

*Last Updated: October 24, 2011*

## **UN Women's Fund for Gender Equality 2011 – 2012 Call for Proposals: Frequently Asked Questions**

*\*\*Please note that this document will be updated frequently throughout the Fund's 2011-2012 grantmaking cycle\*\*.*

### **EXTERNAL FAQs**

#### **ABOUT THE FUND**

##### **1. What is the purpose of the Fund for Gender Equality?**

UN Women's Fund for Gender Equality is a global grantmaking fund and an aid effectiveness instrument dedicated to the advancement of women's economic and political empowerment at local, national and regional levels.

##### **2. What types of grant programmes does the Fund for Gender Equality support?**

Thematically, the Fund focuses on two programme areas with an emphasis on women in situations of marginalization:

- **Women's Political Empowerment:** to increase women's leadership and participation and influence in the decisions that affect their lives, including through leadership trainings and education, empowering and building the next generation of youth leaders.
- **Women's Economic Empowerment:** to increase women's access to and control over resources and assets – including land, water and viable employment – while also addressing the disproportionate burden of unpaid care work on women and girls with particular emphasis on environmentally sustainable programmes.

##### **3. Who manages the Fund for Gender Equality?**

A Secretariat manages the Fund's activities at UN WOMEN's headquarters in New York, USA.

The Secretariat is guided by a Steering Committee comprised of a rotating group of representatives from donor and programme countries, civil society organizations, and multilateral agencies.

##### **4. What is the size range of grants?**

Grant size will range from a minimum of US\$200,000 to a maximum of US\$1 million distributed over a period of one to three years.

#### **ELIGIBILITY**

##### **5. Who is eligible to apply?**

**Women's community-based, national or regional non-governmental organizations:** A "women's organization" is an organization in which women make up a majority of leadership positions and hold a majority of the board are eligible to apply for a grant from the Fund for Gender Equality. In the case of women's NGOs this can include, but is not limited to, women's community-based organizations; women's agricultural cooperatives and associations; women-led workers' organizations; local, national or regional women's funds; women's human rights organizations; regional women's networks.



**Local or national governmental entities** are also eligible to apply. These can include, but are not limited to, ministries of gender equality, finance, labor, and justice; human rights and electoral commissions; local governments; and parliamentary caucuses. Please note that regional or inter-governmental agencies are not eligible to apply.

Eligible programmes may be led by:

- A single women-led non-governmental organization/ governmental entity
- A partnership between 1 governmental agency and 1 women-led non-governmental organization (NGO)
- A partnership between two women's NGOs
- A partnership between two governmental entities

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

The lead and/or co-lead applicants are accountable for project management and contractual obligations. Additional "Non-lead" implementation partners may be part of the programme proposed, but **non-lead partners cannot receive any direct disbursement of funds from the Fund for Gender Equality.**

Transfer of money to non-lead partners can be executed by the lead and/or co-lead directly. The Fund highly encourages the use of Memorandums of Understanding to define roles, responsibilities and lines of accountability among lead and co-lead partners and among non-lead partners.

The roles and responsibilities of the lead/co-lead/non-lead partners – for example, the implementation of specific components of the proposed intervention – should be described in the proposal.

**7. Which countries are eligible to apply from the Arab States?**

For the first phase of grantmaking in the Arab States, applications will be accepted from the following countries: Algeria; Bahrain ; Egypt ; Iraq ; Libya ; Jordan ; Kuwait ; Lebanon ; Morocco ; Oman ; occupied Palestinian territory ; Qatar ; Saudi Arabia ; Syria; Tunisia ; United Arab Emirates; and Yemen.

- 8. If I am an applicant from Africa, Asia and the Pacific, Latin America and the Caribbean, Eastern Europe and Central Asia regions, when can I submit my application?** The Fund for Gender Equality will conduct this grantmaking cycle in a staggered manner in order to further increase access and language availability.

In January 2012, the Call for Proposals will be announced for Africa, Latin America and the Caribbean, Asia and the Pacific, and Central Asia and Eastern Europe. Applications for this phase of the grantmaking cycle will be accepted in English, French and Spanish. The online application process will open in February 2012, and grants will be announced in April 2012. Please visit <http://www.unwomen.org/how-we-work/fund-for-gender-equality/> for updates in 2012.

**9. Does the Fund for Gender Equality support regional or multi-country programmes?**

Yes, the Fund for Gender Equality supports multi-country (operating in several countries) as well as regional programmes.

For **multi-country programmes**: lead and co-lead women's NGOs who plan multi-country implementations, may implement programmes in a maximum of 4 countries. In this case please note that the lead and co-lead organizations must be registered in their home country.

For **regional programmes**: the network must be legally registered as a women’s non-governmental organization/association in one of the countries of programme implementation. Networks must focus their work on a maximum of 4 countries for the duration of the proposed programme.

**10. Do I need to be a legally registered entity/organization to apply?**

Yes. Lead and co-lead non-governmental women’s organizations **must be** legally registered in their home country. Lead and co-lead non-governmental women’s organizations proposing a *multi-country* programme **must be** legally registered in their home country.

Regional networks proposing a regional programme **must be** legally registered as a women’s non-governmental organization/association in one of the countries of programme implementation.

Articles of incorporation or other proof of legal registration are a required attachment for any grant application. Applications without these documents will be considered incomplete and will be withdrawn from the application process.

**11. Can organizations that are not legally registered apply?**

No, organizations that are not legally registered are not eligible to apply.

**12. Which types of organizations are not eligible to apply?**

- Multilateral organizations (UN organizations, international financial institutions etc)
- Private sector entities
- Individual public authorities or private citizens
- Global or large international non-governmental organizations
- Non-governmental organizations that do not focus on women’s issues or are not led by women
- Research institutions, think tanks or academic institutions
- Organizations with global scope, even those with local offices in eligible countries (e.g. international charitable organizations with national boards, grantmaking organizations that fund in more than one region)

**13. Can multilateral organizations (UN organizations and offices, international financial institutions, etc.) apply?**

No. The Fund for Gender Equality seeks to fund local efforts and partnerships. Multilateral organizations (UN organizations, international financial institutions, etc) are not eligible to apply for grants, and cannot apply as either a lead or a co-lead partner.

**14. Can international non-governmental organizations (such as confederations of organizations) with local offices apply?**

No. The Fund for Gender Equality seeks to fund local efforts and partnerships. International NGOs (e.g. international charitable organizations with national boards, grantmaking organizations that fund in more than one region), even those with local offices in eligible countries, are not eligible to apply for grants and cannot apply as either a lead or a co-lead partner.

**15. Can I apply if I am based in the global North but the programme is in an eligible country or territory?**

No. International organizations with headquarters in the United States or Western Europe are not eligible and may not apply as either a lead or a co-lead partner.

**16. Can I apply for a programme based in multiple countries?**

Yes. Multi-country or regional programmes may be implemented in a maximum of 4 countries, provided that the lead and co-lead non-governmental women's organizations proposing a multi-country programme are legally registered in their home country.

**17. May I submit more than one application?**

No. Organizations that submit multiple applications will be automatically disqualified.

**18. Can an organization be a lead or co-lead on one application and a partner (non-lead) on another application?**

No, organizations can submit only one application as either a lead, co-lead or additional non-lead partner.

**19. What kinds of programmes are not funded by the Fund for Gender Equality?**

The Fund for Gender Equality will not consider requests to fund:

- Programmes with an exclusive focus on the elimination of violence against women, as these are funded by the UN Trust Fund to End Violence against Women. (For more information about the UN Trust Fund to End Violence against Women can be accessed through this link: <http://www.unwomen.org/how-we-work/un-trust-fund/>)

**20. Can grantees with ongoing projects funded by the Fund for Gender Equality apply for new grants?**

No, grantees with ongoing projects at the time of the Call for Proposals cannot apply for a new grant at this time.

**21. Can an organization that has received a grant in a previous funding cycle submit a new proposal?**

Yes, provided the organization has submitted their final reports and complied with all grant closure requirements for their previous FGE funded programme, the organization may compete again for funds.

**22. Can an eligible organization submit the same proposal to another funding source besides the Fund for Gender Equality? 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 Fund for Gender Equality is extremely competitive and 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 Fund for Gender Equality and additional sources cover the entire cost of the proposed programme;
- 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 programme, and the exact amount that will be needed from the Fund for Gender Equality.

**23. Are the categories of Catalytic and Implementation grants from the Fund for Gender Equality's first grantmaking cycle still applicable?**

No. The Fund has changed its formula for funding based on lessons learned from the first call. We no longer divide our grants between Implementation and Catalytic Programs, instead, we are focusing on our two thematic areas (women's political or economic empowerment), in alignment with UN Women's recently approved Strategic Plan.

## BUDGETS AND FUNDING REQUESTS

### **24. Must applicants contribute to the project budget?**

This depends on whether the lead and/or co-lead are from civil society or a government. While all applicants – whenever possible – are encouraged to make financial and/or in-kind contributions, non-governmental/civil society organizations are **not** required to do so.

However, governmental agencies **are** required to provide a statement of commitment to or proof of matching funds to be applied toward programme implementation (this applies to all governmental agencies as lead and co-lead). Proposals from governmental agencies without identified commitment will be automatically disqualified.

*For governmental applicants only, programmes that demonstrate high levels of government contributions to the programme will be prioritized.\**

### **25. What costs are covered by a Fund for Gender Equality grant?**

In general, programme personnel, direct programme costs, (limited) equipment, monitoring, evaluation, communications, administrative, training and partnership costs are supported by a Fund for Gender Equality grant.

### **26. What costs are not covered by a Fund for Gender Equality?**

UN Women's Fund for Gender Equality does not support costs of infrastructure such as purchase of land, property, acquisition of office space, construction or repair of existing buildings or offices, including for example, the building and furnishing of service facilities, shelters or short-stay homes.

### **27. What is meant by "direct programme costs"?**

Direct programme costs are all costs that are incurred for and can be traced, in full, to the activities, projects and programmes of an organization in fulfillment of its mandate and any other inputs necessary to achieve the results and objectives established for programmes and projects.

### **28. Must a minimum amount be budgeted for monitoring and evaluation?**

Yes. UN Women recommends that 10% of the total budget should be allocated for evaluation purposes and 2-3% of the total budget be allocated to ongoing monitoring, baseline and end line studies.

### **29. Must a minimum amount be budgeted for administrative costs?**

Yes. The rate of indirect costs (Administrative Costs) shall be fixed at a 7% of the total of the budget.

### **30. Must a minimum amount be budgeted for training costs?**

Yes. 5% of total programme budget should be reserved for training costs.

### **31. Are there any restrictions on the purchase of equipment?**

Yes. A list of any equipment valued at over \$1,500 should be provided to the Fund's Secretariat and each item should be properly marked and inventoried. This equipment remains UN WOMEN's property until the end of the programme's life. Purchase of any equipment over the threshold of \$30,000 must first be approved by the Fund's Secretariat and details must be provided to ensure a transparent procurement process. Further details regarding the transfer or sale of such equipments at the end of the programme will be provided at a later date.

### **32. What costs should be allocated under the "Other" category?**

The "other" category is meant to allocate programme funds for any unforeseen costs in programme implementation. It is recommended that the "Other" category not be more than 1-2% of the total budget.

Organizations are encouraged to plan accordingly for possible unforeseen costs arising during the project implementation in the budget.

**33. What are the Fund for Gender Equality auditing requirements?**

All grantees will be required to submit a copy of their yearly certified financial audit over the course of programme implementation. In addition, all grantees will be required to conduct one complete legal programme audit at the end of programme implementation.

**34. Is creating additional budget lines permissible?**

No. The existing budget lines should be used to detail all costs relevant to the satisfactory completion of the project.

**35. Can an already awarded organization request additional funds during implementation?**

No. Requests for budget increases cannot be accommodated. The budget submitted with a Grant Application represents the total funds available and allocated for the programme.

**APPLICATION PROCESS**

**36. What is the timeline for the application process?**

The Fund for Gender Equality will conduct this grantmaking cycle in a staggered manner in order to further increase access and language availability.

*The first phase* of the current grantmaking cycle (2011-2012) will start on October 16th, 2011 and will open during this time for the *Arab States* region. Online applications for Africa, Asia and the Pacific, Eastern Europe and Central Asia, Latin America and the Caribbean will open in 2012.

The timeline for the first phase of the 2011-2012 Call for Proposals (in the Arab States) is as follows:

Fund for Gender Equality Second Call for Proposals announced including sample Grant Application Form	October 16 <sup>th</sup> , 2011
<b>Online Application</b> period for submission of Grant Applications from the Arab States	October 24 <sup>th</sup> – November 4 <sup>th</sup> , 2011
Technical Committee reviews and recommends grants	November 14 <sup>th</sup> November 30 <sup>th</sup> , 2011
Steering Committee ratifies recommendations	December 12 <sup>th</sup> - December 20 <sup>th</sup> , 2011
Grants announced	December 28 <sup>th</sup> , 2011
Successful grantees will be required to participate in results-based-management training to revise and prepare detailed work plans	End of January 2012 (dates to be confirmed)

**37. Can I submit my application in a language other than English?**

Yes. Applicants for the first phase of the 2011-2012 grantmaking cycle (in the Arab States region), may submit their applications in Arabic or in English.

In the second phase of grantmaking (in Africa, Asia and the Pacific, Eastern Europe and Central Asia, Latin America and the Caribbean) applicants will be able to submit their applications in English, French and Spanish.

**38. When is the grant application form available? Where can I find it?**



The Grant Application form is available now and can be downloaded here: <http://www.unwomen.org/how-we-work/fund-for-gender-equality/application-guidelines/>.

#### **39. How do I apply for a grant?**

Grant Applications **must** be submitted via the Online Application Database. In addition to the Grant Application, applicants will have to submit all required attachments. Please see the Call for Proposals for specific details.

Applicants are encouraged to apply early in order to ensure they have sufficient time to fill out the application and upload all required attachments before the close date.

#### **40. What are required attachments for my grant application?**

Please see the Call for Proposals for specific details regarding required attachments that must be uploaded through the Fund's online application. Note:

- All attachments must be submitted *in one of the Fund's eligible languages (Arabic, English)*. Applicants **must** provide translations into English of these required attachment documents. Note that the rest of the application will not need to be translated, only the attachments.
- Accepted attachment formats include: .doc, .xml, .pdf and .jpeg.
- Please note that the lead and co-lead organizations can only upload two files per section. If you have multiple documents please merge them into one.
- Applications without these documents will be withdrawn from the application process.

#### **41. When will the Online Database be available?**

The online application will be available October 24th to November 4th. The URL to access the online application will be posted on the FGE website here: <http://www.unwomen.org/how-we-work/fund-for-gender-equality/application-guidelines/>.

#### **42. Can I submit my application by email, mail or fax?**

No. Only applications submitted via the online application will be accepted.

#### **43. What is the process for assessing Grant Applications?**

Proposals are assessed by an independent Technical Committee comprised of experts in women's economic and political empowerment, who are based in the regions of the world, to ensure contextual analysis of the proposed programmes.

#### **44. How will I know if my application is successful?**

Grantees from the Arab States region will be announced on December 28, 2011 on the FGE website.

Grantees from Africa, Latin America and the Caribbean, Asia and the Pacific, and Central Asia and Eastern Europe regions will be announced in April 2012 on the FGE website.

#### **45. How many grant applications will be selected?**

Due to the high volume of proposals received, only a small percentage of applicants will be successful in the Fund for Gender Equality application process.

#### **46. Can I contact FGE for an update on my application?**

No. Due to the high volume of proposals received, it is not possible to offer individual feedback on specific proposals.



**47. How can I contact FGE if I have a technical question or an inquiry related to the application process?**

The Frequently Asked Questions address most issues/problems that might arise in the application process. Please read the answers to the questions carefully. Only if you do not find the answer here, please send an email to [fund.genderequality@unwomen.org](mailto:fund.genderequality@unwomen.org) with “APPLICATION HELP” and your name in the subject line.

**ONLINE APPLICATION**

**I don’t remember my user password.**

In order to retrieve your password, go the online application website <http://fundforgenderequality.unwomen.org/index.php/>. Click on the link entitled “Forgot your Password.” An automated message will be sent the email associated with your account with instructions on how to reset your password.

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

No. There is no way to switch languages once you have made your initial language selection. If you do want to choose a different language, you will have to start from the beginning and create a new login with a different email address and password.

**In what languages is the application available?**

In the first phase of the 2011-2012 grantmaking cycle for the Arab States, the online application is available in English and Arabic.

**Is there any difference between the English and Arabic applications?**

No. The application documents and application process are exactly the same in both languages.

**Can I select to complete the Application in English and then upload the Grant Application in Arabic?**

We prefer that applications use the same language for the online application as they are using for the Grant Application. For example if an applicant is filling out the Grant Application in Arabic they should fill out the Online Application in Arabic as well.

**Do I have to fill out the application in order?**

No, the application does not have to be filled out in order. Use the navigation links on right hand side of the application to move from section to section. Make sure to save your work often by clicking on the “Save” button on the bottom of each page or on the right hand side.

**Do I have to fill the application out at once?**

No, with your user name and password you can log in as many times as needed to complete the application.



### **Does the application have a spell checker?**

No, but if you use the Mozilla Firefox browser, misspelled words will be underlined in red. You can choose your language preference in the browser.

To download Mozilla Firefox, click here: <http://www.mozilla.com/en-US/firefox/firefox.html>

### **Can I print my application?**

Yes. You can click on “Print Application”, located on the right hand side navigation to print your application.

### **Can I save my application to a WORD document?**

No. There is no way to save your application as a Word document.

### **How do I know when I have completely filled out my application?**

In the application, on the right hand side, there is a section called “Application Sections.” When all the mandatory fields of the application are filled out, a green check mark will appear next to the “Organization Information” and “Required Attachments” sections. At that point, your application is complete, and you can click on the Submit Application link.

### **How do I submit my application?**

Once your application is complete (see question above) click on the “Submit Application” link, located on the right hand side navigation panel. On the following page, you will be asked to confirm your submission by clicking on the “Submit My application Now” link. An email message will be sent to the account associated with the application confirming that the application has been successfully submitted.

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

No, it is not possible to reopen a submitted application under any circumstances.

### **What do the red asterisks mean?**

Questions marked with a red asterisk signify that they are mandatory and must be filled out in order to submit the application.

### **What do the green checkmarks next to the categories in the Navigation / Checklist mean?**

The green check marks signify that a section has been fully completed. Before being able to submit your application there must be a check mark by each section.

### **Let’s say I finish filling out a section and the green check mark does not appear next to a section name?**



Review the sections missing the green check mark and ensure that all the questions with a red asterisk are filled out.

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

For hard copies, please scan your documents and upload them as PDFs. No mailed documents will be accepted.

**What if there are not enough upload fields for me to upload all my attachments?**

There are a limited amount of upload fields and so applicants will need to save all the supporting documents for one question into one or two files, depending on the question and number of upload fields available. FGE will not accept any documents sent by email, fax or post.

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

Your files can not exceed 5 MB in size. If your file is larger than 5 MB, please consider scanning only the pertinent sections and re-trying. If you are still having problems, please send an email to [fund.genderequality@unwomen.org](mailto:fund.genderequality@unwomen.org) with “APPLICATION HELP” and your name in the subject line.

It is highly recommended that groups apply as early as possible to become familiar with the online technology (groups can begin to upload the required supplemental documents the first week of the online application for example). Required attachments take time to collect, including translation of originals. Please prepare those as soon as possible in appropriate formats.

**Are the word limits the same if I'm applying for a programme in multiple countries?**

Yes. The word limits are the same for single- and multiple-country applicants. Please do not exceed the stated limits.