**UNITED NATIONS**

**OFFICE OF THE HIGH COMMISSIONER FOR HUMAN RIGHTS**

**AND**

**Name of the proposed grantee**

**\*\*\***

**PROJECT PROPOSAL**

**[[1]](#footnote-1)**

**Title of Project:**

**Organization: Name of the proposed grantee**

**Duration: DD/MM/YYYY – DD/MM/YYYY**

**Total amount of the full project (if applicable): USD xx,xxx.xx**

**Amount requested from OHCHR: USD xx,xxx,xx**

# *Background*

**Provide background information on:**

* **Context and justification for the grant application**
* **Organization profile and experience in the area, including if recipient of previous grants from OHCHR or other donors in the past five years**

# *Project description*

# *Project objectives, activities and expected results[[2]](#footnote-2)*

**Fill in the table below with the following information:**

* + **Include the objectives of the project (logically linked to activities and expected results)**
  + **Describe each project activity (logically linked to objectives and expected results)**
  + **List the expected results for each activity (logically linked to activities and objectives)**

|  |  |  |
| --- | --- | --- |
| **Objectives** | **Activities and number of participants** | **Expected results** |
| 1 | 1.1, 1.2 and 1.3 | 1.1, 1.2 and 1.3 |
| 2 | 2.1 etc. | 2.1 etc. |
| 3 |  |  |
| Etc. |  |  |
|  |  |  |

***4. Role of OHCHR’s field presence in project implementation (if applicable)***

***5. Direct and indirect deneficiaries (description and estimated number)***

# *6. Staffing*

**Fill in the table below; add as many lines as you need:**

|  |
| --- |
| **STAFF REQUIRED ONLY FOR THIS PROJECT** |
| |  |  |  | | --- | --- | --- | | **Job title in the project and staff name** | **Responsibilities for this position** | **Full time or part time (percentage %). Full annual salary for this position** | |  |  |  | |  |  |  | | |

**NB.** For staff recruited for the implementation of the project: if the person is already recruited, please include the CV; otherwise please indicate “vacant” in the above table. The corresponding CV(s) will have to be provided to OHCHR with the final report.

# *7. Implementation plan –include all the activities and their description (for example activity 1: training of police officers)*

**Fill in the time-table below:**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ACTIVITY** | **January** | | | | **February** | | | | **March** | | | | **April** | | | | **May** | | | | **June** | | | |
| **W**  **1** | **W**  **2** | **W**  **3** | **W**  **4** | **W**  **1** | **W**  **2** | **W**  **3** | **W**  **4** | **W**  **1** | **W**  **2** | **W**  **3** | **W**  **4** | **W**  **1** | **W**  **2** | **W**  **3** | **W**  **4** | **W**  **1** | **W**  **2** | **W**  **3** | **W**  **4** | **W**  **1** | **W**  **2** | **W**  **3** | **W**  **4** |
| Activity 1 | **x** | **x** | **x** | **x** | **x** | **x** | **x** | **x** | **x** | **x** | **x** | **x** | **x** | **x** |  |  |  |  |  |  |  |  |  |  |
| Activity 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **x** | **x** | **x** | **x** |  |  |  |  |  |  |
| Activity 3 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **x** | **x** |  |  |  |  |
| Activity 4 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **x** | **x** | **x** | **X** |
| Activity 5 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **x** | **x** |

***8. Risk Assessment:***

**Identify challenges that might impede the successful implementation of the project. For each risk, you have to identify a mitigation measure.**

# *9. Added value of the project, including gender diversity*

**Describe in two paragraphs what would be the added value of this project; take into consideration gender diversity.**

# *10. Sustainability*

**Describe in two paragraphs what would happen with the attained results once the project has been finalized.**

# *11. Budget requirements*

The project requires US $ …from OHCHR for the successful accomplishment of the project activities. Add the list of activities.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Additional information attached (if applicable)**

**a) Information on other sources of funding for the project**

|  |
| --- |
| **SOURCES OF FUNDING** |
| **A: Information on other sources of funding for the period of the application**  **Fill in the table below; add as many lines as you need** | |
| | **Name of Source** | **Type of Source**  **Cash or in-kind from the grantee** | **Period** | **Purpose** | **Foreseen amount/value** | **Status** | **Proposed Amount** | | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | | **Total** |  |  |  | **US$** |  | **US$** | |  |
| |  | | --- | | **B: Comments on other sources of funding** | |  |

**b) Registration of the NGO in the country (attach a scanned copy of the registration certificate)**

**Registration certificates could be waived if other documents are attached, proving that the NGO has been implementing various activities and that at least several individuals (staff, volunteers) have been involved in the implementation of these activities.**

**c) CVs of staff to be paid by this grant (attach copies of the CVs)**

**d) Name of proposed audit company and contact details of the proposed auditor**

**Date**

**Name and title of the representative of the organization asking for a grant from OHCHR**

**Signature**

1. **The project proposal must not exceed 10 pages. However, additional information may be provided as attachment(s).** [↑](#footnote-ref-1)
2. A report is not an expected result. An increased knowledge on human rights norms on racial discrimination is an expected result. [↑](#footnote-ref-2)