



UNWG Geneva Project Proposal Guidelines for Application

Please read carefully before filling out the application form.

Failure to comply with all provisions (section C) or submission of an incomplete application will result in the automatic rejection of your application.

A. THE PROJECT

What type of project will the UNWG consider funding?

The project should:

- Benefit disadvantaged children, mothers of young children and/or young women.
- Address basic needs in health, education, vocational training, water and shelter, focusing on long-term benefits and wellbeing of children and women and their living circumstances.
- Be completed within 6 months from receipt of funds.
- Be sustainable and environmentally friendly.
- Adhere to the UN Declaration of Human Rights and to the UN Convention on the Rights for the Child and abide by internationally accepted ethical standards.

What will the UNWG not consider funding?

The UNWG will not finance:

- Perishable goods
- Major construction works.
- Recurrent administrative costs incurred by the organisation (e.g. salaries, office rentals, office supplies, communication costs, travel expenses, consumable items).
- Transport of goods.
- Projects supporting any sort of religious education and/or political activities.
- Micro-credit programmes.
- Revenue generating schemes (e.g. purchase of computers for a cybercafe, purchase of equipment to be rented out for commercial purposes, purchase of animals for income generation).
- Projects already receiving sizeable financing from another organization.
- Emergency aid to areas affected by natural disasters.
- Projects benefiting just one child.
- Projects requesting funds retroactively for activities already undertaken.
- Sponsors and/or organisations that received funding in the past and failed to submit a satisfactory final report that included the narrative report, photos and final invoices.
- Any request for more than CHF 6,000.

B. THE SPONSOR:

1. Must be a UNWG member who has paid her membership fees for the current year and who will actively participate in raising funds through the UNWG-Geneva activities (e.g. the Bazaar, lottery ticket sales).
2. Must have a thorough knowledge of the project and country herself.
3. Must guarantee that the project manager in the country where the project is implemented is competent and trustworthy.
4. Will commit to remain responsible for the follow-up of the project.
5. Will be the contact point for all communication between UNWG and the project.

C. CRITERIA FOR PROJECT EVALUATION AND FUNDING:

- The applicant organisation can request one project per year.
- A sponsor can present only one project per year.
- **Non-governmental** and **non-profit** organisations, that receive no government funding, can apply for UNWG funding.
- Projects within a public administration or government structure or managed by a major NGO will not be given priority.
- Projects have to be implemented directly by the organisation applying for the UNWG funding.
- Banking information should be in the recipient organization's name and the bank address in the country where the organization is registered. No funds will be transferred to individual accounts. In some cases, funds can be transferred to a "mother" or "partner" organisation in another country, however proof must be sent to the UNWG that the total amount of the grant was received by the local organisation implementing the project (i.e. that no administrative overhead charges were retained by the mother/partner organisation).
- Organisations can be funded for a maximum period of three years (consecutive or not) however, each submission must be for a set of different project objectives and scope.
- Projects to be implemented in areas of political conflicts or war will be screened very closely for feasibility.
- Financing of water supply and drilling projects or any construction projects need to be accompanied by a local government approval, architect plans and/or a feasibility study, as well as maintenance plans. Construction projects need to be accompanied by a letter of support from the local community or government that clarifies who owns the land and what agreements are in place for the project to be implemented.
- Projects receiving more than 50% from other donors will not be given priority.

D. THE APPLICATION PROCESS:

1. Project applications will be accepted until **31 December of each calendar year**.
2. The project application form must be completed by the project manager, in close collaboration with the sponsor. It **must be signed by** the project manager and the treasurer of the applying organisation as well as the UNWG sponsor.
3. The application should be filled electronically and sent to UNWG Vice-President - Projects at project@unwg.ch and copied to cfnu.unwg@bluewin.ch. Exceptionally the application can be printed, filled-in by hand and sent to UNWG Secretariat, Villa Le Bocage, 8-14 Avenue de la Paix, 1211 Geneva 10. An email with acknowledgment of receipt will be sent back to the UNWG sponsor.

4. The application form must be filled **in either English or in French**. For any document that is attached to the application and that is in another language, a translation into English or French is mandatory.
5. The application must include **legible official registration documentation** of the organisation implementing the project that is not older than 2 years.
6. All monetary figures must be converted **into Swiss francs (CHF)** indicating the date of exchange rate. UNWG funding will be awarded in CHF at the exchange rate of the time of selection and generally transferred in CHF.
7. All requested amounts must be justified with **pro forma invoices** or formal quotations.
8. The UNWG will finance up to a maximum amount of **CHF 6.000** per project .
9. The funding request will be evaluated by the Vice-President – Projects, and then be examined by the Executive Committee for a final decision by March of the following year.