



# UK COMMUNITY DEVELOPMENT GUIDELINES

## Introduction

Since 1993, Muslim Hands has been working in over 50 countries to support communities to live a life of dignity and free from exploitation and poverty. Our work in the UK covers four key areas: Poverty Alleviation, Prisoner Rehabilitation and Resettlement, Supporting Marginalised Women and Youth Empowerment.

Muslim Hands supports community groups in the delivery of development work in their local areas. If you have a project which will show measurable improvements in your community and could benefit from Muslim Hands' support, please read these Application Guidelines (UKCDG0216) complete the Muslim Hands UK Community Development Application Form (UKCDA0216).

## Process

There are four windows throughout the year in which to submit an application. Our application windows are as follows:

	<b>Project Start Date</b>	<b>Application Deadline</b>	<b>Response Given by Muslim Hands</b>
<b>1<sup>st</sup> Window</b>	18 <sup>th</sup> April 2016	13 <sup>th</sup> March 2016	11 <sup>th</sup> April 2016
<b>2<sup>nd</sup> Window</b>	18 <sup>th</sup> July 2016	12 <sup>th</sup> July 2016	11 <sup>th</sup> July 2016
<b>3<sup>rd</sup> Window</b>	17 <sup>th</sup> October 2016	11 <sup>th</sup> September 2016	10 <sup>th</sup> October 2016
<b>4<sup>th</sup> Window</b>	16 <sup>th</sup> January 2017	11 <sup>th</sup> December 2016	9 <sup>th</sup> January 2016

After receipt of the completed application form, the Community Development team will convene to evaluate all applications. A decision will be made and communicated to all applicants by the 'Response Given by Muslim Hands' date.

## GUIDELINES TO APPLICATION FORM

In certain parts of the Application Form, specific, detailed strategies and documents are required. Where the Application Form refers to the UKCDG0216, please use the following sections to help complete the form.

### SECTION 3 PROJECT

#### 3.1 Project Definition

What project needs to achieve

Project objectives and desired outcomes

Project scope and exclusions

Constraints and assumptions

The user(s) and any other known interested parties (stakeholders)

Interfaces

### SECTION 4 METHODOLOGY

#### 4.1 Project Plan

Plan description – brief description of what the plan encompasses

Plan prerequisites – what needs to be in place

External dependencies – what may influence the plan?

Planning assumptions – upon which the plan is based

Lessons incorporated – details of relevant lessons

Monitoring and control – how will it be monitored and controlled

Budgets, including provision for risks and change

Schedule

#### 4.4 Communication Management Strategy – define stakeholders and the means and frequency of the communication between them and the project

Introduction – purpose, objectives, scope, who is responsible for the strategy

Communication procedure – description of communication methods to be used

Tools and techniques – communication tools, any preference for techniques that may be used for each step of the communication process

Records – how external communication will be recorded

Reporting – describe any reports that are to be produced, including their purpose, timing and recipients

Timing of communications activities

Stakeholder analysis – identify who they are, what is the current relationship and desired relationship, the key messages

Information needs for each interested party – frequency, means, format, info required to and from the project

#### **4.5 Risk Management Strategy** (specific risk management techniques and standards to apply)

Risk management procedure – activities must cover identify, assess, plan, implement and communicate

Tools and techniques – reference to particular tools and techniques, e.g. risk workshop, brainstorm

Timing of risk management activities

Roles and responsibilities – of those conducting the risk management activities

Scales – defines the scales for estimating the probability and impact e.g. very high, high, medium, low, very low

Proximity – guidance on how proximity for risk events is to be assessed.

Risk categories – e.g. environmental, political, social, health and safety

Risk response categories – is the risk a threat or opportunity? How will you respond to the risk?

## **SECTION 5 MONITORING AND EVALUATION**

### **5.1 Quality Management Strategy** (defines techniques and standards to apply and the various responsibilities for achieving the required quality levels during the project)

Introduction – the purpose, objectives and scope, identifies who is responsible for the strategy

Quality management procedure – description of the quality management procedure to be used

Tools and techniques – any quality management systems or tools to be used

Records – what quality records will be needed and how they will be stored

Timing of quality management activities – e.g. audits

Roles and responsibilities – for the quality management activities