UN Trust Fund to End Violence against Women
2021 Call for Proposals
Frequently Asked Questions

Eligibility

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

- **Civil Society Organizations** with specialized knowledge, expertise, and a track record of working on women's rights and prevention and/or elimination of violence against women and girls
- **Women's rights organizations (WROs) will be prioritized**, in full recognition of their being the driving force of the ending violence against women agenda and feminist movements, as well as being at the forefront of EVAW/G work, directly reaching women and girls survivors.
- **CSOs/WROs led by and for marginalized women and girls (e.g. constituent-led)**, that have specialized knowledge, expertise and a proven track record of working with women and girls facing or at risk of violence will be prioritized. Girl-led and girl-centered organizations are particularly encouraged to apply.
- **CSOs/WROs with local or community-level reach** that are best-placed to meet the needs of women and girls in their contexts, including through collaboration and equitable partnerships will be prioritized. Applications from organizations that are not local (but meet other criteria) are still welcome if the proposal includes an equitable partnership with, for example, local women's rights organizations or constituent led groups for greater impact or community reach. The proposal must demonstrate how the partnership will ensure an equitable power balance that empowers community/locally based CSOs/WROs.

Do we need to be a legally registered entity/organization to apply?

YES
- The applicant and any co-implementing partners must be legally registered entities.
- The applicant organizations must have legal status with the competent national authority. The applicant organization or at least one of its co-implementing partner organizations must be legally registered in the country and/or territory of implementation. Applying organizations must attach proof of legal registration (or legal status) as part of the grant application.
- 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.

Can organizations that are not legally registered apply?

NO
- Organizations that are not legally registered are not eligible to apply.

Can an eligible organization submit more than one application?

NO
- An organization may not 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.

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

- Only international women's rights organizations and those INGOs that explicitly focus on gender equality are eligible to apply under this Call.

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 implementing partner legal registration) in an eligible country and/or territory of implementation.
- This is extended to include national affiliates of INGOs (i.e. only one national affiliate is eligible per grant). Further, an INGO can only apply once under this Call for Proposals, either in the capacity of the applicant organization 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 grassroots organizations.
- It is recommended that a proposal include no more than 3 co-implementing partners that will receive a portion of the requested funding. In these cases, grant proposals 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 roles and responsibilities of all implementing partners should be clearly described in the proposal. For example, the implementation of specific components of the proposed intervention can be attributed to specific implementing partners. However, the lead applicant (whose contact details are provided in the proposal) is overall accountable for programmatic and financial delivery, monitoring, progress reporting, associated risks and results of the overall project across the work of all implementing partners.
- As per the terms of the contract that will be signed between a successful grantee and UN-Women on behalf of the UN Trust Fund, only the lead applicant is accountable for the management of the grant in its entirety. It is the responsibility of each lead organization to make sure that its co-implementing partners understand and comply with the requirements and obligations of the UN Trust Fund grant and that this information is shared with them in a timely and comprehensive manner. If awarded a grant, the applicant organization will also be responsible and liable for its co-implementing partner's performance and results delivery.
- The UN Trust Fund highly recommends that lead applicants do consider signing a Memorandum of Understanding (MoU)/contract with all of their implementing partners setting out specific roles, responsibilities, deliverables and lines of accountability as relevant to the project and for the duration of the grant.

What kinds of initiatives does the UN Trust Fund support?

- Please see the 2021 Call for Proposals document for information of the kind of initiatives that will be considered under this funding cycle.

What makes a strong application?

In general, successful applications include the following components: (a) They focus on specific forms of violence against women and girls—as opposed to addressing all forms of violence—thus ensuring more effective and dedicated interventions; (b) they demonstrate a clear articulation of which results will be achieved, for and with whom, where and how, and for what ultimate purpose; (c) they specify equitable partnerships, especially those with women's groups and networks and describe their specific roles in the project; and (d) they indicate both qualitative and quantitative mechanisms for monitoring and reporting.

For this Call for Proposals, it is expected that applications will focus on working with marginalized women and girls and those experiencing intersecting forms of discrimination. An external analysis, commissioned by the UN Trust Fund and co-produced with former grantees, finds that organizations working with women and girls with intersecting vulnerabilities typically work on: (1) identifying the specific group or specific groups of women and girls who are at high risk of violence because of overlapping aspects of their identities, status, or situation (2) co-producing programming with women living with overlapping vulnerabilities wherever possible, (3) addressing how the invisibility of certain groups of women and girls is created and reinforced, (4) paying attention to multidimensional power relations, engaging with individuals, groups and systems that together put women and girls at risk of violence and (5) working collaboratively with partners, including women's movements, that engage with different groups of women and build an intersectional approach in ways that maximize resources and learning by building synergy and shared agendas.

Can grantees with ongoing projects funded by the UN Trust Fund apply for new grants?

NO

Can an organization that has received a grant from the UN Trust Fund in a previous funding cycle submit a new proposal?

YES

- An organization that has previously received a grant can apply as long as the previous project funded by the UN Trust Fund is operationally and financially complete and **closed by March 2022.**

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 grant, organizations would be expected to communicate:
- 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;
- Whether the amount received exceeds the resources required for the project, and what would be the exact amount that will be needed from the UN Trust Fund;
- List the contributions of the various donors and what budget lines are financed through each contribution.

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 and UN Women's website.
- 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 web application system at https://grants.untf.unwomen.org/.
- The UN Trust Fund will not accept applications submitted via e-mail, regular post and/or facsimile

What language can I submit my application in?

- Applications may be submitted in English, French and Spanish.
- Please note while the Call is also available in Arabic, Chinese and Russian, applications are only accepted in English French and Spanish.

What is the process for appraising and short-listing applications?

- Applications are assessed by independent experts and the UN Inter agency Programme Advisory Committee (PAC) and a subset of applicants are selected for a grant.

What is the process for shortlisted applicants?

- Shortlisted applicants will be invited to submit Full-Fledged proposals.
- A final group of applications is reviewed and approved by the Global UN Inter agency Programme Advisory Committee (GPAC).
- Following the final selection and acceptance of the grant, and 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.

If my application was not successful can I receive feedback on how to improve it?

- Due to the high volume of applications, the UN Trust Fund is unfortunately unable to provide individual feedback on specific proposals.

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.

Budgets and Funding Requests

Is there a recommended range for funding requests?

YES
- We will award grants between US $50,000 and US $150,000 for small civil society organizations. To be considered a "small organization", the organization's annual operational budget must have been lower than US$ 200,000 (on average) over the last three years.
- We will award grants between US $150,001 and US $1,000,000 for all other civil society organizations.
- 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
- While all applicants – whenever possible – are encouraged to make financial and/or in-kind contributions, it is not a requirement to do so.

What costs are covered by a UN Trust Fund grant?

- For all details, please refer to the UN Trust Fund Annex 2 Concept Note Budget.

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

- For all details, please refer to the UN Trust Fund Call for Proposals Annex 3: Budget Summary.

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 should be included in the first year of implementation to cover this cos

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.

Can a budget submitted with a Concept Note be increased when developing a Full-Fledged proposal?
NO

- The budget submitted with a Concept Note represents the total funds available and allocated for the Full-Fledged proposal. However, budget lines may be modified as long as the budget is in line with the approved programme strategy or strategies.

Can the budget of a selected intervention be increased after the final budget is approved?

NO

Online Application Technical Questions

I don't remember my user password.

- To retrieve your password, click on the link that says "forgot your password?" on the login page. A verification code will be sent to the email address associated with your account, verify the 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 the questions are asked.
- Use the navigation links (the Home icon or the Home link) on the leftside 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 or at the bottom 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 user name and password, you can log in as many times as needed to complete your application before the deadline.

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. Only after each section is 100%, you will be able to submit your application.
- Check marks must appear for all sections for the application to be considered complete.

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 fully completed. Check marks must appear for all required sections for the application to be considered complete.

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 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 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 ink. 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 complete you will be able to click on the "Submit Application" link on the left side 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 (audit reports, 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.

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".