



## SECRETARIAT OF THE PERMANENT FORUM ON INDIGENOUS ISSUES



### GUIDELINES:

#### **Funding For Activities Relating To The United Nations Second International Decade Of The World's Indigenous People**

##### **I. Objectives**

In conformity with General Assembly Resolution A59/174, the objectives are:

- A. To serve as a successor to the Voluntary Fund for the First Decade pursuant to General Assembly Resolutions 48/163, 49/214, and 50/157
- B. To support the implementation of the objectives and Program of Action for the Second International Decade to be adopted by the General Assembly in December 2005
- C. To provide financial assistance to programs and projects advancing the goal of the Second International Decade, which is to “strengthen international cooperation for the solution of problems faced by indigenous peoples in such areas as culture, education, health, human rights, the environment, social and economic development, by means of action-oriented programs and specific projects, increased technical assistance and relevant standard-setting activities.”

##### **II. Who can apply for project grants?**

- A. Indigenous peoples' organizations, associations, and non-governmental organizations, academic and other similar institutions who are non-profit making.
- B. National committees for the Second International Decade
- C. Organizations submitting projects for funding should have demonstrated a capacity and willingness to raise additional money from other sources and should have also make an effort to apply to other donors for grants, including applications to other international, governmental, private sector, and/or foundations. This is to demonstrate that the organization has a diversified funding base but does not preclude project proposals that have not received funding from any other sources.

##### **III. Main areas of Project Funding**

Activities will be in the areas of Culture, Education, Health, Human Rights, the Environment, and Social and Economic Development and promote the Program of Action for the Second Decade of the World's Indigenous People:

#### **IV. Format of project proposal**

- A. Project proposals should include the following components and should be limited to a maximum of ten pages:
- Project summary
  - Organizational history, mission and vision (by-laws to be attached to proposal)
  - Background and analysis of the problem to be addressed
  - Proposed project objectives, target population, and implementation plan
  - Annual project budget (with a brief narrative explanation for each line item), overall organizational budget, and other potential sources of support

#### **V. Criteria for admissibility of project proposals for review by Advisory Group**

- A. Projects should be of direct benefit to indigenous people in all parts of the world.
- B. Projects should be prepared by indigenous people or in cases where they are submitted by a non-indigenous organization, with the full participation, consultation and prior consent of the targeted indigenous people, group or community.
- C. Projects should take into account gender balance; projects focusing on indigenous women, children and youth will be given special consideration.
- D. Particular consideration will be given to projects from underdeveloped areas in different geographic regions.
- E. In order to be admissible, budgets should be based on realistic local costs and salaries.
- F. Sustainability of the project, and its long-term impact for social change and improvement in the situation of indigenous peoples will also be important criteria for selection

#### **VI. Deadline and process for reviewing projects**

- A. Project proposals should be sent to the Secretariat of the Permanent Forum on Indigenous Issues, which will serve as the Secretariat for the funding mechanism, before 15 January 2006 at [IndigenousPermanentForum@un.org](mailto:IndigenousPermanentForum@un.org) or by mail to:

... Secretariat of the Permanent Forum on Indigenous Issues  
 Division for Social Policy and Development  
 Department of Economic and Social Affairs  
 Room DC2-1770  
 2 UN Plaza  
 New York, New York 10017, U.S.A.

- B. Complete applications may be submitted in English, French, Spanish, or Russian dated and signed by the Executive Director of the organization, or a member of the Executive Body/Board of the organization
- C. Applications will be considered by the Bureau of the Permanent Forum on Indigenous Issues, who will be the Advisory Group to for funding activities relate to the Second Decade. The Advisory Group, along with an ex-officio expert from the UN Department of Economic and Social Affairs will meet in mid-May 2006 to review project applications and make recommendations to the Coordinator for the Second International Decade, the Under-Secretary General for Economic and Social Affairs. .
- D. Notification of grant awards and disbursements of funds will take place by 31 July, therefore all projects should have start dates no earlier than 1 August. Due to the large volume of applications that will be received, only successful applicants will be notified.

#### **VII. Grants of the Voluntary Fund**

- A. Taking into account the practice of the Advisory Group of the First International Decade, the Advisory Group for funding activities for the Second Decade, will approve project grants up to US\$10,000. Multi-year grants to a specific project will not exceed US\$50,000
- B. The Advisory Group will generally fund grants up to US\$10,000 but will allow for exceptions in excess of that amount after considering the nature and scope of the project, and the capacity of the organization to absorb funds above the US\$10,000 amount.
- C. The actual disbursement of approved grants will be subject to the availability of funds for the Second International Decade.
- D. Project grants will cover up to a 12-month period
- E. Organizations should only submit one project proposal to the Secretariat in each grant cycle, however, they may submit a project proposal that has various components (e.g. education, institutional capacity, etc.)

#### **VIII. Reporting on the use of grant funds**

- A. Once a grant is approved, a grant agreement will have to be concluded between the UN and the recipient which would outline in more detail the terms of the grant
- B. Organizations who are awarded grants must submit a narrative and financial report to the Secretariat of the Voluntary Fund within three months of termination of the project or by 31 October in the year following approval, whichever comes

first.

- C. The narrative and financial report should be no more than 8 pages. The narrative report should lay out how the project was implemented and how it met the proposed objectives laid out in the initial project proposal. In cases where the proposed objectives were not fully realized, it should explain the reasons thereof. The financial report should report on expenses incurred under the project in accordance with the line items of the project budget submitted in the initial project proposal. The financial report must be certified by a financial officer or head of organization, and records must be kept to provide clarifications on expenses, if required.
- D. The UN can request additional information at any time and has no liability in connection with activities or persons/organizations that project grantees engage during the course of project implementation.
- E. The organization should also provide a copy of any concrete output or result obtained through the grant such as a publication, CD, manual, articles in the news, web page link, etc.
- F. Organizations should also provide, if available, statements of income and expenditure of their organizations, statement of assets and liabilities and audited financial statements. Projects that receive grants above the threshold of \$25,000 must provide the above-mentioned statements and reports.
- G. Should there be any unexpected change in the approved project, the organizational head or project leader should submit a written request to the Secretariat of the Voluntary Fund to request a modification in the budget before any further expenditure is made from the grant. A written request for modification is not required for variations in expenditure that do not exceed ten percent of the budget line being expended within the overall project budget.
- H. As a rule, the Advisory Group will not consider a new application by an organization which has not submitted a satisfactory narrative and financial report on the use of a prior grant within one year since the latest communication of the Secretariat.
- I. The Secretariat or a member of the Advisory Group from the geographical region concerned may contact the project leaders directly to obtain information such as acknowledgement of receipt of the grant, information on balance of funds, satisfactory narrative and financial reports, etc.
- J. Members of the Advisory Group and/or the Secretariat may visit any project and meet staff members of the organization implementing the project, as well as members of the indigenous community who may be directly or indirectly benefiting from the project in order to better understand and evaluate the work

being done or planned. The Secretariat will inform the organization in advance of any such visits.

### **IX. Withholding of Payments**

On the basis of information received after the session of the Advisory Group, the Secretariat may decide to withhold the payment of grant funds or ask a project leader to set aside the grant funds in case of doubts regarding over-budgeting, mismanagement or any other motive.

### **X. Refund**

Upon recommendation by the Group, the Secretariat may request organizations to refund a grant when: A) the project was not completed in full or in part; B) the grant was spent for expenditures outside the approved terms by the Advisory Group; C) narrative and financial reports were not submitted within the established deadlines by the Advisory Group or Secretariat; and D) a narrative and/or financial report submitted within the deadline was not declared satisfactory (see also VIII G above). If such is the case and the organization does not refund the grant within the time limit set by the Group, any new application from the organization will be judged inadmissible.

### **XI. Cooperation with United Nations in the field**

- A. Organizations applying for a project grant should seek funding from appropriate United Nations Specialized Agencies, Funds and Programs, in the country or region concerned, which would be better suited to provide sustainable assistance to the project. Examples of such UN organizations include: UNDP (development); UNIFEM (women and gender), WHO (health), UNICEF (children), UNESCO (education, literacy, science and culture), FAO (agriculture, fisheries, etc.), WFP (food assistance), Habitat (housing), UNAIDS (HIV/AIDS), etc. If needed, the Secretariat will provide the applying organization with the relevant contact details.
- B. The Secretariat may inform the UN-system representatives in the field about grants awarded to projects in their country, so that they are aware of the Advisory Bureau and Secretariat's relationship with the organizations in charge of the projects. If project leaders do not wish that other UN agencies, funds or programs operating in their country be notified of their project, they should notify the Secretariat with an explanation. If officials of UN agencies agree to visit a project and submit an assessment to Advisory Bureau or its Secretariat, the Secretariat will inform the organizational head or project leader in advance.