



Grants Programme for Human Rights Sector

Ref. No.: WP5/GRANTS/01

GUIDELINES

wp5



The Foundation is funded by the European Union under the European Programme for Reconstruction and Development in South Africa. **AN EU/SA PARTNERSHIP**



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1 Introduction

The Foundation for Human Rights is an indigenous grant maker established in terms of an agreement between the Department of Justice and the European Union through the European Programme for Reconstruction and Development. The major objective of the Foundation is to address the historical legacy of apartheid, to promote and advance transformation in our country and to build a Human Rights culture using the Constitution as a tool. The Foundation supports civil society organisations that have as their core business any one or more of the following;

- Raising awareness of rights
- the promotion and protection of rights
- the provision of access to justice services

The Foundation's programme is carried out under the below mentioned four result areas:

- Human Rights Awareness;
- Human Rights Services;
- Capacity Building and Networking and
- the Public Institutions

Grants programme

The Foundation for Human Rights in South Africa announces the launch of its grants programme through which it will award grants up to a maximum of R70 000,00 to non-governmental organisations and community based organisations working in the Human Rights Sector.

2 Calls for proposals

Applicants who are eligible to apply may do so if they carry out programmes, using a rights based approach and which addresses the result areas mentioned above through the implementation of their activities.

In order for applicants to be considered for a grant, they need to demonstrate that their core business includes "raising awareness of Human Rights; the promotion and /or protection of rights and/or access to justice' through their programmatic activities.

The Foundation utilises a rights based assessment tool in assessing applications received. The Foundation has adopted the United Nations definition of PANEL:

- Participation
- Accountability
- Non-discrimination and attention to vulnerable groups
- Empowerment
- Linkages to rights



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3 Types of activities that will be funded

Activities to be funded under this call will include but are not restricted to the following:

- Awareness raising activities including campaigns, celebrations and events addressing national and international Human Rights days and events
- Education and training workshops, seminars and dialogues
- Research
- Materials Development including the revisions of existing manuals and materials
- Advocacy and lobbying activities
- Impact studies of Human Rights projects
- Provision of access to justice services to poor and marginalised communities

Which take into account *inter alia* the following cross cutting themes:

- Promotion of Gender Equality
- 16 Days of No Violence Against Women and Children
- Hate Crimes and Hate Speech
- Promotion of a culture of respect for the Aged
- Issues of equality
- Focus on promoting a culture of tolerance in respect of Racism, Sexism and other differences
- HIV/AIDS
- Land

Target beneficiary Groups

The Foundation will favour applications which target the below mentioned beneficiary communities and groups:

- Poor and vulnerable communities
- Rural communities
- Refugees, Asylum-seekers and Migrants
- Women and Children
- Youth
- Juveniles in custody
- Victims of political violence
- Aged
- Prisoners
- Domestic workers
- Farm dwellers
- People with disabilities



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4 Duration & Deadlines

It is a condition of funding that any application for funding must ensure that all projects for which funding is solicited will have completed its activities by latest 7 January 2007. The Foundation will however give precedence to applicants capable of completing activities and reporting thereon before or by latest the 7 January 2007, payments cannot be processed after the 22 January 2007.

Please note that the total amount available for this call maybe committed during evaluation of proposals received after any one or more of the closing dates indicated below: It is therefore advisable to apply as early as possible.

Deadlines for applications

6 June 2006 (*Human Rights Events - Focussing on Youth Day, 16 June will be given preference*)

31 July 2006

29 September 2006

30 November 2006

5 Who can apply for a grant

Applicant organisations will have to meet the following criteria in order to be considered eligible:

- Be a non profit South African non – governmental organisations (NGO) or community based organisations (CBO) registered as an NPO, a Section 21 company or a not-for-profit trust;
- Have a proven track record of working in the Human Rights Sector on Human Rights issues
- Have as their core business the raising of awareness of rights, the promotion of rights and/or provision of access to justice services.

The Foundation welcomes applications from organisations acting in concert or in partnership with each other. In the event that organisations partner each other, this should be confirmed by the submission of a partnership agreement.

6 Grant amount available

The Foundation will award grants of up to a maximum of R70 000,00 each.

7 Geographical location of project

Organisations that operate in any of the nine provinces within South Africa are invited to apply.

8 Number of proposals and grants per application

While an applicant may submit more than one proposal, only one grant per organisation may be awarded under this call.



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9 Budget & Implementation Plan

- Applicants are requested to submit a realistic and cost effective budget with their project application. Administration costs should not exceed 7% of the total budget.

Please provide a budget and implementation plan as per the pro forma below:

Activity (list as per application form)	Timeframe	Responsibility (who, where, how)	Costing/ Budget	Comments/ Notes

10 Ineligible costs

The Foundation will not cover the following costs:

- Debts and provisions for losses or debts;
- Interest owed;
- Actions already financed by another EU funder;
- Purchase of land or buildings or motor vehicles;
- Repairs to buildings;
- Currency exchange losses;
- Taxes, including VAT, unless the beneficiary (or the beneficiary's partners) cannot reclaim them and the applicable regulations do not forbid coverage of taxes;
- Only activities from date of contract will be funded - no retrospective funding for projects will be considered.

11 How to apply and the procedures to follow

Applications must be completed in the prescribed application form which can be accessed on the website or on disc to be obtained from the Foundation. All applicants should read the guidelines and the Workplan of the Foundation. All applications should be submitted in duplicate.

12 Language

While the Foundation is conscious of the language policy in the country unfortunately it will only accept applications in English which are typed.



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13 Where and how to send the applications

All applications must be placed in a sealed envelope and delivered to:

The Grants Manager

Foundation for Human Rights
8th Floor Prodinsa Building
501 Pretorius Street, Arcadia,
Pretoria

Applications may also be posted to:

The Grants Manager

Foundation for Human Rights
Private Bag X14,
Arcadia, 0007

No faxed or electronic applications will be accepted.

All applications must contain the specific request for proposals **Ref. No. :WP5/Grants/01** where required in the application form, as well as on the outside of the envelope.

Applicants will be notified in writing of the decision of the Foundation.

Accessing information: Potential applicants may solicit advice and make enquiries in respect of these calls for proposals from the Grants Unit at the Foundation:
Tel: (012) 440-1691

14 Evaluation

All applications received will be assessed for compliance in accordance with the administrative and technical requirements stipulated in the guidelines. Thereafter successful applications will be evaluated by the Foundation in terms of the following criteria:

- **Relevance of the project in terms of the objectives of this call**
- **Capacity of organisation to implement the action**
- **Sustainability of the project after the funding of the Foundation has ceased**
- **Methodology used to attain the aims and objectives of the project**
- **Cost effectiveness of the action (activity related budget)**



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Notification of the Foundation's decision

Applicants will be informed in writing of the Foundation's decision concerning their application.

The Foundation's decision to reject an application or not to award a grant is final.

Conditions applicable to implementation of the action following the Foundation's decision to award a grant

Following the decision to award a grant, the Beneficiary will be offered a contract based on the Foundation's standard contract.

The date planned for the start of actions, following the signing of the contract by the parties, will be noted on the contract. The actions should all be finished before 7 January 2007.

The contract will, in particular, establish the following rights and obligations:

AUDIT

The Foundation may appoint an audit firm which will carry out the expenditure verification(s) referred to in the standard grant contract.

AMOUNT OF THE GRANT

The maximum amount of the grant will be stipulated in the contract.

FAILURE TO MEET THE OBJECTIVES

If the Beneficiary fails to implement the project as undertaken and agreed in the contract, the Foundation reserves the right to suspend payments, and/or to terminate the contract. The Foundation's contribution may be reduced, and/or the Foundation may demand full or partial repayment of the sums already paid, if the Beneficiary does not fulfil the terms of the contract.

AMENDMENTS TO THE CONTRACT AND VARIATIONS WITHIN THE BUDGET

Any amendment to the contract must be set out in a written addendum to the original contract. However, some formal amendments (addresses, bank account, etc.), may simply be notified to the Foundation.

The description of the project and budget items may vary from the original figures provided that the following conditions are met:

1. They do not affect the basic purpose of the action; and
2. The financial impact is limited to a transfer between items within a single main budget heading or to a transfer between the main budget headings involving a variation of less than 15% of the original amount (as the case may be modified by addendum) of each relevant main budget heading.



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In such instances, the Beneficiary may make alterations to the budget, and inform the Foundation.

This method may not be used to amend the heading for overhead costs.

In all other cases, a written request must be made in advance to the Foundation and an addendum is required.

REPORTS

Reports must be drafted in English. Narrative and financial reports conforming to the models attached to the contract are to be supplied together with payment requests (other than the first instalment).

ADDITIONAL INFORMATION

The Foundation may request additional information.

PAYMENTS

The Beneficiary will receive the first tranche of funding on the signing by both contracting parties of the contract. In each case, the final balance will be paid upon submission by the Beneficiary and approval by the Foundation of the final report.

ACCOUNTS OF THE ACTION

The Beneficiary must keep accurate and regular records and dedicated, transparent accounts of the implementation of the project. It must keep these records for seven years after payment of the balance.

PUBLICITY

Appropriate visibility and credit must be given to the grant made by the Foundation, through the EU Reconstruction and Development programme, for example, in reports and publications stemming from the action or during public events associated with the action, etc.



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