

Children are Safer at Home and in the Community

Annex1 APPLICATION GUIDELINES

1. About HDF

Human Dignity Foundation (HDF) was established in 2004 as a private foundation in Switzerland and is governed by a Board of Directors. HDF works to bring about positive change in the lives of children and young people. The foundation works with organisations that are innovative and creative, and that have strong roots in the community.

Human Dignity Foundation envisages a world where children and young people are living with dignity.

Guided by its vision, Human Dignity Foundation supports relevant organisations to expand and improve their work with children and young people in Africa and Asia. The foundation does this by:

- providing financial and collegial support to relevant organisations
- collaborating with others to maximise impact and learning
- influencing other foundations and philanthropists to work towards our mission.

2. Purpose of Funding

The purpose of this call for proposals is to identify projects that will work towards ensuring all children are safer at home and in the community.

3. Geographic Focus

HDF will consider projects in:

- South Africa – all provinces
- India - in the following cities and states only: Bihar, Jharkhand, Rajasthan, Gujarat, Andhra Pradesh, Delhi, Bangalore

4. Thematic Focus

HDF is interested in supporting projects working with children between 10 and 18 years in the following areas of focus:

- **Effective support to children who experience violence**

- **Prevention of violence against children**
- **Prevention of unnecessary separation of children**

HDF is particularly interested in projects that:

- Address underlying causes of violence against children
- Support functioning of integrated protection systems
- Support families and communities to better care for children
- Support removal of drivers of institutional care

HDF will only support organisations that have a strong commitment to children rights and ensure children's best interests in their work.

5. Child protection

Human Dignity Foundation (HDF) is committed to ensuring that the programmes it funds are respectful of, and accountable to, all programme participants. Our values of passion, accountability, courage and excellence underpin this commitment.

HDF recognises the rights of children to be protected from any harm or abuse. HDF is committed to taking all the necessary steps to ensure that children are protected and receive the support they need, recognising that some children face particular risks related to their gender, race, disability, etc. Please see annex 4 for HDF's Child Protection Policy.

6. Funding parameters

HDF will fund projects within the following parameters:

- Grant size: between USD200,000 and USD1,000,000 per annum
- Project duration: between 2 and 5 years
- Proportion of budget: HDF will not fund less than 50% of the project budget; while matching funding is not required, it is encouraged

7. Administrative Costs

- Applicants may include a request for administration costs to a **maximum of 7%** of the grant requested from HDF. Administration costs are part of the budget total and are not incremental to it.
- Administration costs should be appropriate to the size of both the project and the implementing organisation.

7. Organisation/project Eligibility

HDF invites applications only from organisations that meet **all** of the following eligibility criteria:

- Registered in the country of project implementation as a non-governmental or not-for-profit organisation:
 - a. Local and national organisations are especially welcome
 - b. Consortia are welcome to apply; HDF considers a consortium to be a group of organisations working collaboratively and collectively towards the project outcomes and bound by a formal agreement (Memorandum of Understanding (MoU))
- Robust and formal decision making (governance) structure
- Robust financial policies & procedures and is in a position to submit audited accounts for the preceding 2 years
- Applicants have annual income at least equal to the annual amount being requested (e.g. if your previous financial year income was USD200,000 the maximum annual funding you can request is USD200,000)
- Organisation is able to demonstrate strong policy and practice in relation to child protection

8. Ineligible Costs/Organisations

- Capital costs as the main component of the project. Such costs will, however, be considered where they form a reasonable part of the project
- Any costs incurred prior to the date of signature of an agreement with HDF
- Governments, multilateral organisations, universities, research institutes, political parties, individuals, proselytising organisations and organisations that discriminate on the basis of race/ethnicity/gender/religion/disability/age/sexual orientation may not apply

9. Application process & timeline

- Organisations are invited to submit concept notes by 5pm GMT on Friday 18th April 2014.
- Concept notes will be reviewed by HDF by 9th May 2014.
- Shortlisted applicants will be notified by email and informed about the next steps of the process by 12th May 2014 and will be invited to develop a full proposal by 30th June 2014.

- Unsuccessful applicants will be notified by email by 12th May 2014.
- Shortlisted candidates may be required to have a formal interview with HDF over skype/phone.
- Final decisions will be announced on 30th September 2014.
- Final funding decisions will be subject to detailed reference checks.

10. Supplementary Conditions

- Each applicant, including those applying as a member of a consortium, may only apply with one project.
- Applications received after the deadline will not be reviewed and the applicant will not be notified
- Incomplete applications will not be considered
- Applications in languages other than English will not be considered
- Budgets must be presented in USD irrespective of the working currency of the applicant; the foreign exchange rate used to convert foreign currency to USD must also be provided
- HDF reserves the right not to make any grants
- HDF reserves the right to fund only a portion of the budget requested
- This is a competitive process and direct communication with HDF staff is not allowed¹.
- HDF reserve a right to share the application documentation with third parties for review purpose
- Where an applicant has a process- related query they should contact info@human-dignity-foundation.org

11. Selection criteria

To conduct a thorough assessment of applicants and determine the most suitable projects for funding, HDF will assess applications against both organisational and project criteria. Further detail on these criteria is given below.

¹ Canvassing will disqualify - By canvassing we understand contacting any person associated with HDF (staff, board etc.) in order to gain favourable treatment during the application process

Please note that these criteria will be applied at relevant stages of the assessment process.

Organisational capacity

- Governance
- Financial policies and procedures
- Expertise amongst staff and board
- Proportionality between size of project and size of organisation
- Quality of policies and procedures employed by applicant to ensure the protection of children

Non-national staff

HDF is committed to supporting local organisations and people and expects its funds to build capacity for the future by employing, training and supporting local people wherever possible.

Relevance

Project's fit with

- the context - political, economic & social context at national and local levels
- focus of the call for proposal
- applicant's strategy

Targeting mechanism

- Effectiveness of the approaches to identifying project participants
- The level to which most marginalised groups of children have been included in the project

Project design

Quality of:

- context research
- rationale for project
- involvement of children in project design
- baseline information
- logic of intervention including relevance of expected outcomes

- quality of outcome indicators

Potential impact and sustainability

- Quality of logic and illustration of how the project will lead to long-term, positive impact.
- Cost-effectiveness of project i.e. the relation between the scale of investment and the scale of impact
- Availability of resources to sustain the project after the duration of funding (if applicable)

Partnership and linkages

Relevance & quality of partnerships with:

- national and local government
- civil society
- private sector
- academia

Risk management

Quality of risk analysis and mitigation strategy

Monitoring and evaluation mechanism

Quality of monitoring and evaluation mechanism – organisation and project