# United Nations Democracy Fund
# Project Proposal Guidelines
# Seventh Round

## 15 November – 31 December 2012

## Summary

The present guidelines describe the application procedure for the Seventh Round of UNDEF grants. Their purpose is to provide guidance to prospective applicants in the preparation of their proposals and thus to help the Fund select and support the best projects in conformity with the guidance of its Advisory Board.  These Guidelines therefore establish:

➢ The process for applications and awards, including proposed schedule

➢ Eligibility criteria for beneficiaries

➢ Appropriate activities

➢ Assessment criteria

➢ Requirements in terms of branding and visibility of the UNDEF  sponsorship

➢ Different types of geographical coverage (global, regional and local (country) projects)

➢ Management arrangements available (CSOP and CSOP+EA)

➢ Monitoring, reporting and evaluation requirements; and

➢ The commitment to transparency and assistance of the UNDEF Office to applicants in this process

➢ An outline of the Online Project Proposal System (OPPS)

➢ A glossary

Applicants are also encouraged to review UNDEF feedback to applicants and UNDEF Frequently Asked Questions (FAQs) on the UNDEF website when submitting a proposal.

# 1. Background of UNDEF

At the 2005 World Summit held at the United Nations in New York, Heads of State and Government reaffirmed their commitment to promote democracy and human rights, by welcoming "the establishment of a Democracy Fund at the United Nations[1]" (herein referred to as 'UNDEF').

UNDEF's primary purpose is to strengthen the voice of civil society and ensure the participation of all groups in democratic practices. The Fund complements current UN efforts to strengthen and expand democracy worldwide and funds projects that enhance democratic dialogue and support for constitutional processes, civil society empowerment, including the empowerment of women, civic education and voter registration, citizen's access to information, participation rights and the rule of law in support of civil society and transparency and integrity.

UNDEF is a Trust Fund established through voluntary contributions from Member States, under the authority of the Secretary-General. UNDEF is guided by its Advisory Board, which includes representatives of Member States, eminent academics and global civil society leaders. Thus, participation in the activities of UNDEF bestows prestige to all its stakeholders and signifies for its beneficiaries a high level of political commitment to democratic values.

# 2. Mandate of UNDEF

UNDEF finances projects primarily carried out by civil society organizations as well as independent constitutional bodies, regional and international organizations. UNDEF aims to support action-oriented projects to bring about measurable and tangible improvements in democracy and human rights on the ground, thereby translating the concept of "democracy" into practical solutions for people to have their voices and choices heard.

UNDEF-financed projects will be implemented over a period of **two years**, principally at country level and in least developed, low or middle income countries. UNDEF also provides discrete funding to a number of regional and global projects promoting democracy (see § 5.1). Eligibility criteria are elaborated further in Section 5.

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[1] Paragraph 135, 2005 World Summit Outcome, A/RES/60/1, 24 October 2005

## 3.    Scope of the Guidelines

These guidelines describe the two-stage approach of the application procedure for UNDEF grants (i- submission of a project proposal during the call for proposal, ii-development of a full project document). The basic principle behind this approach, and in particular of the first stage (call for applications), is to allow interested parties to have their projects short-listed by providing the basic information needed by UNDEF to reach a decision in principle. Only if a proposal has been short-listed do applicants have to invest the time and resources to produce a full project document (the second stage).

The Project Proposal Guidelines may be periodically revised in subsequent rounds of UNDEF funding cycles to take account of best practices and lessons learned. For further information, please visit the UNDEF website at http://www.un.org/democracyfund.


## 4.    Application Procedure

### 4.1 Schedule (indicative)

| | |
|---|---|
| 15 November 2012 | Call for Applications <br> Online application software opened |
| 31 December 2012 | Deadline for application submission <br> Online application software closed |
| Mid-February 2013 | Deadline for UNDEF Office to arrive at "long short-list" |
| Mid-March 2013 | Deadline for UN Programme Consultative Group (PCG) & UN Resident Coordinators (RCs) to provide comments |
| Early April 2013 | Deadline for Advisory Board to adopt short-list |
| Mid-April 2013 | Deadline for Permanent Missions to be informed of projects short-listed in their countries |
| Late May 2013 | Deadline for Advisory Board recommendation to Secretary-General |
| Early June 2013 | Request to short-listed applicants to draft detailed project documents |
| July-August 2013 | Expected deadline for submission of detailed project documents |
| September 2013 | Project document negotiations begin between applicants and UNDEF office; first projects finalized and receive disbursements |

## 4.2     Call for Applications

The Seventh Round of UNDEF Funding will begin when the call for applications is launched on 15 November 2012. The deadline for submissions will be **31 December 2012**.  Organizations wishing to apply for UNDEF funding should visit the UNDEF website where they will be prompted to complete an online application form.  An outline of the requirements of the On-line Project Proposal System (OPPS) is provided in Annex 1 to this document.

**Applications will be accepted by the OPPS only** during the application period i.e. 15 November – 31 December 2012. Applications must be received online by 31 December 2012. The Fund will not accept proposals submitted via e-mail, regular post, facsimile, diplomatic or UN pouch, hand or courier delivery or any other channel. **Applications can be submitted only in English or French,** the two working languages of the United Nations. A confirmation email will be generated by the OPPS. The UNDEF Office will communicate directly with the applicant if additional information should be required.

## 4.3     Award Decisions and "Approval in Principle"

Proposed projects will be assessed by the UNDEF Office and its external consultants, short-listed by the Fund's Programme Consultative Group (PCG), in consultation with United Nations Resident Coordinators, and reviewed by UNDEF's Advisory Board.  The Advisory Board will submit a recommendation of awards to the Secretary-General, who holds the ultimate authority for the funding decision. Prior to the Secretary-General's decision, Permanent Missions of countries where projects are planned will be advised of the recommendations of the Advisory Board.

Decisions on the selection of projects to be funded will be considered "approvals in principle". Short-listed applicants should submit a completed project document within 6 weeks of the notification of the "approval in principle". Failure of the applicant to comply with this deadline may result in UNDEF not going ahead with the grant. Extended deadlines may be granted by UNDEF on an exceptional basis, to especially complex projects. Final approval of the project will only be granted after a detailed negotiation and clearance of the full project document.

By June 2013, **all successful short-listed applicants will be notified at the electronic address indicated in their application**, unless otherwise advised on the UNDEF website. UNDEF does not have the resources to individually advise unsuccessful applicants.

### 4.4  Successful Proposals and Detailed Project Documents

Proposals approved in principle for funding by UNDEF will have to be elaborated into full project documents and undergo a detailed review to ensure compliance with UNDEF's requirements, prior to receiving final approval for disbursement. Project documents should be based in general on the original proposals submitted, and should follow the UNDEF format as explained in the Seventh Round Project Document Guidelines which will be available on the UNDEF website prior to notification of short-listing. In the interim, please refer to the Sixth Round Project Document Guidelines for an overview of the information required.

### 4.5  Declined Proposals

Organizations whose applications were not approved for funding will not be notified individually. Such organizations may wish to revisit the UNDEF website periodically to be aware of future calls for applications. Applicants who have not received a positive response by the end of June should consider this silence as decisive, unless otherwise advised on the UNDEF website.

## 5.  Eligibility Criteria

### 5.1  Local and Global/Regional Projects

UNDEF will invite proposals for projects that either take place in one country only (local), or occur in several specified states of a region or sub-region (regional) or intend to operate at the global level (global). UNDEF will reserve at least 70% of its programmable resources in each funding round for projects taking place in one country and will allocate no more than 30% to global/regional projects.

### 5.2  Duration of Projects and Amounts Awarded

In principle, UNDEF grants will be allocated for projects with default duration of two years. However, it is fully acceptable to UNDEF if a successful applicant completes a project in less than 2 years. Grants will not necessarily match the full amounts applied for. Grant allocations will in principle **not exceed US$400,000** for any given project, and will be of a minimum of US$50,000. Please note, however, that the majority of projects are granted **no more than $250,000**. Once the implementation period has elapsed, beneficiaries will be required to return unspent funding to UNDEF.

### 5.3    Eligible Beneficiaries

The following institutions are eligible for UNDEF grant funding:

(1) **Civil Society Organizations and Non-Governmental Organizations**[2], engaged in promoting democracy[3] which are anticipated to receive the bulk of the funding

(2) **Independent and Constitutional Bodies,** including Election Commissions, Ombudsman Institutions, National Human Rights Institutions and other independent governance bodies, for project proposals facilitating the inclusion of the voice of civil society.

(3) **Global and Regional inter-government bodies, organizations and associations** other than the United Nations, for project proposals which strengthen the voice of civil society.

### 5.4    Priority Countries and Regional Balance

Strong preference will be given to applicants from countries and regions where the challenges of democracy are more critical, such as countries emerging from conflict, new and restored democracies, the Least Developed Countries (as per the official classification of the UN-OHRLLS), Low Income Countries ("Low Income Economies" as per the World Bank's official classification based on Gross National Income per capita) and Middle Income Countries ("Lower and Upper Middle-income Economies", idem).

UNDEF aspires to a satisfactory regional balance in the awarding of grants, and will consider each individual proposal on its own merits. UNDEF encourages local CSO's to submit high quality applications.

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[2] UN accreditation is not a prerequisite to apply for UNDEF funding.

[3] UNDEF will not consider project proposals that reflect any type of support for any member, affiliate or representative of an organization that recommends or is apologetic of the use of violent means in political action in general and of terrorism in all its forms and manifestations in particular, as stated in the 2005 World Summit Outcome document (§81). Based on ECOSOC (Economic and Social Council) resolution 1996/31 on consultative relationship, as well as the UN Department for Public Information (DPI) criteria for associated NGOs, UNDEF will require that the aims and purposes of the applying CSO be in conformity with the spirit, purposes and principles of the Charter of the United Nations; the CSO must be duly constituted nationally or internationally; the CSO shall ideally have a satisfactory record of collaboration with UN field offices, UNDP, a United Nations Information Centre (UNIC) or other parts of the UN system or similar institutions; the CSO shall have statutes/by-laws providing for a transparent process of making decisions, elections of officers and members of the Board; it shall have an established headquarters, with an executive officer; the CSO shall finally have authority to speak for its members through its authorized representatives; evidence of meeting these requirements shall be the onus of the applying CSO

### 5.5 Appropriate Activities

The following are examples of activities that are appropriate for funding:

(a) **Democratic dialogue and support for constitutional processes**: This includes activities that enhance the interaction of people (and especially marginalized groups) with their government; that foster national dialogue, democracy and reconciliation amongst diverse communities and actors.

(b) **Civil society empowerment, including the empowerment of women**: This includes activities that strengthen civil society capacities to participate in democratic processes, including umbrella organizations and institutional interfaces between civil society and the State.

(c) **Civic education and voter registration:** This includes activities to enhance people's participation in democratic processes, especially elections at the national and local levels, with particular emphasis on the involvement of marginalized groups.

(d) **Citizen's access to information**: This includes activities such as strengthening the legal framework for access to information; enhancing the availability of information provided by government institutions to the public; bolstering the ability of the media to act as a medium of democratic information; and increasing the level of pluralism in the sources of public and private information.

(e) **Participation rights and the rule of law in support of civil society:** This includes support for activities that enhance participation rights as well as activities to promote access to justice by marginalised groups.

(f) **Transparency and integrity:** This includes support for watchdog groups and institutions, both public and private, including civil society organizations and NGOs, and the media, aiming at increasing transparency accountability and integrity in public policy delivery.

### 5.6 Assessment Criteria

During the assessment process, project proposals will be assessed based on the following ten assessment criteria:

1. The project promotes the objectives of UNDEF

2. The project draws on the United Nations' comparative advantage

3. The project will have a significant impact

4. The project will encourage inclusiveness

5. The project will enhance gender equality

6. The project has strong prospects for successful implementation

7. The applicant organization has a strong track record

8. The project is technically sound in conception and presentation

9. The project represents good value for money

10. The project has strong prospects of sustainability beyond the project duration.

### 5.7 Additional Considerations

(a) **Relations between Civil Society and Governmental Bodies:** The Fund's special interest is in fostering more open exchanges and thereby better relations between civil society and the institutions of governance, including independent constitutional bodies. UNDEF will look for projects that lead to this outcome.

(b) **Gender/women:** All successful proposals must ensure that projects are sensitive to gender issues and that greater participation of women in democratization is a likely outcome of the project.

(c) **Inclusion and participation of marginalized segments of society and vulnerable groups including the disabled, beyond gender:** Proposals should clearly indicate how these groups will be involved in and/or benefit from the project.

(d) **Professional affiliations and/or cooperation with regional or global networks, organizations or associations**: Applications should indicate any affiliations and/or cooperation relationships that may be of relevance for the assessment of project proposals. UNDEF is interested in working with experienced organizations and agencies that have a long-standing commitment to democratic values and a proven track record in successful project management, as well as more recently formed organizations that have developed robust management systems and strong working relationships with other organizations. UNDEF reserves the right to request additional background information on organizations.

(e) **South-South Cooperation:** UNDEF welcomes projects that make maximum use of local and regional resources and which transfer know-how and solutions between countries with similar or relevant experience.

(f) **Low-priority types of activities:** UNDEF will not give priority to project proposals which focus on the following:

   ➢ Initiatives which do not promote democracy

> ➢ Initiatives filling a funding gap for on-going programmes and activities

> ➢ Activities that can more appropriately be funded by other funding sources (e.g. Thematic Trust Funds or the Peacebuilding Commission's Fund)

> ➢ Projects focused primarily on research

(g) **Budget**: UNDEF funds projects not project implementers. *Please note therefore that salary and support costs should be modest.* UNDEF will not give priority to project proposals in which:

> ➢ A substantial part (e.g. more than 20%) of the budget relates to institutional recurrent costs (e.g. rent, utilities) and/or personnel costs.

> ➢ Equipment and hardware purchases are too high in the context of total project costs (e.g. the purchase of vehicles)

### 5.8      Management Arrangements (CSOP and CSOP+EA projects)

Applicants can choose between different types of management arrangements for delivery of UNDEF projects:

1) **CSO-Implemented projects without Executing Agency (CSOP)** Projects where the CSO or other applicant does not partner with an Executing Agency. The CSO is responsible for the overall management of the project and bears all substantive, financial, monitoring, and reporting and evaluation responsibilities. In recent Rounds, the vast majority of applications adopted this format.

2) **CSO-Implemented projects with UN Executing Agency (CSOP + EA)** Projects where the applicant partners with a United Nations Executing Agency (EA) who will oversee and monitor the project and act as UNDEF's agent for project oversight. The CSO or other applicant will bear substantive responsibility for achieving results in the project. The Executing Agency will be responsible for the oversight of the project and will bear all financial, monitoring, reporting and evaluation responsibilities. EA arrangements are exceptional and where there is clear value added.

It is the applicant's **decision** whether or not to work with a UN Executing Agency. Should an applicant decide to work with a UN Executing Agency the applicant **must seek the consent of the UN Executing Agency** prior to submitting their application, and must indicate in the application the contact details of the person who has given this consent.

Please note that the chosen management arrangement will have a direct impact on your project budget.

- For CSOP projects, 10% of the total project costs will be retained by UNDEF to cover monitoring and evaluation. This amount will be capped at 25,000USD for projects over 250,000USD. The grant amount is broken down as follows:

> *__Total Requested Grant Amount__*
> *=Total Project Costs (TPC) + 10% of TPC for M&E (retained by UNDEF)*
> *(10% capped at 25,000 USD for CSOP projects)*

- For CSOP+EA projects, 10% of the total project costs will be set aside by UNDEF (there will be no cap). Out of this amount the Executing Agency's administrative overhead fee will be subtracted, and the remaining amount will be retained by UNDEF to use for third party, comparative or thematic evaluations as needed. The Executing Agency fee may be up to 7% of the total project costs, unless otherwise advised by UNDEF. This fee must cover all financial, contractual, monitoring, reporting, evaluation and other agreed services to the project. The grant amount is broken down as follows:

> *__Total Requested Grant Amount__*
> *=Total Project Costs (TPC) + 10% of TPC for M&E (includes EA fee plus M&E retained by UNDEF)*

**PLEASE NOTE:** Regardless of the modality of the project (CSOP or CSOP+EA) recurring costs (e.g. salaries, rent, office supplies, utilities, etc.) should form only a modest portion of the overall budget (e.g. up to 20%). These costs will impact on the assessment of the project proposal under the "Value for Money" assessment criterion (see § 5.6 and 5.7). All such costs must be itemized clearly and included under each budget category (e.g. salaries, equipment/hardware, miscellaneous).

### 5.9      Monitoring, Reporting and Evaluation

#### Monitoring

Monitoring of project activities will be done in several ways.  All project applicants must monitor their own activities. In addition, if the project is CSOP + EA, all Executing Agencies will also be responsible for project monitoring and submission of reports.

If the project is CSOP, UNDEF reserves the right to appoint monitors to observe project milestones. Further information on milestones will be available at the project document drafting stage.

Finally, UNDEF will monitor projects by way of review of mid-term and progress reports and will on occasion perform monitoring visits as well.

### Reporting

All projects will be required to submit mid-term and final narrative and financial reports. These reports will be considered public information. UNDEF mid-term and final progress report templates and corresponding guidelines will be made available on the UNDEF website. All financial reports must be certified by an **external, independent auditor**, reflect interest earned on funds received from UNDEF, and align expenses with the approved budget allocations. Further details will be provided to successful applicants through the Seventh Round Project Document Guidelines.

### Evaluation

All project proposals must allow for a rigorous evaluation strategy that will be further detailed in the project document. The actual evaluation modality will depend on the management arrangements.

For CSOP projects, UNDEF is responsible for devising the final project evaluation modality. In most cases, the evaluation will be commissioned by UNDEF. The grantee is required to take all necessary measures to facilitate evaluation as and when required by UNDEF or its designated third party. Should an evaluation be conducted, the final evaluation report will be published on the UNDEF website. The costs of evaluation will be covered by 10% of the total grant amount that will be retained by UNDEF.

For CSOP + EA projects, the Executing Agency will arrange for the evaluation and should discuss its scope with UNDEF prior to undertaking the evaluation. The cost of evaluation will be covered by the Executing Agency fee.

As indicated in section 5.8, 10% of the total project costs will be kept aside for monitoring and evaluation purposes. For CSOP projects, the M&E costs are capped at $25,000. For CSOP+EA projects, there will be no cap of $25,000. The 10% will be used to pay the EA administrative overhead fee (which includes monitoring, reporting, and evaluation) and the balance will be retained by UNDEF for third-party, comparative or thematic evaluations as needed.

## 6. Transparency and Assistance to Applicants

The UNDEF Office is committed to providing punctual, accurate and user-friendly guidelines. While it cannot provide direct support to the preparation of applications, projects or reports, it will nonetheless try to respond promptly to queries received. UNDEF will try to ensure that all guidelines, procedures and other policy documents are made available on its website on a timely basis and in a user-friendly format.

UNDEF will also apply a policy of transparency with regard to the approved projects. During the assessment process, application information will be shared with the UNDEF Office, the UN Programme Consultative Group (PCG), the UN Resident Coordinators and the UNDEF Advisory Board. Once short-listed by the Advisory Board, basic information about the proposal will be provided, as a matter of courtesy, to the Permanent Missions to the UN of the country in which the project is to take place. Once project documents have been approved, information on projects receiving UNDEF grants will be posted on the UNDEF web site.

# Annex I - Outline of On-line Project Proposal System (OPPS)

The On-line Project Proposal System (OPPS) is an on-line system that allows prospective grantees to submit their applications to UNDEF electronically. The OPPS can be accessed at the UNDEF website at www.un.org/democracyfund. The present outline describes the application procedure for the seventh round of UNDEF grants that any applicant will have to complete **online**. All applications must be completed in **English or French.**

Applications can be **submitted <u>only</u> through our OPPS**. Applications submitted by e-mail, regular post, facsimile, diplomatic or UN pouch, hand or courier delivery or any other channel will NOT be considered.

Please note:

- <u>Length</u>: The fields can accommodate only a **limited number of characters**. If you go over the character limit, your text will be truncated. This greatly affects the quality of your proposal. Therefore, please present your project information in a concise and clear manner, and ensure that you do not go over the limit.
- All the fields with the symbol (*) are compulsory.
- <u>Budget</u>:
    - o Please ensure that programme support costs (salary, rent, utilities, equipment etc.) are modest (see sections 5.7 and 5.8 of the guidelines for further details).
    - o Please ensure the total requested in <u>the budget by outputs</u> and the <u>budget by inputs</u> match, and they correspond to the total requested grant amount in section 2 of the form.
- <u>Timeline</u>: Please note that, if approved, your project will not commence until September 2013 at the earliest. Therefore, projects with activities that need to commence earlier than this will not be considered.
- <u>Geographic scope</u>: Please be as specific as possible on the geographic scope of the project to give a clear idea of the project scale.
- The OPPS has a **saving function** which allows you to begin drafting and then save an application to continue it at a later point. Once your application is saved, you will see a pop- up window with all the necessary information to log into the system and to continue working on your application prior to submission. Kindly note that it is the applicant's responsibility to write down this pertinent information for future logins to the OPPS. UNDEF will not be able to retrieve login information if the information is lost.

<u>**Be careful:**</u>
<u>**Saving your application does not submit your application to UNDEF**</u>!

Your application is submitted to UNDEF once you click the "Submit Proposal to UNDEF" button at the end of the form. You will receive a confirmation email soon after submitting your application. This email will contain your application receipt number. Should you not receive this email within 48 hours of submission, contact us at democracyfund@un.org.

**You cannot edit an application once it has been submitted**. **You will be able to view your submitted application only while the application period is open (15 November – 31 December 2012).** For this reason, UNDEF recommends you keep a copy of your project application. UNDEF will not send submitted applications back to applicants.

# Contents of Application Proposal Form

Please find below a list of all the information you will be asked to provide in order to submit a proposal to UNDEF.

## 1. <u>Applicant Information</u>

1. Organization name
2. Organization acronym (if any)
3. Type of applicant
4. First time or prior applicant/ obtained funding in earlier UNDEF rounds
5. Name, title and contact information of head of the Organization
6. Website and address of the Organization
7. Operational budget
8. Name, title and contact information of key contact
9. Prior experience of your organization in the same sector, country or region
10. Prior experience of your organization with the UN
11. Affiliations

## 2. <u>Project Information</u>

1. Project title
2. Project location
3. Project summary
4. Requested amount
5. Applicant's own contribution (cash or in-kind)
6. Main feature of the project

7. Previous initiatives/Innovation

## 3. <u>Project Description</u>

1. Problem analysis
2. Why UNDEF?
3. Objective
4. Expected results/outcomes
5. Outputs/deliverable products
6. Key activities
7. Monitoring and evaluation
8. Sustainability
9. Gender considerations
10. Marginalized or vulnerable groups

## 4. <u>Partner Information (if applicable)</u>

1. Is there an Executing Agency for this project?
   - If so:  1.1 Name of the Executing Agency
          1.2 Name of the contact person
          1.3 Position
          1.4 Email
          1.5 Phone number
   A project cannot be selected if this contact information is not provided
2. Proposed implementing partner(s) (if any)
3. Other Donors/Sponsors and amounts of their contribution

## 5. <u>Budget</u>

➢ Please note that in the project budget the requested grant amount (section 2 of the form) needs to be presented in two different ways: by Output (sample budget A) and by Input (sample budget B).

➢ All budget amounts should be expressed in US dollars and should contain rounded figures to the nearest thousand dollar only.

➢ **The total requested grant amount in budgets A and B should be identical, and cannot exceed USD 400, 000**

➢ Both budgets A and B have a budget line where 10% of the Total Project Costs (TPC) will be set aside to cover Monitoring and Evaluation. Please refer to sections 5.8 and 5.9 for further details on how to calculate this amount.

➢ Programme support costs (salaries, travel, rent, office supplies, etc.) should remain a **modest proportion** of the budget. These costs must be clearly itemized under the different budget inputs (e.g. salaries, travel and miscellaneous).

## A) *Sample UNDEF Budget by Output/Activity[2]*



**UNDEF funded Budget by Output/Activity**

Activity description:                                                Amount in US$:

Activity 1  *e.g. training course for local women councillors*

Activity 2  *e.g. voters education campaign targeted at youth*

Activity 3  *e.g. development of advocacy/outreach materials (DVDs, brochures etc.)*

Activity 4  *e.g. meeting of stakeholders to provide recommendations on measures to empower youth*

Activity 5  *e.g. production of radio/TV programme*

Activity 6  *e.g. study Tour to Country X*

+ Add Activity

| | |
|---|---|
| Total Project Costs (TPC): | $0.00 |
| Monitoring and Evaluation, Executing Agency fee : | 0 |
| Total Requested Grant Amount: | $0.00 |

*1-* For additional details on the manner to calculate the M&E component) please refer to section 5.8 of these guidelines

*2-* In the budget by activities, the project support costs (salaries etc.) should be built-in

*3-* The total grant amounts of the budgets by activity and by inputs should be the same and correspond to the grant amount requested in section 2 and can not exceed USD 400,000.

*4-* Audit costs apply only to CSOP as in CSOP+ EA projects the costs are covered in the EA fee

## B) Sample UNDEF Budget by Input



| UNDEF funded Budget by Input | |
|---|---|
| **Activity description:** | **Amount in US$:** |
| **Salaries:** Professional project personnel, administrative personnel and all other staff costs for general project management. | |
| **Travel:** Travel and per diem (meals and accommodation) for project management team. *Note: participants traveling to workshops, training courses should not be listed here but included in workshop etc.* | |
| **Contractual services/consultants** commercial/consultancy services, translation, providers, etc. | |
| **Workshops, Meetings and Seminars:** rental of premises, refreshments, banners, public address systems, interpretation, travel, hotels and meals, resources | |
| **Study Tours:** travel, hotels and meals, resources | |
| **Project Equipment/Hardware** IT equipment, project support equipment (e.g. TV, radio equipment, printer) | |
| **Outreach:** publications, pamphlets, brochures, print media, websites, broadcasts | |
| **Small grants/fellowships/other:** *e.g. micro-project or award for a contest* | |
| **Audit:** certification of reports on the use of funds by an independent auditor/accountant | |
| **Miscellaneous:** stationery, communications, postage, insurance, maintenance, utilities | |
| Total Project Costs (TPC): | $0.00 |
| Monitoring and Evaluation, Executing Agency fee : | |
| Total Requested Grant Amount: | $0.00 |

*1-* For additional details on the manner to calculate the M&E component) please refer to section 5.8 of these guidelines

*2-* In the budget by activities, the project support costs (salaries etc.) should be built-in

*3-* The total grant amounts of the budgets by activity and by inputs should be the same and correspond to the grant amount requested in section 2 and can not exceed USD 400,000.

*4-* Audit costs apply only to CSOP projects as in CSOP+EA projects the costs are covered in the EA fee

# Annex II - Commitments

Applicants will be requested to tick four boxes committing to:

✓ Develop a project by the established deadline following the "UNDEF Seventh Round Project Document Guidelines"

✓ Abide by the "UNDEF Branding and Visibility Rules" in all activities and products of the project if it were to be awarded a grant

✓ Provide narrative mid-term and final substantive progress reports (that will include a participatory feedback process involving all key programme stakeholders), audited or certified financial statements as required and ensure or participate in appropriate project evaluation as per the established Monitoring & Evaluation norms contained in the project proposal guidelines and UNDEF Monitoring, Reporting and Evaluation Guidelines.

✓ Take all necessary measures to facilitate evaluations or audits as and when required by UNDEF or a third party on its behalf

In the case of CSOs, the following additional commitments will be requested by the same procedure:

✓ The Applicant CSO/NGO does not intend to provide any type of support for any member, affiliate or representative of an organization that recommends or is apologetic of the use of violent means in political action in general and of terrorism in all its forms and manifestations in particular, as stated in the 2005 World Summit Outcome document (§81).

✓ As per ECOSOC Resolution 1996/31 on consultative relationship, as well as the UNDPI criteria for associated NGOs, the Applicant CSO/NGO's aims and purposes are in conformity with the spirit, purposes and principles of the Charter of the United Nations.

✓ The CSO/NGO is duly constituted nationally or internationally.

✓ The CSO/NGO has statutes/by-laws providing for a transparent process of decision making, elections of officers and members of the Board; the CSO has authority to speak for its members through its authorized representatives identified above.

# Annex III - GLOSSARY

| | |
|---|---|
| **Activity** | A specific action or process undertaken by an organization to convert resources (inputs) to products or services (outputs). |
| **CSOP** | CSO-Implemented projects without Executing Agency (CSOP) Projects where the CSO or other applicant does not partner with an Executing Agency. The CSO is responsible for the overall management of the project and bears all substantive, financial, monitoring and reporting responsibilities. |
| **CSOP+EA** | CSO-Implemented projects with Executing Agency (CSOP + EA) Projects where the applicant partners with an Executing Agency who will oversee and monitor the project and act as UNDEF's agent for project oversight. The CSO or other applicant will bear responsibility for achieving results in the project. The Executing Agency will oversee the project and will bear all financial, monitoring, reporting and evaluation responsibilities. |
| **Evaluation** | Process that seeks to determine as systematically and objectively as possible the relevance, effectiveness and impact of completed project light of its objectives and accomplishments/outcomes. It encompasses the design, implementation and results with the view to providing information that is credible and useful, enabling the incorporation of lessons learned. |
| **Implementing Agency** | Civil Society Organizations (CSOs) that have received a grant from UNDEF. They are responsible for the overall management of the project responsible for substantive, financial, monitoring and reporting. |
| **Implementing Partner** | Civil Society Organizations (CSOs) with which the Implementing Agency has decided to partner with for the project implementation to carry out specific activities and for which the Implementing Agency assumes full responsibility vis-à-vis UNDEF. |
| **Inputs** | Resources used in a project (i.e. experts, equipment, funds) |
| **Monitoring** | Actions of ensuring that project activities are taking place in accordance with project document, and in particular to ensure that designated milestones are passed. |
| **Objective** | Description of the overall desired achievement of a project involving a process of change and aimed at meeting certain needs of identified beneficiaries. A good objective meets the criteria of being impact oriented, measurable, specific and practical. |
| **Outcome/Results** | Actual or intended changes or effects that the project intends to bring about. The basic unit of measurement of progress toward achieving an objective. An outcome may be initial, intermediate, or long term |
| **Output/Deliverable products** | Tangible products and services delivered by a project through project activities to achieve project expected outcomes and objectives. Outputs relate to the completion of activities. A measure of the quantity of a service or product provided (may include a quality component) |