

[Type text]



Global Partners in Action:  
**NGO Forum on Sexual and Reproductive  
Health and Development**  
Invest in Health, Rights and the Future

[www.globalngoforum.org](http://www.globalngoforum.org)

---

**Berlin Call to Action**

---

# **NGO Forum Small Grants Facility Application Guidelines**

[Type text]

## **CHAPTER ONE: What is the NGO Forum Small Grants Facility?**

- Purpose
- Key principles of operation
- Funding levels

## **CHAPTER TWO: Eligibility and Selection Procedure**

- The **NGO Forum Small Grants Facility** supports ADVOCACY
- What kind of activities does the **NGO Forum Small Grants Facility** support
- Conditions for funding
- Assessment criteria for applications
- Selection procedures
- Timetable

## **CHAPTER THREE: Application Procedure**

- Application procedure
- Preparing your application
- Submitting your application

## **CHAPTER FOUR: Completing your application**

- Section One: project summary
- Section Two: organizational details
- Section Three: purpose and outline of the project
- Section Four: budget information
- Section Five: checklist

## **CHAPTER FIVE: General Conditions of the grant**

- Branding
- Changes of plan
- Budget alterations
- Reports
- Specific conditions
- Payment of grants
- Evaluation
- Reporting Schedule

[Type text]

## **CHAPTER ONE: What is the NGO Forum Small Grants Facility**

### **Purpose**

In less than five years time the world will be called to account for commitments made at the ICPD in 1994 and the Millennium Summit. The 2009 Global Partners in Action NGO Forum provided a unique opportunity for the sexual and reproductive health and rights (SRHR) movement to come together and to agree priorities that require urgent action between now and 2015. It was the intention of the Steering Committee to ensure that follow up activities took place

These priorities will not be realised without advocacy from civil society, to improve policy, implementation of policy and increase resources for SRHR. We know that there are few resources available at country-level for advocacy. But sometimes a small amount of money can make a large difference. The NGO Forum Small Grants Facility aims to support civil society organizations that applied to, or participated in the Global Partners in Action NGO Forum. The NGO Forum Small Grants Facility will fund advocacy in support of the priorities highlighted in the two outcome documents of the Global Partners in Action NGO Forum, the [Berlin Call to Action](#) and the SONGs (Strategic Options for NGOs), as well as the Millennium Development Goals (MDGs), particularly Goal 5. Together these different advocacy campaigns will make an overall contribution to political and financial commitment for sexual and reproductive health and rights of people globally. They will help to ensure international commitments to universal access to sexual and reproductive health and rights are achieved.

The NGO Forum Small Grants Facility will prioritize organizations with a commitment to the priorities of the International Conference on Population and Development and the Millennium Development Goals, particularly Goal 5. Since it is often difficult to find funding for national advocacy activities, particularly in the global South all of the grants will be distributed to civil society organizations working in the South.

### **Key principles of the NGO Forum Small Grants Facility**

Objective:

Build the capacity of NGOs (Particularly from the South) to strategically engage with and take forward the [Berlin Call to Action](#), including sharing good practise and lessons learned

Each grant should link to one of the [SONGS](#) priority areas for NGO action:

[Type text]

- Monitor, evaluate and hold governments donors, financial institutions, multi lateral agencies and for profit health organizations accountable to commitments on SRHR for all
- Influence policy outcomes to ensure SRHR for all
- Strengthen partnerships, coalition building and harmonization of actions and strategies
- Strengthen civil society and constituency engagement and refine the role of NGOs in reporting SRHR for all
- Develop evidence -based advocacy messages and strengthen communications strategies to promote SRHR for all

Each grant should demonstrate:

- Relevance to country led advocacy for realizing the demands set out in the Berlin Call to Action. Or contribute to meeting the Millennium Development Goals, especially Goal 5.
- Have a clear expected advocacy outcome; including (1) a message and a request for change; (2) the names of political actors and decision makers to be targeted
- Be linked to specific national, regional and or international events at which they plan to take action.

## **Funding Levels**

The **NGO Forum Small Grants Facility** up to USD \$10,000 to cover up to 90% of the cost of the activity, with a minimum 10% contribution from the grantee. The grant will cover activities over a period of one to six to twelve months starting in July 2010. The grant will not cover capital costs such as salaries, computers etc. A maximum of 5% of the grant can cover overhead costs.

The deadline for applications is **midnight 03<sup>rd</sup> June 2010**.

Download the application guidelines and form at:

[http://www.globalngoforum.de/information\\_about\\_berlin/general\\_information/](http://www.globalngoforum.de/information_about_berlin/general_information/)

or email [songsfund@ippf.org](mailto:songsfund@ippf.org)

[Type text]

## **CHAPTER TWO: Eligibility and Selection Procedure**

### **The NGO Forum Small Grants Facility supports ADVOCACY**

Advocacy means identifying and calling for change. It refers to the different ways we can build political, financial or public support to bring about action for change. It involves influencing leaders and decision-makers to address the root causes of problems and to generate long-term sustainable solutions.

Change can take place on many levels:

- Local level (e.g. local government, police, religious leaders, school system, etc.)
- National level (e.g. national governments, ministries, etc.)
- Global level (e.g. UN agencies, the World Bank, Global Fund to Fight AIDS, Tuberculosis and Malaria, etc.)

There are many different objectives for advocacy. For example, we can advocate to:

- Increase public or political support for a cause
- Influence leaders and decision-makers so they prioritize SRHR issues
- Influence the allocation of public resources
- Build an environment that enables people to exercise their rights
- Change laws, legislation or policies, etc.

Sometimes, advocacy is confused with IEC (Information-Education-Communication). Advocacy aims to achieve the objectives listed above by targeting policy-makers, decision-makers, governments, donor agencies and other leaders. It is more than raising awareness - it calls for concrete action and changes to policies, programmes and structures.

IEC, on the other hand, aims to inform, educate or communicate on a specific topic or to raise awareness and arouse interest on an issue. IEC is targeted towards specific population groups (e.g. young people, PLHIV, etc), individuals or the general public. The main goal of IEC is to inform, educate and sometimes change individual behaviour. However, it does not try to effect changes in policies, programmes, laws or structures.

### **What kind of activities does the NGO Forum Small Grants Facility Support?**

The **NGO Forum Small Grants Facility** supports advocacy to promote:

1. The Berlin call to Action:
  - a. Guarantee that sexual and reproductive rights, as human rights, are fully recognized and fulfilled
  - b. Invest in comprehensive sexual and reproductive health information, supplies, and services as a priority in health systems strengthening

[Type text]

- c. Ensure the sexual and reproductive health and rights of Young People
- d. Create and implement formal mechanisms for meaningful civil society participation in programmes, policy and budget decisions, monitoring and evaluation
- e. Ensure that national governments and donors allocate sufficient resources and budgets that meet the needs of all people's sexual and reproductive health and rights

## 2. MDG5:

<p style="text-align: center;"><b>Millennium Development Goal Five: Improve Maternal Health</b></p> <p><b>Target a: Reduce by three quarters the maternal mortality ratio</b></p> <ul style="list-style-type: none"><li>5.1 Maternal mortality ratio</li><li>5.2 Proportion of births attended by skilled health personnel</li></ul> <p><b>Target b: Achieve universal access to reproductive health</b></p> <ul style="list-style-type: none"><li>5.3 Contraceptive prevalence rate</li><li>5.4 Adolescent birth rate</li><li>5.5 Antenatal care coverage (at least one visit and at least four visits)</li></ul>
--

The applications must demonstrate the following:

- Relevance to country led advocacy for realizing the demands set out in the Berlin Call to Action
- Have a clear expected advocacy outcome; including (1) a message and a request for change; (2) the names and/or positions of political actors and decision makers to be targeted

Each grant can be for one of two thematic areas:

- Capacity building of national advocacy
- Advocacy targeted at national, regional or global events

Together these different advocacy campaigns will make an overall contribution to political and financial commitment for sexual and reproductive health and rights. They will contribute to upholding the commitments made in 1994 and renewed in 2009, and meeting the MDGs.

### **Conditions for funding**

Applicants must satisfy all the following conditions to be considered for funding:

[Type text]

- The fund will only support in-country initiatives submitted by civil society organizations who participated in, or applied to participate in the 2009 NGO Forum
- The proposals must address one of the two thematic areas that the **NGO Forum Small Grants Facility** supports.
- The organization must demonstrate its commitment to increasing political and financial commitment for sexual and reproductive health and rights, and in particular the ICPD Programme of Action or the Millennium Development Goals particularly MDG 5
- The previous year's audited accounts or financial statements of your organisation must be submitted with the application to demonstrate your organization's financial viability.

### **Assessment criteria for applications**

The applications will be assessed according to the following criteria:

- Support advocacy activities in the two areas identified areas that the **NGO Forum Small Grants Facility supports**
- Be relevant to increasing political and financial commitment for the ICPD Programme of Action or MDG 5 at the national, regional and global level
- Have a clear advocacy expected outcome related to ICPD Programme of Action or MDG 5
- Advocacy must be linked to key national, regional and/or international event

### **Selection procedures**

All administration, processing, selection and management of applications will be done by the **NGO Forum Small Grants Facility** coordinator and an expert review team. The **NGO Forum Small Grants Facility** coordinator will be the main point of contact between the applicants and expert reviewers, who are technical experts in advocacy and sexual and reproductive health from IPPF and a wide range of other organizations. These experts are responsible for reviewing applications and making recommendations.

How an application will be selected:

1. Applicants submit completed application forms.
2. Applications will be screened and forwarded to the expert reviewers.
3. Once the applications are selected, the successful organizations will be informed. Administration and contracts will follow.

### **Timetable**

Action

Date

[Type text]

Deadline for Application  
Notification of awards

Midnight 3<sup>th</sup> June 2010  
Week beginning 12<sup>th</sup> July 2010

## **CHAPTER THREE: Application Procedure**

Please read the followings notes carefully when preparing your application, if you have any questions please contact: [songsfund@ippf.org](mailto:songsfund@ippf.org)

Applications can be submitted in English, Spanish or French.

### **Application Procedure**

1. Submit the completed application form with all the required supporting information.
2. Once received, you will be sent an acknowledgement.
3. The applications will be screened and reviewed (as described in the Selection Procedures section) over a five week period (If the fund receives a high volume of applications this may take longer).
4. Award decisions are final and not open to negotiations.
5. Successful applicants will be notified in writing. This will be sent within one week after the review process.
6. Successful applicants must confirm their acceptance of the grant in an email within a week.
7. Notification will be sent to unsuccessful applicants

### **Preparing your application**

When answering the sections in the application form, please remember to:

- Clearly state:
  - What is the change you want to see, or results you want to achieve and why?
  - Who are the people in positions or your target groups that can make this change happen?
  - What is your strategy to reach these people to convince them that change is necessary?
  - Who will you work with to reach these people and bring about change?
  - Provide details about the proposed activities, workplan and timetable; (workplan)
  - Please provide indicators and sources to measure the success of your advocacy

### **Submitting your application**

Applications must be submitted in the format provided on the website [http://www.globalngoforum.de/information\\_about\\_berlin/general\\_information/](http://www.globalngoforum.de/information_about_berlin/general_information/)

[Type text]

or email [songsfund@ippf.org](mailto:songsfund@ippf.org)

Hard copies can be submitted to **NGO Forum Small Grants Facility**, International Planned Parenthood Federation, 4 Newhams Row, London, SE1 3UZ UK.

## **CHAPTER FOUR: Completing your application**

The following section will help you complete the application form.

### **Application Section One: Project Summary**

Provide a summary of your project in 150 words.

### **Application Section Two: Organizational Details**

Provide details of your organization and project partners. Please include the contact details for the person responsible for this project.

Please indicate the legal status of your organization, as stated in the Certificate of Registration, and send a copy with the application form. If you are a youth organization and are not officially registered, please ask an officially registered organization to apply on your behalf. These are considered to be conditions of application. Failure to provide these documents will result in disqualification of your application.

### **Application Section Three: Purpose and outline of the proposed advocacy activities**

#### Background information and Justification:

- What is your objective?
- What results do you want to achieve?  
Why do you want to achieve them? Eg. A local council has committed to create a budget line for contraceptives in the local government budget

#### Description of Key Activities:

Describe what you will do to achieve the change specified above. Specify who are the people in positions that can make this change happen; how you will reach these people to convince them that change is necessary, and who will you work with to reach these people and bring about change.

Eg. Working with medical experts to **target the Ministry of Health** to provide accessible Emergency Contraception for unmarried women under 24.

#### Expected Advocacy Outcome:

[Type text]

What change are you expecting to achieve with these activities? What is your Objective?

Eg. Recommendations about the Berlin Call to Action or MDGs, especially MDG 5 are included in national programmes.

Does it relate to any of the below?

Recognizes the need for the implementation of the Berlin Call to Action or MDGs, especially MDG 5, in statements at international, regional and/or national meetings;  
Increases financial resources for the ICPD PoA or MDGs, especially MDG 5, at country level;  
Promotes and coordinates civil society action in promoting the Berlin Call to Action or MDGs, especially MDG 5 in national policy, programmes and budgets

#### Measuring Success:

How will you know if you have made a change? How are you going to demonstrate that this change has happened? Process indicators, which demonstrate the steps you had to take to make political change can be used.

E.g. Number of news paper articles about inadequate resources for family planning.

Or, Number of parliamentary questions raised about the government allocation to the family planning budget line

Also include at least one results indicator which demonstrates if you have met your objective:

Eg. Senior decision makers commit to increase resources for unmet need.

#### Partners:

Who will be your partners, why and what will they do? How will they help you with the advocacy efforts to ensure it is a success?

[Type text]

### Risk Assessment:

What might stop you from doing your activities? What are the risks of doing these activities and how will you address them?

Eg. Adolescent mothers who participate as advocates are at risk of being stigmatised.

We will address this by working with the community and decision makers to raise awareness about the challenges faced by adolescent mothers. We will sensitize them to accept adolescent mothers.

### **Application Section Four: Budget information**

Applications must contain a detailed breakdown of the proposed expenditure in local currency and US dollars, submitted in the budget format in Section Four of the form. Applicants should indicate the exchange rate used at the time of preparing the budget.

The Advocacy Flexi Fund provides grants up to \$10,000 to cover up to 90% of the cost of an advocacy activity with a minimum 10% contribution from the grantee. For example if an activity costs \$5,000 you can apply for \$4,500 and we would expect your organization to contribute \$500.

### **Please clearly specify what will be included in your ten per cent match funding.**

Unit costs: unit costs are usually for tickets, hotel costs per night, room rent per day, per diem rates, interpreter cost per day, etc.

Eligible costs include travel and visas costs, accommodation and subsistence, publications costs, overheads.

### *Overheads*

Overheads cover all administrative costs associated with the project, both indirect and direct, and must not exceed five per cent. Administrative costs are costs directly incurred by your organization in administering the project and maybe include contribution towards costs for utilities (electricity, telephone, fax etc).

### **Application Section Five: Checklist**

[Type text]

Please complete the checklist of necessary documents.

[Type text]

## **CHAPTER FIVE: General Conditions of the Grant**

Approved projects will normally be notified within five weeks of application. A formal agreement will set out the Terms and Conditions of the grant and the procedures by which the grant will operate.

### **Branding**

Any documents and materials developed or events and meetings organised as part of activities funded by the **NGO Forum Small Grants Facility** must clearly show that they are supported by the partners of the NGO Forum, and that the fund is administered by IPPF. This must be done by clearly displaying the logo of the Global Partners in Action, and the line 'Supported by the Global Partners in Action.' IPPFs logo must also be clearly displayed. These will be provided with the grant.

### **Unregistered Organization**

If you are an unregistered organization that had an officially registered organization apply on your behalf, a formal memorandum of understanding between the organizations will be required prior to the grant agreement.

### **Changes of Plan**

Any proposed changes to specific budget items which exceed 15 per cent must be agreed in advance. Written approval of changes to your proposed plan must be sought from the **NGO Forum Small Grants Facility** Coordinator and relevant Technical Review Team in advance. These changes must not exceed total grant amount awarded.

### **Budget Alterations**

Approval of budget alterations will be the responsibility of the Flexi Fund Coordinator and relevant Technical Review Team and will be subject to strict controls and consultation before any virement is approved. A virement is required when (1) the grantee wishes to move funds from one budget line to another and (2) where the amount in US dollars represents 15 per cent or more of the total budget.

### **Reports**

All grant recipients must report directly to the **NGO Forum Small Grants Facility** Coordinator within four weeks of completion of activities according to the set timetable and using the format and specifications provided. This includes narrative and financial reports submitted at the end of the activity. If no audited financial statements are available, the grantee must provide copies of invoices for all expenditure per budget line for the entire project period as part of the final report.

[Type text]

### **Specific conditions**

These may be attached to individual grants. Successful applicants will be notified of these when the grant is awarded.

### **Payment of Grants**

Payments will be made in US dollars directly into the bank account indicated in the grant agreement. Payments will be made within two weeks of receiving the signed grant agreement. The initial payment will be 90 per cent of the approved budget; the remaining 10 per cent will be paid upon receipt of a satisfactory End of Project Report

### **Evaluation**

The **NGO Forum Small Grants Facility** Team reserves the right to visit project partners for the purpose of evaluating the projects that received **NGO Forum Small Grants Facility** support. This will only be done with advance notice and agreement.

### **Reporting schedule**

Each grant recipient will submit a six monthly narrative report to IPPF. At the end of the project each grantee will submit both a complete financial report and a narrative report.