLICANTS ONLY – Which of the Scottish Government’s priorities below does the project contribute towards and how will you capture this? (max 500 words)

- [Independent review of CLD report](#) – Please highlight the relevant recommendations
- [Eradicating child poverty](#)
- [Growing the economy](#)
- [Tackling the climate emergency](#)
- [Improving public services](#)
- [Equality, Diversity and Inclusion](#)

3.4 What are the key **deliverables anticipated** for the project? How will the project’s results, experience and learning be disseminated, shared and promoted (both in Scotland and internationally) (max 500 words)

3.5 Project plan and longer-term sustainability: Please explain how you intend to manage and deliver this project and any plans for next steps at the end of the project. How will the project be delivered in a sustainable way? Will the project link with any other projects? (max 500 words)

3.6 Risk Register: Please consider the potential barriers to successful completion of the project and highlight the key risks below. (Add additional lines as required)

Risk	Likelihood of happening (Low, Medium, or High)	How will you minimise the risk?	Recovery plan (including details of responsible person) if the risk materialises.

Section 4: Budget

This section provides the opportunity to expand on elements of the budget template that should be completed and submitted with your application.

4.1 What is the total budget for the project?	
4.2 How much is being requested from the Test and Learn Project?	
4.3 How much of the total sum being request from the Test and Learn Project is to fund inward mobility?	
4.4 How much (if any) match-funding (both actual and in-kind) has been secured towards the total budget from other sources? Please list sources and amounts. Is the project dependent upon additional funding being secured?	
4.5 Please provide justification for any capital expenditure over £250 in your budget. An explanation of what constitutes capital expenditure has been provided in the guidance notes.	
4.6 Please provide justification for any (non-participant) staff costs in your budget.	
4.7 Please provide justification for any travel costs which are greater that the guideline allocations in your budget.	

Section 5: Checklist

Before you submit, please check that your application consists of:

	the Application Form (this document).
	the Budget (Excel spreadsheet format provided) – with the Budget Notes section completed.

Please ensure the following essential documents are attached to your application:

	a copy of the applicant organisation’s most recent audited or examined accounts – a hyperlink is acceptable, should be submitted in the email with the application.
	Letter/s of support from international partner institutions/organisations
	if your project is part of, or feeds in to, a larger existing project, a letter of support from the lead partner in that project to confirm the relevance and added value of your proposal
	If your institutions is submitting more than one application, please insert the priority for this particular project using the logic that the lower the number, the greater the priority. For example, inserting 1/4 in the box will let the scorer know this is the No.1 priority of 4 applications.

Due diligence requirements for CLD APPLICANTS ONLY – Please confirm that relevant evidence has been provided for the following as email attachments with the completed application

	Evidence that your organisation has sufficient and appropriate governance arrangements.
	Evidence that your organisation has a sufficient and appropriate audit processes.
	A completed Fair Work First confirmation template with required evidence. The evidence requirements are outlined in the Fair Work First Guidance under Annex B. This can be found here: Fair Work First Guidance and Confirmation Template
	The Fair Work First Confirmation template can be found here: Fair Work First Confirmation Template
	Safeguarding Policy

Completed applications must be emailed to ExchangeProgramme@gov.scot and must be received no later than 31 July 2025. An acknowledgement email will be sent on receipt of applications.

Section 6: Declaration

On behalf of _____ (Applicant organisation’s name)

I hereby submit this application for a grant under the Scottish Government Scottish Education Exchange Test and Learn Project on the whole terms and conditions as set out in this application form and confirm that I hold the relevant signing authority to make this application.

I understand the information supplied by me will be treated in confidence but may be submitted for checking against records held by other government departments, other agencies, local authorities, and the police, where it is necessary for the purpose of assessing eligibility for grant funding.

I authorise HM Revenue & Customs to provide the Scottish Government with any information relevant to this application, and with any information needed to check the information I have provided. I understand any information provided to HM Revenue & Customs in connection with this application may be used by them for their own statutory purposes.

I agree that representatives of the Scottish Government may contact me if further information or evidence is required to verify and/or process this application. I understand that failure to provide any additional information or evidence requested may impact on the ability of the Scottish Government to process this application. I understand that provision of false or misleading information may lead to loss or recovery of any funds allocated based on false or misleading information.

I confirm that this grant will not duplicate funding already provided by the Turing Scheme, Taith Programme, Erasmus+ or any other Scottish Government Funding.

I confirm that I consent to be contacted to discuss participation with the aim of informing future programme development.

I have read and understood the privacy policy contained in Annex A below.

I hereby declare that, to the best of my knowledge and belief, the information provided in this application is true, complete, and accurate.

Authorised signatory details.

Authorised signatory first name

Authorised signatory last name.

Authorised signatory position

Authorised signatory email.

Main contact person during application assessment process

Main contact first name

Main contact last name

Main contact position

Main contact email

Main contact phone

Annex #

Scottish Government privacy notice – Scottish Education Exchange Programme Test and learn programme

1. Legal basis

The Scottish Government seeks to ensure that the data collected through the Scottish Education Exchange Programme Test and Learn Project is fairly and lawfully processed in accordance with Data Protection Laws as detailed under the Data Protection Act 2018 (DPA). Any personal information gathered through

this application form will be treated as confidential in line with the principles of the Data Protection Laws. [Article 6\(1\)\(b\) of the General Data Protection Regulation \(GDPR\)](#) will apply for the purposes of the fund.

2. Your data

We will collect data about you, your organisation, and any organisation(s) you partner with for the purpose of the Scottish education Exchange Programme Test and Learn Project in to order to process your application. Information gathered will include the following: individual names and organisation names, postal addresses, email addresses, phone numbers, positions, and charity numbers if applicable.

We collect a minimum amount of your personal data to contact you about your application. Decisions about the fund are made using business information provided, and not your personal data.

3. The purpose

The information provided in the application form will be used for administering the Scottish Education Exchange Programme Test and Learn Project, including assessing your grant eligibility and making grant payments. Processing the information is obligatory to fully assess your application before a funding decision can be made.

4. Sharing of data

We may share the information gathered through the application form with public bodies assisting in the assessment process. It may be necessary to check details of your application with HM Revenue & Customs. Any data shared externally will refer to business information only and no individual personal data will be shared. The Scottish Government may publish Scottish Education Exchange programme Test and Learn Project data on its website; however, it will not allow any individuals to be identified. The information may include your organisation's name, type of enterprise, location/s in which the project is carried out, sector of activity, amount of grant and objectives of the grant.

5. Storing of data

Data gathered for the purpose of the Scottish Education Exchange Programme Test and Learn Project will be securely stored on Scottish Government's Record Management system – eRDM.

6. Retention period

The Scottish Government is committed to keep only what we need for no longer than necessary.

We keep the data for as long as the Scottish Education Exchange Programme exists. After this period, the data will be disposed of. Payment records may be kept for 6 years.

7. Data protection rights

You have the right to:

- request information about how your personal data is processed and to request a copy of your data.
- to request that any inaccuracies in your personal data are rectified without delay.
- request that any incomplete personal data is completed.
- request that your personal data is erased if there is no longer a justification for it to be processed.
- object to the processing of your personal data

8. Scottish Government's Data Protection Officer

The Scottish Government endeavours to meet the highest standards when collecting and using your personal data. If you would like to raise any concerns, please contact DataProtectionOfficer@gov.scot

9. Complaints

If you consider that your personal data has been misused or mishandled, you may make a complaint to the Information Commissioner, who is an independent regulator. The Information Commissioner can be contacted at

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

casework@ico.org.uk

Screenshot of Budget Spreadsheet

Scottish Education Exchange Programme Test and Learn Project Year 3 (2025-26) - Application budget template			
Applicant organisation:			
Project title:			
Complete this template with reference to the Budget Guidance tab in this workbook and application guidance			
If you have any questions about how to complete this template, please email ExchangeProgramme@gov.scot			
Staff related costs:	Organisation incurring cost	Expected spend (£)	Budget notes
Total staff related costs		£0.00	
Travel and accommodation costs:	Organisation incurring cost	Expected spend (£)	Budget notes
Total travel and accommodation costs		£0.00	
Implementation costs:	Organisation incurring cost	Expected spend (£)	Budget notes
Total implementation costs		£0.00	
Other costs:	Organisation incurring cost	Expected spend (£)	Budget notes
Total other costs		£0.00	
Capital costs:	Organisation incurring cost	Expected spend (£)	Budget notes
Total capital costs		£0.00	
Cross Sector up to £10k Top-Up costs:	Organisation incurring cost	Expected spend (£)	Budget notes
Total cross sector top-up costs		£0.00	
Match-funding - in-kind or actual:	Organisation incurring cost	Expected spend (£)	Budget notes
Total in-kind or match funding		£0.00	
TOTAL COST TO DELIVER THIS PROJECT:			£0.00
TOTAL REQUESTED FROM TEST AND LEARN PROJECT YEAR 3 (2025-26):			£0.00

Annex #

Application Form Guidance

Section 1: project overview

1.1 Project title (max 20 words) – This is the title your project will be referred to as in all official documentation. If successful, it will also be assigned a reference code.

1.2 Name of applicant organisation – The name of the institution applying for funding, also the lead partner in the project.

1.3 Project start date – The date you intend the project to begin. The start date is flexible, but it must be after the date on the grant award letter and before 31 March 2026.

1.4 Project finish date – The date you anticipate the project ending. It must be completed by 31 March 2026.

1.5 Amount of grant requested from the Test and Learn Project – The amount of money you are applying for from the Scottish Government. This may not necessarily be the total cost to deliver the project. The budget section will give you the opportunity to detail any other sources of funding.

1.6 Short summary of the project (max 100 words) – A brief overview of the proposed project, enabling someone with no prior knowledge of the project to quickly understand its purpose. If the application is successful, this may also be used on the Scottish Government website.

1.7 What is the project seeking to achieve? (max 300 words) – What outcomes is the project seeking to achieve. How will it support theme 2 and 3 key actions set out in [Scotland's International Education Strategy?](#)

Section 2: institution details

Applicant institution information

2.1 Name of institution – The name of the institution applying for funding, also the lead partner in the project.

2.2 Address of institution – Please enter the postal address of the organisation.

2.3 Website – Please enter the institution's main website and any page for your part of the institution.

2.4 What experience does the organisation have of leading the management and delivery of this type of project? (max 150 words) – Please give some details that demonstrate your organisation has a track record of operating in the area of the proposed project.

As the grant funding is being awarded only to recognised Scottish colleges and universities it is assumed that the following policies are in place and they meet the governance requirements set out in their core funding agreements.

Safeguarding- We expect all organisations that receive Scottish Government funding to have robust and fit for purpose safeguarding policies and procedures in place, and to have clear processes in place if the organisation becomes aware of specific incidents relating to abuse or malpractice. Please also include any specific training undertaken by trustees and/or staff or any similar information in addition to the policy itself. You should include a copy of the policy or a hyperlink to it. Read [the OSCR Safeguarding Guidance](#).

Equalities/diversity - We expect all organisations that receive Scottish Government funding to operate inclusively, and it is for this reason that we ask you to demonstrate how you promote equal opportunities and diversity. This should cover paid staff and any volunteers you engage with. In this section, please tell us about your equal opportunities/diversity policies, any equal opportunities training for your staff and volunteers, equal opportunities/diversity recruitment practice and anything else you do to operate inclusively. If your policy is in the process of being revised or expanded, please use this space to tell us about that process. You should include a copy of the policy if available or a hyperlink to it.

Fair Work First Policy – We expect all organisations that receive Scottish Government funding to pay the real Living Wage as the minimum rate for anyone in paid work; this is distinct from the statutory National Living Wage and National Minimum Wage which are set by the UK Government. Need to check the specific requirements [Fair Work First First Criteria: What It Means In Practice - Fair Work First First guidance - gov.scot \(www.gov.scot\)](#)

2.5 Details for Scotland-based project manager. This will be the person overseeing the project if the application is successful. – This can be the same person identified as the main contact in Section 7 but does not necessarily need to be.

Partner institution/organisation information

All projects must have at least one international partner. You may also include additional Scotland-based partner organisations. If your proposed project includes multiple partners, please copy, and paste this section as many times as necessary to ensure we have details for all partners included in the application.

2.6 Name of institution/organisation – The name of the partner institution/organisation.

2.7 Type of organisation and any registration number – Please enter the institution/organisation type e.g., HE institution, charity, social enterprise, SCIO, etc and any charity number/regulation number/company number.

2.8 Address of institution/organisation – Please enter the postal address of the organisation.

2.9 Website – Please enter the institution/organisation main website and any page for the relevant part of the organisation.

2.10 What are the general activities of the institution/organisation? (max 150 words) – Please give some background on the institution/organisation, their aims, and activities. This is about the partner organisation NOT the project you are seeking funding for.

2.11 What experience does the institution/organisation have of the delivery of this type of project? (max 150 words) – Please give some details that demonstrate the organisation has a track record of operating in the area of the proposed project.

2.12 Please describe the relationship between the applicant institution and partner institution/organisation (max 300 words) – Please provide some background on your relationship with the partner institution/organisation, including details of the origins and duration of the relationship and details of any jointly delivered projects in the last three years. We are also happy to consider new partnerships and alliances.

2.13 Please confirm that the partnership institution has the following policies in place and if there is anything you would like us to know about them. By ticking these boxes you are confirming that the named lead contact on the application has undertaken the due diligence to ensure that the partner's policies at least meet the standards required of Scottish institutions. You may be asked to provide evidence of this due diligence if your project is selected for internal audit by the Scottish Government auditors.

If you require further advice on ensuring appropriate measures are in place, please contact ExchangeProgramme@gov.scot

Section 3: Project Details

This is your opportunity to tell us about your proposed project. Please ensure you refer closely to the Project Objectives section earlier in the guidance.

3.1 Project summary – This is your opportunity to explain what your project aims to achieve and why it should be supported. Please include details of how all partners will participate.

3.2 For college and university applicants only: Project aims – This relates to Scotland's [International Education Strategy](#). You should explain which key actions your project will contribute to. You should also refer to your project's equal opportunities contributions.

3.3 For CLD applicants only: Project aims -This relates to the Scottish Government's CLD priorities. You should explain which priorities the project links into and how this will be captured.

3.4 Key deliverables – Your answer should provide brief information on key project deliverables and results from your project and how they will be disseminated.

3.5 Project plan and longer-term sustainability – Your answer should demonstrate your plans for managing and delivering the project within eligible timescales and available budget. You should also indicate any activities setting the scene for longer-term sustainability of project aims or plans you may have for continuing the work begun in the project, if you have any. Any links with other related projects should also be provided.

3.6 Risk Register: Please consider the potential barriers to successful completion of the project and highlight the key risks below – Successful applicants should maintain their own risk register. Please use this section to identify the most likely and significant potential risks and explain your mitigation measures. For example, the short timescale available for delivery, uncertainty around visa application timelines and potential delays in securing appropriate permissions to proceed (e.g., around working with young people or ethics approval) could feature. We do not expect this list to be exhaustive.

Section 4: budget

This section works alongside the budget template you should complete and submit with your application form.

4.1 What is the total budget for the project? – This should combine the amount being requested from the Test and Learn Project and any other sources of funding.

4.2 How much is being requested from the Test and Learn Project. How much funding you are applying for from the Scottish Government towards the total budget.

4.3 How much of the total sum being request from the Test and Learn Project is to fund inward mobility? Any funding for inward mobility must be match funded by the international partner. The money requested for inward mobility must not exceed 30% of the total amount of money requested from the Test and Learn Project.

4.4 How much (if any) match-funding (both actual and in-kind) has been secured towards the total budget from other sources? Please list sources and amounts. Is the project dependent upon additional funding being secured? Additional in-kind or match-funding is not essential for the project, but we are happy to consider projects that have it. Actual match-funding is a monetary contribution towards the total cost of the project. In-kind match-funding is a non-monetary contribution of goods, services, or staff/volunteer time. There is also a section for this in the budget template.

4.5 Please provide justification for any capital expenditure over £250 in your budget – Capital costs are one-time costs incurred to acquire assets or improve the useful life of existing assets and in this context include the purchase of tangible fixed assets such as equipment machinery to be used in the production of goods or the rendering of services. These should include all costs related to the asset such as transportation, installation, and disposal costs. Capital items in a budget will be carefully scrutinised and organisations will need to justify clearly in applications why these items are needed. For example, we would not expect to fund a new laptop for a staff member in Scotland to use in the regular course of their job.

4.6 Please provide justification for any non-participant staff costs in your budget – Staff costs in the budget proposed will be considered carefully in relation to the activities outlined in the application and their inclusion should be justified.

4.7 Please provide justification for any travel costs in your budget. – Due to the cost and environmental impact of air travel, it may be more appropriate for any international engagement to be virtual, and we ask all applicants to consider this option. Guidance on expected travel costs is included in Annex A. Any travel costs deemed to be excessive may be scrutinised by Scottish Government.

General budget guidance

Funding cannot be used to:

- purchase or repair buildings
- purchase land
- purchase vehicles
- pay per diems or attendance allowances.
- carry out revenue-raising activities.
- pay for religious services or religious materials.
- pay for material that is designed to support political activity, a political party, or a specific movement/group (such as an environmental activist group/local lobby group)
- fund ordinary ongoing costs of public sector organisations
- overhead costs
- pay for consultancy fees (if consultancy firms are included in an application, their time must be funded from other sources)

Funding can be used, for instance, to pay for:

- staff costs
- IT software and licenses
- learning materials
- equipment and implementation costs
- travel and accommodation costs in line with relevant FCDO travel guidance.
- All costs and items must relate exclusively to the project.

Section 5: checklist

Please ensure you have completed the checklist and attached all the relevant documentation to your submission email. Failure to do so may result in delays in processing or a rejection of your application.

Section 6: declaration

Please ensure you complete all fields. If the authorised signatory is not submitting the final application themselves, you must ensure they are copied into the email.

Test and Learn Project – Year 3 2025-26
Application Assessment Form – Scoring Sheet

Application reference number	
Applicant institution name	
Project title	
Amount of grant requested	

Pre-panel check		
Has the applicant included essential documentation?	Application form	
	Budget template	
	Accounts	
	Letter(s) of support	
	Safeguarding policy	
	Equality/diversity	
	Fair Work First Policy	
	Data Protection	
	CLD Only – Governance Arrangements	
CLD Only – Audit Processes		
Has the form been completed in full, including the declaration and authorised signatory?		
Do the applicant and partner colleges and universities/organisations meet the eligibility criteria?		
Are all budget lines eligible costs?		
In the instance of multiple submission, has the application been allocated priority ranking?		
Comments from pre-panel check		

Applications have been checked for initial eligibility, but further due diligence will be required before funding. Comments have been provided on eligibility or high-level issues, but not on the policy content of the application.

Panel assessment

The scoring system is:

- 1.** Indicates that the proposal is weak in this area, either because the proposals are unrealistic or because the evidence provided is insufficient. If the proposal is unacceptable in this area, please do not award a score and make a note in the comments box at the end of the section.
- 2.** Indicates that the project is adequate in this area, with realistic proposals backed up by sufficient information and evidence.
- 3.** Indicates that the project is excellent in this area, with strong proposals backed up by full information and evidence

Please provide comments at the end of each section. These will be used to inform group discussion and for giving feedback to applicants.

Lead institution	1 (Weak)	2 (Adequate)	3 (Excellent)
1. Do the general activities of the institution and experience (2.4) demonstrate the lead applicant has the capacity and expertise to successfully deliver the project?			
2. Does the information provided on the Scotland-based project manager (2.5) demonstrate the individual has the appropriate experience and expertise to manage the project?			
Panel member comments			
Score from this section (max 6)			

Partner colleges and universities/organisation(s) suitability	1 (Weak)	2 (Adequate)	3 (Excellent)
1. Do the general activities of the institution(s)/organisation(s) (2.10) and experience (2.11) demonstrate the partner colleges and universities(s)/organisation(s) has (have) the capacity and expertise to successfully deliver the project?			
2. Does the information provided on the relationship between lead and partner institution(s)/organisation(s) (2.12) suggest they will be able to work together successfully on this project?			
3. Does the information provided on safeguarding (2.13); equalities/diversity policy demonstrate the institution(s)/organisation(s) has (have) appropriate measures in place to protect vulnerable groups?			
4. Does the proposal indicate that the project will be transnational in its delivery?			
Panel member comments			

Score from this section (max 12)	
----------------------------------	--

Project details	1 (Weak)	2 (Adequate)	3 (Excellent)
1. Does the project have sufficient focus on the IES key actions or CLD priorities? How is this evidenced?			
2. Does the proposal demonstrate meaningful cross sector engagement and how this will be achieved in the project?			
3. Does the proposal demonstrate how the project will make a meaningful contribution towards at least one, but preferably more, of the IES key actions or CLD priorities? Which will it contribute to?			
4. Are the aims and objectives of the project focused and are they clearly stated? Is there a clear timeline for the project, including key milestones, to ensure it can be delivered by 31 March 2026?			
5. Is there sufficient evidence of need for the project? How is this captured?			
6. Does the proposal demonstrate the project will promote equal opportunities?			
7. Is there a clear plan or template in place for monitoring and reporting of the grant and demonstrating the key learning / difference made?			
8. Is there a clear plan or template in place for dissemination and monitoring, evaluation, and learning with others?			
9. Is there evidence that sustainability is part of the project in terms of its longer-term impact?			
10. Is there clear assessment of risks which might affect the project and evidence of contingency plans for managing these?			
11. Does the project provide value for money? For example, consider risk assessment, project delivery timeline, grant rates.			
12. Does the proposal suggest the project able to be delivered within the timescale and budget?			
Additional panel member comments.			
Points from this section (max 36)			

After question 1, the budget section does not contribute to the overall score, but if the answer is No to any of the questions, then any issues will have to be resolved with the applicant – if appropriate – before any approval for funding is given.

Budget	1 (Weak)	2 (Adequate)	3 (Excellent)
1. Does the budget spreadsheet provide sufficient detail?			

	Yes	No	N/A
2. Is there a clear indication that the resources being applied to deliver the proposal are adequate (i.e., there is an appropriate level of staffing applied and other costs are reasonable for the work outlined)?			
3. If additional match-funding is being utilised, is it secured?			
4. Is the % funding for inward mobility under 30% of the total amount requested? Has the applicant provided evidence of match funding by the international partner been provided?			
5. If any international travel is proposed, has a suitable justification been provided?			
Additional panel member comments			
Score from this section (max 3)			

Total score from panel member assessment (max 57)	
---	--

No. of answers scoring 1 (Weak)	No. of answers scoring 2 (Adequate)	No. of answers scoring 3 (Excellent)

If an application has scored **Weak** on any question, then, before making any recommendation for funding, the panel must agree that either it is not a barrier to funding, or that any recommendation is conditional on issue/s being resolved.

Annex #

**Test and learn Project Year 3 2025-26
End of grants report**

**The purpose of this form is to give the Scottish Government (SG) an overview of your grants project. The information provide will be used to shape future programmes.
Grant recipient information (to be completed by Scottish Government):**

Organisation name	
Project title/reference	
Name of lead contact	
Contact number	
Contact email address	
Grant start date	
Grant end date	31 March 2026
Financial year	2025-26

Scottish Government awarding policy area information (to be completed by Scottish Government):

Policy team	Lifelong Learning and Skills Directorate
Lead name of policy Area	International Higher Education
Contact email address	ExchangeProgramme@gov.scot

The remainder of this form needs to be completed by the staff conducting the project in recipient of SG funds.

Which Scottish Government Priority does this Grants Project aim to address?

Please select those which apply:

Eradicating child poverty <input type="checkbox"/>
Growing the economy <input type="checkbox"/>
Tackling the climate emergency <input type="checkbox"/>
Improve Scotland's public services <input type="checkbox"/>

Which Scottish International Education Strategy Key Actions does this Grants Project aim to address

Please select those which apply:

Theme	Key Action			
Destination Scotland – inward attraction of international students, staff, and researchers	1.1	1.2	1.3	1.4
International Education and Economic Growth maximising exports	2.1	2.2	2.3	
Research and Knowledge Exchange - Scotland's world leading offer	3.1	3.2	3.3	

Please note for the following questions we recommend using a maximum of 500 words per text box, feel free to use bullet points. A guidance note is given at the end of this document.

1. Grants summary

Provide a brief summary of the project that has been delivered (maximum 500 words):

2. Grant delivery activities

Please describe the activities and outputs your grant has delivered to date. For example, activities could be an event and outputs the number taking part:

3. Please list briefly the inputs needed to deliver your project

Test and Learn Project grant funding received - £

Any other funding, it's source and amount - £

Number of staff involved in delivering the project, their key role and estimated time input (days):

4. Achievement of objectives

Please detail the progress you have made towards the achievement of your Objectives listed in your grant offer (maximum 500 words):

5. What difference has your project made?

Please describe briefly the difference that your project has made. What is different from when you started? Or what learning has resulted from the project? Has there been any equalities impact? And any evidence you have for this? (maximum 500 words):

6. Fair Work

Where applicable, please provide details of the progress made to date on each of your organisation’s Fair Work First commitments. Your specific commitments will be set out in your grant offer letter under “Schedule 1B”. [Guidance on Fair Work First.](#)

7. Risks

Have any of the risks identified in your original application been realised over the course of the grant? If so, which ones and what actions have been taken in response and how have these impacted on the overall achievement of objectives and final outcomes (maximum 500 words):

8. Issues

Have you experienced any other issues/problems? Let us know what actions have been taken in response if you have (maximum 500 words):

9. Expenditure breakdown

Please provide a detailed breakdown of actual expenditure which this final report relates, compared to the planned expenditure detailed in your grant offer letter.

Original grant amount	£
------------------------------	----------

Expenditure category	Planned expenditure	Actual expenditure
e.g. – stationery		
TOTAL	£	£

10. Expenditure breakdown – continued

Please comment on the breakdown of expenditure in Question 9 above, particularly explaining any significant disparities between planned expenditure and actual expenditure: [An end of year financial monitoring report should be attached]

11. Underspend

Are you reporting any underspend? Let us know why and the cause of this:

12. The positive impacts

Please give us a short narrative demonstrating the positive impact(s) the grant funding has had. Please make any further comments, including links to digital media evidence you feel might help illustrate your progress:

13. Additional information

If there is any additional information you would like to provide to help inform future programme development, please do so, including any feedback you would like to give us:

Guidance

Question	Guidance
1. Grants summary	Provide a brief description of the project that is being delivered.
2. Grant delivery activities	Please describe the activities your grant has helped to deliver/achieve during the life of the grant.
3. Please list briefly the inputs needed to deliver your project	Test and Learn Project grant funding received - £ Any other funding, it's source and amount - £ Number of staff involved in delivering the project, their key role and estimated time input (days):
4. Achievement of objectives	Please detail the progress you have made towards the achievement of your Objectives.
5. What difference has your project made?	Please describe briefly the difference that your project has made. What is different from when you started? Or what learning has resulted from the project? Has there been any equalities impact? And any evidence you have for this?
6. Fair Work	Describe the Fair Work First commitments that the grant has helped to deliver. Specific commitments will be set out in each grant offer letter.
7. Risks	Comment on any risks that you originally identified that have been realised. Please explain what actions you have taken to address these or what actions you intend to take.
8. Issues	Please comment on any issues or problems you have faced over the reporting period, how you addressed them or how you intend to address them.
9. Expenditure breakdown	Please provide a detailed breakdown of expenditure incurred against expenditure planned over the last 12 months.
10. Expenditure breakdown - continued	Please comment on the detailed breakdown attached in question 10, in particular explaining any significant disparities between planned and actual expenditure.
11. Underspend	Please comment on any outstanding amount that is left in the budget and provide an explanation for why it has not been spent. Any unspent funding will be returned to Scottish Government. SAAS will provide guidance on how this is to be managed.
12. Positive impact	We would be interested to hear any stories that illustrate the positive impact the Programme has had. Please include any further information or comments you feel are important but not covered in this form, which might facilitate the effective monitoring and evaluation of the progress made on your Programme.
13. Additional information	If there is any additional information you would like to provide, please do so in this text box.