



CONNECTING VOICES AND ACTION
to End Violence Against Women and Girls
in the MENA Region

GRANT SCHEME FOR Occupied Palestinian Territories

FAQ – Frequently Asked Questions

Naseej:
Connecting Voices and Action to End Violence Against Women and Girls
in the MENA Region

HUM/2018/400-606



**This project is co-funded
by the European Union**

Consortium Leader



OXFAM

1	<p>How much can I apply for?</p> <p>Eligible organizations (see eligibility criteria) can apply for 3 different sizes of grant:</p> <ul style="list-style-type: none"> • Between 25,000 and 50, 000 Euros (Lot 1) • Between 100,000 and 150,000 Euros (Lot 2) • Between 300,000 and 350,000 Euros (Lot 3) <p>You cannot apply for an amount that is not included in one of the 3 categories. Also, check the eligibility criteria to make sure for how much you can apply.</p>																
2	<p>If I apply for Lot 3 (big grant) with co-applicants, how much can I apply for?</p> <p>If you apply for Lot 3 with other co-applicant organizations part of the 300,000-350,000 EUR grant will be shared with the co-applicant organization(s). Ex. you are a large organization and decide to apply with another small organization (co-applicant); the project's budget include 250,000 EUR that will be directly managed by you (large organization) and 50,000 EUR that will be directly managed by the co-applicant.</p>																
3	<p>If an organization applies with another partner organization (co-application), can it apply for a bigger grant?</p> <p>The total amount that can be awarded to an applicant depends on the size of the applicant (lead applicant) organization as defined by the dimension criteria in section 3 of the Guidelines for Applicants (Definition of Organization's size). Including partners organizations or co-applicants in the application does not make it possible to the applicant organization to request a higher amount than the one allowed by its organizational dimension.</p>																
4	<p>We are a medium sized organization only working in Gaza, if we partner with an organization working in the West Bank, do we qualify to apply for Lot 3?</p> <p>The size of the organization is defined according to the criteria included in the Guidelines for Applicants. Partnering with other organizations does not change the size of the applicant organization.</p>																
5	<p>How do I know if my organization is considered small, medium or large?</p> <p>You can check the following table. Which criteria is your organization meeting?</p> <table border="1" data-bbox="236 1509 1455 2056"> <thead> <tr> <th>Type</th> <th>Annual Budget 2019-</th> <th>Staff</th> <th>Geographical outreach</th> </tr> </thead> <tbody> <tr> <td>Small Organization</td> <td>less than 200.000 USD</td> <td>less than 5 permanent staff</td> <td>has an outreach in a community, village, refugee camp, etc.</td> </tr> <tr> <td>Medium Organization</td> <td>between 200.000 and 500.000 USD</td> <td>Between 5 and 15 permanent staff</td> <td>has an outreach in a governorate or more</td> </tr> <tr> <td>Large Organization</td> <td>above 500.000 USD</td> <td>Minimum 16 permanent staff</td> <td>National outreach with branch offices in different governorates</td> </tr> </tbody> </table>	Type	Annual Budget 2019-	Staff	Geographical outreach	Small Organization	less than 200.000 USD	less than 5 permanent staff	has an outreach in a community, village, refugee camp, etc.	Medium Organization	between 200.000 and 500.000 USD	Between 5 and 15 permanent staff	has an outreach in a governorate or more	Large Organization	above 500.000 USD	Minimum 16 permanent staff	National outreach with branch offices in different governorates
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6	<p>We are considered a large organization in terms of budget and staff, but we don't have a national coverage (West Bank and Gaza) . Would we be still considered a large organization?</p> <p>According to the definition of organization's size on page , large organizations should follow the following criteria: above USD 500000 annual budget, national outreach, and minimum 16 permanent staff. However, only two criteria out of the three apply to our organization.</p> <p>The criteria to determine the size of the organization should be considered approximately (see section 3.Definition of Organizations' size in the Guidelines for Applicants). The size of your organization will be defined in terms of which type of organization your entity is the closest to.</p>
7	<p>Can I apply even if I am not legally registered?</p> <p>No. Only organizations legally registered by relevant ministries and work in OPT (including East Jerusalem) are eligible to apply. It is worth noting Oxfam will ask for registration certificates, NOT for confidential information about previous beneficiaries or any sensitive data on SGBV.</p>
8	<p>My organizations has an Israeli registration, can I apply?</p> <p>If your organisation has an Israeli registration, you are only allowed to apply if your organisation is physically based in East Jerusalem.</p>
9	<p>I am an organization established in the West Bank/East Jerusalem and I cannot provide a tax clearance for my entity. Can I still apply?</p> <p>Organizations established in the West Bank and East Jerusalem, must provide a tax clearance to be considered eligible.</p>
10	<p>My organization is established and registered only in Gaza and is unable to provide a tax clearance, can I still apply?</p> <p>Organizations established and registered in Gaza that are unable to provide a tax clearance because they are legally exempted from tax payment, should submit the Annex 5 - Tax Clearance declaration, signed and stamped by an authorized person (annex 5 will be available for download on Naseej's website please keep checking the website)</p>
11	<p>How many applications can I send?</p> <p>Each organization can send only 1 application. Only 1 grant can be awarded to the same organization.</p>
12	<p>In the project design, should COVID-19 be taken into consideration when designing activities?</p> <p>In the project you should consider the context in which the activities are going to be implemented. This also includes, currently, taking into account COVID-19 pandemic's consequences.</p>
13	<p>I am an international NGO. Can I apply?</p> <p>No. Only local not-for-profit organizations can apply.</p>
14	<p>I am a UN Agency. Can I apply?</p> <p>No. Only local not-for-profit organizations can apply.</p>

15	<p>Is it possible to apply as a network ?</p> <p>Officially, only one eligible organization can apply. This means that only one organization will be allowed to apply among those members of the network/coalition (unless the network is legally registered as a not-for-profit entity with the relevant ministry; in that case eligibility criteria will apply to the network entity). However, you can include the other members of the network/coalition as partners in the section 1.e Project Partners. These organizations can be involved in the activities; however only the applicant organization is allowed to receive and manage the funds if selected.</p>
16	<p>Can I apply together with other organizations?</p> <p>It is also possible to include partner organizations in your application, but they will not be allowed to manage any budget. To know the difference between partner and co-applicant, check question no. 19</p>
17	<p>Should partners meet the same eligibility criteria of the applicant organization?</p> <p>No. Partners do not have to meet all the eligibility criteria. However, Oxfam will assess partners of successful applicants to verify they comply with Oxfam's standards in terms of aid diversion, fraud and safeguarding.</p>
18	<p>I am an international NGO/ UN Agency. Can I apply with a local organization?</p> <p>No. Only local not-for-profit organizations can apply jointly.</p>
19	<p>What is the difference between a partner and co-applicant ?</p> <p>A Partner Organization, is an organization involved or participating in the applicant organization's project activities; however, partner organizations cannot manage any fund or resource from Naseej Grant Scheme. Partner Organizations can support but cannot be responsible for the implementation of any project activity.</p> <p>A Co-Applicant organisation is an organisation applying in a project with a Lot 3 organization (lead applicant); these organizations must meet all the eligibility criteria as for Lot 1 organizations. Besides participating in the project activities in general, they can:</p> <ul style="list-style-type: none"> • manage part of the funds of the project proposed, as defined in the proposed budget. • Be responsible for the implementation of specific activities in the project
20	<p>Can the project budget be divided among the applicant organization and its partners?</p> <p>For Lot 1 and Lot 2: No. Only the eligible organization (the applicant) is responsible of the funding and can manage it. The applicant organization can only cover the costs of activities that are implemented by the applicant organization. It is not possible to cover costs of activities in which the applicant organization is not directly involved. It is not possible to sub-contract other organizations to implement any activity.</p> <p>For Lot 3:</p>

	An applicant organization can apply with 1 or 2 other co-applicant organization. In this case, they will indicate in the budget form how the budget of the project is going to be shared among the applicants. However, applicant and co-applicants cannot sub-grant to any other organization.
21	<p>Can we implement activities with an organization with the value of 50 thousand euros but not in co-applicant modality, meaning that we will cover the cost ourselves as a large organization?</p> <p>Please see questions no. 19 and 20 to learn about the different partnership modalities In Naseej</p>
22	<p>What is more preferable under this grant? Co-applicants or sole applicants under lot 3?</p> <p>Large organizations are free to decide whether they prefer to apply with co-applicants or alone or with partners. The final award decision will highly depend on the quality of the proposals' received.</p>
23	<p>My organization is currently being registered. Can I apply?</p> <p>You need to provide a registration certificate, which is part of the eligibility criteria.</p>
24	<p>My organization is newly established, and doesn't have an annual budget yet. Can I apply?</p> <p>You need to provide an annual budget for 2019 or 2018 or 2017, which is part of the eligibility criteria. If you fail to provide this document, you won't be considered eligible</p>
25	<p>My organization is not working on gender-based violence or women's rights. Can I apply?</p> <p>In principle you are allowed to apply as long as the project you propose tackles at least one of the activity Streams of the Grant Scheme.</p>
26	<p>How many projects will be approved?</p> <p>The total amount available for this call is 1.100.000 € distributed in 3 lots:</p> <p>In general, Naseej Grant Scheme is aiming at funding:</p> <ul style="list-style-type: none"> • Around 6 small projects (between 25,000 and 50,000 Euros) • Around 2 medium projects (between 100,000 and 150,000 Euros) • Around 2 big project (between 300,000 and 350,000 Euros) <p>The Grant Selection Committee may decide on a different allocation of funds according to the quality of the projects received.</p>
27	<p>Which kind of organizations can apply?</p> <p>The organizations that can apply should:</p> <ul style="list-style-type: none"> • Be legally registered by the relevant ministry as non profit • Meet the eligibility criteria in the Guidelines for Applicants (4.1) • Be a local organization working in oPt (not international) <p>Some kinds of organizations will be prioritized, in particular:</p>

	<ul style="list-style-type: none"> • Women Rights Organizations: organizations whose main mandate and mission is supporting women's rights and gender equality; • Women-led Organizations: organizations whose management staff is made up by at least 50% of women • Organizations operating in remote areas like villages, refugee camps: organizations established and/or active in underserved communities, such as Community Based Organizations (CBOs), women clubs, etc.; • Human Rights Organizations which focus on advocacy, human rights and gender equality; • Youth-led Organizations working with youth on gender equality; • Registered networks of CSOs. <p>Moreover, Lot 3 applicants focusing on advocacy activities (stream 3) in their proposed projects, will be prioritized.</p>
28	<p>Is it possible to have implementing partners in the proposed projects?</p> <p>Naseej Grant Scheme aims at strengthening the capacities of the Grantees. For this reason, it is not possible for the applicant organization to sub-contract another organization to implement activities. The implementation of every activity in the project must be led by the applicant organization.</p>
29	<p>What does “sub-granting” mean?</p> <p>Sub-granting is the fact that one organization gives part of the funds received under Naseej Grant Scheme to another organization in order to conduct some activities of the project. In Naseej Grant Scheme sub-granting is not allowed in any form. This means that the applicant organization must be the sole responsible for managing the funds; all the expenditures and procurement must be conducted by the applicant organization.</p> <p>If you have included partner organizations in your project, these organizations can participate in the design and implementation of the activities; however, no funds should be transferred to them. All expenses related to partners' involvement must be directly processed and managed by the awarded organization.</p> <p>If you are submitting a proposal with co-applicants, each applicant organization (lead applicant and co-applicant(s)) will be allowed to manage the funds allocated to them in accordance with the budget submitted; however, nor the lead applicant or the co-applicants can transfer any fund to other organizations during the project implementation.</p>
30	<p>Are Lots linked with project streams?</p> <p>Each Lot can apply to work on specific streams; for Lot 1 and 2 applicants can propose projects under stream 1 and stream 2 Lot 3 applicants can apply to projects under all streams (1,2,3)</p> <p>Lot 3 Applicants including Stream 3 activities will be prioritized</p>
31	<p>Will large organisations applying for stream 3 be prioritized?</p> <p>As per the Amendment to the Guidelines for Applicants published on https://www.oxfamitalia.org/naseej/ (opportunities > Palestine), Large Organizations can apply for all streams, however applicants including Stream 3 activities (advocacy) will be prioritized.</p>

32	<p>My organization fits the definition of a large organization, can we apply under Lot 2 for a medium grant?</p> <p>Each organization has to first check if they are considered a small, medium or a large organization based on the definition (section 3 in applicant guidelines) then apply to the Lot specified for their size.</p>
33	<p>Our organization is a national large organization based on your criteria, however we are wondering if we can apply for less than 300,000 EURO?</p> <p>Large organizations can apply for Lot 3 grants (at least 300,000 EURO and maximum 350,000). It is not possible to apply for less.</p>
34	<p>Do the proposed projects need to be implemented in all locations of the targeted Locations in oPt?</p> <p>No, projects do not have to be implemented in all listed locations in oPt .Targeting at least one (1) of the suggested locations is enough to comply with the criteria. Only one project proposal should be submitted in cases of targeting more than one location.</p>
35	<p>Can projects be implemented in only one (1) location?</p> <p>It is possible to propose projects targeting only one (1) location when applying for Lot 1 and Lot 2 (small and medium grants). However, the larger the grant, the more positively it will be considered if more than one location is included.</p> <p>Targeting multiple locations is highly encouraged for organizations applying for Lot 3 (Large organizations) – See Selection Criteria in the Guidelines for Applicants</p>
36	<p>Can proposed projects target all three (3) Streams?</p> <p>Only applicants to Lot 3 can include in their project activities targeting all the 3 streams. Lot 3 Applicants including Stream 3 activities will be prioritized. Lot 1 and Lot 2 applicants can only target Stream 1 and/or 2.</p>
37	<p>Can organizations propose activities which they have not implemented in the past?</p> <p>Although organizations can propose activities which they had not previously implemented, during the review of proposals the experience of the interested NGO will be considered. Applicants proposing activities for which they have expertise will be positively evaluated.</p> <p>When tackling GBV issues, it is not expected from NGOs to have full expertise in the proposed activities (Naseej aims at strengthening the capacity of local organizations), but applicants must prove they apply minimum standards.</p>
38	<p>What is the number of target groups in the project?</p> <p>There is no specific number of beneficiaries you must target. It all depends on the activities you propose and the objectives you want to achieve.</p>
39	<p>Do you encourage activities on capacity building particularly for women ?</p>

	Applicants can include in their proposals any activity that is clearly contributing to the achievement of the Streams' objectives. You can refer to section 4.3 Types of eligible activities in the Guidelines for Applicants for a list of examples. Capacity building activities are eligible as long as they contribute to achieving Naseej's and the applicant's proposal's objectives.
40	<p>The number of grants for Lot 2 and Lot 3 is up to 2 grants each Lot. Are the grants distributed geographically i.e. one grant for the West Bank and the other for Gaza Strip per Lot?</p> <p>Ideally, funding will be allocated among all the locations that Naseej is targeting. However, the final allocation will depend on the quality of the proposals received.</p>
41	<p>What does it mean that applicants to Lot 2 and 3 will be requested to contribute to Naseej project through training?</p> <p>If you apply for Lot 2 or 3 (100,000-150,000 Euros or 300,000-350,000 Euros), you will have to explain in the Application Form – Narrative which kind of training experience you have as organization on any topic related to Naseej Grant Scheme's Streams (ex. Gender based violence, women's rights, family law, gender equality, feminism, working with men and boys for gender equality, etc.).</p> <p>If selected, your organization could contribute to training topics that will be held as part of Naseej capacity building plans under this grant.</p>
42	<p>Are co-applicants going to be involved in Naseej Capacity Building Activities?</p> <p>Yes. Co-applicants supported by Naseej Grant Scheme will be involved in the capacity building activities foreseen for the grantee organizations.</p>
43	<p>Are partners going to be involved in Naseej Capacity Building Activities?</p> <p>Yes. Partner organizations of Naseej's Grantees will be involved in the capacity building activities foreseen for the grantee organizations.</p>
44	<p>Are there any contractual obligations under Naseej?</p> <p>As a project being funded by the European Union and implemented by Oxfam, grantees will have to comply with the procurement regulations that will be shared by Oxfam.</p> <p>In terms of beneficiaries, you can refer to section 1.Objectives of the Call in the Guidelines for Applicants.</p>
45	<p>What is the allowed percentage for salaries in the budget under LOT 3?</p> <p>The total amount of Operational Costs, including Support Human Resources (management, coordination, administration, etc.) and Running costs (office rent, utilities for the office, vehicles' running costs, etc.) shall not exceed 30% of the project's total budget.</p>

Partners

Organizations that want to propose a proposal jointly with other organizations, can do that by including the other organizations as **partners**.

Only 1 organization can officially apply. **Partner** organizations can participate and contribute to the project activities, however only the applicant organization can receive the funding and manage it.

This means for example, that all the expenses related to activities must be done by the Applicant Organization. It is not possible for example, to pay Partner organizations' salaries through Naseej Grant Scheme. It is not possible to transfer funding to partners.

Also, **informal groups** and networks can be included as partners in the proposals.

Applicant organization must lead and be the main implementer in all the project activities. It is not possible to propose activities in the project in which the Applicant Organization does not participate.

Example: the local CSO X wants to propose a project in 3 locations in oPt. Since the local CSO X wants to include activities with youth, it decides to propose to local CSO A to join the project as a partner. CSO A is a small grassroots organization that works in 1 of the project locations especially with youth. For this reason, CSO A offers to support CSO X in the organization of one of the project's activity which is a series of cultural events for youth promoting gender equality. CSO X will design and organize the events in collaboration with CSO A; all the costs of these activities will be paid by CSO X and purchases will be also done by CSO X.

Co-Applicants

Organizations applying for Lot 3 can co-apply with up to 2 co-applicant organizations.

By **Co-applicant Organizations**, we mean organizations applying in a project with a Lot 3 organization (lead applicant); these organizations must meet all the eligibility criteria as for Lot 1 organizations. They should comply to the following requirements:

Eligibility Criteria	Same as Lot 1
Max. number of co-applicants allowed	2 for each project
Max. amount of budget that each co-applicant can manage	50.000 Euro

Example: the local large CSO X wants to apply for a project in Lot 3 and include 2 co-applicant organizations. The 2 co-applicants meet the criteria for Lot 1 organizations. The budget of the project is 350,000 EUR; in the budget form, the 3 applicant organizations describe how the project budget is shared: the applicant large organization will manage a total of 270,000 EUR, co-applicant 1 a total of 50,000 EUR and co-applicant 2 a total of 30,000 EUR.

Each organization will be responsible of specific activities, as described in their application form.

The costs and expenses will be managed accordingly.

	<u>Application Form – Narrative (Annex 1)</u>
46	<p>Year of establishment <i>What do you mean by year of establishment?</i></p> <p>We mean the year of registration of your organization.</p>

47	<p>What do you mean by Organization’s mission and main objectives (1.h)?</p> <p>In this section, you should briefly describe (max 10 rows) what are the main general objectives that your organization tries to achieve. By mission we mean the cause that your organization is pursuing.</p>
48	<p>Who can be the Contact Person and what is he/she supposed to do?</p> <p>The Contact Person can be anybody in the organization. He/she will be the person that will be communicating with Oxfam on every update and step of the call. The Contact Person does not necessarily need to be involved in the project if it gets approved.</p>
49	<p>My Annual Budget in 2019 includes different currencies. How do I get to the final amount?</p> <p>We ask you to indicate in EUR your organization’s annual budget for 2019. If you also received revenues in other currencies, we ask you to convert those amounts into EUR using the following exchange rate https://ec.europa.eu/info/funding-tenders/how-eu-funding-works/information-contractors-and-beneficiaries/exchange-rate-infoeuro_en (July 2020).</p>
50	<p>What kind of information shall I provide in the Financial and control mechanisms and procedures’ section?</p> <p>In this section we ask you to describe in max 1 page how your organization manages its funds internally. For example, what kind of procedures do you have in place to manage cash ,banks and the assets and vehicles of the organization? How do you ensure that expenditures are controlled/monitored and authorized? how is the procurement cycle functioning at your organization (please mention the procurement thresholds if available ?how do you ensure budget monitoring (projects and office budget)?if the organization has a grant management how do the organization manages these grant ?</p>
51	<p>What do you mean by “Main beneficiaries” in the Project’s Activities?</p> <p>In this section you should describe all the individual/groups/actors that will directly benefit from the specific activity. Every activity can have more than one kind of beneficiaries (ex. psychological support can be provided to different kinds of beneficiaries such as girls, women, men, etc.); include all of them and describe them in detail (how many? which age? Etc.). Try to be as specific as possible.</p>
	<p><u>Application Form – Budget (Annex 2)</u></p>
52	<p>What does “Equivalent” mean?</p> <p>For every budget item you insert you should indicate in the Equivalent column, what is the % of this cost that you are going to cover through the project funds. For example, you may want to include the salary of a psychologist in the project, who will also work for other projects with your organization. Even if she/he has a full time contract with your organization, she/he may only work 50% of her/his time on the project and for this reason you will only cover 50% of her/his salary throught the project funds. In this case you will put in the cell “Unit Price in €”, her/his full salary but in the “Equivalent” column you will put 50%.</p>

53 What kind of costs can be included in the budget?

Any cost that is clearly necessary to implement the activities can be included. However, these costs cannot be included:

The following costs cannot be included in the projects proposals:

- Debts and debt service charges (interest);
- Provisions for losses, debts or potential future liabilities;
- Costs declared by the Grantee and financed by another action or work programme receiving a European Union grant (including through the European Development Fund);
- Purchases of land or buildings;
- Currency exchange losses;
- Credits to third parties;
- Salary costs of the personnel of national administrations (except for what stated above);
- Performance-based bonuses included in costs of staff;
- Unconditional cash transfers to individuals or entities (sponsorships, scholarships, etc.).

54 Is there a maximum amount for specific costs?

In the Budget Form, you can see at the end of the form a cell “Support Human Resources + Running Costs < 30% Tot Budget”

The screenshot shows a spreadsheet interface with columns labeled A through G and rows for different budget categories. The categories include 'Activity 2', 'Activity 3', and 'Participation of 1 staff to the final event'. A blue row labeled 'Total project budget' is visible. At the bottom, a green cell contains the text 'Support Human Resources + Running Costs < 30% Tot Budget' and the value '0%'. The spreadsheet is titled 'Application Form- Budget'.

The sum of the Support Human Resources section and the Running Costs section should be **below 30% of the Total budget proposed**