

**UNDEF**



The United Nations  
Democracy Fund

**United Nations Democracy Fund**  
**Project Proposal Guidelines**  
**Second Round**

**Summary**

The present guidelines describe the application procedure for the second round of UNDEF grants. Their purpose is to provide guidance to prospective applicants in the preparation of their proposals and thus to help the Fund select and support the best projects in conformity with the guidance of its Advisory Board. These Guidelines therefore establish

- The process for applications and awards, including proposed schedule
- The eligibility criteria for beneficiaries
- Eligible activities
- Assessment criteria
- The requirements in terms of branding and visibility of the UNDEF sponsorship
- The different types of geographical coverage (global, regional and country projects)
- The partnerships that are encouraged
- The implementation arrangements envisaged
- The reporting, monitoring and evaluation requirements; and
- The commitment to transparency and assistance of the UNDEF Office to applicants in this process

The present guidelines take UNDEF to its next phase of operations. Background to the first two phases may be found in the UNDEF Programme Framework Document approved by the UNDEF Advisory Board in its 1<sup>st</sup> session of 6<sup>th</sup> March 2006. This may be found on the UNDEF web site: <http://www.un.org/democracvfund>



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### 1. **Background of UNDEF**

At the 2005 World Summit held at the United Nations in New York, Heads of State and Government reaffirmed their commitment to promote democracy and human rights, by welcoming “the establishment of a Democracy Fund at the United Nations<sup>1</sup>” (herein referred to as ‘UNDEF’).

UNDEF aims to provide strategic support to catalyze democracy and human rights initiatives around the world. It is intended to complement and build upon the already extensive engagement of the United Nations, its relevant departments, specialized agencies, funds and programs working in this field.

UNDEF is a Trust Fund established through contributions from Member States, under the authority of the Secretary-General. UNDEF is guided by its Advisory Board, which includes representatives of Member States at ambassadorial or capital level, eminent academics and global civil society leaders. Thus, participation in the activities of UNDEF bestows prestige to all its stakeholders and signifies for its beneficiaries a high level of political commitment to democratic values.

### 2. **Mandate of UNDEF**

UNDEF finances projects carried out by a wide range of governance actors, including executive, legislative and judicial branches of government, constitutionally independent national bodies, United Nations bodies and, particularly civil society organizations. UNDEF aims to support action-oriented projects to bring about measurable and tangible improvements in democracy and human rights on the ground, thereby translating the concept of “democracy” into practical solutions for people to have their voices and choices heard.

UNDEF-financed projects will be implemented over a period of two years, principally at country level and in least developed, low or middle income countries. UNDEF also provides discrete funding to a number of regional and global projects promoting democracy (see subsection 5.1). Eligibility criteria are elaborated further in Section 5.

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<sup>1</sup> Paragraph 135, [2005 World Summit Outcome](#), A/RES/60/1, 24 October 2005



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### 3. Scope of the Guidelines

These guidelines describe the application procedure for UNDEF grants. The basic principle behind the two-stage approach of the UNDEF application procedure and in particular of the first stage (invitation for proposals) is to allow interested parties to have their projects short listed for future funding with the minimal amount of effort and information needed by the UNDEF statutory bodies to reach a decision in principle. UNDEF only needs the applicants to invest the time and resources to produce a full project document when a proposal has been approved in principle.

The Project Proposal Guidelines may be periodically revised in subsequent rounds of the UNDEF funding cycle to take account of best practice and lessons learned. These guidelines should be read in conjunction with other documents on the website:

- ✓ The paper on **UNDEF Governance Arrangements**, approved by the Advisory Board, which outlines the role of the Advisory Board<sup>2</sup>, the Programme Consultative Group (PCG)<sup>3</sup> and the UNDEF Office<sup>4</sup>;
- ✓ The **UNDEF Guidelines** for detailed project documents, which are applicable to successful project proposals; and

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<sup>2</sup> There are 17 members of the Advisory Board: one representative each from the six Member States contributing the most to the Fund (until end-2007, in alphabetical order: Australia, France, Germany, India, Qatar and the USA plus Japan); one representative each from five Member States selected by the Secretary-General so as to ensure geographic diversity on the Board (until the same date, Benin, Chile, Hungary, Indonesia and South Africa); four persons appointed by the Secretary-General in their individual capacity (Dr. Rima Khalaf-Hunaidi, Prof. Guillermo O'Donnell, Prof. Michael Doyle and *ex officio* Mr. Amir A. Dossal, Executive Director of the UN Fund for International Partnerships (UNFIP); and two representatives of non-governmental organizations, selected by the Secretary-General (CIVICUS and the International Commission of Jurists).

<sup>3</sup> The PCG is composed of senior substantive professionals from the following UN departments, funds and programmes: The UN Department of Political Affairs (DPA), the UN Department of Peacekeeping Operations (DPKO), the Office of the UN High Commissioner for Human Rights (OHCHR), the UN Development Programme (UNDP), the UN Office on Drugs and Crime (UNODC), the UN Development Fund for Women (UNIFEM), the UN Development Group Office (UNDGO). The Executive Head of UNDEF is *ex officio* member of the PCG.

<sup>4</sup> The Office of the UN Democracy Fund consists of an Executive Head and other professional staff appointed by the Secretary-General. For administrative purposes, the Executive Head reports to the Executive Director of UNFIP, who reports to the Secretary-General through the Deputy Secretary-General. The Executive Head of UNDEF reports to the UNDEF Advisory Board on substantive matters. The Office develops programme funding criteria, in consultation with the Programme Consultative Group; solicits and receives proposals on the basis of guidelines approved by the Board; reviews project proposals for submission to the Board; conducts outreach activities; arranges monitoring and evaluation, as well as audit exercises; handles all aspects of the allocation, disbursement, accounting of funds; and submits reports to the ACABQ and Fifth Committee of the General Assembly, as and when required.



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- ✓ The **UNDEF Branding and Visibility Rules**, which establish the conditions of acknowledgement to the United Nations of UNDEF sponsorship.

For the above documentation, please visit the UNDEF website at <http://www.un.org/democracyfund>.

### 4. Application Procedure

#### 4.1 Schedule

15 November 2007	Invitation for Proposals Online application software opened
18 December 2007	Deadline for proposal submission Online application software closed
15 February 2008	Deadline for UNDEF Office to submit long list to PCG
14 March 2008	Deadline for PCG recommendations to Advisory Board
01 April 2008	Deadline for Advisory Board recommendation for funding to Secretary-General
7 April 2008	Request to short listed applicants to draft detailed project documents
30 May 2008	Deadline for submission of detailed project documents
30 August 2008	Deadline for clearance of projects by UNDEF Office and commencement of disbursement to beneficiaries <sup>5</sup>
30 September 2009	Deadline for submission of biennial project substantive mid-term reports
30 September 2010	Deadline for submission of biennial project substantive final reports
30 November 2010	Deadline for submission of biennial project certified financial statements

<sup>5</sup> The Project implementation period will by default be 24 months counted from the date UNDEF Office effects the disbursement of the grant.



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### **4.2 Invitation for Proposals**

The second round of UNDEF funding will begin when the invitation for proposals is launched on 15 November 2007. The deadline for the first round of submissions will be 18 December 2007. Organizations wishing to apply for UNDEF funding should visit the UNDEF website where they will be prompted to complete an Online Proposal. An outline of the requirements of the Online Proposal is provided in Annex 1 to this document.

UNDEF will close the process for online submission of proposals on 18 December 2007, COB, EST<sup>6</sup>. The Fund will not accept proposals submitted via e-mail, regular post, facsimile, diplomatic or UN pouch, hand or courier delivery or any other channel<sup>7</sup>. An online receipt/confirmation email will be generated confirming receipt of the online proposal. The UNDEF Office will communicate directly with the applicant should additional information be required. Applications received after the cut-off date and time will not be considered.

### **4.3 Award Decisions**

Proposed projects will be assessed by the UNDEF Office, short-listed by the Fund's Programme Consultative Group and reviewed by UNDEF's Advisory Board. The Advisory Board will submit through its Chair a recommendation of awards to the Secretary-General, who holds the ultimate authority for the funding decision.

Decisions on the selection of projects to be funded will be considered "approvals in principle" since final approval will depend upon successful finalisation of a full project document within two months of this approval in principle. Failure of the project sponsor to comply with this two month deadline will result in UNDEF not going ahead with the grant. Extended deadlines may be granted on an exceptional basis to especially complex projects by UNDEF Office.

By April 7 2008, all successful short-listed applicants will be notified at the electronic address indicated in their application.

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<sup>6</sup> 5pm, Eastern Standard Time in North America, 5 hours behind the Coordinated Universal Time (UTC)

<sup>7</sup> Only in the event of proven lack of access to Internet will such proposals be considered if they reach the UNDEF offices within the established deadline for online submissions.



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### 4.4 Successful Proposals and Detailed Project Documents

Proposals approved in principle for funding by UNDEF will have to be elaborated into detailed (full) project documents within two months. They should meet the usual standards of international good practice, prior to receiving final approval for disbursement. Project formats used normally by CSOs, NGOs and UN entities will be deemed acceptable by UNDEF. Specific “Guidelines for Detailed Project Documents” are available on the UNDEF website.

A detailed project document will include at least the following information:

- ✓ a cover page with an executive summary of the project expressing the total budget, the amounts and sources of funding (template to be provided by UNDEF);
- ✓ a situation analysis, including of lessons learned in earlier or concurrent efforts in the same field and country/region, that will develop the “problem being addressed” section of the original proposal;
- ✓ the objectives of the project and a description of the planned activities;
- ✓ a risk assessment which will express the level of engagement of national authorities and other stakeholders;
- ✓ information on the methodology with which the project was developed and the consultation process for its finalization;
- ✓ a logical framework with outcome-based performance indicators;
- ✓ a detailed annual budget for the full period with indication of other sources of funding and an indication of other funding organisations to which the proposal has been or will be submitted
- ✓ a biennial work plan with activity implementation deadlines
- ✓ a communications strategy that will take into due account the commitments on visibility of the UNDEF (see 4.5)
- ✓ the legal and implementation arrangements expressing the names and details of the key individuals in charge of the proposed project, of the implementation of the “UNDEF Branding and Visibility Rules” (see § 4.5), and of the Financial Management and the Reporting, Monitoring and Evaluation arrangements.

In the case of partnership projects, the project format will be that of the executing agent and payee. Detailed project documents will be submitted to UNDEF by email ([Democracyfund@un.org](mailto:Democracyfund@un.org)) by the cut-off date indicated in the schedule (see § 4.1).



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The inability to complete the detailed project document requirements by the established deadline will result in cancellation of the grant allocation.

### **4.5 Branding and Visibility**

Successful beneficiaries will be expected to comply with the “UNDEF Branding and Visibility Rules” that will be posted on the UNDEF website. These rules ensure that projects totally or partially funded by UNDEF visibly acknowledge the United Nations’ support. They cover the written and visual identity of UNDEF and apply to print, electronic and any other material, presentation, banner, invitation, sign, plaque, vehicle, other hardware and items purchased with UNDEF funding or produced within a UNDEF-funded project.

### **4.6 Declined Proposals**

Given the envisaged volume of applications and the current limitation of resources, UNDEF may not be able to fund all proposals received. Organizations whose application was not approved for funding will not be notified individually. Such organizations may wish to revisit the UNDEF website periodically to be aware of future invitation for proposals. Applicants who have not received a positive response by the end of April may consider this silence as decisive.

## **5. Eligibility Criteria**

### **5.1 Global/Regional and Country Windows**

UNDEF will invite proposals and projects that either take place in, and address the democratic process and institutions of, one Member State only, or occur in several states of a region or sub-region or even intend to operate at the global level. For the former (Country Window), UNDEF will reserve approximately 70% of its programmable resources in each funding round. For the latter (Global/Regional Window), UNDEF will allocate 30% of its programmable resources.

### **5.2 Duration of Projects and Amounts Awarded**

In principle, UNDEF grants will be allocated for projects with a default duration of two years. However, it is fully acceptable to UNDEF if a successful applicant completes a project in less than 2 years. Grants will not necessarily match the full amounts applied for. Grant allocations will in principle not exceed US\$500,000 for any given project, and will be of a minimum of US\$50,000. Exceptions to the floor and ceiling will be duly justified both by the applicants in their proposal and by the UNDEF Office in their submission to the PCG and Advisory Board. Once the



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implementation period has elapsed, beneficiaries will be required to revert unspent funding to the UNDEF.

### 5.3 Eligible Beneficiaries

The following institutions are eligible for UNDEF grant funding:

- (1) **Civil Society Organisations and Non-Governmental Organisations** engaged in promoting democracy and human rights<sup>8</sup>, which are anticipated to receive the bulk of the funding
- (2) **Government agencies:** National and sub-national executive agencies, including local, regional and other sub-national governments.
- (3) **Independent and Constitutional Bodies:** This includes Election Commissions, Supreme Audit Institutions, Human Rights Commissions, Parliaments, sub-national representative bodies, judicial institutions and other independent governance bodies.
- (4) **Global and Regional inter-government bodies, organisations and associations** other than the United Nations.
- (5) **The United Nations**, including its relevant departments, specialized agencies, funds and programs working in this field, in places where it is difficult for other implementing agencies to work.

### 5.4 Priority Countries and Regional Balance

Applications from all countries as well as regional and global initiatives will be considered. Strong preference will be given to applicants from countries and regions where the difficulties of democracy are more critical and pervasive, such as countries emerging from conflict, new and restored democracies, the [Least Developed Countries](#) (as per the official classification of the UN-OHRLLS), [Low Income](#)

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<sup>8</sup> UNDEF will not consider project proposals that reflect any type of support for any member, affiliate or representative of an organisation 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). Based on ECOSOC (Economic and Social Council) resolution 1996/31 on consultative relationship, as well as the UN Department for Public Information (DPI) criteria for associated NGOs, UNDEF will require that the aims and purposes of the applying CSO be in conformity with the spirit, purposes and principles of the Charter of the United Nations; the CSO must be recognized nationally or internationally; the CSO shall have a satisfactory record of collaboration with UN field offices, UNDP, a United Nations Information Centre (UNIC) or other parts of the UN system; the CSO shall have statutes/by-laws providing for a transparent process of making decisions, elections of officers and members of the Board; it shall have an established headquarters, with an executive officer; the CSO shall finally have authority to speak for its members through its authorized representatives; evidence of meeting these requirements shall be the onus of the applying CSO.



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Countries (“Low Income Economies” as per the World Bank’s official classification based on Gross National Income per capita) and Middle Income Countries (“Lower and Upper Middle-income Economies”, idem).

UNDEF will aim at attaining a satisfactory regional balance in the awarding of grants, and will consider each individual proposal on its own merits. To provide equal opportunity to all applicants and countries, UNDEF will initially select one proposal for funding based on merit per country (for the Country Window) and per organisation (for the Global/Regional Window). Only if there is funding available will second and subsequent proposals from earlier selected countries or organisations be considered.

### 5.5 Eligible Activities

The following activities will be eligible for funding:

- (a) **Strengthening democratic dialogue and support for constitutional processes:** This will include activities that enhance the interaction of people (and especially marginalized groups) with their government; that foster national dialogue, democracy and reconciliation amongst diverse communities and actors; and activities that strengthen the relationship between civilians and the military. UNDEF shall also support broad-based consultation processes in the context of drafting or revising a Constitution.
- (b) **Civil society empowerment:** This includes activities that strengthen civil society capacities to participate in democratic processes, including umbrella organisations and institutional interfaces between civil society and the State.
- (c) **Civic education, voter registration and strengthening of political parties:** This includes activities to enhance people’s participation in democratic processes, especially elections at the national and local levels, with particular emphasis on the involvement of marginalized groups. UNDEF recognizes the important role that political parties play in democratization. Activities that are clearly compatible with the United Nations’ neutrality will be supported in the spirit of UNDEF not taking sides with any concrete political or ideological option.
- (d) **Citizen’s access to information:** This includes activities such as strengthening the legal framework for access to information; enhancing the availability of information provided by government institutions to the public; bolstering the ability of the media to act as a medium of

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democratic information; and increasing the level of pluralism in the sources of public and private information.

- (e) **Human Rights and Fundamental Freedoms.** This would include support to activities such as human rights education, as well as activities to promote access to justice by marginalised groups.
- (f) **Accountability, transparency and integrity:** This includes strengthening of public agencies in charge of expenditure and income oversight; parliamentary scrutiny of executive branch of government; support to watchdog groups and institutions both public and private as well as civil society organisations and NGOs, and the media, aiming at increasing transparency in public and private financial management.

### 5.6 Assessment Criteria

During the assessment process, project proposals will be assessed based on the following eight assessment criteria:

1. The Project Promotes the Objectives of the United Nations Democracy Fund
2. The Project Draws on the United Nations Comparative Advantage
3. The Project will have a Significant Impact
4. The Project will Encourage Inclusiveness
5. The Project will Enhance Gender Equality
6. The Project has Strong Prospects for Successful Implementation
7. The Applicant Organization Enjoys a Strong Track Record
8. The Project is Technically Sound in Conception and Presentation

### 5.7 Additional Considerations

- (a) **Relations between Civil Society and Governmental Bodies:** The Fund's special interest is in fostering more open exchanges and thereby better relations between civil society and the institutions of governance, including executive and constitutional bodies. UNDEF will look for projects that lead to this outcome.



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- (b) **Inclusion and participation of marginalized segments of society and vulnerable groups:** Proposals should clearly indicate how these groups will be involved in and/or benefit from the project.
- (c) **Gender/women:** All successful proposals must ensure that projects are sensitive to gender issues which should be explicitly addressed and that greater participation of women in democratization is a likely outcome of the project.
- (d) **Professional affiliations with regional or global networks, organizations or associations:** Proposals should indicate any affiliations the applicant has that may be of relevance in the course of due diligence by UNDEF, and how these affiliations contribute to the effectiveness of the proposed project. UNDEF is interested in working with both experienced organisations and agencies that have a long-standing commitment to democratic values and a proven record in successful project management as well as with emerging institutions and entities. UNDEF reserves the right to request additional background information on organisations that do not have previous experience administering UN grant awards and/or partnering with the United Nations. These applicants, if successful, may be subject to limited funding on a pilot basis below the established floor (see 5.2).
- (e) **South-South Cooperation:** UNDEF welcomes projects that make the maximum use of local and regional resources and which operationalise the transfer of know-how and solutions between countries with similar or relevant experience.
- (f) **Implementability:** UNDEF will look for projects that have strong prospects of successfully being implemented.
- (g) **Sustainability:** UNDEF will analyse the assurances of sustainability of the projects given by the applicants. It will be of particular importance to guarantee that results of the project will last beyond the funding period and that gains will be maintained in the long term.
- (h) **Low-priority types of expenditures and activities:** UNDEF will not consider as a priority projects which focus on the following:
- Filling a funding gap for initiatives which do not refer to the concept of democracy
  - Activities that can be funded by other funding sources (e.g. Thematic Trust Funds or the Peacebuilding Commission's Fund)
  - Activities where a substantial part of the budget covers institutional recurrent costs and/or personnel costs, official/UN travel and/or conference services

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- Research where alternative funding opportunities are available, UNDEF is not better positioned than other institutions, and the focus is not directly related to action and tangible improvement of democracy and human rights
- Activities where the proportion of hardware purchases exceeds the amount devoted to capacity development

### **5.8 Reporting, Monitoring and Evaluation**

All proposals will include a financial provision for locally arranged auditing and will anticipate a 10% withholding of the project budget for evaluation costs. For projects over US\$250,000, evaluation costs will be capped at \$25,000. While reporting and monitoring by the executing agent and/or implementing partner is acceptable to UNDEF, the Fund will play a direct role in deciding the evaluation modalities and UNDEF will withhold the funds reserved for this purpose.

Successful applicants' mid-term and final reports will be considered public information. UNDEF mid-term and final progress report templates will be made available on the UNDEF website. All financial reports must include an audited or certified financial statement, reflect interest earned on funds received from UNDEF, show any parallel funds received by the recipient for complementary activities and align expense with activities and milestones. Further details will be provided to successful applicants through the "Guidelines for Detailed Project Documents".

The UNDEF Office will from time to time undertake, directly or through third parties, thematic or regional evaluations of UNDEF-funded activities or audit specific projects. Grant recipients will be expected to commit to take all necessary measures to facilitate such evaluations or audits as and when required.

### **5.9 Implementing Arrangements, Accountability and Cost-recovery**

One of the partners, who will be UNDEF's payee, will act in all matters as "Executing Agent" or "Grant Administrator". That partner will bear all financial, monitoring, and reporting responsibility towards UNDEF, and will work with UNDEF to carry out post-project and other evaluation exercises. Another partner – typically the CSO and/or the national government counterpart in the Country Window – will be the "Implementing Partner(s)", and will bear the main substantive responsibility in achieving the results of the project. In some cases, the roles of Implementing Partner and Executing Agent/Grant Administrator may be entrusted to the same entity, especially under the Global/Regional Window – typically a broad-based and reputed international NGO.



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The Executing Agent will be entitled to recover for its costs of financial management approximately 5% of the project's volume, unless otherwise advised by UNDEF. Evaluation costs have been established at 10% of the project budget in § 5.8. The Implementing Partner will be allowed to charge the project budget with its direct Programme Support Costs, as per local conditions and best international practice.

The cover page of the Project Document will be signed by: (1) the funding organizations, namely UNDEF and any other financial contributors; (2) the “Executing Agent” or “Grant Administrator”; and (3) the “Implementing Agent”.

### **6. Transparency and Assistance to Applicants**

The UNDEF Office is committed to providing punctual, accurate and user-friendly assistance to all interested parties, especially applicants to the Fund. While it cannot provide direct support to the preparation of applications, projects or reports, it will nonetheless try to respond promptly to queries received.

UNDEF will ensure that all guidelines, procedures and other policy documents are made available on its website on a timely basis and in a user friendly format. UNDEF will, in any event, disclose a maximum of information on its website on the appraisal cycle and process. It will also provide appropriate information upon request on any matter pertaining to the functions of the Office and rules of the Fund. Finally, it will channel queries addressed to the PCG and the Advisory Board to their respective Chairperson.

UNDEF will also apply a full transparency policy with regard to the approved projects. While applications for UNDEF funding will be treated in confidence during the review process (the information will only be shared with the UNDEF Office, the PCG and the Advisory Board) information on projects receiving UNDEF grants will be posted on the UNDEF web site.



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### Annex 1

## Outline of Online Project Proposal Application Requirements

Note: The Online Project Proposal System (OPPS) can be accessed at the UNDEF website at [www.un.org/democracyfund](http://www.un.org/democracyfund). The present outline describes the application procedure for the second round of UNDEF grants that any applicant will have to complete online. All applications may be completed in English or French.

### 1. Applicant Information

1. Name of organization or entity applying
2. Type of institution
3. Name, Title and contact information of head of entity
4. Name, Title and contact information of designated contact
5. Relevant prior experience
6. Affiliations with national or international associations/organizations
7. First time or prior applicant/ obtained funding in earlier UNDEF rounds

### 2. Project Information

1. Project Title
2. Project Location
3. Project Summary
4. Duration
5. Requested Amount
6. Activity Line
7. Gender considerations
8. Marginalized or vulnerable groups

### 3. Project Description

1. Problem being addressed
2. Objectives/Purpose of the Project
3. Key Activities
4. Outputs/Deliverable Products
5. Results/Outcomes
6. Monitoring and Evaluation
7. Innovative Aspects
8. Sustainability of the Initiative/Project
9. Why UNDEF?



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### **4. Partner Information**

1. Who is the Executing Agent/Grant Administrator of this project?
2. Who is/are the Implementing Partner(s) of this project?
3. Other Donors/Sponsors and amounts of their contribution (including the applicant and its partners)

### **5. Budget**

All budgets should be expressed in US dollars. An indicative budget should be submitted with broad cost estimates for each major activity funded by UNDEF. An additional budget by inputs funded by UNDEF should be provided according to the attached template. It will contain a budget line for auditing, and a budget line of 10% to cover Evaluation Costs for proposals less than \$250,000. For UNDEF funding above US\$250,000, a maximum flat \$25,000 amount will be applied. An amount of 5% should be applied to cover the Program Support Costs of the Executing Agent/ Grant Administrator, unless otherwise advised by UNDEF.

Sample UNDEF-funded budget by inputs:

Professional Project Personnel (National and International employees and consultants)	00
Administrative Support: Project Personnel, Stationery, Communications, Postage, Courier and Fuel, Insurances and Maintenance Contracts, Rentals, Utilities	00
Training Courses, Workshops, Study Tours and Meetings (rental of premises, refreshments, banners, public address systems, hotels and meals, resources)	00
Travel and Per Diems	00
Advocacy, Publications and Print Material (includes websites)	00
Project Equipment (vehicles; IT material)	00
Programme Support Costs of the Implementing Partner	00
Audit	00
<b>Subtotal:</b>	<b>000,000</b>
Evaluation	10%
Executing Agent/Grant Administrator's Financial Management Fee	5%
<b>Total Project Cost</b>	<b>000,000</b>



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Sample UNDEF-funded Budget by activity

Activity 1 (i.e. Training of Women Local Councillors)	00
Activity 2 (i.e. Voter Education campaign targeted at women)	00
Activity 3 (i.e. Sensitisation of parties' leadership to increase women quotas)	00
Activity 4 (i.e. project administrative management)	00
Audit	00
<b>Subtotal:</b>	<b>000,000</b>
Evaluation	10%
Executing Agent/Grant Administrator's Financial Management Fee	5%
<b>Total Project Cost</b>	<b>000,000</b>

## 6. Commitments

As in the case of license agreements for software, Applicants will also be requested to tick four boxes committing to:

- ✓ Develop a project by the established deadline following the “UNDEF Guidelines for Detailed Project Documents”
- ✓ Abide by the “UNDEF Branding and Visibility Rules” in all activities and products of the project if it were to be awarded a grant
- ✓ Provide mid-term and final substantive progress reports (that will include participatory evaluation involving all key programme stakeholders) and final certified financial statements, as per the established Monitoring & Evaluation and Reporting Guidelines
- ✓ Take all necessary measures to facilitate evaluations or audits as and when required by UNDEF or a third party on its behalf

In the case of CSOs, the following additional commitments will be requested by the same procedure:

- ✓ The Applicant CSO/NGO does not intend to provide any type of support for any member, affiliate or representative of an organisation 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).
- ✓ 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

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purposes are in conformity with the spirit, purposes and principles of the Charter of the United Nations.

- ✓ The CSO/NGO has been recognized nationally or internationally (tick one option).
- ✓ The CSO/NGO has statutes/by-laws providing for a transparent process of making decisions, elections of officers and members of the Board; the CSO has authority to speak for its members through its authorized representatives identified above.