Rapid Response Grants for Embattled Civil Society

**Application**

I. Applicant Information

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| Applicant | *Name of Beneficiary Organization* |
| Date of Establishment | *Enter Here* |
| Key Personnel | *Name, Organizational Role* |
| Contact Person | *Enter Here* |
| Address | *Enter Here* |
| Telephone | *Enter Here* |
| E-mail | *Enter Here* |

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| --- | --- |
| Initiative Topic | *Example: Mobilize CSOs to address legislation on foreign funding* |
| Country of Activities to Implemented | *Enter Here* |
| Requested Funds | *Example: $14,000* |
| Own Funds | *Example: $10,000* |
| Total Budget | *Example: $24,000* |
| Other Contributors | *Example: Civil Society Institute is providing $12,500 for this activity* |

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| **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). |
| *Example: Our organization is a member of CIVICUS and has received emergency assistance from Front Line Defenders in May of 2016.* |

II. Initiative Overview

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| Civic Space Issue to be Addressed | |
| *<300 words to describe in detail the specific restrictions to freedom of association and/or assembly that have created a crisis for civil society that the initiative seeks to address. If applicable, include examples or details of challenges faced by the applicant and/or co-implementing organizations. >* | |
| Objective and Anticipated results | |
| List the main objective this initiative hopes to achieve.  *Example:*   * *Reverse move to enact restrictive legislation on foreign funding for NGOs* * *Public opinion shifts against repressive behavior by the security sector against CSOs.*   Describe the anticipated results this initiative will achieve:  *Describe specifically what you hope to achieve with the project to push back against emerging threats to civil society or protect civic space, particularly freedom of association and assembly [Advocacy Grants}? What will this project achieve in terms of ensuring the ability of high-risk CSOs to avoid or mitigate the threats they face [Resiliency Grants]?* | |
| Initiative Summary | |
| *<600 words to describe how the initiative intends to achieve these objectives and address the civic space issue described above. Please provide specific examples of how your actions will improve the current restrictions on freedom of association and/or assembly.>* | |
| Organizational Capacity | |
| *Bullet points with top achievements of experiences (< 5) that prepared the Applicant to successfully complete this initiative. Does your organization have the capacity and resources to implement this project? Have you done similar projects in the past?* | |
| Initiative Start Date (maximum 6 mos) | Initiative End Date |
| Start Date | End Date |

III. Initiative Implementation

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| **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 | | |
| *Example:* ***Host CSO Roundtable***  *-CSOs from across the country will draft a regional advocacy strategy to amend a registration draft law* | | |
| Output and Deliverables | Participants | timeline |
| *-Set of recommendations drafted in meeting*  *-list of organizations/entities participating in drafting session* | *CSOs from across the country* | *Start Date* |
| *End Date* |

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| **2** | Activity Description | | |
| *Example:* ***Draft substitute language to opposed draft legislation***  *CSOs draft best practice legislation language to be used in advocacy* | | |
| Output and Deliverables | Participants | timeline |
| *-Submit copy of draft legislation and recommendations* | *Applicant, legal trainers* | *Start Date* |
| *End Date* |

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| **3** | Activity Description | | |
| *Example:* ***Conduct domestic advocacy***  *-Launch regional education campaign to incorporate local organizations into the advocacy effort*  *-Send parliament members the proposed revisions*  *-Share draft with key diplomatic allies* | | |
| Output and Deliverables | Participants | timeline |
| *-Number of CSOs reached in education campaign*  *-Number, list of meetings with law makers*  *-Summary of key outcomes from meeting diplomatic corps (public statement, raise in private meeting, etc.)* | *CSO network from round table,*  *Diplomatic representatives, lawmakers* | *Start Date* |
| *End Date* |

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| **4** | Activity Description | | |
| *Example:* ***Conduct international advocacy***  *-Take CSO representatives to regional governing body session to advocate for freedom of assembly in venue of influence* | | |
| Output and Deliverables | Participants | timeline |
| *-Agenda for meetings in international venues*  *-List of key contacts made, and commitments made by each*  *-Number media mentions regarding advocacy efforts (links to mentions)* | *Applicant, delegates from CSOs in network, diplomats* | *Start Date* |
| *End Date* |

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| **5** | Activity Description | | |
| *Example:* ***CSOs lobby Parliament on Day of Vote***  ***-****CSO coalition organizes a series of meetings and public events on the day of vote on legislation* | | |
| Output and Deliverables | Participants | timeline |
| *-Number of advocacy meetings* | *CSOs, public, lawmakers* | *Start Date* |
| *End Date* |

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| **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?* |
| *Example: The project’s objective was to defeat restrictive legislation – the bill passed, however, the CSO coalition garnered support from 10 members of parliament to sign a joint statement supporting freedom of association.*    *Sample Indicators:*  *- List of commitments or policy changes made by law makers*  *- Increased number of legislators who support CSO recommendations* |

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| **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. |
| *Example: There is a risk that the government might try to disrupt planning activities for this advocacy venture. There is also a concern that the draft law could be passed with little notice and before the CSOs can finish draft legislation.* |

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| **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

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| **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: Amount |
| *Example: A Program Officer’s monthly salary is $100, they will dedicate 50% of their time to the project over 4 months, for an initiative total of $200. Contract provided.* | |
| 1. Travel | Requested Amount: Amount |
| *Example: 5 CSO staff will travel by train to the capital, at an average budgeted rate of $50 ticket one-way, making 1 ticket $100, for a total of $500.* | |
| 1. Equipment and Supplies | Requested Amount: Amount |
| *Example: A projector and screen are needed for the CSO conference. Based on local price check of 3 options, the average projector costs $300, and a basic screen costs $100. The total requested amount for equipment is therefore $400.* | |
| 1. Contractual | Requested Amount: Amount |
| *Example: A lawyer will be hired to do the draft law consultation, at a fixed rate of $500 for 2 days. A photographer will be hired to document meetings with Parliament and CSOs, at a rate of $75 a day for 4 days, and a total of $300.* | |
| 1. Other Direct Costs | Requested Amount: Amount |
| *Example: Small meeting rooms (2) will be needed for 2 days of CSO coalition preparation for meetings with Parliament. Each room costs $150 per day, bringing the total to $600. A large conference room will be necessary to hold the draft law meeting with CSOs and Parliament, to seat 200 people. The cost is $65 an hour and the meeting will last 6 hours, bringing the total cost to $390. A reservation fee is applied to the conference room, in the amount of $60.* | |

**Appendix: Budget Notes Guide**

1. **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.

1. **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.

1. **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.

1. **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.

1. **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.

1. **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.*

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|  | **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)**

**Budget Narrative**

**(Above, pg.7)**

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.