



**Human Rights & Democratisation Scheme  
Project Fund**

**Application Guidance Note 2022**



## Guidance for Completion of Application Form

### For Applicant Organisations

➤ **GENERAL GUIDANCE:**

All information is subject to verification by the Department of Foreign Affairs. Provision of false or misleading information will be treated very seriously.

Please use plain English and write succinctly. Please be aware that the appraiser may not be familiar with your organisation. Where possible, please avoid using less commonly known acronyms and abbreviations. If they must be used, please define them in the first instance or use easily understandable references.

The **Application Process** consists of two stage:

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 be invited to submit a full application using the templates, for further appraisal and assessment.

The invitation for submitting a full application does not guarantee or mean in any way the acceptance of the application.

The concept note consists of two sections:

Section One: Project Summary

Section Two: Overview of Proposed Project

An organisation may submit only one Concept Note by e-mail to [hrrdp@dfa.ie](mailto:hrrdp@dfa.ie) until 4pm (Palestine time) on Tuesday, 31 May 2022 ***as per the email policy below***. Concept Notes submitted Submissions after this deadline will not be considered.

Only shortlisted applicants will be invited to submit a full application form. Applications submitted Submissions after this deadline will not be considered.

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

1. Project Summary
2. Organisational Details and Capacity to Operate in Partnership with the Department



3. Proposed Project
4. Additional Information (optional)
5. Declaration – a scanned copy of the Declaration, duly signed and stamped, should be included.

The four annexes are equally important:

1. Results Framework: should be presented in the Word format provided.
2. Budget: should be presented in the Excel format provided.
3. Estimated Flow of Funds: should be presented in the Excel format provided.
4. Action Plan: should be presented in the Excel format provided.

Applications may not exceed 30 pages. This limit excludes the cover page, contents, legal declaration and annexes. Resubmissions will not be accepted. Failure to use the templates and incomplete applications would result in disqualification of Applications.

Applications should be presented in Calibri, regular, size 12, single spacing only.

Please ensure that answers are in plain format (no formatting including italics, bold, underline or caps lock).

Please do not adjust the margins or formatting of the form.

Required documents:

1. A copy of the registration
2. The organisational strategy
3. Last audit report

**Failure to attach the required supporting attachments would disqualify the application.**

➤ **GUIDANCE on Email Policy:**

It is essential to adhere to the emails policy below to ensure receipt and proper archiving of applications.

Concept notes should be submitted by email to [hrdp@dfa.ie](mailto:hrdp@dfa.ie) by 4pm (Palestine time) on *on Tuesday, 31 May 2022*. The Subject field should include: HRDP 2022 Concept Note – [Name of Organisation]

Applications should be submitted by email to [hrdp@dfa.ie](mailto:hrdp@dfa.ie) by 4pm (Palestine time) *on Sunday, 31 July 2022*. The Subject field should include: HRDP 2022 Application – [Name of Organisation]



➤ **GUIDANCE ON SECTION 1: PROJECT SUMMARY**

**Project Title:** Please provide the full title of the project.

**Thematic Priority:** Projects should address thematic priority identified from the call. Tick as applicable. Select **ONE** Priority only.

**Proposed Start Date:** State the proposed project start date. Please note that in the event of a successful application, the actual project start date must be agreed by the Department of Foreign Affairs (“the Department”) and will be reflected in the contract.

**Proposed Duration:** State the proposed project duration, i.e. number of months. **Projects should not exceed one year.**

**Total Project Cost including other funding sources for project (if applicable):** state the total cost of the project from all sources.

**Total Grant Sought from the Department of Foreign Affairs (in €):** state the amount requested from the Department

**Project Summary:** Please set out clearly and concisely a summary of the proposed project including the overall aim and objectives.

➤ **GUIDANCE ON SECTION 2: ORGANISATIONAL DETAILS AND CAPACITY TO OPERATE IN PARTNERSHIP WITH THE DEPARTMENT**

**Organisational Details:** The name of your organisation’s legal representative should be provided (i.e. the person authorised to sign contracts on behalf of the applicant organisation, for example, the CEO or the Chair of Board of Directors/Trustees). Your organisation’s contact details (address, e-mail and website), registration number and the date of receipt of same should also be provided.

**Strategic Objective, Vision and Mission:** State if your organisation has a strategic plan, Vision and Mission and if so, briefly outline the main elements, including how the proposed project is coherent with the strategic plan.

**Main activities:** Detail your organisation’s specialist focus, experience in your focus area and set out your particular added value.



**Codes of Conduct & Financial Policies:** Please list board approved written policies, codes of conduct and/or any other self-regulation initiatives to which your organisation is a signatory and outline how these are implemented within your organisation (e.g. Child Protection, Gender, Conflicts of Interest, Conflicts of Loyalty, Complaints, Gifts, Hospitality, Anti-Discrimination, Volunteering, Cyber security, Ethics, Code of Conduct, Equality, Remuneration, Training, Protected Disclosures, Health and Safety, Data Protection, Recruitment, Financial Procedures, Results Based Management, Human Resources, Monitoring and Evaluation, Subsidiary/Due Diligence, thematic policies linked to the project, etc.). Provide hyperlinks to these codes if possible. Include the dates of adoption of each code and outline briefly how the codes are implemented within the organisation.

**Audit:** State the name of the audit firm and outline how the organisation ensures adequate audit assurance both for the organisation itself as well as for on-granting to partners. State the name of the contracted auditor and years of experience with the firm.

**Organisational Income:** Provide information on your organisation's annual income per submitted accounts.

**Principal Donors:** The names of principal donors should be provided including income from the EU Member States, Foreign Governments, member's own parent bodies and non-domestic NGOs.

**No. of Board Members:** The total number of board members should be reflected, along with the gender breakdown.

**Frequency of Board Meetings:** State the frequency of board meetings over the last year.



➤ **GUIDANCE ON SECTION 3: PROPOSED PROJECT**

**Project Overview:** Organisations should provide clear objectives of the project and the planned outputs, along with any additional background information including analysis of the political, social and economic context of the country/area of operation.

**Primary objectives and outputs:** Please outline the overall goal and objectives of the project. Please set out the intended change resulting from the project.

**Description of the Project:** This should include: (i) approaches and outputs/outcomes; (ii) the nature of the change for specific groups of people and/or systems/policies/processes; (iii) explain in detail each activity; and (iv) final impact sought. Provide a details explanation of the activities and methodology of implementation.

Explain structural arrangements and proposed team required including details of functions for a satisfactory implementation of the project.

**Gender Focus:** Please set out, if relevant, how the project will focus on gender and ensure that the specific needs of women and girls will be considered, addressed and monitored.

**Target beneficiaries:** Provide details of the target group including needs and constraints, and targeting method. Please identify the number of beneficiaries and disaggregate (e.g. by sex, vulnerability, income/wealth quintile, age, ethnicity, migratory status, disability, geographic location or other characteristics). State why and how they were chosen and how they will benefit from the proposed project.

**Links with government/national and sub-national priorities:** Outline the linkages, if any, with the government of the country of operation (e.g. registration status, Memoranda of Understanding with relevant local authorities etc.). Where appropriate, set out how the project complements the national and/or local development plans relevant to the areas of operation.

**Sustainability:** Provide a detailed risk analysis associated with each proposed action accompanied by relevant mitigation measures. Please outline how project will be made sustainable at all levels (operational and financial) including exit strategies, where appropriate.

**Monitoring Method:** Please be clear how the project will be monitored to track change/progress towards the results intended. Explain why the monitoring method is



appropriate to the scale of the project. Evidence should be provided to indicate that robust, reliable and valid data will be gathered through monitoring which will influence learning and the ongoing implementation of the project. As such, please show the data to be collected, the frequency and method of collection, the reasons for collection and the use of the data once collected. Please also explain how existing data systems will be used, e.g. national data management systems.

**Evaluation:** Please provide details of the project specific evaluation strategy (if any). Please include details of when the evaluation will take place (mid-term, end of project), who will carry it out (i.e. will it be external or internal) and with whom it will be shared.

➤ **SECTION 4: ADDITIONAL INFORMATION**

This section is optional. It has been provided so that organisations can provide any necessary additional information in support of the application.



➤ **GUIDANCE ON ANNEXES**

Please see the Word File and Excel workbook provided for templates for the Annexes. There is a separate sheet for each annex. Please note that the annexes are important and will be appraised in the same detail as the main application form. Prior to submission, please adjust the page breaks.

**Guidance on Annex 1: Results Framework**

Results are about sustained socio-economic changes *or* benefits for people. The **Results Framework** is a key tool within a managing for development results approach. It makes explicit the understanding and underlying assumptions about the process that leads to planned change and the chosen way to get there.

The Results Framework should set out clearly how the outputs will lead to the expected results/outcomes. It should be clear how expected results / outcomes will benefit the intended beneficiaries.

The template provided is the minimum which is required. At a minimum, the Results Framework should contain the following:

1. **Overall Aim of Project:** Indicate the overall aim of the project. This helps ensure that interventions are focused on contributing to longer-term social change and not just short-term results.
2. **Objectives/Outcomes:** Be clear about the significant expected measurable **Objectives/Outcomes** that the project is aiming for. **Objectives/Outcomes** are the overall benefits and/or changes arising in the external environment and refer to the longer term results achieved. Include a limited number of aligned **Objectives/Outcomes**. Too many depletes the focus on the end result. **Objectives/Outcomes** indicate specific statements of intent of how the overall aim of the project is to be achieved, i.e. the expected result at the end of the planned intervention.
3. **Outputs:** Outline the outputs necessary to reach the project outcomes and how they clearly correlate with the expected results. Outputs provide a more specific and tangible indication of achievement for a given amount of resources. These can be both quantitative and qualitative in nature and serve to identify and possibly measure progress in a specific area of activity. Outputs are also the shorter term results or product of actions and activities.
4. **Performance Indicators:** Identify a small number of indicators and related targets that can be measured to show what achievement will look like (these need to be directly linked to baseline information). Careful selection of indicators is challenging but essential. Indicators should be disaggregated as appropriate. Indicators should be SMART (Specific, Measurable, Appropriate, Relevant, and Time-bound).





5. **Baseline:** Provide information on the starting point relative to the indicators. At a minimum, *a partial baseline* should be provided against which progress can be measured.
6. **Targets:** Please set out the proposed targets.
7. **Sources:** Identify data sources or means of verification of progress. Data should be disaggregated if relevant (e.g. by sex, vulnerability, income/wealth quintile, age, ethnicity, migratory status, disability, geographic location or other characteristics).
8. **Assumptions & Risks:** Indicate the assumptions being made about how change will happen and the risks associated with each objective.
9. **Activity Framework:** Provide details of the intended key activities to be carried out within the project. Please link (number) activities to the corresponding outputs, and the associated cost in line with the budget.

#### **Guidance on Annex 2: Budget**

Please note that the Fund budget is limited and the demand for funding is high. As such, it is possible that the Department will not be in a position to provide any applicant with the funding requested.

The budget should be clearly aligned with the Results Framework (Annex 1), the Projected Funds Flow (Annex 3) and the Action Plan (Annex 4).

The budget should set out the project activities in as detailed a manner as possible. It should be presented in **Euros**. All figures should be rounded to the nearest €100. For convenience calculation formulas have been added to the budget template. Please check the budget very carefully to ensure that the figures are calculated correctly prior to submission. A budget summary is also requested and this should include total figures only for each of the stated categories.

For trainings, conferences, seminars, etc. please reflect the expected number of participants and the duration.

In relation to the Unit costs, please provide (i) the rate of the Unit (Unit Rate), (ii) the total number of Units in the project period (Unit Quantity) and (iii) the cost of the Unit (Unit Cost).

In the “Justification/Explanation” column, provide a justification or explanation for each cost, where possible. Please state the source of any exchange rates used.

If the application is deemed successful, an opportunity will be provided to change the budget, if necessary.



**Direct project costs** are those which can be directly linked with project outputs. If applicable, direct costs may include:

- Subsistence/expenses
- ICT equipment
- Field consumables
- Communications
- Monitoring and evaluation

Up to 10% of the Fund grant may be used to fund **indirect project costs**. These are costs that indirectly support project objectives, e.g. administration costs, financial services, baseline survey, etc.

**Ineligible costs** are as follows:

- 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 funding<sup>1</sup>
- 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)
- Response to sudden-onset acute emergencies (*however, interventions for chronic or protracted humanitarian crises are eligible*)

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<sup>1</sup>The Scheme is designed to supply project funding for a specific project, not institutional core support. All budget line items, including administration must be provided in detail and where necessary justified in terms of relevance to the project.



**Guidance on Annex 3: Estimated Income**

Please provide an estimated funds flow *relevant to* the proposed project. Please ensure this aligns with the information presented in Annex 2 (budget).

**Guidance on Annex 4: Action Plan**

The indicative action plan for implementing the action is required in order to assist with the monitoring and reporting requirements. It is recommended to provide an estimated duration for each the main activities of the project.

A specific start-up date for the implementation of the action, is required.

The action plan should be aligned with the project description and budget.



### **Application Checklist**

<b>Tick</b>	<b>Item</b>
	1. An invitation for Application submission was received.
	2. Complete Application Form using the template downloaded from the website
	3. Application presented in Calibri, regular, size 12, single spacing only in plain format (no formatting including italics, bold, underline or caps lock).
	Application does not exceed 30 pages
	Attached a scanned copy of the Declaration, duly signed and stamped
	Annex 1: Results Framework attached
	Annex 2: Budget attached
	Annex 3: Estimated Income attached
	Annex 4: Action Plan attached
	A copy of the registration attached
	A copy of the organisational attached strategy
	A copy of the last audit report attached
	Checklist attached

- **Include this checklist to the application**