



UN Trust Fund to End Violence against Women

2023 Call for Proposals

Frequently Asked Questions (FAQs) and tips for application writing

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Eligibility

Who is eligible to apply for a UN Trust Fund grant?

The UN Trust Fund will only accept applications from **Civil Society Organizations (CSOs), with specialized knowledge, expertise, and a track record of working on defending and advocating for women's rights and elimination of violence against women and girls.**¹ Applications from women's rights organization, women-led organizations, constituent-led organizations and small organizations will be prioritized. Please refer to **Annex 1 - Eligibility Checklist and Mandatory Requirements**.

Who is not eligible to apply for a UN Trust Fund grant?

The following are **NOT eligible** to apply for a grant:

- Organizations proposing interventions in a country not listed in the Organization for Economic Co-operation and Development Assistance Committee's (OECD DAC) list of official development assistance (ODA) recipients²
- Organizations whose work and mission/vision statement do not focus on nor explicitly mention gender equality and the elimination of violence against women and/or girls
- Organizations that do not have a legal status in the country or territory of implementation, and neither do any of its co-implementing partners
- Government agencies or institutions
- UN agencies or UN Country Teams
- Private individuals
- Private sector entities
- Current UN Trust Fund grantees³
- Current UN Trust Fund grantee co-implementing partners (those who are receiving a portion of funds as part of a UN Trust Fund grant) under a partner agreement until 30 November 2024

Sanction lists: Candidates must not appear on the [United Nations Security Council Consolidated List](#) or on the United Nations Global Marketplace vendor ineligibility list and any other donor sanction list that may be available for use, as applicable, as doing so precludes UN Women from entering in to an agreement with such partner.

What types of organizations are prioritized?

- **Women's rights organizations (WRO).** To be considered a "**women's rights organization**", the applicant must demonstrate its core work is in the field of women's rights, gender equality, the elimination of violence against women and/or girls, or sexual and gender-based violence. The organization's official mission and vision statements must reflect its commitment to pursuing gender equality and empowering women and girls.
- **Women-led organizations.** To be considered a "**women-led organization**", the applicant must demonstrate it is governed and led by women. This requires evidence that a minimum of 61 per cent of **leadership positions** across various decision-making levels, including in management, senior management and board levels are held by women.
- **Organizations led by and for marginalized women and girls (constituent-led)** who represent marginalized groups of women and girls. To be considered a "constituent-led organization" the organization must demonstrate that it is led by members of the group it represents and/or sets priorities driven by its constituents' lived experiences and based on a strong understanding of their needs. Organizations of people with disabilities, organizations of indigenous women, associations for lesbian, bisexual and trans women (LBT)⁴, survivors-led organizations, refugee-led and refugee/ internally displaced persons focused organizations, girl-led and girl-centered organizations are particularly encouraged to apply.

¹ The UN Trust Fund recognizes and provides support to women and girls in all their diversity as well as to gender diverse persons and their organizations.

² The UN Trust Fund follows the Organization for Economic Co-operation and Development/DCD-DAC list of countries available at <http://www.oecd.org/dac/stats/daclist.htm>

³ Cycle 24, Cycle 25 and Cycle 26 UN Trust Fund to End Violence against Women grantees.

⁴ UN Women and the UN Trust Fund understand their mandate to include all women and girls, and all people impacted by gender inequalities, gender-based violence and discrimination. In line with the international human rights framework, Sustainable Development Goals (SDGs) commitments and the principles of universality and 'leaving no one behind', this includes women and girls of all ages, backgrounds, abilities, and identities, including people with diverse sexual orientation, gender identity, gender expression and sex characteristics (SOGIESC) or LGBTIQ+ persons.

- **Small organizations:** To be considered a “small organization”, the organization’s annual operational budget must have been lower than US\$ 200,000, on average, over the last three years.

We require supporting documents (constitutions, official mission and vision statement, by-laws, organigrammes, certified financial statements) as part of the application to help determine whether an organization is a women’s rights, a women-led, a constituent-led organization and/or a small organization.

What type of international non-governmental organizations (INGOs) are eligible?

- International NGOs that have ending violence against women and girls (EVAW/G) experience may apply on the condition that they demonstrate the added value of their organization and explain how they will engage with and strengthen the capacities of local civil society organizations/women’s rights organizations partners on programming and/or coordination in a mutually enabling manner.

For international non-governmental organizations (INGOs), can more than one local, affiliate or associate office apply?

NO

- Only one office may apply per funding cycle. That office must be legally registered (or present its co-implementing partner’s legal registration) in an eligible country and/or territory of implementation.
- This is extended to include national affiliates/chapters of INGOs (i.e. only one national affiliate or country office is eligible per funding cycle).
- Further, an INGO can only apply once under this Call for Proposals, either in the capacity of the lead applicant or of a co-implementing partner, across all countries under this Call.

Can several organizations apply together?

YES

- Organizations may work with relevant co-implementing partners to complement their expertise, outreach capacity and build the capacities of women’s grassroots organizations.
- The lead applicant can partner with up to **four co-implementing partners** who can receive a portion of the funding. In these cases, the proposal must clearly indicate which organization will take lead responsibility for project management and contractual obligations.

If several organizations are applying together, how should they divide up the roles and responsibilities?

- The lead applicant may use co-implementing partners to partially implement the project. Their roles and responsibilities must be clearly described in the proposal and the value-add of each partnership should be evident.
- However, as per the terms of the contract that will be signed between a successful grantee and the UN Trust Fund, the lead applicant (whose contact details are provided in the proposal) is accountable for the management of the grant in its entirety – for the entrusted funds, programmatic and financial delivery, monitoring, progress reporting, associated risks and results of the overall project. That also means the lead applicant will be responsible and liable for its co-implementing partner’s performance and results delivery.
- It is the responsibility of each lead applicant to make sure that it/its co-implementing partner(s) understand and comply with the requirements and obligations of their UN Trust Fund grant and that this information is shared with them in a timely and comprehensive manner.
- The lead applicant must ensure that each co-implementing partner agrees in writing, to be bound by the terms and conditions of the UN Women partner agreement, relevant to the portion of the work or services to be performed by each co-implementing partner.
- For the reasons stated above, the UN Trust Fund highly recommends that lead applicants sign a Memorandum of Understanding (MoU)/contract with all of their co-implementing partners, setting out specific roles, responsibilities, deliverables and lines of accountability (Internal Control Framework) as relevant to the project and for the duration of the grant.

Can an organization that is not legally registered or does not have a legal basis/mandate as an organization apply as a lead applicant?

NO

- Organizations that are not legally registered or do not have a legal basis/mandate as an organization are not eligible to apply.

Do I need to be a legally registered entity/organization in the country of implementation, to apply as a lead applicant?

- The lead applicant must be officially registered or have a legal basis/mandate as an organization. However, if the lead applicant is not legally registered in the country of implementation, it must submit a legal registration document of at least one of its co-implementing partner(s) that is registered in the country of implementation (in addition to its own legal status/registration document).
- For multi-country applications, applicants also need to provide the legal registration documents of co-implementing partners in the countries of operation.
- Applications without clear proof of legal status will be considered incomplete and removed from the review process. Note that articles of incorporation are not proof of legal status.
- Applicants need to have been legally registered for at least 5 years. In exceptional circumstances, three (3) years of history registration may be accepted and it must be fully justified.

Can an eligible organization submit more than one application?

NO

- An organization cannot submit more than one application either in the capacity of the applicant organization or of a co-implementing partner, across all countries under this Call.
- International NGOs may submit only one application across their country offices and chapters.

Can a grantee or co-implementing partner that has previously received a grant from the UN Trust Fund to end Violence against women apply for a new grant under this Call for proposals?

- A UN Trust Fund grantee whose grant has been programmatically closed before 10 December 2023 can re-apply for a grant.
- A co-implementing partner of a UN Trust Fund grantee can apply if the partnership agreement between the UN Trust Fund and the lead organization has ended.
- If the new proposal builds on the past work funded by the UN Trust Fund, the organization is encouraged to showcase how the proposed project intends to accelerate successes achieved, responds to lessons learnt and take efforts forward to end violence against women and girls.

However, you are **ineligible** to apply if you fall under the following categories:

- You are a current UN Trust Fund grantee
- You are the co-implementing partner (receiving a portion of funds as part of a UN Trust Fund grant) of a current UN Trust Fund grantee

Can an eligible organization submit the same proposal to another funding source besides the UN Trust Fund? If yes, what if two or more funding sources approve the same proposal for a grant?

YES

- Eligible organizations are encouraged to submit their proposals to additional funding sources, as the UN Trust Fund Call for Proposals process is extremely competitive and the UN Trust Fund receives many more proposals than it is able to fund. In the case of two or more funding sources approving the same proposal, organizations would be expected to communicate in the narrative section of the proposal:
 - Whether funding from the UN Trust Fund and additional sources covers the entire cost of the proposed project;
 - Whether there is still a funding gap, and the organization's proposed strategies to bridge that gap.

Application and appraisal process

Where can I find information about the Call for Proposals?

- The Call for Proposals is published on the [UN Trust Fund's website](#) and on the [SHINE online hub](#) for global knowledge exchange on ending violence against women and girls.
- Information about the Call for Proposals is also shared via UN Trust Fund and UN Women social media accounts.

How can I apply?

- Applicants must submit initial proposals in the form of a Project Concept.

- All applications must be submitted online via the UN Trust Fund's online application system at <https://grants.untf.unwomen.org/>.
- The UN Trust Fund will not accept applications submitted via e-mail or regular post.
- Guidance on the online application can be found in the [Application Guidelines](#). A tutorial on the Grant Management System online application is also available.

What language can I submit my application in?

- Applications must be submitted in English, French or Spanish only.
- Please note while the Call is also available in Arabic, Chinese and Russian, applications are not accepted in these languages.

What is the process for appraising and shortlisting applications?

- Applications are assessed through review by independent experts and Programme Advisory Committees (PAC) comprised of civil society and UN agencies.
- The process is very competitive and only a subset of applicants are selected for a grant. In 2022, out 1609 applications, 24 applicants were awarded a grant.
- The below process is indicative for the 2023 Call for Proposals:
 - Call open for applications
 - Project Concepts longlisted by independent experts
 - Project Concepts shortlisted by CSO and UN inter agency Programme Advisory Committees
 - Pre-selected applicants develop a detailed Project Proposal with support from the UN Trust Fund

What is the process for pre-selected applicants?

- A final group of applications is pre-selected by the Global Inter agency Programme Advisory Committee (GPAC).
- Pre-selected applicants will be invited to submit a detailed Project Proposal and receive technical support from the UN Trust Fund to develop their Project Proposal.
- Following the final selection and acceptance of the grant, an agreement will be signed with UN Women on behalf of the UN Trust Fund.
- Once agreements are signed, first year funding is disbursed to the grantee.

How are unsuccessful applicants informed?

- The UN Trust Fund informs applicants of their status via email. The email is sent to the email addresses provided by applicants in the online application. Please make sure you provide an email address that will remain valid and operational for at least a year when entering your contact information.
- Due to the high volume of applications, the UN Trust Fund is unfortunately unable to provide individual feedback on specific proposals.

Tips for application writing

What makes a strong application?

It is very important to explain the specific value of your project and its potential to make a significant and lasting impact in ending violence against marginalized women and girls. A clear demonstration of the organization's expertise and experience in addressing this issue, specifically with the selected groups of beneficiaries and proposed strategies should be included. The project's scope should be specific, realistic, and evidence-based, incorporating tailored strategies, coherent planning, and a commitment to safety and sustainable long-term impact.

Below are some practical tips to consider when developing the project concept note:

Follow instructions and provide specific responses:

- Follow all instructions carefully and provide all required documents.
- Give clear and specific answers to each question. You answers can be shorter than the maximum word limit as long as they are clear and respond to the question.

- Before submitting your proposal, carefully review each section, and make sure you clearly responded to the question asked.
- Your project concept should make sense to people who are not familiar with your work, your context and your organization. Ask for feedback from people with different expertise.

Clearly explain what your project’s unique value is, based on analysis and data:

- Provide analysis on local context, issues and needs of marginalized women and girls in relation to violence against women and girls, with data/evidence.
- Explain why your project is relevant and why it will be effective.
- Highlight the project's added value in filling critical gaps to end violence against marginalized women/girls.

Outline your organization’s expertise and experience in addressing violence against women and why it’s best suited to implement the proposed project.

Be specific:

- Be specific about the groups of marginalized women and girls to be focused on, the forms of violence they face, and explain how the proposed strategies will meet their needs and address the violence they face. Do not try to address all forms of violence generically. Avoid selecting the maximum types of beneficiaries and forms of violence solely for the purpose of ticking as many boxes as possible.
- Clearly define your project's goal, objectives, expected results, and activities.
- Demonstrate a clear articulation of the results to be achieved, for and with whom, where and how, and for what ultimate goal.

Be realistic:

- Keep the project scope realistic, based on your experience/expertise and on your available resources. Avoid being over-ambitious.
- Ensure the budget aligns with your project scope and absorptive capacity of your organization.

Ensure coherence throughout your project concept:

- Ensure coherence between the problem analysis, the beneficiaries selected, the forms of violence selected, and the project’s strategies.
- Ensure proposed activities/strategies contribute to expected results/objectives.

Explain how you will identify and mitigate risks to ensure the safe implementation of the project, including to ensure the safety, dignity and well-being of staff and beneficiaries.

Plan for systemic and sustainable impact:

- Articulate how your project will contribute to systemic change and long-term impact.
- Explain with concrete measures how the project will contribute to lasting change beyond the project's timeframe.

Where can I find guidance on how to successfully design a Project Concept?

- **Annex 2: Project Concept Form** that can be found in the [Application Guidelines](#) lists the questions that applicants will have to answer in the online application. Those questions have been developed to guide applicants in their reflections and project planning. Therefore, it is important to allocate enough time to review these questions, discuss and analyze them with the relevant project partners and beneficiaries, and (co-) write the Project Concept accordingly.
- Useful resources on project design are also listed in the Call for Proposals.

What does working with marginalized women and girls and those experiencing intersecting forms of discrimination typically entail?

By specifying the groups of marginalized women and girls and the specific forms of violence they face, you can develop interventions that are tailored to their unique needs and circumstances. By focusing on specific groups and forms of violence, you can develop strategies that are more relevant and effective, increasing the likelihood of achieving meaningful and sustainable results. This

approach allows you to allocate resources more effectively and address the root causes of the targeted issues, ultimately leading to a more successful and impactful project.

An external analysis, commissioned by the UN Trust Fund and co-produced with former grantees⁵, finds that organizations employing intersectional approaches to working with women and girls experiencing intersecting forms of discrimination typically include one or more of the following aspects:

- They identify the specific group or specific groups of women and/or girls who are at high risk of violence because of overlapping aspects of their identities, status, or situation
- They identify the specific forms of violence they face and their specific needs
- They ensure the engagement of women living with intersecting forms of discrimination wherever possible in the design, implementation, monitoring and evaluation of the project,
- They engage with individuals, groups and systems that may put women and girls at risk of violence and
- They work collaboratively with partners, including women's movements, that engage with different groups of women to build synergies and maximize resources and learning.

What are the EVAW/G Programming principles and how should my proposal embody them?

All proposals are expected to embody UN Women EVAW/G programming principles⁶ within project design as contextually relevant and feasible.

1. **Adopting a human rights-based approach** that places paramount priority on promoting, protecting and fulfilling the human rights of all women and girls. A human rights-based approach requires developing the capacities of 'duty-bearers' and 'rights-holders'.
2. **Ensuring a survivor-centered and women's empowerment approach** that integrates women's and girls' own experiences and inputs within all initiatives and strategies as an essential part of successful programming. A survivor-centered approach is fundamental to the protection and promotion of the human rights of women and girls affected, and to their empowerment.
3. **Operating under ethical guidelines** that ensure interventions and services prioritize, and guarantee women's and girls' rights to safety and security, confidentiality and privacy, expression of opinion and autonomy to make decisions.
4. **Ensuring gender responsiveness and transformative approaches** that seek to create or strengthen equitable gender norms and dynamics for fundamental, lasting changes for women and girls.
5. **Employing culturally and contextually relevant entry points** through interventions that involve cultural, community, faith-based, youth and other leaders. All project proposals should aim to include clear community feedback mechanisms with participation of women from the communities where the projects are to be implemented.
6. **Addressing specific forms and settings of VAW/G through a clear understanding of specific contexts** in which violence takes place for effective programme design and implementation, with knowledge about specific forms, settings, and population groups affected.
7. **Adopting an intersectional approach and focusing on groups most at risk of being left behind** especially excluded or disadvantaged women and girls (such as women and girls with disabilities, LGBT, internally displaced and refugees, indigenous, older and members of ethnic minorities).
8. **Operating within a socio-ecological model of understanding violence** which aims to ensure that interventions consider and address the conditions across different levels (e.g. individual, family, community and society), which affect women and girls' risks of experiencing violence.
9. **Working in partnership with different stakeholders** such as government, donors, UN agencies, civil society and community-based groups, inter-sectorial actors, academic and research institutions; and importantly, women and girl survivors and women-led organizations.
10. **Drawing on existing evidence of "what works" (or does not)**, to respond to and prevent violence against women and girls, drawn from formal evaluations and assessments, research and studies, expert consensus and recommendations, shared practitioner experiences and – importantly - the feedback of survivors, and women and girls at risk.

⁵ Learning from Practice: Exploring Intersectional Approaches to Preventing Violence Against Women and Girls Palm, S. and Le Roux, E. 2021.

<https://untf.unwomen.org/sites/default/files/2022-01/synthesis%20review%20-%20intersectional%20approaches.pdf>

⁶ UN Women EVAW Programming Principles: <https://www.endvawnow.org/en/modules/view/14-programming-essentials-monitoring-evaluation.html>.

For more information on how to embody EVAW/G principles, you can find information on the [UN Women Virtual Knowledge Center to End Violence Against Women and Girls](#).

What kind of activities and initiatives could be supported through the general funding window on addressing violence against marginalized women and girls and those experiencing intersecting forms of discrimination under this year's Call for Proposals?

By way of illustration only, proposals might consider:

- **Primary Prevention:** Primary prevention means implementing initiatives to stop violence from happening in the first place. Examples include community or school-based programs and working with men and boys to change gender norms and reduce the acceptance of violence.
- **Ensuring survivors have access to quality justice, social and health services, and overall support** through setting up hotlines, safe spaces, psychosocial support, legal aid, and crisis counseling services, advocating for the development or implementation of national standards and laws, and training of service providers.
- **Economic Empowerment:** Promoting economic empowerment opportunities and programmes that provide employment training, job placement, and financial literacy education, enabling survivors of violence to gain financial independence and escape violent situations.
- **Advocacy and Policy Change:** Advocating for the inclusion of ending violence against women and girls in national laws, policies and frameworks as well as development and funding frameworks (e.g. National Development Plans or Crisis Prevention, Response and Recovery Plans) and other relevant plans and strategies.
- **Engaging New Partners:** Involving new, important partners who can help prevent and address violence against women and girls, including working with men and boys, young people, religious groups, employers, trade unions, the media, and others that have untapped potential to make a positive impact.
- **Human Rights Instruments Implementation:** Supporting the implementation of internationally and regionally agreed human rights instruments, such as the Convention on the Elimination of all Forms of Discrimination against Women (CEDAW), the Maputo Protocol, Istanbul Convention, and Convention of Bélem do Pará, relevant to preventing and ending violence against women and girls.
- **Coordination and partnerships:** Establishing and supporting local coordination groups that bring together various stakeholders to work collectively on ending violence against women and girls.
- **Strengthening Partnerships:** Strengthen partnerships with and supporting organizations working to end violence against women and girls, emphasizing a coordinated approach to ending violence against women. Advocate for recognition, funding, and participation of organizations in decision-making roles to ensure the continuity of their work.

What kind of activities and initiatives could be supported through the Special Window on addressing violence against women and girls affected by crisis under this year's Call for Proposals?

By way of illustration only, proposals might consider:

- **High-Quality Services Provision:** Improving access to comprehensive services for survivors of VAW/G, including case management, mental health support, legal assistance, and economic empowerment, tailored to women and girls affected by crisis.
- **Capacity building and Engagement:** Investing in building the capacity of women and girls affected by crisis, and women's rights organizations to engage effectively in local, regional, and national coordination and accountability mechanisms. This including through improving community feedback systems, participating in efforts to prevent sexual exploitation and abuse (PSEA), and collaborating in gender-based violence risk mitigation.
- **Advocacy and Capacity Building:** Enhancing the advocacy and humanitarian skills of CSOs and women's rights organizations to actively participate in humanitarian and crisis management processes. This involves strengthening their institutional capacity, ensuring accountability, and accessing funding for crisis prevention, preparedness, response, and recovery.
- **Building Alliances:** Building alliances to boost the influence, visibility, and resources of CSOs and women's rights organizations while recognizing the specific needs of women and girls affected by crisis. Removing barriers for their participation in humanitarian coordination by providing training, transportation, translation services, and coordination staff support.
- **Amplifying Women's Voices:** Amplifying the voices of women and girls from crisis-affected communities in decision-making forums. Support the issuance of Charters of Demand and Gender Alerts to address violence against women and girls issues in crisis response.

- **Strengthening Women's Networks:** Establishing networks for women's rights organizations and national NGO networks involving women's organizations. Orienting them to play key roles in decision-making processes and facilitate their access to funding for ending VAW/G.
- **Supporting grassroots movements and women-led civil society organizations** in preventing, mitigating, and addressing VAW/G during crises, emphasizing bottom-up approaches that empower women's leadership.
- **Prevention of violence:** Continuing efforts to engage men, boys, and community leaders in ending harmful practices and violence against women and girls.

What kind of activities could be supported to strengthen organizational capacity and resilience?

Applicants are encouraged to dedicate some resources from the overall grant for building their organization's capacity and resilience.⁷

By way of illustration only, activities could include:

- **Advocacy and Influence:** Strategically advocating for women's rights and navigating resistance when challenging sensitive issues related to gender equality and ending violence against women and girls.
- **Networking, Partnerships and Collaboration:** Enabling connections between CSOs and women's rights organizations for mutual support, knowledge exchange, capacity building/development, movement building and collaboration in ending violence against women.
- **Internal Policies, Procedures, Systems and Controls:** Improving financial and administrative management capacity (accounting systems, procurement processes, internal controls), establishing robust internal risk management policies, procedures and control systems to enhance operational and programmatic effectiveness.
- **Risk Management and Contingency Planning:** Developing crises management and emergency preparedness plans, and development of business continuity, disaster recovery, and contingency plans.
- **Equipment, Technology and Digital Platforms:** Investing in equipment and technology to facilitate remote working and digital adaptation, ensuring continuity of operations and outreach during crises.
- **Self-Care and Wellbeing:** Dedicating resources for staff self-care, mental health support, and wellbeing to prevent burnout and enable organizations to withstand challenges.
- **Capacity Building and Training:** Investing in developing staff skills and organizational capabilities in areas like financial management, monitoring & evaluation, and project design to build resilient and effective organizations.

Budgets and Funding Requests

Is there a recommended range for funding requests?

YES

- All civil society organizations can apply for a grant amount between US \$150,000 and US \$1,000,000.
- Small civil society organizations are eligible to apply for a 'small grant' of between US \$150,000 and US \$250,000 that includes additional core support for the organization. To be considered a "small organization", the organization's annual operational budget must have been lower than US\$ 200,000 (on average) over the last three years.
- Organizations should consider their own operational and absorptive capacity when submitting a funding request. In general, **an organization cannot request a grant amount more than thrice its annual organization budget** (using last 3-years average organizational budget). We will assess absorptive capacity against financial and audit reports as well as annual organization budget information submitted as part of the application.

Must applicants contribute to the project budget?

No

- No, applicants do not need to contribute to the project budget.

⁷ The UN Trust Fund defines organizational resilience as the *ability of an organization to anticipate, prepare for, resist, adapt, respond to and recover from risks and changes as well as sudden disruptions in their internal and external environments.*

What costs are covered by a UN Trust Fund grant?

- For all details, please refer to the UN Trust Fund Call for Proposals Annex 3: Project Concept Budget Form & Budget Guidelines (available in the [Application Guidelines](#)).

What costs are NOT covered by a UN Trust Fund grant?

The UN Trust Fund will NOT fund the following:

- Costs of infrastructure such as purchase of land, property, acquisition of office space, construction, repair of existing buildings or offices, including for example, the building of service facilities, shelters or short-stay homes unless this is specifically justified by inclusivity needs.
- Purchase of any type of large vehicles (i.e. cars, boats, etc.).
- Furnishing of service facilities, shelters or short-stay homes, unless those are specifically for a facility established or utilized for the purpose of the project.
- Monetary incentives for participation in trainings, workshops, etc. or honorariums to outlets/journalists for publishing articles.
- Costs that can be financed by other funding sources in the country or by the government (i.e. providing antiretroviral treatment).
- Sub-granting (awarding grants using funds provided under the agreement with the UN Trust Fund).
- Loans (funds extended for the purpose of investment/ return of capital) and debt servicing.
- Duties, taxes and charges, including VAT, that are recoverable/deductible by the organization.
- Non statutory bonuses, provisions, reserves or non-remuneration related costs.

For all details, please refer to the UN Trust Fund Call for Proposals Annex 3: Project Concept Budget Form & Budget Guidelines ([Application Guidelines](#))

What are the UN Trust Fund auditing requirements?

- Each selected project may be subject to an audit during its lifetime by an UN Women designated auditor.
- A provision of 3.5 per cent (3.5%) of the total amount requested must be allocated in the budget of the first year of implementation to cover this cost.

Is creating additional budget lines permissible in the template?

NO

- The existing budget lines should be used to detail all costs relevant to the satisfactory completion of the project.

If I am pre-selected, can a budget submitted with the Project Concept be increased when developing a detailed Project Proposal?

NO

- The budget submitted with a Project Concept represents the total funds available and allocated for the detailed Project Proposal. The budget cannot be increased. However, budget lines may be modified as long as the budget is in line with the approved programme strategy or strategies.

Online Application Technical Questions

Is there a tutorial on how to apply online?

YES

- You can find a tutorial on how to apply on the Grant Management System in the [Application Guidelines](#).

I don't remember my user password.

- To retrieve your password, click the "**Forgot your password?**" link on the login page. A verification code will be sent to the email address associated with your account. Type the verification code and then you will be able to reset your password.

Can I switch the language of my application once I have started filling out my application?

No

- Once you select your preferred language in the User Profile when you register to the system, you will not be able to switch to another language.

Do I have to fill out the application in order?

NO

- The application does not have to be filled out in the order of the questions are asked. However, only completion of the Project Overview tab will allow you to work on the Budget tab.
- Use the navigation links: the “Home” icon on the left side of the application or the “Change the Section” link on the top left side of the application to move from section to section.
- Please note that data you enter into the form is only saved **when you hit the “Save” button** on the right side of the application.
- Make sure to save your work often.

Do I have to complete the application in one sitting?

NO

- The application does not have to be filled out in one sitting. With your username and password, you can log in as many times as needed to complete your application before the deadline. Just always remember to hit ‘Save’ before logging out.

Can I print my application?

YES

- You can print your application by clicking on the "Print" button on the homepage.

How do I know when I have completed my application?

- Once a section has been completed, a check mark will appear next to its section title in the navigation bar. You can also view your application progress in the Applicant Dashboard. You will be able to submit your application only after each section is 100% completed and validated.
- Check marks must appear for all sections for the application to be considered complete.
- Remember to click on the “Inspect” button on the right side in every page of your application to validate the information you entered.

What do the green checkmarks next to the application sections mean?

- The green check marks in the navigation bar signify that a section has been completed. Check marks must appear for all required sections for the application to be considered complete.
- In order for your application to be considered as **fully** completed, you must ensure that the information you entered has been properly validated and it does not contain errors. Therefore, you need to inspect your application by clicking the “Inspect” button on the right side in every page of your application or by clicking the “Inspect Application” button on the Home page.

What do the red circles next to the application sections mean?

- Sections in the navigation bar with a red circle signify that there are mandatory questions that are either unanswered or answered incorrectly in that particular section.
- The number in the red circle indicates the number of questions unanswered or answered incorrectly. You may click on the "Inspect Application" button on the right side to investigate and address the questions that need to be filled out in order to complete a particular section.

What does the "Inspect Application" button do?

- The "Inspect Application" button is located on the home page as well as on each application page of the application form. It is a tool that assists users in accurately completing application forms.
- The "Inspect Application" button vets an application to ensure that all required fields are completed.
- Any required fields that are left blank or contain an invalid answer will be flagged in red. You must then go to the relevant question or section and correctly fill in the required fields to pass the inspection.

- You can click the "Inspect Application" button at any time and as many times as you like prior to submitting your application.

Can I make changes to sections that I have already completed?

YES

- You may edit any part of your application as many times as you want before submitting it.
- It is not possible to make any changes after an application has been submitted.

How do I submit my application?

- Once your application is completed and validated you will be able to click on the "Submit Application" link on the Home page of the application form.

Can I make changes to my application after I have submitted it?

NO

- It is not possible to make changes to a submitted application under any circumstance.

What if I only have my documents (annual financial reports, etc.) in hard copies, not on a computer?

- Please scan all your documents and upload them as PDFs in the online application system.
- No mailed documents will be accepted.
- Your documents do not need to be translated; you can submit them in their original language.

I am trying to upload a file but am having problems. What should I do?

- Your files cannot exceed 50 MB in size.
- If your file is larger than 50 MB, please split it into two parts and upload them separately.
- If the file is still larger than 50 MB, consider scanning only the pertinent sections and re-trying. Please note document upload will also depend on your Internet speed and bandwidth.
- If you are still having problems, please send an email to untfgms@unwomen.org with the following subject line: "APPLICATION HELP: Country of implementation / Organization name".