Project PROPOSAL

This narrative proposal is applicable for financial support open under Global Initiative Against Impunity for International Crimes and Serious Human Rights Violations: Making Justice Work. This proposal shall be submitted by the applicant together with a budget[[1]](#footnote-2).

## The Applicant

Name:        
Address:        
Email:        
Telephone:        
Organisation Website/Social Media:

## The Project[[2]](#footnote-3)

Name of Project:        
Project Period:        
Funding Amount Requested:        
Contact Person (Name and Email Address) Responsible for

a) the Organisation:

b) the Project:

1. **Summary of the Proposed Activities**

Describe:

1. The main problem addressed by the project,
2. The specific objective it aims to address (as per the guidelines)
3. How it will respond to people‘s specific needs based on gender and other characteristics
4. Country/ies of the project implementation

Briefly summarise the objectives,

1. Main activities, including the timeframe of their implementation
2. Target group(s)
3. Result(s) it is expected to contribute to (as per the guidelines)
4. Team of the project

### Type of Organisation

1. Is your organisation non-governmental? Yes  No
2. Is your organisation politically and religiously affiliated? Yes  No
3. Is your organisation non-profit? Yes  No
4. Is your organisation a legal entity? Yes  No   
   If yes, what type of entity? If no, explain
5. Is your organisation operating in exile? Yes  No

If yes, which country/ies?

1. Specify membership in national and international networks, if any.
2. Has your organisation been involved in financial transactions or collaborations with Consortium member organisations[[3]](#footnote-4), such as through sub-granting, co-applicant roles, or other capacities, continuously for at least the past three years prior to the application deadline? Yes  No   
   If yes, which organisation and what type of financial transactions/collaborations? Please provide contact person for reference.

### Organisation and Governing Structure

1. Summarise the mission, history, main activities of the organisation.
2. Describe the organisational structure or provide an organisational chart
3. **Integration of Cross-Cutting Elements**
4. How does your organisation work to integrate relevant cross-cutting elements such as promotion of gender equality and equal opportunities, environmental/climate change issues, needs of disabled people, rights of minorities and rights of indigenous peoples, youth, combating HIV/AIDS (if there is a strong prevalence in the target country/region)?

### Financial Resources and Management

1. What is the total organisational budget per year?
2. How many people work in finance / accounting? Who does what? How is bookkeeping done, and who is responsible?
3. Who has signatory powers of the organisational bank account(s)?
4. Is the organisation audited on an yearly basis by an external auditor? If not, what routines are in place for managing supporting documents (receipts, etc.,)? How are these collected, reported, approved, and archived?
5. Has the organisation undergone a system-based audit or an external organisational assessment in the last 3 years (e.g., review of organisational structures, procedures, policies, and external financial audit)? How have issues and recommendations identified by the auditor been handled?

### Planning and Monitoring

1. How will the project/activities be monitored and followed up according to the plan of what is to be achieved? How will data/information be collected, analysed and by whom?
2. How will the benefited groups be included in the planning, implementation and monitoring of the activities?

### Risk Assessment and Management

Describe internal and external risks of the activities. How will these risks be managed/mitigated? Examples of risks:

* operational risks (typical risks could be related to human resources and management, like insufficient staff capacity or security)
* reputational risks (like negatively perceived performance that undermines reputation and confidence of stakeholders)
* financial risks (like (mis)use of funds, levels and sources of funding)
  + What is the risk of fraud and corruption within your context, project/activities and organisation? Where could corruption or fraud appear and how could it affect the project or organisation?
* strategic risks (like socio-political development, country security and other issues that can affect achievement of the organisation’s strategic goals.)

### Donor Funding and Coordination

1. Specify all income sources (other donors, membership fees, commercial and/or private sources, etc) of the project/activities.
2. List all donor grants both approved and pending, including donor name, project name, grant amount and time period.
3. If there is more than one donor supporting the project/activities, how will the donor contributions be coordinated?
4. Has the organisation reached out to other donors to support this request?
5. **Sustainability**

How does your project plan to ensure long-term impact in addressing impunity issues? Specifically, what strategies will be implemented to sustain results beyond the funding period?

### Capacity Building

According to your own assessment of capacity building needs, describe what capacity building support would be helpful at individual or organisational level (e.g., targeted education to improve skills and capacities in implementing activities, or organisational reporting, communications, monitoring and evaluation, etc).

### Advocacy and Communications Activities

How can the Global Initiative Against Impunity support and contribute to the project/activities in terms of advocacy and communication? Describe main activities and events needing Global Initiative Against Impunity or Consortium Members participation or contribution.

### Bank Transfer Details

Provide transfer details (bank account or alternative) in case the proposal is eventually approved for funding, as well as support documentation (document from bank or a screenshot):

**ADDITIONAL DOCUMENTS WHICH MAY BE REQUESTED BY CIVIL RIGHTS DEFENDERS**

1. Registration permit (scanned copy of the original document)
2. Statutes (English translation)
3. Strategy / Strategic long-term plan (if existing)
4. Annual Report (most recent)
5. Annual Accounts of previous year: income statement and balance sheet
6. External Certified Auditor´s License/Certificate

### Signature of Person Authorised to Sign for the Applicant:

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Date, Name, Title, and Signature

1. Non formal groups are exempted from filling points that are not applicable to them.  [↑](#footnote-ref-2)
2. The document must not exceed 10 pages. [↑](#footnote-ref-3)
3. **List Consortium members:**

   * The International Federation for Human Rights (FIDH)
   * Civil Rights Defenders
   * The Coalition for the International Criminal Court (CICC)
   * The European Center for Constitutional and Human Rights (ECCHR)
   * Impunity Watch (IW)
   * Parliamentarians for Global Action (PGA)
   * Redress
   * TRIAL International
   * Women’s Initiatives for Gender Justice (WIGJ)
   * The Auschwitz Institute for the Prevention of Genocide and Mass Atrocities (AIPG),
   * The International Commission of Jurists (ICJ)

   [↑](#footnote-ref-4)