Application Portal - 2021 Call for Project Proposals

Welcome!

If you are ready to start your application, please click on the button **NEXT PAGE** below.

In the case you want to continue working on a draft proposal, please click on the link **RESUME A PREVIOUSLY SAVED FORM** at the bottom of this page.

Useful links:

Please find below useful links to assist you in submitting your project proposal application form to UNDEF.

Information on how to apply for funding
https://www.un.org/democracyfund/apply-funding

Application FAQs
https://www.un.org/democracyfund/apply-for-funding-faqs

Lessons learned from UNDEF-funded projects
https://www.undeflessonslearned.org/

Application Form Template
https://bit.ly/3ba93JT

UNDEF Website
https://www.un.org/democracyfund/

Technical Issues / Information please contact democracyfund@undefapplication.org

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REGISTRATION INFORMATION

Please fill out the required fields below marked with a red asterisk.

Please provide two different points of contact. Submission confirmation email will be sent to the KEY CONTACT.

Key Contact Information

Salutation *

Please select... ⌄

First Name *

Last Name *

Title

Email *

Phone *

Head of Organization Contact Information

Head of Organization Prefix *

Please select... ⌄

Name of Head of Organization *

Title of Head *

Email of Head *

Phone of Head *

Organization Information

Organization Legal Name *

Organization acronym

Street *

City *

State / Region

Zip / Postal Code

Country *

Organization Phone *

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ORGANIZATIONAL PROFILE

Please fill out the required fields below marked with a red asterisk

Website

Social Media Page(s)

Type of Applicant *

Please select...

First Time or Prior Applicant *

Please select...

Annual Expenditure *

Please select...

Number of Staff *

Year of Legal Constitution *

Enter 0000 below if your organization has not been legally constituted.

Does your organization have both financial audits and annual reports that cover two years of activities? Select yes or no below.
If yes, please upload those reports in section "Attachments".

Financial Audits *

Please select... ⌄

Organization Annual Reports *

Please select... ⌄

ATTACHMENTS
PDF or image file types only. (Max. 3MB)

Proof of Legal Registration *

Choose File | No file chosen

Copy of original legal registration of the your organization with certified translation in English or in French.

Audited Financial Statements

Choose File | No file chosen

Two <u>audited</u> annual financial statements. These should be organizational audit financial reports and not financial project reports.

Annual Reports

Choose File | No file chosen

Two annual narrative reports. These should be annual organizational reports and not project reports.

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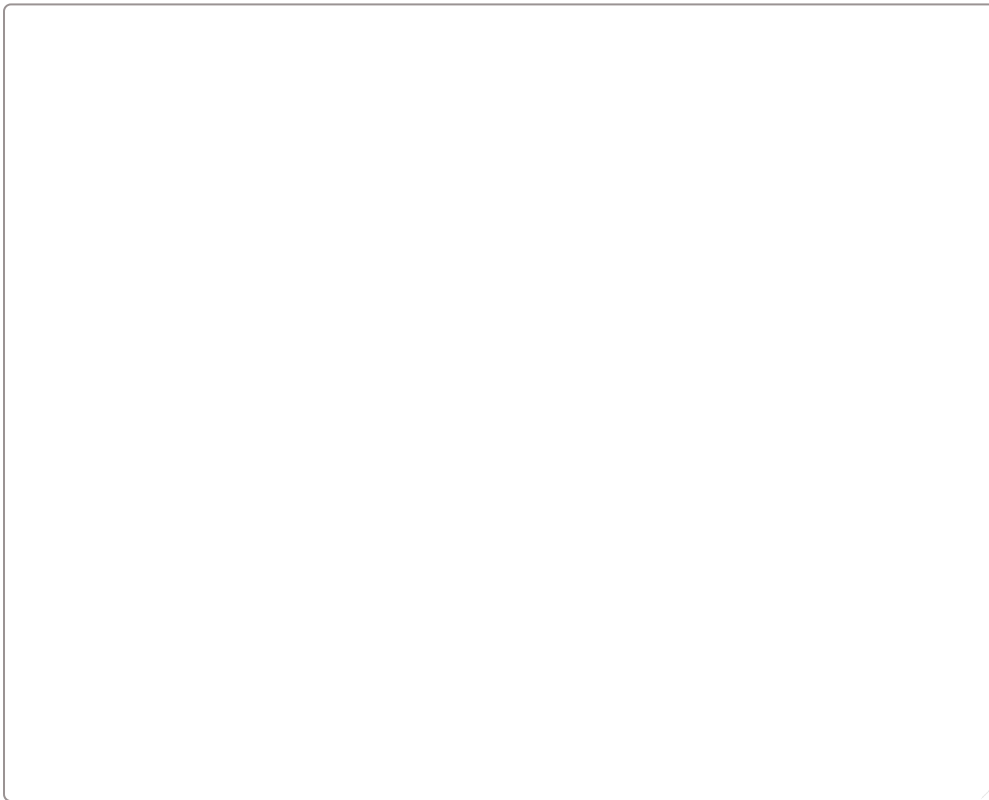Save my progress and resume later | Resume a previously saved form

ORGANIZATION EXPERIENCE AND AFFILIATIONS

Please fill out the required fields below marked with a red asterisk
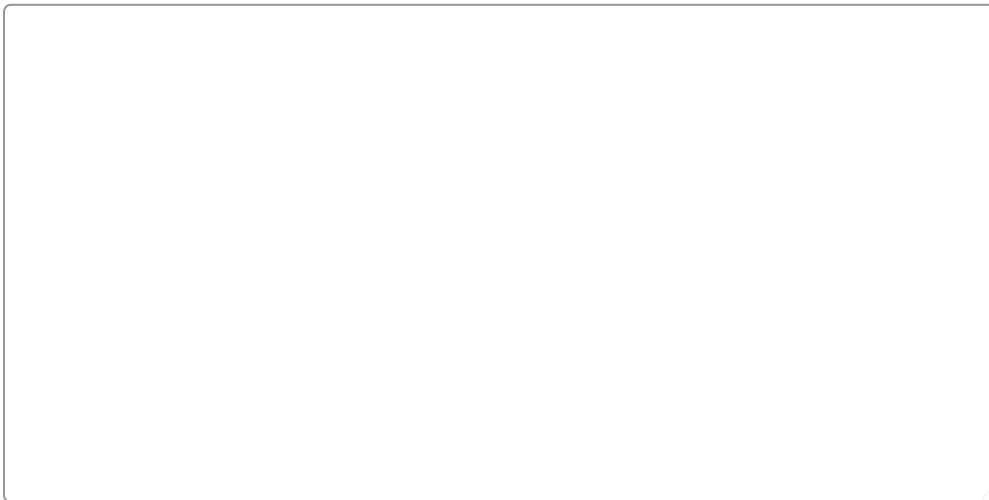
Organization's Vision *

What is your organizations goal and strategic priorities? Where do you see your organization in five years from now? Max. 650 characters.

Prior Experience of Your Organization *

Please indicate any prior experience your organization has in the same sector, country, or region. Provide detail on the year of past and on-going key activities implemented by your organization and their focus areas. Max. 650 characters.

Prior Experience with the UN *

Please provide detail of any prior experience, past or present, your organization has working with the United Nations. Max. 500 characters.

Affiliation *

Please indicate any affiliations your organization has with either regional or international associations or organizations. Max. 500 characters.

Other Grants *

Please detail any project grants your organization has received to date, from any entity, whether UN or other, and the name of the grant-giving entity. Please provide the name and email of the focal point in the grant-giving entity. Max. 255 characters.

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PROJECT PROPOSAL DESCRIPTION

Please fill out the required fields below marked with a red asterisk

Proposal Name *

Requested Grant Amount *

Indicate above the same US $ amount as Total Requested Grant Amount for Budget by output and Budget by input located below.

Project Summary *

Please provide a brief and concise summary of the project. Max. 1000 characters.

Project Geographic Scale *

Please select... ▾

All applicants must choose one geographic scale from the (Project Scale) drop down. For local (Country) scale, choose only one country. For regional scale, choose one region and multiple countries within that region. For global scale, choose multiple countries.
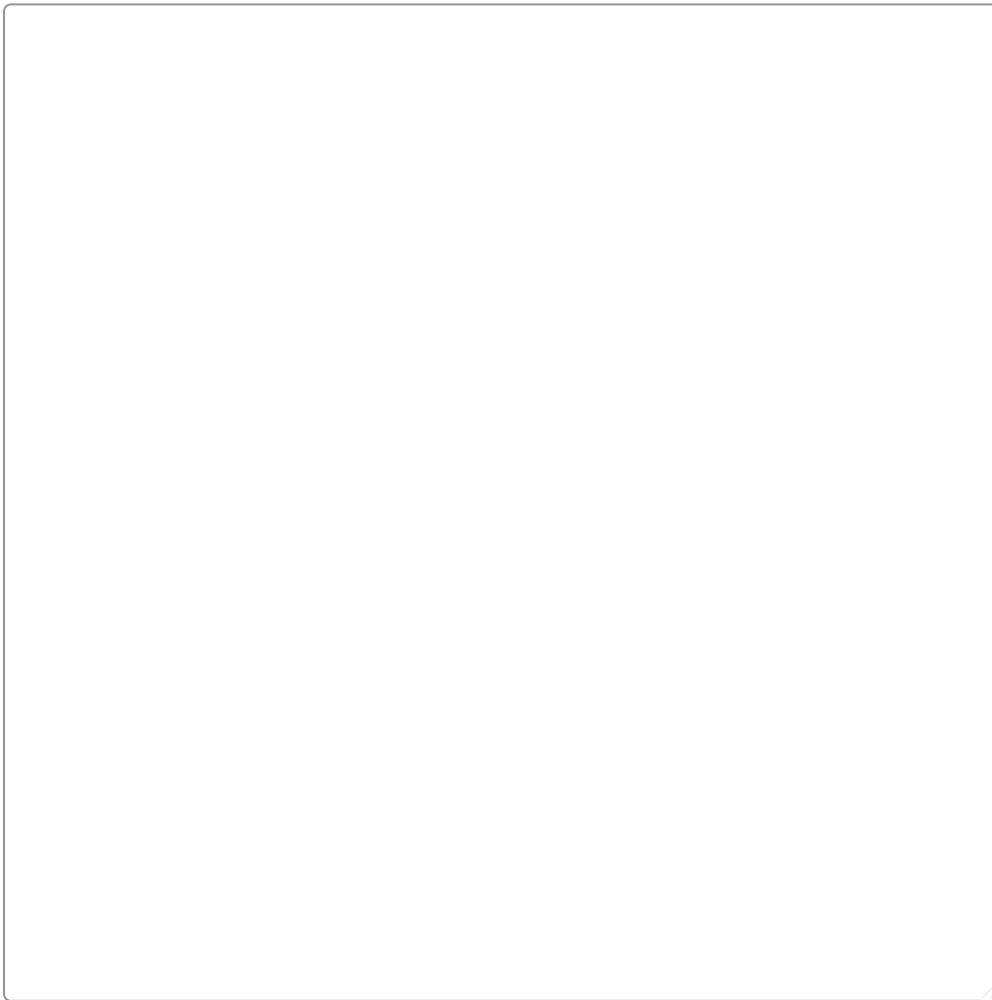
Project Theme *

Please select... ▾

Project Beneficiary *

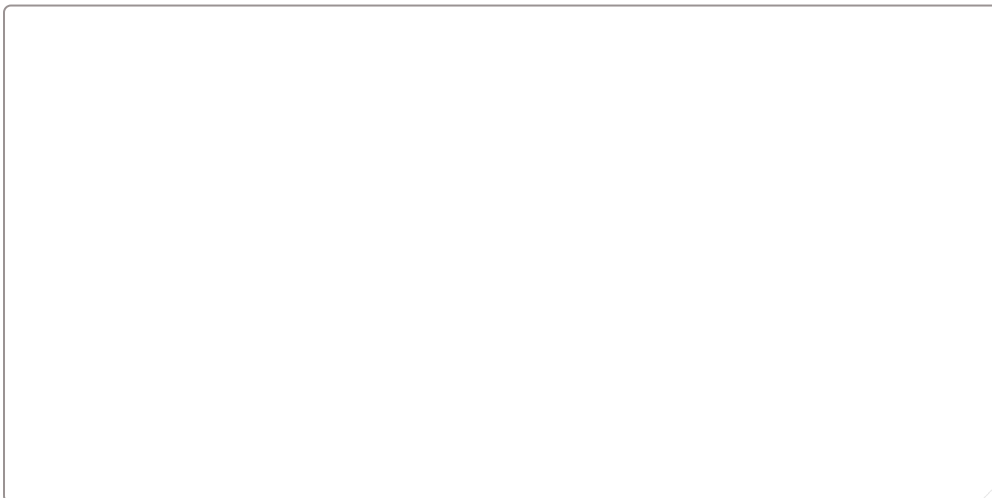Please select... ▾

Previous Initiatives in this Theme *

Explain in what way the proposed project is different from previous initiatives undertaken by your organization to address the same theme. Max. 500 characters.

Lessons Learned and Innovation *

What lessons learned have you identified from previous initiatives and in what way do they make to the proposed project innovative.   Max. 1500 characters.

Democratic Context *

Describe the overall democratic context, development issues and challenges pertaining to the topic addressed by this project. Max. 500 characters.

Problem Analysis *

(1) Indicate the problem addressed by the project (2) Describe the underlying causes of this problem and (3) Provide a justification for the necessity of the project. Max. 1500 characters.

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RESULTS & STRATEGY

Please fill out the required fields below marked with a red asterisk

Project Objective *

Clearly explain the objective that will be achieved through implementation of the project activities. Max. 255 characters.

Outcomes and Outputs

Describe the intended outcomes expected (max 3). The outcomes should look beyond the project outputs and indicate the expected positive changes in condition/capacity that will be brought about within the timeframe of the project. Several outcomes will contribute towards the project objective. Max 255 characters

Outcome 1 *

Max. 255 characters

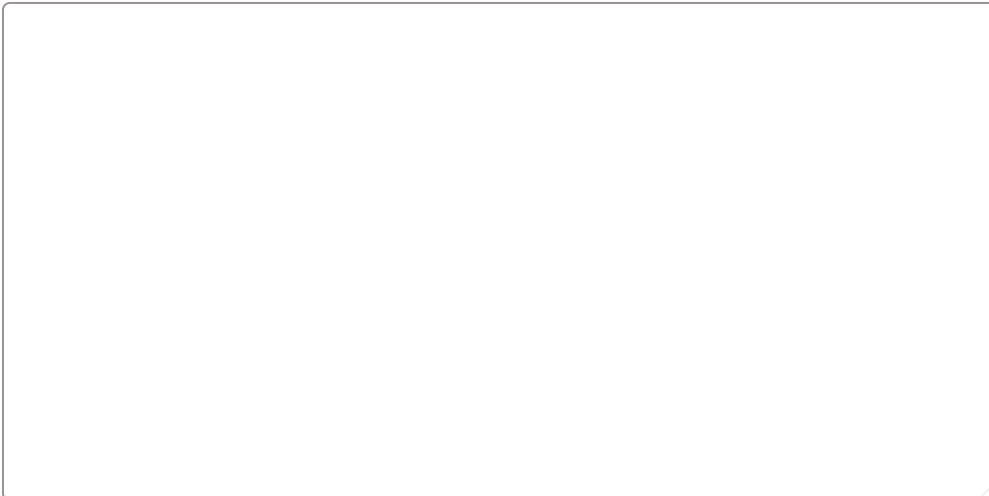Performance Indicators for Outcome 1 *

For each outcome, please frame at least two indicators. An indicator is a statement, either qualitative or quantitative, related to some aspect of the outcome, and allows us to directly measure progress towards achieving the outcome. It must be Specific, Measurable, Achievable, Relevant and Time-Bound (SMART). Do not restate an output of the project as an indicator. The indicator must go BEYOND the level of the output/s to actually measure the positive results/impact of the output/s towards achieving the outcome. e.g:% of indigenous populations aware of their rights under the new electoral administration laws. Max 400 characters.

Outputs for Outcome 1 *

Describe the immediate realizations generated by the key activities. These are measurable products (100 women leaders trained, 80 public debates held, 1000 copies of report published, etc.). Several outputs will contribute to the achievement of one outcome. Max 1000. Characters.

Key Activities for Outcome 1 *

Describe the key activities that will be undertaken for each output mentioned above. More than one activity can contribute to the achievement of one output. Max 600 characters.

Outcome 2 *

Max. 255 characters

Performance Indicators for Outcome 2 *

Max 400 characters

Outputs for Outcome 2 *

Max 1000 characters

Key Activities for Outcome 2 *
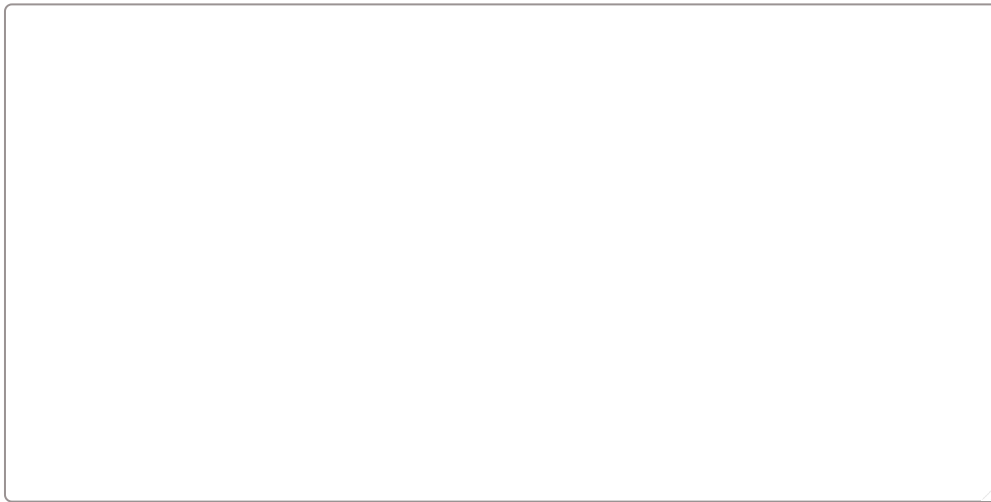
Max 600 characters.

Outcome 3

Max. 255 characters

Performance Indicators for Outcome 3

Max 400 characters

Outputs for Outcome 3

Max 1000 characters
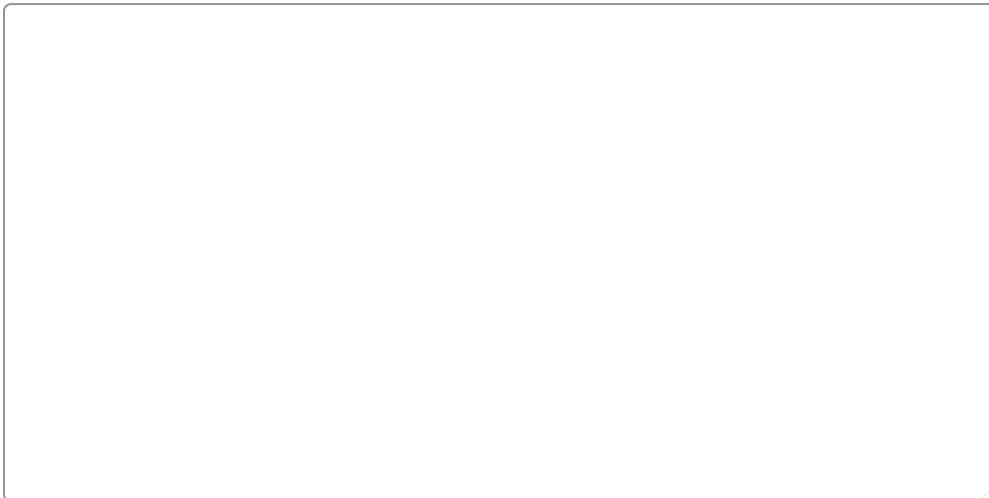
Key Activities for Outcome 3

Max 600 characters.

Strategic Approach

Monitoring and Evaluation *

Describe how the project outcomes will be measured, what measurements will be used (outcome indicators, baseline, targets and monitoring tools) and who will be responsible for measuring them. Max 500 characters.

Sustainability *

Explain how the project achievements will be maintained beyond the UNDEF funding period. Max. 500 characters.

Gender Considerations

Please select... ⌄

Explain Gender Considerations *

Max 500 characters.

Marginalized or Vulnerable Groups *

Please select... ⌄

Explain Marginalized or Vulnerable Groups *

Max 500 characters.

Why UNDEF? *

Describe why UNDEF funding is particularly strategic for the proposed project. Max. 300 characters.

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PARTNERSHIP(S)

Proposed Implementing Partner(s)

Who is/are the local Implementing Partner(s) of this project? Please provide the full names of the implementing partner organizations. Take good note that Implementing Partner(s) should be consulted before putting their name down. Max. 300 characters.

EXECUTING AGENCY: In exceptional circumstances and where there is clear value added, the applicant might feel the need to partner with a United Nations Executing Agency. In this case, the UN agency will oversee and monitor the project and act as UNDEF's agent for project oversight

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BUDGET

Please fill out the required fields below marked with a red asterisk

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BUDGET INSTRUCTIONS

In this section, you need to present your project budget by detailing how the requested grant amount will be used. Please note that you need to present the budget in two different ways: by Output and by Item. Use rounded amounts to the nearest thousand dollars. Total Project Costs for both types of budget will be displayed when you save your application. They must also add up to the same figure. NOTE: It is expected that staff and other personnel costs remain a small component in comparison to other budget items.

Total Project Cost (TPC) = Budget per item = Budget per output/activity

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BUDGET BY OUTPUT

Examples of outputs:
Output 1: e.g. 500 local women councilors trained
Output 2: e.g. A voters education campaign targeted at youth conducted
Output 3: e.g. 10 radio/TV programmes broadcasted
Output 4: e.g. 20 joint initiatives undertaken by youth and media outlets
Output 5: e.g. Public debates in 10 communities held
Output 6: e.g. Implementation of 10 small scale projects

Important: salaries and other support costs such as office rent, equipment, bank fees or audit are not considered as outputs. Please include a pro-rated amount of such costs in each output listed below.

Output 1 *

[   ]

1 - Amount in US$ *

[   ]

Output 2 *

2 - Amount in US$ *

Output 3 *

3 - Amount in US$ *

Output 4

4 - Amount in US$

Output 5

5 - Amount in US$

Output 6

6 - Amount in US$

Output 7

7 - Amount in US$

Output 8

Output 9

9 - Amount in US$

Output 10

10 - Amount in US$

Output Total Project Costs (TPC)

0

Important! TPC must equal the Requested Grant Amount that you have entered on Page 5

BUDGET BY ITEM

Staff/Personnel Costs - Amount in US $ *

Contractual Services - Amount in US $

Supplies - Amount in US $

[   ]

Equipment/Furniture - Amount in US$

[   ]

Travel - Amount in US $

[   ]

Direct Activity Costs - Amount in US $ *

[   ]

Transfers/Grants - Amount in US $

[   ]

Office/Admin Costs - Amount in US $

[   ]

Audit - Amount in US $ *

[   ]

Item Total Project Costs (TPC)

[0   ]

Important! TPC must equal the Requested Grant Amount that you have entered on Page 5.

[ ]

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COMMITMENTS

Please fill out the required fields below marked with a red asterisk

All type of applicants must read and confirm all five commitments. CSO/NGO must check all commitments.

Develop Project by Deadline *

☐ If short-listed, to develop a project by the established deadline following the UNDEF Project Document Guidelines

No intent to support violence/terrorism *

☐ Not 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).

Statutes/By-Laws for Transparent Process *

☐ To have statutes/by-laws providing for a transparent process of decision making, elections of officers and members of the Board; the Applicant Organisation has authority to speak for its members through its authorized representatives identified above.

Aims/Purposes conform with Charter of UN *

☐ 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.

Provide Annual and Financial Reports *

☐ Submit annual activity reports and audited financial statements of previous two years upon request by UNDEF.

UNDEF Disclaimer

UNDEF reserves the right to terminate the development of a project document should, in UNDEF's view, the applying organization does not have the necessary project design capacity

or commitment.

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