



CALL FOR PROPOSALS

ACCESS TO JUSTICE AND RULE OF LAW PROJECT

Call for Proposals from Civil Society Organizations (CSOs), Non-Governmental Organizations (NGOs) for Small Grants to Increase Public Awareness and Use of Alternative Justice Sites

Deadline for Proposal Submission

Friday, November 22nd, 2019



APPLICATION FORM

UWI Mona/EU

ACCESS TO JUSTICE AND RULE OF LAW PROJECT

Call for Proposals from Civil Society Organizations (CSOs), including Non-Governmental Organizations (NGOs) for Small Grants to Increase Public Awareness and Use of Alternative Justice Sites

(Please, do not exceed the proposed size limit for each section)

INFORMATION ABOUT APPLICANT ORGANIZATION

Organization's legal name	
Organization's legal status	
Year of registration	
Name of executive director	
Name of project manager	
Name of project accountant	
Organization's legal address	
Actual address (if different from above)	
Telephone	
E-mail address	
Total cost of project budget	
Total requested amount	
Project start date	
Project end date	



PROJECT'S NAME:

(Please describe the essence of your project in one short and precise sentence)

PROJECT PROPOSAL

1. Project Summary (maximum of 300 words)

Describe the project's objectives, main activities, stakeholders, and expected results.

2. General information about the applicant's organization (maximum of 1 page)

- 2.1 Main areas of expertise – describe your organization's main competencies, specifically concerning support to the vulnerable groups of people. Describe your organization's mission, if it has one.
- 2.2 Describe the main types of activity that your organization carries out.
- 2.3 Describe the main target audiences and partners of your organization.
- 2.4 Explain what kind of in-house or outside experts your organization involves in its usual work.
- 2.5 Provide a brief list of your organization's three current or latest projects supported by international or local organizations and donors (indicate dates, subject matter of projects, project budgets, and donors).
- 2.6 Describe your organization's main assets: number of full-time staff, office space, and equipment.

3. Relevant experience (maximum of 1 page)

- 3.1 Provide evidence of your organization's experience in the thematic area of this competition. Describe the work performed by your organization that demonstrates its capability to represent the interests and protect the rights of vulnerable groups of persons.
- 3.2 Describe specific results achieved by your organization in providing support to the vulnerable groups of persons.
- 3.3 Explain how your organization's experience will help to achieve the project's goals.



4. Problem analysis (maximum of ½ page)

Describe the main problem(s) concerning vulnerable groups of people that your project will address. Explain why these issues are important to the target group, community, region, and society in general.

5. Project objectives (maximum of ½ page)

Describe your project's goals and objectives.

6. Expected results (maximum of ½ page)

Describe specific short-term and long-term results that you plan to achieve with your project. Described results.

6.1 Explain what positive changes in the life of the target groups will be achieved through your project.

7. Target audience (maximum of ½ page)

7.1 Describe the project's main target population and other stakeholders and indicate how they will be engaged.

7.2 Specify the group of people whose interests and rights your project will help to promote. Indicate their age.

7.3 Explain if and how your project will cooperate with relevant government bodies.

8. Project Activities (maximum of 1 page)

Briefly describe the form and contents of each type of activity that will be carried out during the life of the project.

9. Communication strategy (maximum of ½ page)

Describe your project's key messages, audiences, information products, and communication channels.

10. Organizational capacity improvement (maximum of ½ pages)

Explain how this project will help to strengthen your organization's capacity to carry out its mission as a legal aid provider.



11. Work Plan (maximum of 3 pages)

Provide project’s work plan according to the following format:

Month	Activity	Topic	Implementers	Planned Results

*By results, we mean not just events (actions), but progress in the solving of the problem addressed by your project, and specific positive changes in the life of the target audience.

12. Events (maximum of 1 page)

Provide more details on agendas and format of the project’s training and other public events.

13. Project Monitoring and Evaluation (maximum of ½ page)

Describe how you will monitor project implementation and evaluate its results, and what qualitative and quantitative indicators will be used.

14. Future activities (maximum of ½ page)

How will your organization continue to remain relevant in functioning as a justice advocate after completing the project? How will it further develop project’s achievement?

15. Budget (maximum of 2 pages)

Provide project budget in the following format:

Name of Institution:				
BUDGET ITEMS	Requesting Amount from EU/UWI <i>(in JMD)</i>	Agency Contribution <i>(in JMD)</i>	3 rd Party Contribution <i>(in JMD)</i>	TOTAL Budget <i>(in JMD)</i>
1. Employment costs (salaries)				
				0
				0



				0
				0
				0
<i>Subtotal Employment costs</i>	0	0	0	0
2. Equipment (physical item)				
				0
				0
				0
<i>Subtotal Equipment</i>	0	0	0	0
3. Travel and meeting costs (per diem, venue and meals)				
				0
				0
				0
				0
<i>Subtotal Consumables</i>	0	0	0	0
4. Other costs (e.g. sub-contracting). Please specify				0
5. Overheads (if applicable)				0
TOTAL	0	0	0	0

16. Personnel (maximum of 2 pages)

Briefly describe the education, qualification and relevant experience of each project staff person and invited expert, focusing on human rights where appropriate.

ATTACHMENTS

In addition to the Project Proposal, the application package must include copies of the following documents:

1. Proof of registration as a non-governmental/civil society organization including copies of the registration certificate and other governing documents;
2. Curriculum vitae of two key staff members who will be involved in the implementation of the project.