# Initiating Small Grant Applications through Advertisement Form

**Advertisement No 1**

The European Union (EU) and the United Nations (UN) have embarked on a new, global, multi-year initiative focused on eliminating all forms of violence against women and girls (VAWG) - [The Spotlight Initiative](http://www.spotlightinitiative.org/).The Initiative is so named as it brings focused attention to the issue of violence against women and girls, moving it into the spotlight and placing it at the centre of efforts to achieve gender equality and women's empowerment, in line with the 2030 Agenda for Sustainable Development. In the Caribbean the focus of the Initiative is Family violence (FV), which is defined as a manifestation of gender inequality, created through unequal gender power relations, which overlap with harmful masculine stereotypes.

The vision of the Spotlight Initiative (SI) is that the rights of women and girls to live free from violence are protected, promoted, and upheld. The impact that the SI will work towards achieving is that all women and girls, particularly those who are most vulnerable, live a life free of violence and harmful practices. The main objectives are:

1. To contribute to the reduction of family violence against women and girls and
2. To improve access for women and girls to essential, safe, adequate, integrated gender-responsive services

The approach will be guided by the **ecological theory** that underpins the connections between family and society. The ecological model is seen as the best framework within which to address the causes, consequences, and response to family violence.

The key pillars of the Spotlight Initiative Include:

* Pillar 1: Laws and Policies
* Pillar 2: Institutional Capacities
* Pillar 3: Social Norms and Behaviours
* Pillar 4: Services
* Pillar 5: Data Availability and Utilisation
* Pillar 6: Women’s Rights Groups, Autonomous Social Movements and CSOs

UN Women MCO Caribbean is supporting implementation of the Spotlight Initiative in four CARICOM member states- Grenada, Guyana, Jamaica and Trinidad and Tobago of six CARICOM Member States (the others being Belize and Haiti) to receive support from the Spotlight Initiative. UN Women MCO Caribbean leads on Pillar 6 in these four territories.

**UN Women plans to award small grants to eligible Civil Society Organizations (CSOs) in Grenada, Jamaica and Trinidad and Tobago to receive grants in order to contribute to the objectives of the Spotlight Initiative objectives to prevent family violence.** Grant proposals with a focus on immediate actions to mitigate the potential impact of increased family violence due to the COVID-19 context will be prioritised. UN Women invites eligible applicants to submit small grants applications for eligible activities. UN Women will consider awarding several small grants in this case.

This advertisement forms the basis for applying for small grants. It must neither be construed as a small grant agreement nor as a confirmation of a small grant awarded by UN Women to any entity. Consequently, UN Women is not liable for any financial obligations, or otherwise, incurred by any entity in responding to this advertisement. UN Women will not approve such costs as part of any small grant budget, and an awardee must not use the small grant to cover such costs.

**1.** **Eligible CSOs**

The applicant may apply if it:

* is a registered CSO in operation for at least three years;
* is not on the Consolidated UN Security Council Sanctions List;
* is not being investigated for fraud, corruption, sexual abuse, sexual exploitation or other wrongdoing;
* has not had funding received from UN Women entirely or partly written off by UN Women;
* is not currently engaged as an Implementing Partner (IP) or Responsible Party (RP) for UN Women;
* has not been engaged as an IP/RP for UN Women at any time after 21 November 2019;
* is not a government entity;
* is not a UN organization;
* is not an established CSO with the capacity to be engaged as an IP/RP;
* has sufficient capacity to collaborate with various stakeholders;
* has sufficient financial stewardship, including having adequate financial policies and procedures in place to manage the small grant; and,
* past performance has been deemed satisfactory by UN Women (if it has received small grants previously or been engaged as an IP/RP before 21 November 2019).

**2. Eligible activities**

## The applicant may apply for a small grant to cover the following activities:

## introducing and improving organizational systems, tools, and processes to respond to Family Violence;

## training of workforce in technical and managerial skills to respond to Family Violence; and,

## supporting with equipment such as copiers, scanners, printers, laptops and computers as long as the cost of such equipment is limited to 30% of the proposed small grant budget or USD5,000, whichever is lower, in order to respond to Family Violence within the COVID-19 context.

**3. Limitations**

UN Women’s small grants are limited to a maximum USD 30,000 per CSO per 12-month period and a maximum USD 60,000 for the lifetime of the CSO. The calculation of the maximum grant amount includes all small grants awarded to the CSO from all UN Women Offices. **For this particular purpose (for the Spotlight Initiative), small grants are limited to a maximum of the equivalent of USD,5000 for CSOs in Grenada, USD9,200 for CSOs in Trinidad and Tobago, and 10,000 for CSOs in Jamaica.**

**4. Application**

An application must contain all relevant information showing that the applicant and the proposed activities are eligible. All applications must be in English. Hand-written applications will not be accepted.

Please use the attached application form when submitting your application.

Please submit a registration certificate evidencing that the applicant is a registered CSO that has been in operation for three years.

UN Women will reject any application that doesn’t contain enough information to show that the application or the activities are eligible.

The application must be received by UN-Women email at the address [info.brb@unwomen.org](mailto:info.brb@unwomen.org) no later than 11:59pm on 23 April 2020. UN Women will not consider applications sent by any other means or to different addresses. Applications sent by any other means or to different addresses are not considered.

**5. Review Criteria**

The applicant must:

* propose eligible activities that develop or strengthen the institutional capacity of the applicant and are consistent with the Spotlight Initiative objectives;
* not propose to use the small grant to provide an activity/output on behalf of UN Women, civil construction work, engineering work, purchases of vehicles or other tangible or intangible property, except for copiers, scanners, printers, laptops, and computers;
* not propose to use more than 30% of the small grant or USD5000, whichever is lower, to purchase copiers, scanners, printers, laptops, and computers;
* propose a timeline that is no longer than a year and eligible activities that are feasible to accomplish within a year, including political, security, logistical considerations;
* not propose to cover its indirect costs/support costs with the small grant;
* not make a direct profit from the small grant;
* not propose to cover costs incurred or committed prior to a signed Small Grant Agreement;
* propose eligible activities sustainably supporting the applicant
* propose eligible activities where the applicant has the capacity to reach the target audience; and,
* propose a budget that is cost-effective given the eligible activities, the number of targeted beneficiaries, and the proposed location.

**6. Award**

UN Women will evaluate applications that meet all the criteria. UN Women will award the small grants to the applicants that best contributes to the goals reflected as strategic priorities in the Spotlight Initiatives in Grenada, Jamaica and Trinidad and Tobago. Successful applicants are informed in writing of UN Women’s decision to award the small grant. The award is conditional on the applicant agreeing to the terms and conditions set forth in UN Women’s Small Grant Agreement and the award is automatically rescinded if the applicant doesn’t agree to these terms and conditions.

**Annex I Application Form**

Advertisement No. [To be filled in by the Applicant]

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| **CSO/Applicant details** | |
| **Name and registration number Please submit proof of registration** |  |
| **Mandate of the CSO** |  |
| **CSO staff focal point and alternate** | *(Please insert full name, title, e-mail address, telephone number)* |
| **Application details** | |
| **Proposal title** |  |
| **Small Grant Amount** | (*Please provide the amount in local currency*) |
| **Duration and proposed start date** | *(Please state the duration in months, noting that the maximum duration is 12 months from the “Effective stating date”)* |
| **Background** |  |
| **Main objectives/Results to achieve** |  |
| **Thematic Focus and Priorities** |  |
| **Geographical area** |  |
| **Activities (list them 1.,2.,) and related expected timeframe** |  |
| **How are the activities supporting the development or strengthening of the CSO’s institutional capacity?** |  |