



An Roinn Gnóthaí Eachtracha
Department of Foreign Affairs

Human Rights & Democratisation Scheme Project Fund

2022 Call for Applications

DEADLINES

Concept Notes: Submission by Tuesday, 31 May 2022 by email to hrdp@dfa.ie

Application: Submission by Sunday, 31 July 2022 by email to hrdp@dfa.ie

Contents

1. Human Rights & Democratisation Scheme	3
2. Objectives and Priority Issues.....	3
3. Indicative timeline	4
4. Grant Limits.....	4
5. Eligibility	5
6. Application Process	6
7. Appraisal and Approval Process.....	8
8. Contracts and Payments.....	8
9. Standards.....	9
10. Freedom of Information.....	9

1. Human Rights & Democratisation Scheme

The Human Rights and Democratisation (HRD) Scheme provides support for Civil Society Organisations engaged in promoting human rights and democratisation. The HRD Scheme has, over many years, formed an important component of Irish Aid's support to the Palestinian people.

Ireland has provided core budgetary assistance to empower civil society organisations to monitor and document human rights abuses, work with victims towards redress, support the establishment of fair, independent and responsive accountability mechanisms and to engage in policy and reform dialogue with duty bearers.

Applications are now being sought from **Palestinian** civil society organisations for a 2022 project funding to carry out projects of up to one year in duration. The process is highly competitive and not all applications will be successful.

2. Objectives and Priority Issues

Geographical focus

This call shall focus on intervention within the occupied Palestinian territory.

Objectives

To empower Palestinian civil society organisations in contributing to Palestinian institutional building, and to protect and promote fundamental freedoms.

Thematic Priorities

Projects should aim to address at least one of the following thematic priorities:

- 1) Empower Palestinian Civil Society Organisations to monitor education development, and participate in policy discussions on education. Active involvement of civil society organisations in education is crucial to ensure effectiveness of the education system and increase accountability.
- 2) Promote or safeguard Palestinian cultural heritage, identity or representation, with a particular focus on vulnerable groups and areas.
- 3) Use of innovative approaches (e.g. utilising multimedia in social media campaigns) to advance topical policy issues related to gender equality, women's empowerment or combatting gender-based violence.

3. Indicative timeline

The following sets out the indicative timeline for the 2022 HRD Projects Scheme:

- Launch Call for Proposals: Tuesday, 10 May 2022
- Receipt of inquiries: Monday, 16 May 2022
- Respond to inquiries: Monday, 23 May 2022
- Concept Notes Submission deadline: Tuesday, 31 May 2022
- Appraisal Process: Monday, 13 June 2022
- Notification of Outcome: Monday, 20 June 2022
- Applications Submission deadline: Sunday, 31 July 2022
- Appraisal Process: Friday, 19 August 2022
- Notification of Outcome: Friday, 26 August 2022

4. Grant Limits

Maximum Available Grants per application:

The maximum possible annual grant is €40,000.

Dependency:

Organisations are encouraged to co-finance projects from other sources of funding.

Ineligible Expenditure

The following activities are not eligible for a grant:

- Activities which may discriminate against any groups or persons on the basis of gender, marital status, family status, sexual orientation, religion, age, disability, race, ethnicity, etc.
- Core funding¹
- Proselytising
- Fundraising
- Individual or family sponsorship
- Interventions that are primarily welfare support(s)
- Major infrastructural schemes
- Membership of an umbrella or representative body
- Organisational development
- Public awareness in Ireland
- Retrospective Expenditure (i.e. costs incurred prior to the project start date agreed with the Department)
- Standalone activities that are not part of a wider project
- Study or research fellowships (excluding short-duration training of staff, partners and beneficiaries within the region)

¹The HRD Projects Fund is designed to provide project funding, not institutional core support.

5. Eligibility

The following eligibility criteria apply:

- 1. Registration:** Applicant organisations which are in operation and have a valid NGO Registration Certificate and Number, and have a minimum of two years of experience as of 1 January 2022.
- 2. Organisation Focus:** Applicant organisations must have clear focus and expertise in the area of support. Organisations will be assessed based on the level of expertise and understanding in the project focus area.
- 3. Funding Status:** In order to avoid double-funding, applications cannot be accepted from any organisations which have been approved to receive a grant in 2022 from the Department of Foreign Affairs.
- 4. Accounts:** The Eligibility Form should be accompanied by full audited accounts for the last financial year prior to application².
- 5. Record of Compliance:** Applicants with a record of non-compliance with the terms of Department contract(s) will not be considered for funding.
- 6. Safeguarding:** Applicants must have policies and procedures in place to protect vulnerable and young adults, children³, beneficiaries, staff and volunteers, as relevant. Copies of these policies might be requested at any stage of the appraisal and contractual process.

²The organisation's own financial year can be used.

³ NGOs must have policies and procedures in place which are compliant with the aims and objectives of the [Children First Act 2015](#).

6. Application Process

The application process consists of two stages:

Stage One: Concept notes submission

Stage Two: Applications submission (by invitation only)

Interested applicants are requested to submit a concept note only using the template that can be downloaded from the website.

Selected applicants will then be invited to submit a full application using the standard templates for appraisal. Further instruction will be provided in the invitation.

It is worth noting that the invitation for submitting a full application does not guarantee in any way the acceptance of the application.

Stage One:

The concept note consists of two sections:

1. Project Summary
2. Overview

An organisation may submit only one Concept Note by e-mail to hrrdp@dfa.ie until **4pm (Palestine time) on Tuesday, 31 May 2022**. Submissions after this deadline will not be considered. It is essential to refer to the Email Policy Section of the Guidance Note for information on email submission.

Guidance for completion of forms are found can be downloaded as well. Please ensure that the content of the application form is clear and complete as the Department will not seek further information during the appraisal process. Please carefully read the guidance associated with the application form. Information provided in the application form is subject to verification and grant offers may be withdrawn if any information is found to be inaccurate or unsubstantiated.

Questions should be sent to hrrdp@dfa.ie by Monday, 16 May 2022. Questions will be compiled and answers will be published on the website.

No direct contacts or phone inquiries will be accepted.

Please note that any attempt to either directly or indirectly influence the outcome of the decision-making process in relation to grant applications will result in disqualification. As such, please ensure that no representative of your organisation seeks individual meetings

with any representative of the Department of Foreign Affairs in connection with the application once the Call for Applications issues.

Stage 2:

Applicants who are successful in the first round will be invited to complete an application form and annexes.

The application form consists of *five main sections* and four annexes. The five main sections are as follows:

1. Project Summary
2. Organisational Details
3. Proposed Project
4. Additional Information (optional)
5. Declaration

The four annexes are equally as important and should be presented in the format provided:

1. Results Framework
2. Budget
3. Estimated Flow of Funds
4. Action Plan

As mentioned above, please note that the invitation for submitting a full application does not guarantee in any way that the application will be awarded a grant.

7. Appraisal and Approval Process

Organisations will need to comprehensively demonstrate their capabilities and experience in each of the following four areas in order to be recommended for funding:

1. Evidence of a clear objective and vision;
2. Evidence of capacity to deliver results;
3. Evidence that the organisation operates from a sound strategic, policy and financial basis; and
4. Governance and financial oversight.

Organisations will be informed of the outcome of the appraisal process in writing. Prior to the signature of contracts and payment of grants, successful organisations will be required to meet a number of conditions, including but not limited to, submission of policies and strategies referenced in the application form as requested, a revised budget, updated annexes relevant to the project. As such, the grant offer should be considered provisional until the Department confirms that the relevant conditions have been met.

8. Contracts and Payments

The Contract will be entered into with the applicant organisation only and that organisation will be accountable to the Department for the oversight and administration of the grant. The Department's primary engagement will be with a nominated staff member of the organisation under contract.

The Contract may include agreed benchmarks to be achieved by the organisations over the period of the project. The contract will include obligations regarding the management, delivery and monitoring and evaluation of the project. It will also include requirements regarding co-funding, communication, monitoring and reporting.

9. Standards

Grant Funding Principles

Organisations should be aware of the requirements of the Department of Public Expenditure and Reform circular (13/2014) relating to the [Management of and Accountability of Grants](#).

Four principles apply to organisations which are in receipt of grants from public funds: *clarity, governance, value for money and fairness*.

Monitoring

Where the grant is on-granted to implementing organisations, the onus is on the organisation under contract with the Department to satisfy itself as to the suitability of the implementing partner organisation to properly implement the project and manage the funds. The organisation under contract with the Department should adequately monitor project implementation. It is important that the Results Framework and budget agreed with the Department is adhered to. Any required changes must be agreed in advance by the Department. Organisations may be subject to field monitoring visits by representatives of the Department. These monitoring visits will be covered by terms of reference, with a focus on monitoring the achievement of results.

Reporting

Each organisation will report on progress towards expected results in line with the Contract. Reports will include project progress, analysis of results, lesson learning and governance and organisational updates. Reports must also be accompanied by the most recent annual accounts and a Certificate of Assurance signed by both a board member and a senior member of staff confirming that the Department grant has been properly accounted for.

10. Freedom of Information

Documents, including application forms and annexes, any report submitted to The Department, any other written communication with The Department and any records which The Department may generate about the applicant organisation are immediately considered records of the Department of Foreign Affairs and as such, are subject to the provisions of the [Freedom of Information Act 2014](#).