



United Nations
Trust Fund for the Second International Decade of the
World's Indigenous Peoples
Small Grants Programme

Submission of Project Proposals

- Deadline for submission of proposals: 1 November 2013
- Proposals should be submitted by email to indigenousfund@un.org
- Proposals may also be sent by regular post to:
Secretariat of the Permanent Forum on Indigenous Issues
Division for Social Policy and Development
Department of Economic and Social Affairs
United Nations Secretariat, Room S-2954
New York, NY 10017, U.S.A.
- Projects should be implemented over a period of maximum 12 months
- Projects will be selected on a competitive basis, with maximum funding of US\$ 10,000 per project
- Projects may be submitted in English, French, Spanish or Russian
- Only successful candidates will be notified
- Financial and administrative procedures will be undertaken as per United Nations rules and regulations

Document Check List (required)

The following documents are required and must all be submitted at the time of the application:

- ✓ Fully completed project proposal, using the format outlined below
- ✓ Proof of legal status of the applying organization (issued at local, regional or national level)
- ✓ By-laws of the organization
- ✓ Organizational profile
- ✓ A copy of the organization's legal registration
- ✓ Bank account - this must be in the name of the organization
- ✓ Certificate of free, prior and informed consent by the indigenous peoples involved in the project. Consent can be documented with a signed letter from the traditional leaders/representatives of the indigenous community. This must include name/s, position(s) and contact details
- ✓ Budget in USA dollars
- ✓ Plan of activities

IMPORTANT: All information requested must be provided. Failure to do so will automatically exclude the proposal from consideration.

Eligibility

The criteria on which each eligible proposal will be evaluated are as follows:

- a. How well does the project fall within the thematic areas of the Trust Fund
- b. Is there sufficient information provided on the project
- c. How well is the systematic or logical connection between the objective of the project and the strategy/activities
- d. Does the project demonstrate a participatory approach and evidence of free, prior and informed consent
- e. Will the processes initiated by the project maintain a certain degree of vitality and effect after the project period
- f. To what degree does the budget reflect the actual activities to be implemented in the project; are the two consistent
- g. Percentage of the budget allocated to administration and salary (not the activities per se)
- h. Organizational capacity
- i. Previous experiences

Application Form

I. Background Information

1. Name of the organization:
2. Full address of the organization (including e-mail addresses, telephone, fax number and website, as applicable):
3. Project title:
4. Person/s in charge of the organization:
5. Person/s in charge of the proposed project:
6. Name of bank:
7. Name of account: (organizations must have a bank account in its name when applying for the grant)
8. Amount requested (**US dollars only**):
9. Contact information of the person/s in charge of the project (mailing address, telephone, fax number, e-mail, and website, as applicable)
10. Indigenous peoples targeted:
 - (i) country and locality
 - (ii) beneficiary indigenous peoples

II. Nominee is best described as (choose all that apply) :

- Indigenous peoples' organization
- Indigenous women's organization
- Indigenous youth organization
- Other (please specify)

III. Thematic Areas (2014) (choose all that apply):

- Culture (with a specific focus on indigenous languages)
- The environment (with a specific focus on the respect of the principle of free, prior and informed consent)

IV. Project Objectives, Summary and Expected Results (300 words or less):

Please provide the following:

- (i) A brief and clear description of the objectives of the project;
- (ii) A project summary. The summary should include (a) a brief description of the background of the project; (b) the issues and challenges addressed by the project; and (d) how it will contribute to the implementation of the UN Declaration on the Rights of Indigenous Peoples and to the objectives of the Second Decade; and
- (iii) A description of the expected results of the project.

V. Project Activities (400 words or less):

Please provide a list of activities involved in the project. Under each item, describe in detail the activity and how it is expected to be implemented.

For instance:

“Activity 1: training session on “the importance of speaking our indigenous language”. A two-day event will be held at a venue three hours by bus outside Quito with the participation of 40 indigenous leaders (women and men) from the region. Venue and technical equipment will be rented. Conference material, local transportation, food and accommodation will be provided by the organizers. An expert will be invited to speak and moderate the discussions.”

Please note that each activity must be reflected separately in the budget (see example under XII.).

VI. Plan of Activities:

A plan of activities must be included as part of the project proposal in the following format:

Example of a plan of activities

	Month	1	2	3	4	5	6	7	8	9	10	11	12
Activity													
Activity 1: training session on “the importance of speaking our indigenous language”		X	X										
Activity 2			X	X	X	X							
Activity 3					X	X	X	X	X				
Activity 4											X	X	X

VII. Sustainability (300 words or less):

Why is this project sustainable? Will the processes initiated by the project maintain a degree of vitality and effect after the project period? Describe how the involved community/ties will have ownership over this initiative, and any expected long-term results.

VIII. Gender and Indigenous Women (200 words or less):

How will the project facilitate gender equality and the participation of women in its approach? Indicate the percentage of the budget allocated to indigenous women-specific activities, if applicable.

IX. Participation and Indigenous Governance (200 words or less):

Describe how the project includes traditional indigenous governance structures in the implementation of the project, the consultation and reporting procedures, and the internal monitoring procedures.

X. Partner Organizations (200 words or less):

If the project will be implemented with partner organizations, briefly describe the nature of the partnership, its origins, and any cost sharing (financial or in-kind).

XI. Description of the Implementing Organization (300 words or less):

Briefly describe the background of your organization, its goals and objectives, structure, activities, networks and affiliations, including partnerships and financial support.

XII. Detailed Budget Proposal

A detailed budget proposal must be included as part of the project proposal in the following format (examples of budget items are provided below for reference only):

ITEM / activity	# OF UNITS	COST PER UNIT in USA dollars	Funds provided by Org. in USA dollars	Funds provided by UN funds in USA dollars	OTHER funds (from other donors) in USA dollars	Total costs in USA dollars
IMPLEMENTATION						
Budget item 1 (activity 1: training session on "the importance of speaking our indigenous language")						
Venue rent	2 days	50	0	100	0	100
Technical equipment rent	2 days	25	0	50	0	50
Local transportation	40 persons	5	0	200	0	200
Food	40 persons	5	0	200	0	200
Accommodation	40 persons	15	0	600	0	600
Conference material	40 persons	3	0	120	0	120
Expert honorarium (funds from the Small Grants Programme cannot be used for honorariums)	2 days	100	200	0	0	200
Budget item 2 (activity 2)						
Computer purchase (funds from the Small Grants Programme cannot be used for capital costs)	1	700	700	0	0	700
Budget item 3 (activity 3)						
ADMINISTRATION (not funded by the Small Grants Programme)						
Budget item 4 (e.g. administrative support)				0		
Budget item 5 (e.g. operating expenses)				0		
Budget item 6 (e.g. contingency)				0		
TOTAL						

NOTE: The United Nations does not fund capital costs such as computer equipment or other types of larger equipment

XIII. Other Relevant Information (200 words or less):

Include any other relevant information you wish to convey about the project proposal.

NOTES:

1. If the project is selected, a narrative and financial report will be requested at the finalization of the project. The forms are available at www.un.org/esa/socdev/unpfii/trust-fund-doc-forms/narr-report-format.doc and www.un.org/esa/socdev/unpfii/trust-fund-doc-forms/annex-3-form.doc.
2. Do you wish to receive information from UNPFII in the future? Please tick this box if UNPFII may include your organization's contact details in its contacts database for sending future information on the activities of the Permanent Forum and related updates.
 Yes, please include our organization's information in UNPFII contacts database