



## Human Mobility Initiative Fund

### Call for applications

#### FAQ

#### GENERAL INFORMATION

1. **Q: How can we apply for the call for applications?**

**A:** To submit your proposal, you need to use the online application form.

To access the application form, please register on our platform by logging in through this link on our website <https://www.oxfamitalia.org/hmi-fund/> or directly by accessing the platform here: <https://7890.evalato.com/>.

Once registered, you will find the link to the application form in your profile. You can edit your proposal until the deadline, which is on 22 February 2024! After this date, all applications will be evaluated within the platform.

2. **Q: Can Oxfam send the form via email?**

**A:** No, we are not able to send the application via email. The only way to participate in the call is to register on our platform through our website <https://www.oxfamitalia.org/hmi-fund/> or directly by accessing the platform here: <https://7890.evalato.com/>.

3. **Q: If I have problems with my application form and can no longer log in, what can I do?**

**A:** If you have any technical questions, please contact us at [hmifund@oxfam.it](mailto:hmifund@oxfam.it). We will be happy to assist you.

4. **Q: Can we submit our project proposals through your Country offices?**

**A:** No, proposals cannot be submitted through country offices. The only way to submit your application is using the online form at this link: <https://7890.evalato.com/>.

5. **Q: What support do we need from your Oxfam Country offices (e.g. Nigeria)?**

**A:** You do not need specific support from an Oxfam Country office to submit your application.

6. **Q: If I submitted my application before the deadline, can I still edit it?**

**A:** Yes, the applications can be edited after submission. All applications, including those already submitted, may be changed until February 22, 23:59 CET (Central Europe Time).

7. **Q: What plans are in place to empower organisations that may have failed to meet the selection criteria?**

**A:** The Human Mobility Initiative Fund is a specific activity of the broader Human Mobility Initiative. As such, financial and technical support will be provided to those organizations/institutions that are selected. We appreciate the time and effort that each organization/institution puts into applying to the



HMIF and hope that the Initiative will be able to provide even more support in the future. However, at this time, due to limited resources, only selected applicants will receive targeted support.

8. **Q: Would it be possible in the future to have a long-term partnership with OXFAM (5-years project)?**  
**A:** Oxfam's policy is to seek long and fruitful partnerships. However, this does not mean that we can guarantee a long-term relationship with every organization we work with, and even if the question relates to further funding opportunities, we can't predict possible opportunities at the moment.
9. **Q: Is it possible to provide the email address of the co-applicant? Our main applicant (local organization) does not work in English and is less involved in drafting the concept note.**  
**A:** Yes, you can provide the co-applicant's email address, but please indicate somewhere in the proposal that the primary applicant is not working in English and that you are the one writing the proposal. Please note that official communications will only be sent to the email address you provide on the application form (question 14).
10. **Q: Can you please send me the registration and application submission confirmation?**  
**A:** You should have received an automatic email confirming your registration to the “evalato platform” (including a PIN for access). If you didn't receive it, please check your spam box. If you cannot find it there either, please send an email to [hmifund@oxfam.it](mailto:hmifund@oxfam.it). You will receive the email confirming the submission of your proposal on 23/02/2024, after the deadline has passed and you will no longer be able to make any changes.
11. **Q: Is it possible to have an attendance list or contacts of participants in our emails to create a support group?**  
**A:** Due to the large number of participants and to protect the privacy of everyone, we decided not to share the list with the email addresses of the participants.
12. **Q: Is it possible to contact you by telephone for any further clarifications?**  
**A:** Please, read carefully the FAQ published on the website <https://www.oxfamitalia.org/hmi-fund/> which may answer other questions you may have. In order to ensure that all the applicants have equal access to information, we cannot have bilateral conversations or exchanges. However, please write to [hmifund@oxfam.it](mailto:hmifund@oxfam.it) if you have any technical problems in accessing the online application form.

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| SPECIFIC INFORMATION (Grant, Funded organizations, Budget, Activities, Eligibility criteria, etc.) |
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13. **Q: What is the maximum amount that can be requested as a financial contribution? (question 34 of the application form)**  
**A:** The total financial contribution you can request ranges from a minimum of **20,000 EUR** to a maximum of **30,000 EUR**. Nevertheless, proposal requesting less than 20,000 Euro will also be evaluated.



**14. Q: What is the maximum amount for each cost item in the budget? (questions 34.1, 34.2, 34.3 and 34.4 of the application form)**

**A:** The budget for human resources, program implementation, and communication does not have any percentage / predetermined amount; however, the operational costs (i.e. administrative, office, and equipment costs) must not exceed 30% of the total contribution requested.

**Please note:** the sum of the costs of human resources (34.1), program implementation (34.2), communication (34.3) and operational costs (34.4) must be equal to the total financial contribution requested (34).

**15. Q: How many organizations are you likely to fund?**

**A:** Realistically, we will be able to fund approximately 8 organizations through this Call.

**16. Q: Can we include the purchase of a car to transport our staff for advocacy activities?**

**A:** No, purchase of a car can't be included in this proposal. However, it is possible to rent a car for a limited duration, if you are able to show that this rental car will be used specifically for the project activities. In this case, please add it under "Program implementation costs" category.

**17. Q: Can I enter budget items in my country's currency?**

**A:** No, you cannot. Costs should be expressed in EUR. For any currency exchange, please use the following website: <https://www.oanda.com/currency-converter/>.

**18. Q: Can we include scholarships, sponsorship, and tuition as costs?**

**A:** No, you cannot. Unfortunately, costs associated with scholarships, sponsorships, and tuition are not eligible for this call.

**19. Q: Can the applicant distribute funds, as well as assign part of the expenditures to its co-recipients/partners?**

**A:** The applicant cannot provide grants to other entities. The invoice for the expenses must be in the name of the applicant organization, which will take primary responsibility for the management (including ensuring the eligibility of the costs).

**20. Q: Are projects that have already received funding from other organizations eligible for funding?**

**A:** Yes, they are. The project can be implemented in the frame of a wider program funded by other grants. However, it is important to clearly define which will be the objectives and activities specifically implemented under this grant.

**21. Q: Is it possible to apply for two projects/initiatives under the same organization (one at global/EU level and one at national level)?**

**A:** No, it is not. Due to the limited number of project that we can finance, it was decided to limit one project submission for each organization applying.



22. **Q: If an organization is registered in both the West (Europe) and the South (Africa), which bank account and registration certificate should it use?**  
**A:** You can submit the two certificates on the same PDF document. Regarding the bank account, you don't need to provide the number now. If your organization is selected, we will discuss and decide which is the most relevant bank account to use, also based on the activities and operations you propose, when preparing the contract documents.
23. **Q: If my organization is working with Oxfam on other projects, can we apply for this grant?**  
**A:** Yes, you can. Oxfam partners are welcome to participate to this call.
24. **Q: Do applicants need to contribute 30% of the funding through own contribution?**  
**A:** No, they do not. The total financial contribution can be between 20,000 and 30,000 Euro and it will be fully covered by the HMI Fund. There is no mandatory requirement for co-funding (add other/own contribution). However, within the total financial contribution, a maximum of 30% should be allocated to Operational costs (office rent, equipment, administrative costs).
25. **Q: One of the ineligible costs is "Salary cost of the personnel of national administrations including top ups and similar emoluments". Could you explain this?**  
**A:** Costs related to benefits and compensation (e.g. per diem) for civil servants or government employees are not eligible costs. For example, if you want to organize a workshop with local government employees, you cannot pay them to attend.
26. **Q: How can I distinguish if a cost is either a program implementation cost or a human resources cost? For instance: focus groups mentors, researcher, communication officer, project manager.**  
**A:** You can add expenditures under (A) Human Resources when are related to the payment of salary of your organization staff (for instance the communication officer, project manager etc.). Regarding the researcher and the focus group mentors: if they are part of your staff, you can add them under (A) HR; if they are consultant/service contract, you can add them under (B) Program implementation costs.
27. **Q: Will another template (with breakdown) of the budget be shared or during the implementation it will be maintained the one in the application form?**  
**A:** A detailed budget of the project will be completed by the selected organization before the start of the implementation of its initiative to facilitate the monitoring of expenditures.
28. **Q: Can the organizations include overhead (indirect costs) in the budget?**  
**A:** The 4 budget categories described in the application form are not specifically distinguishing the overhead cost. Nevertheless, it is possible to include recovery/administrative costs under the cost category **(D) Operational costs**.
29. **Q: Can we include in the costs (human resources) the remuneration of a board member because he works as a lawyer in the association advising and legally representing asylum seekers and refugees?**  
**A:** Yes, you can. The remuneration of person in charge of implementing activities can be included under the cost category **(A) Human Resources**. In alternative, if the collaboration is punctual, as consultant, it can be included under cost category **(B) Program implementation costs**.



**30. Q: Is it acceptable if we provide gift cards to research participants? Sometimes we provide research participants with gift cards (\$20-25) in appreciation of their time spent responding to our interview questions.**

**A:** No, gift cards for participants of research are not eligible for this call.

**31. Q: Do you require the applicant to be part of a partnership/consortium?**

**A:** No, we do not. The applicant can apply individually or in partnership with other entities.

**32. Q: Can I fill out the form in French or another language?**

**A:** No, you cannot. We are sorry but English has been chosen as the official language of this call, as it is a global initiative and we want to create a network of organizations that can exchange experiences and results. Eventually, translation costs can be budgeted if necessary.

**33. Q: Will the research or advocacy papers developed through the grant also need to be translated into English?**

**A:** The main documents, among which the grant reports, will have to be submitted to Oxfam in English, considering the global dimension of the call and the component of networking activities that we will jointly do along the implementation phase.

**34. Q: What documentation will the partners need to provide?**

**A:** As the applicant organization will be accountable to Oxfam for ensuring that the conditions expressed in the contract are met, it is up to the applicant to define what type of documentation to request from its partners.

**35. Q: Is this a global call or is it only for organizations based in Italy?**

**A:** We confirm that the Call is **GLOBAL** and open to all regions, including Africa, the Americas, the Middle East, and Europe. However, countries where Oxfam has an operational office and/or programs will have priority. You can find all the countries of the Call and more information in the GUIDELINES, downloadable and readable here: [https://www.oxfamitalia.org/wp-content/uploads/2024/01/HMI-Fund\\_Guidance-for-nts-1.2.pdf](https://www.oxfamitalia.org/wp-content/uploads/2024/01/HMI-Fund_Guidance-for-nts-1.2.pdf).

**Please note:** This priority **does not mean** that your organization is not eligible and will be excluded if it is not on the list.

All eligible proposals will be carefully read and evaluated!

**36. Q: Can we apply to the call by presenting a project that lasts between 6 and 9 months and is part of an ongoing initiative?**

**A:** Yes, it is perfectly fine if the proposed activities will complement an ongoing initiative or one that will begin soon (see questions 30 and 30.1 in the application form). We recommend that you propose a project with activities that can be completed within 6-9 months and have a tangible impact, in line with the Human Mobility Initiative objectives.

**37. Q: Are universities and research institutes also eligible to apply for the call?**

**A:** Yes, they are. Universities and research institutes focused on defending and promoting refugee/migrant rights are eligible to participate in this call.



**38. Q: Can international organizations (e.g. UN agencies) apply for this call?**

**A:** No, UN and International NGOs are not eligible to apply to the call. This Call is only open to local migrant/refugee-led civil society organizations, frontline organizations, and institutions (universities, research centres, etc.) that work for migrant/refugee rights.

**39. Q: If the organization is not registered with government, but it works day in and day out, can the organization be eligible?**

**A:** In case your organization is not registered, please, write the justification under question 5 and 5.1 of the application form.

**40. Q: What is the project duration?**

**A:** The duration of your activities ranges from 6 months to 9 months.

**41. Q: Do we need to include our Safeguarding Policy?**

**A:** There is no need to include your Safeguarding policy at this stage.

**42. Q: Does Oxfam Italia have a representative in Kenya? In Colombia? Any representative in South Africa from Oxfam?**

**A:** Yes, it does. Oxfam has offices in Kenya, in Colombia and in South Africa.

**43. Q: Which kind of evidence /documents do you ask in order to prove that the organisation is not involvement in harmful activities and respect Prevention of sexual exploitation and abuse?**

**A:** No specific documentation is required at the application stage. If selected, the organization will go through a vetting process in which Oxfam will verify the compliance with these requirements. This may require the applicant to provide specific documentation.

**44. Q: If the registration certificate is in French, is it mandatory to translate it into English?**

**A:** It is not mandatory to share the translation into English of the registration certificate.

**45. Q: Are community-based organizations eligible to apply?**

**A:** Yes, as long as they meet the eligibility criteria and propose activities in line with the objectives and priorities of the Human Mobility Initiative (see Guidelines for Applicants).

**46. Q: Are educational organizations such as universities (teaching, research, and community service responsibilities) that specifically work on migration and health eligible to apply?**

**A:** Yes, institutions such as universities are eligible if the proposed activities are within the objectives and scope of the call (see Guidelines for Applicants).

**47. Q: How intrusive would the research be into our members stories/lives?**

**A:** We understand the priority to protect the beneficiary's identities. As Oxfam, we have an obligation to maintain confidentiality when processing personal and sensitive data, in accordance with Italian law and Regulation 2016/679/EU (GDPR). Furthermore, we have adopted a Safeguarding Policy.



**48. Q: What activities can partners/co-applicants be responsible for? Can management and planning activities be carried out by partners?**

**A:** The applicant and partner(s) may be responsible for the proposed activities, according to their own expertise and depending on the nature of their organization. However, the applicant is also responsible for ensuring that the implementation of the activities of the other entities is in line with the workplan and achieves the intended objectives.

**49. Q: Can a project be both “Evidence-based research / data collection and analysis” and “Migrants/refugees’ rights advocacy and campaigns”?**

**A:** Yes, it can.

**50. Q: In the frame of psychosocial support activities in schools to tackle peer bullying (...) we would like to publish a child book composed of child stories from different nationalities with mapping and distribute it in the school to promote social cohesion and fight against discrimination in addition to our activities. Would this project fall within the scope of the call?**

**A:** Yes, campaigns, advocacy and good practices related to social cohesion and/or analysis of specific anti-migration narratives and their impact on affected populations can be considered within the scope of the call. Please note that one of the evaluation criteria (see Guidelines for Applicants) will be "how the proposal fits within the objectives of the HMI", as one of the main objectives of the Human Mobility Initiative is to influence migration policies.

**51. Q: Are activities of internally displaced persons (IDPs) considered for this grant just as migrants and refugees? And stateless persons?**

**A:** Yes, this grant covers all people that move within the country (Internally Displaced Persons - IDPs) and across an international border, regardless of the reason and duration they move for, and their legal status. Stateless persons are target groups, as well as migrants and refugees.

**52. Q: Is this call open for research only and not activity (ies) implementation?**

**A:** The activities that can be implemented under this call are those related to the advocacy, campaigns, evidence-based research, data collection and analysis.

For example, the applicants may propose activities that raise awareness on the legal status & rights of migrants and refugees (recognition of legal status; access to documentation; ability to claim asylum, access to legal services; involuntary/forced return; pushback; human rights violations; border violence etc.) or analysis of specific anti-migrant narrative and their impact (see Guidelines for Applicants).

The provision of basic services is not covered by this call.

**53. Q: As it is mentioned that the call is not for providing services to migrants/refugees, do you consider training on advocacy and policy making to migrants as a service?**

**A:** Training migrants to strengthen their capacity for advocacy and participation in policy making is an eligible activity.

**54. Q: Is it possible to apply with more than 3 countries of implementation?**

**A:** Yes, it is possible to submit a proposal for more than three countries. Please include the geographic location in "Section 24. Context and Specific Issue(s)".



55. **Q: Can we name our project title?**

**A:** Please write the title of your proposed project in question 23 of the application form.

56. **Q: Since awareness-raising is part of advocacy, will it be possible for this project to accept awareness-raising and advocacy campaigns on TV and radio?**

**A:** Yes, we consider TV/radio spots to be public service campaigns, so these activities are eligible for the purposes of this call.

57. **Q: Is this project for departure and host countries and does it support repatriation and reintegration?**

**A:** Yes, the project covers all people moving within a country (Internally Displaced Persons) and across an international border (all migrants, including refugees). The project will not support repatriation and reintegration, unless it is an evidence-based research/ manifesto, briefing on the issues.

58. **Q: Can we join GBV mitigation and campaign under refugee rights?**

**A:** Yes, these activities can be included in the proposal.

59. **Q: Our organization is specifically engaged in climate-related activities. Are we eligible to apply for climate action intervention?**

**A:** Climate action is not a priority theme or activity for this call. However, any proposal that seeks to establish a link between climate change and displacement will be welcomed. Evidence-based research/analysis on multiple drivers of human mobility (conflict, food insecurity, violence, climate change, inequalities etc.) are within the scope of this call.

60. **Q: Could you please explain your definition of human mobility in your context? An initiative on human trafficking does it fall within what you are looking at?**

**A:** With Human Mobility we refer to all aspects of the movement of people, regardless of reason or duration, within a country or across an international border away from a person's usual place of residence. Depending on the proposed activities, human trafficking might be considered eligible.

61. **Q: Can we apply if the project will be a component of an existing project in our organization? Can we apply if we are not a frontline organization, but we do MHPSS activities for refugees?**

**A:** Yes, you can apply if the proposed activities are part of a broader programming of your organization, as long as the activities you propose are in line with the priorities and objectives of the call (please see the Guidelines for Applicants).

62. **Q: We would like to develop a basic Life Skills Training Manual. The Life Skills Training Manual will focus on building the psycho-social competencies of affected communities to effectively manage their daily challenges. Is this eligible?**

**A:** Unfortunately, such activities are not in line with the priorities and objectives of the call (please see the Guidelines for Applicants).

63. **Q: What about if our organisation fills all the eligibility criteria, but we do not have a legal representative?**

**A:** The legal representative is one person who is endorsed by the organization to represent it. The organization's bylaws should identify the person(s) who can represent the organization and how they





are appointed to this role. You are encouraged to designate a person who is endorsed according to the procedures outlined in your bylaws or internal procedures.

**64. Q: Our organization is registered as a limited liability company, but we are a non-profit because we reinvest all profits back into the organization. Are we considered a non-profit and can we apply for the call?**

**A:** We confirm that your organisation meets at least one eligibility criterion, namely the 'non-profit nature'. We consider the mission (non-profit) more than the legal form. During this initial stage, it is sufficient to include the registration certificate in the application form. We will then request a bylaw/statute or other official document to prove the non-profit nature.

**65. Q: Under the question "Is your organization any of the following?" what if my organization is more than one or two?**

**A:** It is possible to select multiple answers that apply to your organization.

**66. Q: Can we apply in a consortium with a network of CSOs and a university department?**

**A:** CSOs and institutions such as universities are eligible to apply. Only one applicant will apply to the call and will be responsible for signing the contract with Oxfam and for reporting. Expenses must be incurred in the name of the applicant organization, which will take primary responsibility for the administrative management of the grant. It is possible to work in partnership with another organization, but it is not possible to sub-grant/transfer the allocated budget.

**67. Q: The application does not include recommendation letters. Can we submit them as additional information?**

**A:** It is not necessary to submit a letter of recommendation at this stage. However, if you wish, you can mention in the application form which organization you are partnering with (or have partnered with in the past). In case your project is selected, you can then submit a recommendation letter.

**68. Q: Does that period (6-9 months) include the reporting period?**

**A:** The final report can be submitted one month after the completion of the project activities.