



# UNOV / UNICRI Call for Proposals Guidelines for grant applicants

Name of the grants programme: **Sport and its Values as a Tool to Prevent Violent Extremism**

Deadline for receipt of Concept Notes: **9 December 2020, h. 23.59 (UTC +1)**

NOTE: A grant is defined as a small-scale, non-repayable, non-recurrent (one-off) award of funds to a recipient entity given based on a transparent, fair and competitive selection process for the purpose of undertaking activities that contribute to the achievement of the UN mandates.

NOTE: This Call for Proposals forms the basis for applying for UNOV/UNICRI grants. It must neither be construed as a grant agreement, nor be regarded as a confirmation of a grant awarded by UNOV/UNICRI to any entity. Consequently, UNOV/UNICRI is not liable for any financial obligations, or otherwise, incurred by any entity in responding to this call for proposals. Such costs will not be considered as part of the grant budget in the event that a grant is awarded to an applicant.

## Table of contents

1	GRANTS PROGRAMME .....	1
1.1	Background .....	1
1.2	Objectives.....	1
1.3	Thematic focus and priority issues.....	2
1.4	Location .....	2
1.5	Duration .....	3
1.6	Fundamental principles .....	3
1.7	Award amounts .....	3
2	ELIGIBILITY CRITERIA .....	3
2.1	Eligibility of applicants .....	3
2.2	Eligibility of projects.....	3
2.3	Eligibility of project costs .....	4
3	APPLICATION PROCEDURE .....	5
3.1	Application forms .....	5
3.2	Documents to be submitted for application.....	6
3.3	Where and how to send the application.....	6
3.4	Deadline for submission of applications .....	6
4	EVALUATION PROCEDURE .....	7
4.1	Eligibility assessment.....	7
4.2	Technical assessment of concept notes .....	7
4.3	Technical assessment of full project proposals .....	8
4.4	Provisional selection .....	8
5	APPROVAL AND AWARD .....	9
6	INDICATIVE TIMETABLE .....	9

## 1 GRANTS PROGRAMME

### 1.1 Background

The [2030 Sustainable Development Agenda](#) and the [United Nations Security Council Resolution 2419 \(2018\) on Youth, Peace and Security](#) recognizes the “growing contribution of sport and culture to the realization of development and peace in the promotion of tolerance and respect as well as the contributions sport and culture make to the empowerment of youth and women, individuals and communities as well as to health, education and social inclusion objectives.”.

Sport has historically played a significant role in the generation and dissemination of positive values throughout the world as well as across and between civilizations and cultures, especially for youth. Several studies have demonstrated that sport can both play a positive role in preventing radicalization while promoting gender equality and the empowerment of women and girls, in addition to facilitating integration at large. UN General Assembly Resolution A/73/24 reminds us that sports, the arts and physical activity have the power to change perceptions, prejudices and behaviours, as well as to inspire people, break down racial and political barriers, combat discrimination and defuse conflict. As such, sport is a powerful vehicle for the development of efforts aimed at preventing and countering violent extremism and radicalization.

Civil society is widely recognized as a critical actor in counter-terrorism and PVE efforts, as recalled by the United Nations General Assembly’s [UN Global Counter-Terrorism Strategy \(2006\)](#). Civil society stakeholders can facilitate and increase the impact of practical, innovative and sustainable measures due to their ability to reach out to all communities and translate global strategies into local and regional realities.

The call-for-proposal objective is to reinforce partnerships and cooperation with civil society organizations and non-State actors, with particular focus on youth-led organizations, while supporting them in delivering innovative projects, disseminating lessons learned and communicating best practices on how to make full use of the power of sport and its social values as a tool to prevent violent extremism.

This grant programme is one of the key components of the United Nations Global Programme on Security of Major Sporting Events, and Promotion of Sport and its Values as a Tool to Prevent Violent Extremism, implemented under the leadership of the United Nations Office of Counter-Terrorism (UNOCT), in partnership with the United Nations Interregional Crime and Justice Research Institute (UNICRI), the United Nations Alliance of Civilizations (UNAOC) and the International Centre for Sport and Security (ICSS).

### 1.2 Objectives

This Call for Proposals takes into consideration the importance of harnessing all available resources towards the implementation of activities aimed at meeting the objectives of this Grants programme.

The main objectives of this Grants programme are:

- Strengthen the capacity of civil society and non-State actors (with particular focus on youth-led organizations) to deliver innovative actions aimed at using sports and its value to prevent radicalization and violent extremism
- Support innovative projects in the field of sport for the prevention of violent extremism and disseminate lessons learned and good practices
- Enhance the capacity of the international community to develop comprehensive strategies to integrate sports and its values as a tool to prevent violent extremism and radicalization

### 1.3 Thematic focus and priority issues

This Call for Proposals is addressed to not-for-profit organisations working in the area of sport, conflict prevention and mitigation, prevention of violent extremism, intercultural dialogue, peace building and inclusive societies. The main target groups and beneficiaries will be civil society organisations, women and youth-led organizations, sports, cultural and religious associations. Youth-led organizations are strongly encouraged to apply<sup>1</sup>.

Grant funding under this Call for Proposals shall be provided to projects that contribute to the prevention of violent extremism through one or more of the following areas of intervention:

- Conflict prevention and mitigation through sport
- Intercultural dialogue and peacebuilding through sport
- Strengthen social inclusion, education and employability of young people through sport

Indicative activities that contribute to the following will be given priority, as long as they foster active participation in sport programmes, are implemented within sports programmes or make a clear use of sport and its values to:

- Strengthen the involvement and active participation of at-risk youth
- Empower young girls
- Use sport as a powerful equalizer for social inclusion, bringing people together from diverse cultures, religions and ethnicities
- Strengthen resiliency of local communities to conflicts and violent extremism
- Promote personal development by providing motivation, education and proper cognitive and socio-emotional skills
- Develop and promote strategic communications and messaging

### 1.4 Location

For this Call for Proposals there are no specific restrictions in relation to the geographical scope.

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<sup>1</sup> Within the context of this Call for Proposals, *youth-led organization* refers to an organization where a majority of the positions and decision-making roles within the organization are held by women and men between the ages of 18 and 35.

## 1.5 Duration

All activities financed by this Grants programme must be implemented with a period not exceeding 18 months and are expected to start in June/July 2021.

## 1.6 Fundamental principles

Grant applicants are expected to consider the following fundamental principles in designing their grant project proposals:

- Youth-led or at least meaningful youth participation
- Partnership, collaboration or cooperation with other stakeholders
- Project design with the potential for replication
- Sustainability
- Promoting gender diversity
- Innovation and creativity

## 1.7 Award amounts

Proposals with budgets ranging from USD 30,000.00 to USD 60,000.00 will be considered for award. Please note that value for money will be assessed as a part of the rating criteria.

As a general rule in UNOV/UNICRI, grant awards should normally not exceed a monetary limit of 25% of the entity's annual income. This limit will be checked when making the final decision.

## 2 ELIGIBILITY CRITERIA

### 2.1 Eligibility of applicants

In order to be eligible for a grant, applicants **must**:

- be a non-profit making organisation (CSOs including NGOs, CBOs) registered under the relevant Laws of the country where it is registered
- have been registered not less than two (2) years
- be directly responsible for the preparation and management of the project, i.e. not acting as an intermediary
- demonstrate prior experience of at least two years implementing activities in one of the areas mentioned in section 1.3
- Have a bank account

### 2.2 Eligibility of projects

Only projects aimed at achieving the objectives, focusing on the priority issues and meeting all other requirements as outlined under section 1 are eligible for funding under this Call for Proposals.

Projects should be time-bound (have discernible start and end dates), and have a specific, finite objective that does not require further funding to sustain results over time. Costs, activities and beneficiaries of the proposed project must be distinguished from those relating to the applicant's other operations.

The following types of project proposals are **not eligible** for funding:

- Project proposals concerned only or mainly with individual sponsorships for participation in workshops, seminars, conferences, or congresses
- Project proposals concerned only or mainly with individual scholarships for studies or training courses
- Credit or loan schemes
- Debts and provisions for losses or debts
- Project proposals which consist exclusively or primarily of capital expenditure e.g. land, buildings, equipment, vehicles, etc.
- Project proposals which discriminate against individuals or groups of people on grounds of their gender, sexual orientation, religious beliefs, or lack of them, or their ethnic origin
- Scholarships, sponsorships and school fees
- Cash donations
- Political party and religious activities
- Project proposals which provide funding for terrorist activities

### 2.3 Eligibility of project costs

The categories of costs considered as eligible and non-eligible are indicated below. The budget is both a cost estimate and a ceiling for "eligible costs". Note that the eligible costs must be based on real costs based on supporting documents. Costs that do not appear realistic may be rejected.

It is therefore in the applicant's interest to provide a **realistic and cost-effective budget**.

#### Eligible direct costs

To be eligible under this Call for Proposals, costs must be directly verifiable and traceable to the activities being implemented.

#### Contributions in kind

Contributions in kind are not considered actual expenditure and are not eligible costs for reimbursement.

#### Ineligible costs

The following costs are **not eligible**:

- Debts and provisions for losses or debts
- Interest owed
- Salary top-ups and similar emoluments to government employees

- Items already financed in another framework, i.e. existing capacity should not be included in the budget
- Purchases of land or buildings<sup>2</sup>
- Currency exchange losses
- Taxes, including VAT, unless the Beneficiary (or the Beneficiary's partners) cannot reclaim them and the applicable regulations do not forbid coverage of taxes
- Credit to third parties

### 3 APPLICATION PROCEDURE

This Call for Proposals takes a phased-approach. Applicants are to submit a concept note first which will be reviewed by the Programme Review Committee. Shortlisted applicants will be contacted by UNOV/UNICRI with an invitation to submit a full project proposal.

Please note that the elements outlined in the concept note cannot be modified by the applicant in the full project proposal and the UNICRI contribution may not vary from the initial estimate by more than 20%.

#### 3.1 Application forms

Concept notes must be submitted in accordance with the instructions in the concept note application form annexed to this document.

Full project proposals must be submitted in accordance with the instructions in the full project proposal application form.

All applications must be in English.

Hand-written applications will not be accepted.

Due care must be taken to complete the application form. Any error or major discrepancy related in the application form (e.g. the amounts mentioned in the budget are inconsistent with those mentioned in the application form) may lead to rejection of the application.

Clarifications will only be requested if information provided is unclear and prevents objective assessment of the application.

Please note that only the application form and the completed annexes will be evaluated. It is therefore of utmost importance that these documents contain ALL relevant information concerning the project.

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<sup>2</sup> Except where necessary for the direct implementation of the project, in which case ownership belongs to UNOV/UNICRI until it is transferred to the final beneficiaries. Any such transfer shall be done in accordance with the internal rules of UNOV/UNICRI.

### 3.2 Documents to be submitted for application

The following documents must be submitted as part of the concept note application:

- Concept note application form (template provided);
- Registration certificate as evidence for legal credentials of the organisation;
- Audited organisational financial statements for the last two fiscal years. In the absence of audited statements, other official documents signed by an authorised representative and demonstrating annual income will be accepted;
- Organisational chart showing (if any) leading positions covered by youth and depicting the ages of key decision makers within the organization.

The following documents must be submitted as part of the full project proposal application by short-listed applicants:

- Project proposal application form (template provided);
- Project budget (template provided);
- Proposals involving partner contributions must include evidence of secure funding;
- Certification (template provided);

Further documentation may be required and these may be communicated to provisionally selected applicants.

Documents may be checked for truthfulness and accuracy of representation through various means, including but not limited to internet searches, formally official confirmation from responsible offices, letters of recommendation, etc.

### 3.3 Where and how to send the application

The completed application form and budget must be submitted in Word and Excel.

Applications must be submitted by email to [unicri.grantspvesport@un.org](mailto:unicri.grantspvesport@un.org), marked “Grant Application - *name of organization*” in the subject.

Applications sent by any other means (e.g. by fax or by mail) or delivered to other addresses will not be considered under this Call for Proposals.

Incomplete applications will be rejected.

### 3.4 Deadline for submission of applications

The deadline for the submission of concept notes is **9 December 2020, h. 23.59 (UTC +1)** as evidenced by the date of receipt of submission email. Any application submitted after the deadline will be automatically rejected.

The deadline for the submission of full project proposals will be communicated to short-listed applicants.

## 4 EVALUATION PROCEDURE

### 4.1 Eligibility assessment

All applications will be examined and evaluated by a technical evaluation team. As a preliminary step, the eligibility of the applications will be assessed as follows:

- Has the submission deadline been respected?
- Has the correct application form been duly filled and are all requested documents attached to the application?
- Does the application meet all the eligibility criteria as mentioned in section 2 above?

If the first assessment of the application reveals that any of the above questions are negative the application may be rejected solely on that basis and the application will not be evaluated further.

### 4.2 Technical assessment of concept notes

The quality of the concept notes will be assessed in accordance with the evaluation criteria set out in the evaluation grid below. Each subsection will be given a score in accordance with the following guidelines: 0 = information not provided/ does not meet any of the criteria, 1 = poorly meets the criteria; 2 = adequately meets the criteria; 3 = entirely meets the criteria.

<b>Evaluation Criteria</b>	<b>Weighting</b>
<b>1. Capacity of the organisation</b>	<b>20</b>
1.1 The organization has a proven track record of experience and knowledge of the substantive areas of work.	10
1.2 The organization has adequate experience in project management. There is evidence of successful delivery of projects, funded by a range of donors, over a minimum of two years.	5
1.3 The organization has youth in leading positions.	5
<b>2. Approach</b>	<b>60</b>
2.1 The proposal is relevant to the objectives and the priorities of the Call for Proposals.	20
2.2 The overall design of the project is clear and coherent.	10
2.3 The target groups and their needs are clearly defined and strategically chosen. The proposal addresses them appropriately.	10
2.4 The project is likely to achieve a positive and lasting impact on the target population.	10
2.5 The project design takes into consideration the risks related to the COVID 19 emergency which may influence implementation and success.	10
<b>3. Value for money</b>	<b>20</b>
3.1 The ratio between estimated cost and expected result is satisfactory.	20
<b>Maximum total score</b>	<b>100</b>

Following the evaluation of eligible concept notes, the applications are ranked according to their scores and a shortlist is defined by the evaluation team. Shortlisted applications will then be

contacted by UNOV/UNICRI with an invitation to submit a full project proposal including a detailed budget.

#### 4.3 Technical assessment of full project proposals

The quality of the project proposals will be assessed in accordance with the evaluation criteria set out in the evaluation grid below. Each subsection will be given a score in accordance with the following guidelines: 0 = information not provided, 1 = poorly meets the criteria; 2 = partially meets the criteria; 3 = adequately meets the criteria; 4 = satisfyingly meets the criteria; 5 = entirely meets the criteria.

<b>Evaluation Criteria</b>	<b>Weighting</b>
<b>1. Substantive element (pre-requisite category, pass mark of 20 is required)</b>	<b>30</b>
1.1 The proposal is relevant to the objectives and to priorities of the call.	10
1.2 The target groups are clearly identified and quantified.	5
1.3 The proposal is relevant to the particular needs and constraints of the target group.	5
1.4 The proposal demonstrates knowledge of current provision for the target population; and presents a viable approach to working in partnership with other stakeholders.	10
<b>2. Project design</b>	<b>20</b>
2.1 The proposed activities and workplan are clearly defined, appropriate, concrete and feasible.	10
2.2 There is a clear and logical link between the identified need, proposed activities, objectives and expected results.	10
<b>3. Monitoring, evaluation and sustainability</b>	<b>30</b>
3.1 The monitoring and evaluation plan is viable.	5
3.2 Appropriate risk and mitigation measures are clearly identified.	5
3.3 The proposal demonstrates cultural sensitivity and responds to gender-specific needs.	5
3.4 The proposal includes mechanisms to consult with - and respond to feedback from - beneficiaries during implementation.	5
3.5 The expected results of the proposed project are sustainable.	10
<b>4. Budget and value for money</b>	<b>20</b>
4.1 The budget is clear, sufficiently detailed and demonstrates project viability.	10
4.2 Economy – proposed costs are necessary and realistic; Efficiency - proposed costs are proportionate to proposed activities; and Effectiveness – proposed activities are likely to achieve positive results	10
<b>Maximum total score</b>	<b>100</b>

#### 4.4 Provisional selection

Following the evaluation of eligible full project proposals, a table listing the applications ranked according to their scores is established. A list of provisionally selected applications is developed, taking into consideration the financial envelope available and the geographical reach and balance.

## 5 APPROVAL AND AWARD

The provisionally selected project proposals are reviewed by the UNOV Committee on Grants and External Engagements based on which the approval will be granted.

Applicants are informed in writing of UNOV/UNICRI's decision concerning their application.

The following documents will be signed as part of the grant agreement between UNOV/UNICRI and grant recipients:

- Grant agreement based on the standard UNOV/UNICRI Grant agreement
- Annex A – Project Proposal
- Annex B – Project Budget

## 6 INDICATIVE TIMETABLE

	Date
Deadline for submission of concept notes	9 December 2020, h. 23.59 (UTC +1)
Information to applicants about the concept note evaluation outcome	15 February 2021
Invitations to submit full project proposals	16 February 2020
Estimated deadline for the submission of full project proposals	7 March 2021
Estimated start date /project implementation	June/July 2021