



RAPID RESPONSE GRANTS FOR EMBATTLED CIVIL SOCIETY

APPLICATION

I. APPLICANT INFORMATION

Applicant	
Date of Establishment	
Key Personnel	
Contact Person	
Address	
Telephone	
E-mail	

Initiative Topic	
Country of Activities to Implemented	
Requested Funds	
Own Funds	
Total Budget	
Other Contributors	

PAST PARTNERSHIP WITH LIFELINE

Describe any previous partnerships you have had with members of the Lifeline Consortium (Freedom House, Front Line Defenders, CIVICUS, ICNL, Forum Asia, SILC, or PIN).



II. INITIATIVE OVERVIEW

CIVIC SPACE ISSUE TO BE ADDRESSED
OBJECTIVE AND ANTICIPATED RESULTS
INITIATIVE SUMMARY



ORGANIZATIONAL CAPACITY	
INITIATIVE START DATE (MAXIMUM 6 MOS)	INITIATIVE END DATE

III. INITIATIVE IMPLEMENTATION

INITIATIVE ACTIVITIES List all activities in the order in which they will be completed, including a brief description of the activity, the objective the activity addresses, products, participants, and place in the project timeline. Dates are understood as tentative. In the monitoring benchmarks section, list how the success/outcome of this activity will be demonstrated.			
1	ACTIVITY DESCRIPTION		
	OUTPUT AND DELIVERABLES	PARTICIPANTS	TIMELINE

2	ACTIVITY DESCRIPTION		
	OUTPUT AND DELIVERABLES	PARTICIPANTS	TIMELINE



3	ACTIVITY DESCRIPTION		
	OUTPUT AND DELIVERABLES	PARTICIPANTS	TIMELINE

4	ACTIVITY DESCRIPTION		
	OUTPUT AND DELIVERABLES	PARTICIPANTS	TIMELINE

5	ACTIVITY DESCRIPTION		
	OUTPUT AND DELIVERABLES	PARTICIPANTS	TIMELINE

**INDICATORS OF SUCCESS**

What is a measurable indicator that will tell us whether this project has achieved the objective noted above? If the project is unable to achieve these results, are there interim indicators that would indicate the project's success?

INITIATIVE RISKS

Describe any foreseeable risks that CSOs may face as while implementing the Initiative; next, state the potential action to be taken by CSOs if the threat occurs.

INITIATIVE MONITORING: REFERENCES

Please provide at least 2 contacts that Lifeline can contact to discuss the contents of this proposed initiative and organization capacity to implement it.

Reference Name	Organization	Email	Phone
Reference 1	Organization 1	Email 1	Phone 1
Reference 2	Organization 2	Email 2	Phone 2
Reference 3	Organization 3	Email 3	Phone 3



IV. INITIATIVE BUDGET

BUDGET NARRATIVE

Add a brief justification of *each* line item cost included in the Initiative Budget that explains the relevance of expenses in relation to Initiative activities. A cost category list is below to determine how costs are classified. The Budget Narrative should match the “**Detailed Budget**” excel file.

For more instructions on the Budget and Budget narrative, please see the appendix (below).

PREFERRED MANNER OF PAYMENT: ☐ CASH ADVANCE ☐ CASH REIMBURSABLE

1. PERSONNEL

REQUESTED AMOUNT:

2. TRAVEL

REQUESTED AMOUNT:

3. EQUIPMENT AND SUPPLIES

REQUESTED AMOUNT:

4. CONTRACTUAL

REQUESTED AMOUNT:

5. OTHER DIRECT COSTS

REQUESTED AMOUNT:



APPENDIX: BUDGET NOTES GUIDE

A. BUDGET GLOSSARY: COST CATEGORIES

Use this glossary as a guide when completing the detailed budget and budget notes.

1. **Personnel**: *CSO staff salaries.*

List the individual's monthly or yearly salary, and percentage of time funded under this grant. Specify the individual's level of experience or expertise (senior, junior, qualification, etc.). Lifeline may request a CV for senior staff claiming high salaries. If the individual is hired just for the initiative, list under Contractual.

2. **Travel**: *CSO staff and key attendees' airfare, ground transport, per diem, lodging.*

Itemize transportation costs related to events, trainings, workshops, etc. Provide justification for the proposed travel, the specific destination, and mode of transportation. Both domestic and international travel should be included in this category.

3. **Equipment and supplies**: *General printing, phone or internet fees, office supplies/equipment.*

Itemize equipment and supplies per line item. Note that Lifeline will not fund programmatic or overhead costs. All items must be necessary for this specific initiative. Three bids are required for consideration of equipment purchases over \$1,000.

4. **Contractual**: *Consultant or trainer honorarium, legal fees, service fees, temporary CSO staff...*

Specify the rate/day for each consultant. Please provide a detailed line item breakdown explaining the specific service that the sub-grant/contract recipient will provide.

5. **Other Direct Costs**: *Room rentals, translation services, research, surveys, event food...*

Itemize costs under each activity. Lump sums for "miscellaneous" or "unforeseen costs" will not be considered. Lifeline will not provide funding for alcohol at initiative events.



B. BUDGET EXAMPLES: LINE ITEMS AND NARRATIVE

Below is intended as an example of how to connect the line item budget (excel) with the budget narrative. Line items and costs are only to serve as a guide for how to construct this portion of the application. The below does not suggest Lifeline's expectations for initiative needs or cost levels.

a) Personnel					
1	Project Coordinator	\$675	month	3	\$2,025
2	Program Assistant	\$425	month	3	\$1,275
	Total Personnel				\$3,300
b) Travel					
3	Ground transport - Trainers (\$25/day per 1 trainer)	\$50	day	5	\$250
4	Ground transport - general NSDL Staff	\$60	month	3	\$180
	Total Travel				\$430
c) Equipment and Supplies					
5	Office supplies	\$75	month	3	\$225
	Total Equipment & Supplies				\$225
d) Contractual					
	Consultants - Human Rights Law Trainings (5 days)				
6	Trainer Stipend 1 (human rights lawyer)	\$15	hr	20	\$300
7	Trainer Stipend 2 (human rights lawyer)	\$15	hr	20	\$300
	Total Contractual				\$600

**Line-Item
Budget
(Excel Template)**

Personnel

1. A Project Coordinator will assist CSO program staff implement the initiative from its starting date, to completion of the grant period (3 months), at a rate of \$675 per month, at a total of \$2,025. 2. A Program Assistant will support the Project Coordinator during the same time period, at a rate of \$425 per month, for a total of \$1,275.

Travel

3. Trainers of the law students will require ground transportation to City, at a rate of \$25 per day per trainer (2), for a daily rate of \$50 over 5 days, for a total of \$250. 4. CSO staff, including the Project Coordinator, Program Assistant, and others, will allocate \$60 per month to ground transport to organize and attend activities associated with the 3 month grant, for a total of \$180.

Equipment/Supplies

5. CSO will allocate \$75 per month to printing, paper, and other office supplies to plan and implement the project from their HQ, for a total of \$225 for 3 months.

Contractual

6./7. Two (2) human rights lawyers will be contracted as trainers over the course of 5 days of sessions for recent law graduates to gain practical skills to defend vulnerable populations. The trainer stipends will be based on hourly rate (exact time slots across the 5 days of sessions TBD); the trainers will each work at a rate of \$15 per hour, for 20 hours each (40 hours total), at a combined rate of \$600.

**Budget Narrative
(Above, pg.7)**