

Human Rights and Good Governance Secretariat (HR/GG)
May 2010- June 2013
Guidelines for submission of applications under the Small Grants Facility (SGF)

A. Definition & Objectives

The purpose of the Small Grant Facility (SGF) is to allow the Human Rights and Good Governance Secretariat (HR/GG) the flexibility needed to expediently and efficiently respond to HR/GG sector issues. The Small Grant Facility complements the main program of the Secretariat, which focuses on core-program funding of active Human Rights and/or Good Governance NGOs. The SGF is opened on an annual basis but applications may also be received and considered at any time in recognition of changing circumstances that require an urgent response.

This facility is intended to make available small amounts of money (maximum \$50,000), to respond to:

- 1- Well-justified proposals of organizations that respond to urgent/emergency activities, during a maximum of 12 months which, if funded, will have quick impact, and of complementary type to core funding projects
- 2- To support innovative proposals submitted by HR/GG NGOs or group of NGOS.

The Secretariat will carry a supportive role in assisting these NGOs to understand the application process, to develop an appropriate project and to make an application.

The entire process from application submission to grant award will not exceed one month for normal proposals but maximum two weeks for urgent proposals. Applicant HR/GG organizations must meet the below mentioned general eligibility criteria.

The Overall Criteria for this type of grant are as follows:

NGOs Eligibility Criteria:

NGOs qualify for SGF funding provided that they meet the following eligibility criteria:

1. Registered Palestinian or Israeli HR /GG NGOs or Networks that have been operating for more than one year from the application' submission date.
2. NGOs with commitment, in their constitutional document, to International Human Rights and International Humanitarian Law, as a basis for their work

3. HR and GG organizations that monitor, document, and report on the behavior of governmental authorities (Israeli and Palestinian), or non-state actors, to observe these principles in practice
4. HR/GG NGOs that conduct policy, educational, and advocacy activities to influence policies and legislation, and ensure the rule of law in the Palestinian Territory.
5. NGOs that have the capacity and the staffing to implement the planned activities.
6. NGOs that have solid transparent financial system.
7. NGOs abiding to non violence and non discrimination methodologies in their work policies.
8. NGOs demonstrating the following:
 - Good governance.
 - Transparency and democratic principles.
 - Readiness to coordinate and cooperate with other NGOs in the sector.
 - Efficiency and cost effectiveness.
9. Preference will be given to:
 - NGOs operating in remote areas, targeting disadvantaged communities, and organizations operating in the Gaza Strip
 - Projects undertaken jointly by a number of NGOs.

B. Application and Award Process

Stage One: Announcement

The call for proposals' for the SGF funding opportunity will be announced through various media channels (local newspapers, HRGG website, NDC website) and through relevant human rights and good governance networks, with secretariat staff and donors actively seeking out and identifying NGOs that could be good applicants under the SGF and drawing it to their attention.

Stage Two: Proposal Submission

NGOs may submit their proposals for funding at the specific deadline. Submitted proposals are to define the objective and justification for funding, describe planned interventions, expected outputs and outcomes, and the amounts needed, etc. Proposals are submitted at NDC offices in WBG or by email.

Stage Three: Appraisal and Approval

In order to expedite the appraisal process, a consolidated appraisal/evaluation form is used which consolidates initial screening, institutional assessment and full appraisal into one process.

The appraisal process will be carried on two levels; NDC level and HR/GG Steering Committee Level.

1- NDC level

a. Program Level

Appraisal is conducted by the Human rights expert and NDC Program Officers in order to assess the relevance, effectiveness, efficiency of the HR/GG NGOs proposed actions, the management capacities and procedures of the applicant NGOs, to determine the amount to be awarded, and to verify the details of the proposals. A brief summary sheet is prepared for each proposal recommended for approval by the appraisal team. The NDC Grants Program Manager oversees the preparation of the complete summary appraisal report (SAR) which includes the recommendation to be submitted to the Technical Assessment Committee (TAC) at NDC.

b. Technical Assessment Committee level

The Technical Assessment Committee (TAC) members' review the appraisal reports and either accept or reject the recommendations of the Program Officers. TAC recommendations are then incorporated into the Summary Appraisal Report and forwarded to NDC board for their endorsement. A summary listing of all proposal submissions, including those dropped and recommended sub-grants is provided to NDC board by circulation.

c. NDC Board "Endorsement"

The NDC Board is provided with a summary listing of all proposal submissions, including those dropped and recommended sub-grants at TAC level, and a list of the applicant HR/GG NGOs with a brief profile. The NDC Board endorse the funding to NGOs or requests specific clarifications. The NDC Board is requested to respond immediately for urgent proposals.

2. HR/GG Steering Committee Level

The Steering Committee reviews NDC recommendations (which are based on technical considerations and specified criteria) and makes a decision (with approval of the majority of Committee members) on acceptance or rejection of NDC recommendations. NDC recommendations are circulated to the Steering Committee members to provide quick decisions.