

DISABILITY ACTION COUNCIL (DAC)



CAMBODIA DONOR INFORMATION

COMPILED BY: DAC Secretariat
Phnom Penh, Jan-May 2004
4th Edition

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Foreword

This document compiled by the DAC Secretariat in order to provide organizations and individuals with an overview of potential funding sources. The majority of donors listed in this third edition are bilateral donors with offices in Phnom Penh and overseas. Their funding capacities range from small-scale interventions to substantial project funding. Most the donors are committed to assisting the most vulnerable groups. The priorities vary considerably and not all of them include disabled people explicitly in their program outlines. However, there was an initial interest from all the donors to give consideration to project proposals aiming at assisting disabled people of Cambodia.

As always, funds are limited and donors need to make choices when funding projects. As a general strategy, it is advisable to meet relevant donors with an outline of the project prior to developing full proposals.

We realize there are many donor organizations missing. We will aim at filling these gaps in further editions by providing more information on major non-governmental donor organizations.

In case you have any additions, comments or suggestions that you would like to share with us and other organizations in the rehab sector, please don't hesitate to contact us. This document will improve also with your assistance and input.

Phnom Penh – May 2004

ABILIS Foundation

ABILIS Foundation is a development fund, founded by Finnish disabled people in 1998. We give financial support to organisations of disabled people in the South. Our goal is to support activities, which promote:

- Equal opportunities
- Independent living
- Human rights
- And economic self-sufficiency of disabled people.

We give aid to organisations that are run by people with some type of disability: mobility impairment, visual impairment, hearing impairment or any other type of disability. We can also give aid to organisations that are run by parents of children with disabilities. Here you can take [a tour around the world with Abilis.](#)

Special priority is given to human rights and to projects developed and implemented by disabled women.

Our grants are small seed funds ranging **from USD 500 to USD 10,000 USD**. They are one-time grants for new innovative projects, and we are not able to provide continuous funding.

Our board makes the decisions on which projects to support. The board members are disability activists who have experience in development co-operation. Most of the board members are themselves disabled.

The chairperson of Abilis Foundation is Mr. Kalle Könkkölä, former chairperson of [Disabled Peoples' International](#).

The vice-chair person is Rev. Ari Suutarla. The other members of the board are Ms. Elisa Pelkonen, Mrs. Maija Könkkölä, Ms. Irmeli Leinos, Mr. Jorma Kuosmanen and Mr. Pekka Tuominen. Abilis Foundation has one paid employee, Mrs. Taija Heinonen, who has a physical impairment.

Occasionally, we have the opportunity to send one of our representatives to make a personal visit to some of the projects. Abilis Foundation seeks funding for its activities from development funds of different governments, private funders and companies.

If you are a disabled person involved in a local organisation or network of disabled persons, we would be pleased to hear from you. This is a unique opportunity to get to work, helping disabled persons to help themselves! Abilis Foundation is looking for grassroots projects in which disabled persons are using their time and efforts on a voluntary basis. We would like to see that you plan well, but you can still make it a simple plan, using a set of guidelines, which you can obtain from us. When you are well planned, you are half way to having a successful project. Please visit: <http://.abilis.fi/abilishenglish.htm>

Contact address:

Rev. Ari Suutarla
Abilis-foundation
Aleksanterinkatu 48 A
FIN-00100 Helsinki
FINLAND

Tel: +358 9 682 1725
Fax: +358 9 6124 0333
E-mail: abilis@abilis.fi
Website: www.abilis.fi

Activities supported/funded by ABILIS:

One of the aims of Abilis is to promote co-operation between different disability groups. Famod is a Mozambican umbrella organisation for organisations of disabled people. Famod has several groups in different cities in Mozambique. The group in Beira received a grant from Abilis to buy a fishing boat. Today, deaf, blind and physically disabled people together

go to sea to catch fish outside the city of Beira. The project improved the nutrition of disabled people and their families. Furthermore, they learn a new profession.

Many projects funded by Abilis aim at improving the economical situation of disabled women. This is the case for Maguru Women Poultry Association among others. The association works in Fort Portal, Uganda, and includes a group of disabled women. The group has an income-generating project where disabled women sell foodstuffs and other items sitting by the roadside. The photo shows one of the ladies receiving her first set of goods as a start-up capital. After she has sold these with profit, she can go on to buy some more.

It is important to build a bridge across the digital divide: to allow access to modern computer technology for everyone, regardless of where they live. In Zambia, Abilis supported a computer course to members of different disability organisations.

In Vietnam, a group of disabled women teaches English language to paying customers. The group earns some income, and they also show that disabled people are able to work, too. Hanoi Self Help Association runs the project.

Mobility is important for disabled people, too. However, wheelchairs are expensive in many developing countries. For this reason, Abilis has given support to a wheelchair workshop in Managua, Nicaragua. Solidez runs the workshop and it makes wheelchairs but they also earn some income by making bicycles that can carry freight.

Raising cows is an important source of income for many families with disabled members in rural areas. Furthermore, they can improve their nutrition by drinking milk. Organization Revolucionaria de Discapacitados in Nicaragua has a project where each member of the group receives a cow. When the cow has a calf, the member gives the calf to a new member

[Foundation to Encourage the Potential of Disabled People](#) runs an independent living centre in Chiang Mai, Thailand.

Internet cafes and companies that provide secretarial services are a way of generating income and prestige for disabled people. Centro Alternativo Experimental del Sordo CAES teaches deaf girls how to use computers in San Pedro de Macoris in the Dominican Republic in the Caribbean. After the project, the trainees can easily find employment because they have learned a good skill.

In Mozambique, there is a teacher training college in Nhamatanda, which has accepted students with a visual impairment. They received a grant from Abilis to buy teaching materials, brailers, tactile games and other equipment. The photos show Magdalena using her Braille typing machine and Bastos writing Braille by hand.

In Nicaragua, a group of disabled men earn some income by cutting trees and making furniture.

With Abilis support, they built a new school where deaf children learn sign language and how to read and write – they learn an efficient way of communication, which enables them to lead an independent life.

Ruud Sri Vocational Training Centre for Disabled Children gives vocational training and education to children with different kinds of disabilities.

Abilis supports a film project about the situation of disabled people in Zambia. Abilis supports a film project about the situation of disabled people in Zambia. Among the crew of the film, here is Cathy Kaseketi at work.

Deaf Women Association in Antananarivo (FVMA) gives training in embroidery to 12 deaf women.

Ruud Sri Vocational Training Centre for Disabled Children gives vocational training and education to children with different kinds of disabilities.

**** Up dated 23 March 2004**

AJWS Funding Guidelines-Information for Grant seekers

AJWS believes that small, community-based organizations in the developing world have the most expertise about the needs of their communities, and what kind of programming will meet those needs. We therefore support grassroots non-governmental organizations with small grants, ranging in size from \$15,000-\$30,000. Our grants are awarded for a 1-3 year period. In addition to our funding for grassroots development projects, AJWS also provides humanitarian assistance for emergency relief, and technical assistance through the Jewish Volunteer Corps.

AJWS funds projects in the following areas:

Click on the program area to see examples of our current projects.

Health

Access, education and training are at the heart of AJWS' health programs. In remote rural areas local trainers educate women and girls about preventive and reproductive health, family planning and nutrition. AJWS project partners believe that healthcare is a human right. They promote behavioral change to help prevent the high rates of HIV transmission and to end deep-seated cultural practices such as Female Genital Cutting, community by community.

Education

Early Childhood Education, access to learning for girls, and literacy as an empowerment tool define AJWS educational programs. Education is the key to the healthy development of families, to employment opportunity and to the mobilization of communities struggling for their rights from Afghanistan to India.

Civil Society

AJWS believes civil society and democracy are strengthened when grassroots NGOs carry out development projects, challenge oppressive conditions and engage in human rights work. We support groups whose development work is complemented by advocacy for the most disadvantaged elements of their communities.

Women's Empowerment

Throughout the world, women and girls shoulder the heaviest burdens of poverty. During disasters women take on leadership roles ensuring the safety of their families and communities, and they are very often the founders and directors of groups organized to promote broader social change. Many AJWS projects are guided by the goal of empowering women and girls to claim the education, the health care and the opportunity that are rightfully theirs.

Agriculture

Increased food security, crop diversification and the protection of natural resources are the guiding principles of AJWS' agriculture projects. AJWS partners are training subsistence farmers on three continents in regionally appropriate and ecologically sound farming methods that produce diverse, nutritional foods, prevent deforestation, and provide income generation opportunities.

Micro-credit

Micro-credit combined with intensive training in savings and credit practices and small business management are transforming the lives of women clients in AJWS projects from Peru to India. AJWS partners understand that when women are given access to credit, the profits of their businesses are directly reinvested in their families and the wider community.

AJWS will give priority to those projects run by and for:

- ⊙ Women and children
- ⊙ Threatened ethnic communities
- ⊙ Marginalized communities organized to advocate for their needs on the local and national levels

How to apply for grant

If you are interested in seeking support for a grassroots organization, please submit to us a brief letter of inquiry. This letter should include a brief summary of the organization and information about the project(s) for which you are seeking funding. Please make sure to include the following contact information in your letter of inquiry:

- ⊗ Name of organization
- ⊗ Contact information (Postal Address, Street Address, Telephone, Fax, E Mail, Website)
- ⊗ Contact person's name and title
- ⊗ How you heard about AJWS
- ⊗ Preferred method of communication (Post, Fax or E Mail)

Upon receipt of your letter, AJWS will determine if pursuing a partnership with your organization is appropriate, and may request additional materials including a formal application. Applications are considered throughout the year, and we award new grants four times a year. Due to the volume of the requests we receive, we regret that we are unable to fund many worthwhile proposals. AJWS does not provide any funding to individuals.

Letters of inquiry may be sent to American Jewish World Service or Email: grants@ajws.org

Contact Person: Ruth Messinger
President and Executive Director
Phone: 212 273 1634
Fax: 212 736 3463
www.ajws.org

Mailing Address
45 West 36 Street, 10th Floor
New York, NY 10018

[Up dated 20 January 2004](#)

**Complete form is available at DAC Secretariat

AusAID-Land Mine Victims Assistance Funding Guidelines

NGOs

Preference will be given to submissions from local and international NGOs active in the area of mine victim assistance within Cambodia.

To be eligible, NGOs must be registered in Cambodia. Local NGOs (LNGOs) should be registered with the Ministry of Interior as per the NGO draft law. International NGOs (INGOs) must have a Memorandum of Understanding (MOU) with the Ministry of Foreign Affairs and International Cooperation (MOFAIC). It is strongly recommended that LNGOs include at least one referee/partner organisation.

Role of referee/partner organisations is to:

- To assist with preparation of submission and meeting contract requirements;
- To act as a mediator and verify the body is well organised and representative;
- To monitor activities and expenditure are as per agreed submission and to help keep the project on target; and
- To provide a written verification of all reports and acquittals.

Referee/partner organisations should be well established and experienced in the area of mine action. It is preferable that they have knowledge of AusAID funding requirements. Referee/partners administrative costs of up to 10% can be considered. Any LNGO referee/partner must be MOI registered. Individuals are not acceptable as referee/partners unless they represent their organisation. Referee/partners should have a monitoring, not an implementing, role in the proposed activity.

Information to be included in Submissions

Submissions should include the following information:

- Details of duration, location and scope of the project;
- Details of estimated number of mine victims to be involved in the project;
- Details of the mine problem in the area where the project will be carried out, and how the problem affects the local community;
- Description of proposed consultation and involvement with community groups;
- Details of partner organisations involved in the mine victim assistance project;
- Details of appropriate, well-targeted, programs of public information to alert mine victims to programs of assistance.
- Details of how the project will strive to ensure that mine victims will be assisted to become a productive and appreciated member of society;
- Details of project evaluation methodology; and
- Photographic evidence or support included as an attachment, as appropriate.

Eligibility

Submissions should:

- clearly state, and have well-defined, quantifiable objectives and work plans for implementation that enable evaluation;
- be financially sound, competitively costed and represent value for money with maximum beneficiaries;
- where projects involve other beneficiaries (eg: non-mine affected disabled people), mine victims must constitute at least 50% of the beneficiaries.
- be targeted on the basis of greatest need, disadvantage and vulnerability;
- have well defined sustainability strategies;

- facilitate capacity building, good governance and human rights through inclusive, active involvement in transparent decision making at every stage;
- have strategies to promote women and women's involvement in decision making;
- encourage sound environmental practices and humane animal husbandry (if applicable); and
- be consistent with the Royal Government of Cambodia's development plans, namely the National Poverty Reduction Strategy 2003-2005, and demonstrate links with relevant organisations.

Attachments

Submissions will be assessed based on the completed Submission Form up to a maximum of 11 pages (excluding cover sheets). Additional information may be included as an attachment, which may be viewed by the Fund's Evaluation Committee.

Evaluation Committee

The committee consists of four members selected from among external representatives and AusAID officers (subject to gender and Khmer/Expatriate disaggregation).

When considering submissions independent experts may also be consulted. Potential conflicts of interest must be declared to the Committee. Recommendations are based on ratings, sectoral and geographic disaggregation and the availability of funds.

Rating

Each submission within the Guidelines is rated and ranked by the Evaluation Committee and then submitted for AusAID approval, pending availability of funds.

Rating is based on four evaluation criteria:

- (a) Contribution to the goal of the Assistance Funding;
- (b) Project design quality
- (c) Likelihood of success; and
- (d) Value for money.

For further details refer to the evaluation criteria (refer pages 13-16)

Contract

Final approval will be subject to the terms and conditions of a contract. Approved submissions should start within one month of the dated signed contract.

Payments/Bank Accounts

Payments will be made by direct deposit into a bank account or by cheque by 30 June 2004. Bank accounts MUST have a minimum of two authorised signatories and be in the name of the organisation or referee/partner organisation. Personal accounts are not acceptable. Account numbers will be requested for recommended submissions and all banking details are confidential.

Up date 07 May 2004

Information and form are available at DAC Sec.

AUSTRALIAN Embassy-Community Development Fund (CDF)

Overview

The Community Development Fund (CDF) is part of the Australian Development Cooperation Program, administered by AusAID, Australian Embassy in Phnom Penh. The purpose of the fund is to support sustainable activities that develop the most vulnerable Cambodian communities.

Funding

The total annual budget allocation is around \$A500,000 (\$US300,000 variables with exchange rates)

Organisations are eligible to apply for funding as follows:

- NGOs and public institutions from \$US3,000 to \$US30,000* usually for up to 12 months
- Community organisations from \$US3,000 to \$US15,000 for up to 12 months

In 2002/2003 approximately 15% of submissions received were funded at an average cost of \$US15,398

*Limited funding availability will restrict the number of larger submissions that can be funded in any one year. In exceptional circumstances NGO's can apply for up to \$US50,000. In these cases NGO's would need to contact AusAID before submitting.

Scheme Goal

To contribute to the poverty reduction through direct, tangible and sustainable development in the most vulnerable communities.

Focus

Community based agriculture, health, education, training, rural development and governance. Proposals that involve more than one of these sectors should indicate how results will be achieved within 12 months. Gender and environment should be addressed in each activity (if applicable).

Submissions:

For consideration, a CDF Submission Form must be completed and returned to AusAID, Australian Embassy, Phnom Penh by 4.00pm on the following dates:

- 11th July 2003 – 1st round
- 10th October 2003 – 2nd round
- 9th January 2004 – 3rd round
- 9th April 2004 – 4th round

E-mailed submissions will not be accepted

Submissions may be in English and/or Khmer and six copies must be provided.

CDF Committee responses are usually given within six weeks.

Further Information

Current Guidelines, Submission Forms and Selection Criteria in English and Khmer are available from reception at the Australian Embassy.

All enquiries should be directed to:

CDF Program Officer, AusAID

Australian Embassy, Phnom Penh

Tel. 855 23 213470, Ext. 301

Fax. 855 23 213 466

** Complete form is available at DAC Secretariat as well (Up dated 19 Jan 2004).

AUSTRALIAN Embassy-Direct Aid Program (DAP)

What is the Direct Aid Program?

The Department of Foreign Affairs and Trade in Canberra allocates limited funding annually to the Australian Embassy in Phnom Penh to fund a Direct Aid Program (DAP). This is separate from the government-to-government aid program administered by the Australian Agency for International Development (AusAID).

What activities are eligible for DAP Support?

DAP projects usually benefit vulnerable groups (notably people with disabilities, orphans or women). Projects should be self-contained, with finite time lines and they should be developmental in nature (that is, they should provide some form of skills training or improvements to community health or self-improvement). Activities in which the recipients themselves will make a significant contribution in terms of labour, materials or cash are particularly well received. A ceiling of **USD6000.00** is usually placed on individual projects. Proposals are considered at regular meetings of a Committee consisting of Embassy officers, and successful proposals receive a one-off grant only. Only one grant will be made per organisation at any given time.

What types of projects are *not* funded?

DAP funds are not normally available to fund:

- On-going, core or program costs
- Seminars/conferences held outside of Cambodia
- Administration cost for projects (i.e. salaries, electricity, rent)
- Transportation costs (i.e. cost of a motorbike or car)

Who can apply for DAP funds?

Any non-government organisation or institution legally registered in Cambodia is welcome to apply. Organisations applying for funding for the first time should provide proof of their recognition by the CCC or registration with the Cambodian authorities.

How do organisations apply for funding under DAP?

Comprehensive proposals should be submitted, following the attached guidelines. Proposals may be written in Khmer or English.

If funding is approved, how will the funds be paid?

Payment is normally made by cheque, once the organisation has signed a letter agreeing to meet the conditions of the grant.

Can funding be provided for English Language Training?

Proposals for funding English Language Training (ELT) under the DAP should adhere strictly to the following guidelines:

- The particular need for ELT and its benefits to the requesting organisations should be clearly set out;
- The cost of program should be sought from the Australian Centre for Education (ACE or another approved English language teaching facility) and included in the project proposal
- A maximum of 2 terms will be provided at any one time and a new proposal will have to be written for continuation of training;
- Officials of Cambodian Government Departments should apply to AusAID under English language for Ministry Officials (ELMO)

No student should enroll until written authorization has been received by the school from the DAP committee. The DAP Committee will not be responsible for the fees of any students who are enrolled without written authorization.

What are the conditions of the grant?

If funding is approved, the organisation must agree to submit a final report with clear verification of achievements, accounts and expenditure receipts. For projects of one year's duration, a mid-term progress report should be submitted after six months. Before funds are provided, recipients will be required to sign an undertaking to provide these reports. Monitoring visits may also be made by Australian Embassy staff during the course of the project, by arrangement with the organisation.

Who can I contact for further information?

Mr. Tim Steen and/or Mr. Leng Chan Leapho
DAP Administrators
The Australian Embassy Phnom Penh
Ph: (023) 213 470 Fax: (023) 213 413

[** Complete form is available at DAC Secretariat as well \(Up dated 17 Feb 2004\)](#)

AUSTRALIAN Embassy- Guideline For The Human Rights Fund

What is the Human Rights Fund?

The Human Rights Fund is part of the Australian Development Cooperation Program with Cambodia and is administered by the political section of the Australian Embassy in Phnom Penh.

The Human rights Fund provides small grants for activities, usually implemented by local NGOs, which promote democratic values and the observance of civil and political rights in Cambodia. The Cambodian people will be the ultimate beneficiaries through improved awareness and observance of human rights in all sectors of Cambodian society.

What activities are eligible for Human Rights Fund support?

The Human rights fund is a flexible mechanism and activities funded may vary, but they must be consistent with the Fund's objectives of promoting the awareness and observance of human rights in Cambodia.

The amount of funding available for each project will depend very much on the project itself. In most cases, the grant for a single project will not exceed US\$5000. In some cases, a larger grant may be made. Larger projects may also be part-funded by the Human Rights Fund if funding is available from elsewhere for the balance of the cost. Core expenses of NGOs, such as staff salaries and office rental, will **not** usually be funded, except on a project basis. Only one grant will be available for each project.

Examples of eligible projects for funding from the Human Rights Fund have included targeted human rights training and seminars for specific groups (NGOs must demonstrate expertise in providing the training), monitoring, investigation and advocacy projects, projects which promote improved access to, or observance of, human rights, election monitoring, and printing of materials for raising public awareness of human rights. Projects should be completed within a year of receiving the funds.

Who can apply for Human Rights Fund?

Any non-government organisation legally registered in Cambodia is welcome to apply. In addition, the Fund can support coalitions of NGOs and even government Ministries working in cooperation with NGOs.

How do organisations apply for funding under Human Rights Fund?

Organisations must submit a proposal, preferably using the format attached. Applications may be written in English or Khmer, and should be addressed to the Third Secretary (Political) Australian Embassy in Phnom Penh. Organisations applying for funding for the first time should provide proof of their recognition by the CCC or registration with the Cambodian authorities. Organisations, which can provide partner references, are well received.

Grants will be made in four funding rounds per year, usually in **February, May, August** and **November**. Proposals should be received by the beginning of the month and applicants will be advised of the outcome, by letter, at the end of the month.

If funding is approved, how will the funds be paid?

Payment is made by cheque once the organisation has signed a letter agreeing to meet the conditions of the grant.

What are the conditions of the grant?

If funding is approved, the organisation must agree to submit a final report with clear verification of achievement, accounts and expenditure receipts. For projects of one-year duration, a mid-term progress report should be submitted after six months. Before funds are

provided, recipients will be required to sign an undertaking to provide these reports. During the course of the project Australian Embassy staff may also make monitoring visits by arrangement with the organisation.

Who can I contact for further information?

Mr. Justin Whyatt

Third Secretary

Australian Embassy Phnom Penh

Ph: (023) 213 470

Fax: (023) 213 414

E-mail: justin.whyatt@dfat.gov.au

** Complete form is available at DAC Secretariat as well (Up dated 17 Feb 2004).

British Embassy- DFID Small Grants Scheme

The British Government provides aid to Developing Countries through a number of different channels, most notably through bi-lateral and multilateral channels as well as through International NGOs. The British Government's Department for International Development (DFID), formerly known as the Overseas Development Administration (ODA), is directly responsible for these conventional aid programmes. As a complement to the British Government's bi-lateral and multi-lateral aid programmes the British Embassy operates an additional aid scheme in Cambodia, DFID Small Grants Scheme.

DFID Small Grants Scheme

The scheme is run by the British Embassy in Phnom Penh and was established to offer assistance for small projects of development value. Projects financed under the scheme must fall within the scope of the British Government's DFID mission statement. This stipulates that DFID's purpose is

“To improve the quality of life of the people in poorer countries by contributing to sustainable development and reducing poverty and suffering.”

Thus the primary purpose for which finance is provided must always be developmental. [In this context '**developmental**' means that the project must, viewed objectively, meet the criteria of developmental soundness used by the DFID and other reputable donors.] Projects that are soundly designed and which address one or more of the DFID's priority objectives, outlined below, should meet this requirement. Therefore, in order to qualify for funding under DFID Small Grants Scheme a project must meet one of the DFID's priority objectives:

- ⊗ Women and Children's Rights
- ⊗ Legal and Judicial Issue
- ⊗ NGOs Advocacy
- ⊗ Other (Please specific)

Through these objectives DFID aims to:

- ⊗ Encourage sound development policies, efficient markets and good government
- ⊗ Help people to achieve better education, health and to widen opportunities, particularly for women
- ⊗ To enhance productive capacity and to conserve the environment
- ⊗ To promote international policies for sustainable development and enhance the effectiveness of multilateral development institutions.

Projects eligible for funding under DFID Small Grants Scheme should have a clear developmental value and the contribution to development should be identifiable and, ideally, quantifiable. There should be **maximum local involvement** (self help activities under which the local community contribute, for example, labour, local materials, finance etc). Projects with non-governmental organisations may receive funds from the Scheme and projects with religious organisations may fund provided the purpose of the project is clearly developmental. As far as practical, support will be given in kind rather than in cash.

The maximum amount available for funding projects is **US\$ 25,000 per year**, however, most projects financed through DFID Small Grants Scheme cost between 5 and 10 thousand US\$, often phased over one year or less. Multi-year projects are occasionally accepted.

DFID actively discourages dependence on DFID funding and one of our main criteria for funding projects is sustainability. A satisfactory prospect of sustainability must be assured; funding is therefore **NOT available for salaries or rent alone**, although we will consider

funding salaries as part of a stand alone of a project. **Projects with military organisations or organisations involved in the defence industry will not be considered for funding.**

Recipients of DFID Small Grants Scheme funds are required to submit reports on the financial and physical progress of the project at quarterly intervals. On completion of the project recipients will be asked to provide a completion report including a full financial report, with evidence of spending if the contribution has been in cash rather than in kind. Short duration projects - for example a one off seminar should provide a report on completion. Such reports should include the dates of the projects initiation and completion, an assessment of its developmental impact on the community, a statement of the projects beneficiaries, an assessment of success and failure of its implementation, and reasons for any delays in completion. The funding fiscal year starts from 01 April to 31 March and the project proposals should follow the **Embassy funding format**.

For further information, please contact:

Ms Meas Sopheareak

Project Coordinator

British Embassy

#27-29, St 75, Phnom Penh

Tel: (855 23) 427 124 ext. 2218

Fax: (855 23) 427 125

E-mail: sopheareak.meas@fco.gov.uk

Up dated 20 January 2004-

** Complete form is available at DAC Secretariat as well

DFID: The Civil Society Challenge Fund (CSCF)

What the Guidelines are for

THE CIVIL SOCIETY CHALLENGE FUND (CSCF) GUIDELINES contain the information necessary for you to decide whether or not your proposed project meets the basic criteria of the CSCF. It contains detailed guidance on how to produce a project Concept Note and, if agreed, a subsequent full proposal.

If, having read these guidelines, you need clarification on any aspect of the Fund please contact us at:

Civil Society Team
DFID: Information and Civil Society Department
Abercrombie House, Eaglesham Road
East Kilbride, Glasgow G75 8EA

Tel: 01355 843199
E-mail: cscf@dfid.gov.uk

If you are interested in accessing further details about the Civil Society Challenge Fund from our website, please follow these steps:

1. Log on to www.dfid.gov.uk
2. Click on "Funding Schemes and Scholarships"
3. Under the heading "Funding programmes for organisations", click on "here"
4. Click on "Civil Society Challenge Fund"
5. Then click on "Civil Society Challenge Fund" again.
6. You should now be able to access the information available.

NOTE:

The Civil Society Challenge Fund (CSCF) is only one of a number of special funding mechanisms which currently operate within DFID and which Civil Society Organisations can apply to. Details on each of these schemes is available from DFID's Public Enquiry Point:
Email: enquiry@dfid.gov.uk

Tel: 0845 300 4100

From outside the UK: +44 1355 84 3132

1. An Introduction to the Civil Society Challenge Fund

1.1 Since 1997 DFID has focused its development effort on the internationally agreed Millennium Development Goals to eradicate poverty. Our relations with civil society have been changing in keeping with the shift in our overall objectives, with emphasis moving from work at a project level to an increasingly strategic engagement to support achievement of these goals. As part of this we are taking a much more dynamic look at the role of civil society in pushing for social, economic and political change. We have been engaging directly with a wider range of organisations across civil society both North and South, seeking to support them in their role of helping poor and excluded people to enhance their capacity to organise and get their voice heard, and to demand better services and better access to them.

1.2 As part of this change in focus, the Civil Society Challenge Fund (CSCF) was introduced in October 1999 to support activities in the South and certain transition countries in Eastern Europe and Central Asia. It has replaced the Joint Funding Scheme as the main central channel of DFID support for civil society organisation programmes. The CSCF is managed by DFID's Information and Civil Society Department (ICSD), based in East Kilbride, Glasgow.

2. The Aim of the Fund

2.1 The aim of the CSCF is to support initiatives, which strengthen the capacity of poor people, living within eligible countries to understand and demand their rights – civil,

political, economic and social – and to improve their economic and social well-being. Successful initiatives will empower poor people, strengthening their ability or opportunity to speak for themselves, do things for themselves and make demands of those in power.

- 2.2 Although applications to the Fund can only be made by UK based civil society organisations, such applicants will need to demonstrate that their proposal has been developed with, and will be implemented through, an effective partnership with a Southern organisation.
- 2.3 Further information on the kinds of activity we can support, and the nature of partnership arrangements, are set out below.

3. Eligibility Criteria

Who can apply?

- 3.1 The CSCF is open to any UK-based organisation or network, which shares DFID's overall goal of poverty eradication. Applicants do not have to be organisations whose primary purpose is international development.
- 3.2 To be eligible to apply for funding, you must demonstrate that your group:
- ❖ Has established links with a civil society organisation (or organisations) overseas. This link must be more than just a channel for transferring DFID or other UK funds. It must demonstrably add value to the achievement of the project outcomes;
 - ❖ Has the necessary skills and experience to manage its inputs to the activities proposed;
 - ❖ Has the capability to account properly for the total project costs, including all DFID funds received

What kind of initiatives can be funded?

- 3.3 There are many different kinds of initiatives, which can benefit under the CSCF. The following indicate some of the main kinds of activity, which we are seeking to support.
- ❖ **Building the capacity of Southern civil society to engage in local decision-making processes.** There are many important decision making processes at a local level involving governmental and non-governmental service providers working within nationally agreed frameworks, as well as elected local government bodies. Civil society has a role to play in enabling poor people to engage both in the decisions about the allocation of resources and the monitoring of performance.
 - ❖ **Building the capacity of Southern civil society to engage in national decision making processes** This would include representing the interests of poor people through effective participation in national level issues such as the formulation and monitoring of poverty reduction strategies e.g. Poverty Reduction Strategy programmes (PRSPs), National budgets, national legislation and national sector specific policies e.g. Sector-Wide Approaches (SWAPs).
 - ❖ **Global advocacy:** Improved international linkages to enable civil society in the South to participate more effectively at international levels in influencing and participating in the work of international institutions and policy makers.
 - ❖ **Raising awareness of entitlements and rights.** There is a need for a flow of information to poor people about their rights as citizens, and the factors, which perpetuate poverty. This would include information on what governments are providing and what governments have agreed to provide.
- 3.4 Civil society is a mixture of many different groups and organisations with different values and views, and varies considerably from country to country. We aim to support initiatives working with a balanced range of different civil society organisations and groupings.
- ❖ **Non-government organisations:** The majority of the existing initiatives funded are engaging primarily with community-based organisations and non-governmental

development organisations and these organisations continue to play an important role in the eradication of poverty.

- ❖ **Membership groups:** Some community groups and non-government organisations are democratic membership groups, which can play a specific role in development.
- ❖ **Faith based groups:** Poor people often trust and regard faith based organisations as the most important organisations in local development and we are keen to include such groups within the CSCF.
- ❖ **Trade Unions:** Trade unions are often key democratic organisations and, through securing better conditions for their members, play an important role in tackling the conditions in which poverty thrives.
- ❖ **Other segments of civil society:** There are other important groupings within civil society, such as professional groups, that can play a role in development.

Activities or projects, which the Challenge Fund cannot help

3.5 There are areas, which CSCF will not support.

Areas covered by other DFID funding schemes

3.6 We do not want to duplicate effort and therefore will not support initiatives that fall within the criteria of other funding programmes operated by DFID e.g. the Knowledge and Research Fund, Enterprise Development Innovation Fund and the Development Awareness Fund. Information on these other funds is available on the DFID website. This would also include disaster or humanitarian relief initiatives, which respond to natural and human disasters and other crises.

Service delivery and welfare activities

3.7 As the fund is to build up people's understanding of their rights, initiatives which consist primarily of service delivery, welfare activities or capital expenditure; e.g. land, buildings, equipment and vehicles will not be eligible.

Discrimination and evangelising

3.8 Initiatives, which discriminate between individuals or groups of people because of their race, sex, sexual orientation, disability or religion or include proselytising or evangelising will not be accepted.

Scholarships and research

3.9 Educational scholarships and initiatives, which are primarily focused on research; are not eligible;

What do we look for in a good project?

3.10 For any initiative to be considered a strong contender for CSCF support it should address the following:

Poverty eradication

3.11 The CSCF above all else is for improving the lives of poor people. Like all other aspects of DFID's work, the CSCF must contribute toward reaching the Millennium Development Goals, which are the focus of the government's international development policy. The Millennium Development Goals can be found on the DFID website. The DFID Target Strategy Paper "Realising human rights for poor people" also provides useful advice on participation, inclusion and fulfilling obligations, which are central to the realisation of human rights and the achievement of the Millennium Development Goals. All proposals submitted for support must also show evidence of how they are contributing to the reduction of poverty.

3.12 DFID has produced Country Strategy Papers for all countries where we have significant development assistance programmes. These papers set out how DFID aims to contribute to achieving the international development targets in the country in question. In certain countries there will be other key strategy papers, which will influence DFID's work. Proposals should be consistent with DFID's current strategies in the country in question.

Feasibility

- 3.13 A coherent development approach needs to be demonstrated. It is essential that all proposals have clear, achievable objectives, which contribute to the project's goals, and an explanation as to how achievement will be assessed.

Innovation

- 3.14 A key aspect of the CSCF is the sharing of experience, which will contribute to better development practice in future. Proposals should have a clear focus on learning as an integral part of the proposed activities and show that lessons learned will be effectively disseminated. We are particularly interested in initiatives that are innovative and demonstrate how the approaches could be adapted in similar situations by other development partners.

Sustainability

- 3.15 Proposals need address issues of both financial and institutional sustainability after the UK partner withdraws.

Partnership

- 3.16 With the rapidly changing development environment, many UK based organisations are reviewing their specific role in international development, particularly in relation to Southern civil society. Issues are being raised about the long term role of Northern based organisations, and how their skills and strengths can be best deployed. Traditionally, most CSCF projects have involved a partnership based around the applicant helping to build the capacity of the southern partner to empower the poor, and we remain ready to support such initiatives. However we are also open to considering other forms of partnership e.g. building international linkages to enable Southern civil society to be more involved in global advocacy. It is essential that, however, partner is making a genuine contribution to delivering the overall objectives of the initiative. This means that the UK partner has to offer more than just a channel for the transfer of funds and that the Southern partner is a civil society organisation able to sustain the initiative after funding finishes.

Gender

- 3.17 Proposals need to show that you have considered the particular needs of women in the activities or issues you will address. These needs must be reflected in the design and implementation of the initiative.

Disability

- 3.18 Proposals should show that you have considered the inclusion of disabled adults or children. The design and implementation should demonstrate how their needs and rights of inclusion have been addressed.

Project Management

- 3.19 DFID uses the Logical Framework approach to project management. Annex C provides the necessary guidance.
- 3.20 Every Concept Note must include a Logical Framework with at least the "Goal", "Purpose", "Outputs" and "Activities" boxes completed. All full proposals must include a fully completed Logical Framework. But please note that we do not want Logical Frameworks to be used as project blueprints, but rather as flexible, management tools.

Where does the CSCF operate?

- 3.21 In principle, proposals may be accepted for activities in any developing country in Africa and South Asia and in a number of countries in the rest of Asia and the Pacific, Latin America, the Caribbean, Eastern Europe and the former Soviet Union. Proposals can also be considered for work in groups of countries or cross-regional work. However we may decide not to support activities in countries where DFID's overseas offices have established their own mechanism for supporting civil society groups. It is advisable, therefore, to contact us to check which countries may fall into this category.

How much funding can DFID provide?

- 3.22 The CSCF can provide up to 100% of total costs, up to a maximum of £500,000 per project. Funding will be released on the basis of each quarter's expenditure.

- 3.23 If your project will cost more than £500,000, the balance of funds do not have to be raised in the UK, but a statement certified by an auditor or accountant to confirm that the other funds have been committed must back any funds raised from other sources. Applicants must confirm their ability to meet their share of the cost – and any other obligations related to the application – before DFID funds can be released. Successful applicants will have 6 months from notification of acceptance of their proposal to confirm (or in some cases provide evidence) that any balance of funding is in place. If this cannot be done, the offer of support will be withdrawn.

How long can DFID provide funding?

- 3.24 We will not provide funding for individual programmes for longer than five years, nor will we normally provide funding for follow-on phases of CSCF projects. However, we do recognise that strengthening the voice of poor people and building sustainable capacity is a complex, long-term undertaking. So we may, in exceptional circumstances, and subject to the follow-on phase being considered in competition under the appropriate CSCF round, consider funding a second phase. But in the main, the CSCF is intended to kick-start new activities and to help local partners to deal directly with, for example, local and national governments and in-country donors.

Complete information is available at DAC Secretariat
Up dated 14 May 2004

CANADA Embassy-Canada Fund Cambodia

The Canadian International Development Agency (CIDA) in Ottawa has made available CAN\$400,000 (approx. US\$250,000) for the fiscal year (April to March) with the aim of financing small, locally initiated projects providing technical, economic, educational, health and/or social development assistance. For more information concerning this fund please contact the Canada Fund Coordinator:

Chris Turner
Canadian Cooperation Office
#139 Norodom Blvd
Boeung Keng Kang I
Phnom Penh
Phone: 023-215-496 or 012-812-605
Fax: 023-720-774
E-mail: canadafund@cco.org.kh

OBJECTIVES AND PRIORITIES FOR CAMBODIA

The primary objective of the Canada Fund is to finance relatively small, locally initiated projects that will have significant positive impact on the beneficiaries. The Canada Fund can support projects all over Cambodia. Community-based projects and those in disadvantaged areas not receiving extensive development funding will be given priority.

Priority Sectors:

Projects addressing **Basic Human Needs** will be given first priority, though the Canada Fund can consider other social development sectors. Basic Human Needs includes:

- Health (mother and child health, HIV/AIDS, nutrition, etc)
- Food security / agriculture projects
- Education (literacy, primary education, non-formal education)
- Income generation (vocational training, small-business start-up)
- Clean water (water filtration, wells)

Projects should also address one or more the following broad aims:

- Poverty reduction
- Sustainable development
- Gender Equality
- Environment

The Canada Fund will seek to focus on the following target groups:

- Children, women, the disabled, IDPs, the landless poor, and other disadvantaged groups.

APPLICATION GUIDELINES

The Canada Fund can only give grants to registered non-governmental organisations (NGOs) with an active Board of Directors and that can demonstrate sound financial management. The Canada Fund will also give priority to small projects (US\$5,000 - US\$20,000) reflecting the above objectives, although consideration may be given to proposals up to US\$30,000. Non-Cambodian NGOs will usually be considered only if they are working in partnership with a local NGO and/or government agency, and can show that the project will improve the capacity of the local organisation to carry out future projects. The Canada Fund can co-fund projects with other donor agencies.

Proven experience in carrying out the kind of activities proposed is a very important factor in acquiring funding.

Proposals must include the information outlined in the application form. Potential projects are reviewed by a committee, which meets quarterly. All potential projects will be screened for compliance with the Canadian Environmental Assessment Act, and proponents will be notified if a full environmental assessment is required. Projects must be reviewed by the Head of Aid and approved by the Head of Mission.

OTHER CANADA FUND SPECIFICS

The Canada Fund supports projects that can be completed within one or two years. The following CAN NOT be financed by Canada Fund:

- Research
- Recurrent costs such as salaries, rent or administration costs beyond a small percentage of the total Canada Fund funding (maximum 10% of project cost for administration, 30% for salaries)
- Organisation start-up costs
- Travel outside Cambodia
- Attending conferences and workshops outside Cambodia
- Fees and expenses for non-Cambodian Trainers/Consultants
- Straight percentage of a programs' overall costs
- Purchasing or donation of expensive pieces of equipment, vehicles etc.

In selecting projects, factors such as level of contribution by the implementing organisation and its administrative capacity are considered. Other important factors are the level of community participation, gender considerations, cost effectiveness, and sustainability of the projects. Canada Fund cannot fund the same project twice, and normally doesn't support the same organisation two years in a row.

PAYMENT

Payment is made in two or three parts, depending on the project. Disbursement can be made over two fiscal years. Payment has made by bank transfer. A bank account with two signatures is required.

IF THE PROJECT IS APPROVED

A letter of agreement is signed with the Canadian Ambassador to Cambodia before the funds are disbursed. The organisation receiving the funds must agree to certain conditions including:

- Submission of progress and final reports according to Results Based Management principles, following CIDA's format.
- Maintenance and submission of clear, verifiable accounts including original expenditure receipts. Canada Fund reserves the right to audit a project.
- Arrangement of monitoring visits for the Canada Fund Coordinator and Embassy staff when requested.

[Updated Up dated 20 January 2004-](#)

** Complete form is available at DAC Secretariat as well

Canadian International Development Agency (CIDA)

Canadian Cooperation Office Cambodia

CIVIL SOCIETY GOVERNANCE FUND

The Civil Society Governance Initiatives Fund will provide funding support for activities initiated by Cambodian NGOs and civil society organizations aimed at addressing specific issues related to human rights, democratic development and the rule of law at both the national and local levels. The Fund targets key areas such as:

- Strengthening capacities for policy dialogue in the social and political sectors
- Promotion of policy and legislative changes that address human rights, democratic development and the rule of law
- Seminars, workshops and round-tables aimed at improving national dialogue on human rights, democratic development and the rule of law
- Training and production of resource materials to increase public awareness

Eligibility Criteria

1. Target Organizations:

The target organizations of the Fund are Cambodian civil society organizations (non-government organizations, academic institutions, associations, media, etc.) that promote democratic development, human rights and rule of law.

2. Minimum Requirements:

Applying organizations must meet the minimum requirements including:

- i) Registered with the Royal Government of Cambodia;
- ii) Active in the community or communities they serve;
- iii) Have a proven track record, public credibility and sound financial standing;
- iii) Have the ability to influence public opinion, and have the capacity to work with, link with or influence other organizations involved in democratic development, human rights and rule of law;
- iv) Have capacity to undertake the initiative being proposed.

3. Project Design:

- i) Projects must provide baseline data, clear results, indicators and monitoring plans.
- ii) Funding for participation in conferences could be provided under exceptional circumstances only, and should be justified in terms of development impact.

4. Sustainability:

Priority will be given to proposals that are sustainable.

5. Project Budget:

- i) Budgetary support is provided for direct project costs and up to 10 % of project costs for over-head and administration expenses.
- ii) Budgetary support is provided with no liability or indication of further financial support by the Civil Society Fund above the funds approved.
- iii) The budgets for individual projects will not normally exceed US\$ 32,000 (Cdn \$50,000). On an exceptional basis, projects up to US\$ 64,000 (Cdn \$100,000) may be considered.

6. Project Duration:

Normally, projects will be supported on a one-time basis. Where appropriate, multi-year initiatives, or multi-phase projects may be considered.

7. Eligibility for more than one Project:

Civil society partners who demonstrate high quality work and a proven need may be considered for more than one project.

8. Exclusions:

The Civil Society Fund does **not** support:

- i) Core funding

- ii) International organizations with offices in Cambodia
- iii) Proposals to finance the completion of studies which could lead to further funding from the Civil Society Fund
- iv) Proposals for individual fellowships to study abroad
- v) Funding for nuclear technologies and facilities, military assistance, luxury goods unrelated to development projects, or projects intended to provide direct fiscal support to the Royal Government of Cambodia

HEALTH AND NUTRITION INITIATIVES FUND

The Health and Nutrition Initiatives fund (H&NIF) was created in August 2000 through a Memorandum of Understanding signed by the Cambodian and Canadian Governments. Their joint intention was to support the health sector in Cambodia through a counterpart fund. The Funds are derived from the sale of a Canadian food commodity worth Cdn\$4 million or approximately US\$2.5 million. This amount represents the total budget of the Fund, which will be allocated over a 3-5 year period. The main purpose of the Fund is to improve the health and nutrition status of Cambodians. The Fund will be managed with the assistance of counterpart committees composed of representatives from the Cambodian government and the Canadian International Development Agency (CIDA).

Objectives of the Fund:

- Decreasing malnutrition and eliminating micro-nutrient deficiencies.
- Helping control important and emerging pandemics (tuberculosis, malaria and HIV/AIDS)
- Improving children's health.
- Strengthening of community and family health, including women's reproductive health.

Eligibility criteria:

- International or national NGOs registered in Cambodia with technical capacities in the fields of health and nutrition.
- Organizations engaged in the conduct of activities complementary and consistent with policies, programs and the orientations of the Ministry of Health.
- Projects should be of one to two years in duration.
- Funding proposals to a maximum of US \$200,000.00 will be considered, but priority will be placed on small projects, in the range of US \$25,000.00 to US\$50,000.00.

Examples of priority projects/ activities:

- Maternal and child health interventions (immunization, reproductive health...etc)
- Breastfeeding and complementary food
- Family food security with a focus on strengthening of family and community health standards.
- Communicable disease control and prevention (Malaria, TB and HIV/AIDS).

CANADA FUND FOR LOCAL INITIATIVES

(Application forms can be obtained from the CCO and must be completed upon submitting a proposal to the Fund).

Amount: CAN\$400,000 (approx. US\$250,000) per fiscal year (April to March)

OBJECTIVES AND PRIORITIES FOR CAMBODIA

The primary objective of the Canada Fund is to finance relatively small, locally initiated projects that will have significant positive impact on the beneficiaries. Canada Fund can support projects all over Cambodia. Community-based projects and those in disadvantaged areas not receiving extensive development funding will be given priority.

Priority Sectors:

Projects addressing **Basic Human Needs** will be given first priority, though Canada Fund can consider other social development sectors. Basic Human Needs includes:

- Health (MCH, HIV/AIDS, Nutrition, etc)
- Food security / agriculture projects
- Education (literacy, primary education, non-formal education)
- Income generation (vocational training)
- Clean water (water filtration, wells)

Projects should also address one or more the following broad aims:

- Poverty reduction
- Sustainable development
- Gender Equality
- Environment
- Capacity Building

Canada Fund would like to focus on the following target groups:

- Children, women, the disabled, IDPs, the landless poor, and other disadvantaged groups.

APPLICATION GUIDELINES

Canada Fund can only give grants to local non-governmental organisations (NGOs) registered with the Ministry of Interior. Priority will be given to local NGOs that have an active Board of Directors and are able to demonstrate strong financial management through audited accounting statements. Priority will also be given to Cambodian organisations and organisations with some link to Canada, which do not receive other CIDA Bilateral or Partnership Branch funding. Canada Fund will also give priority to small projects (US\$5,000 - US\$25,000) reflecting the above objectives, although consideration may be given to proposals up to US\$30,000. Non-Cambodian NGOs will be considered only if they are working in partnership with a local NGO and/or government agency, and can show that the project will improve the capacity of the local organisation to carry out future projects. Canada Fund will co-fund projects with other donor agencies.

It is strongly suggested that any proposal be discussed with the Coordinator during its formulation stage. Proposals must include the information outlined in the application form. Potential projects are reviewed by a committee, which meets monthly. All potential projects will be screened for compliance with the Canadian Environmental Assessment Act, and proponents will be notified if a full assessment is required. Projects must be reviewed by the Head of Aid and approved by the Head of Mission.

Canada Fund normally supports projects that can be completed within one or two years. The following **CAN NOT** be financed by Canada Fund:

- Research
- Recurrent costs such as salaries, rent or administration costs
- Organisation start-up cost
- Travel outside Cambodia
- Attending conferences and workshops outside Cambodia
- Fees and expenses for non-Cambodian Trainers/Consultants
- Straight percentage of a programs' overall costs
- Purchasing or donation of large pieces of equipment, vehicles etc.

Application and guideline are available at the CIDA/Canada Fund officer or at the DAC Sec.

For more information contact:

Mr. Aziz Faruque Sarkar
 Director of Canada Fund/CIDA
 #139, Norodom Blvd.
 Boeung Keng Kong
 Phnom Penh

Tel: 023.215.496/023.215.497

Fax: 023.215.497

E-mail: program@cco.org.kh
director@cco.org.kh

Last up date: 20 February 2004



CHRISTOFFEL Blindenmission-CBM International

Christoffel Blindenmission International (CBMI) is an Independent Christian International Charitable Organization. The German Pastor Ernst Jacob Christoffel founded it in 1908 when he began schools for blind children in Turkey and Iran.

CBMI/CBMeV consists of a network of different Member Associations in Germany, Australia, Canada, Austria, Switzerland, Belgium, Italy, UK, New Zealand and USA. The department responsible for Programme Planning and Implementation is located in Germany (CBMeV).

Funds come mostly from private individual donations mainly. CBM's mandate is to assist services through local partner organizations in developing countries in services that include:-

- Prevention and curing of Blindness-VISION 2020
- Special Education and Rehabilitation Programmes for Person with Disabilities.
- CBR Services
- Orthopedic Programmes
- Prevention of Deafness Programmes

For the CBM Central East Asia Region the office is based in Bangkok and works with countries including Cambodia to improve the lives particularly of people with disabilities in a variety of ways through local project partners. They have been given funds to enhance the services they already provide or to develop in areas of specific need where there are few or no services available.

In Cambodia CBMI are supporting a number of projects which include

- ⊙ Caritas (formally Maryknoll): CBR Programme
- ⊙ Caritas (formally Maryknoll): Training of Diploma Ophthalmologists and Eye Nurses
- ⊙ And support of some Provincial eye units
- ⊙ Disability Action Council/MOH/ MoSALVY
- ⊙ Prevention of Blindness Committee
- ⊙ Jesuit Services: Ear Care and Audiology Services
- ⊙ Cambodia Trust Prosthetics Workshop
- ⊙ Marist Brothers: Lavalla School
- ⊙ Cambodia Optometry Association
- ⊙ Land Mine Disabled Support (LMDS)
- ⊙ Disabled Development Services Posat (DDSP)
- ⊙ Continuing Education Programme PRC Committee

If you feel that your organization fits our criteria then the In-Country CBM Country Coordinator who will advise if the project fits within the CBM Mandate could submit applications for consideration. Project applications for the next calendar year (January to December) should be submitted by the end of June of the previous year. Please note though that due to its present obligations CBMI/CBMeV has only limited funding possibilities.

Please add your last Audited Accounts as well as your local registration papers along with the copy of the programme proposal.

These documents can be sent to

Liz Cross
C/o DAC,
P.O Box 115,
Phnom Penh

Or to DAC at CCC Box 380

Or by e-mail to: lizcross@dac.org.kh

** Up dated 23 March 2004

European Commission (EC)

The European Commission has two distinct funding mechanisms. One is for NGOs and other bodies representing civil society in the fields of development co-operation and humanitarian aid. The other extends to agreements between the European Commission and Governments. In the second case, projects mostly being implemented by consultancy companies.

The funding for NGOs (usually referred to as DG 8) is nearly exclusively given to organizations registered in the European Union or national NGOs. In some cases funds can be channeled through a European NGO to a non-European organization. Most of the time the EC requires co-funding from the requesting organization.

Prior to developing project proposals, contacts should be made with the Technical Co-ordination Office of the EC in Phnom Penh.

Projects between the EC and Governments (referred to as DG 1) demand a request of the recipient Government to the Permanent Mission of the EC. In the case of Cambodia, the Mission is based in Bangkok, but they visit Phnom Penh regularly. In the case that MOSALVY has draft project proposals, they could request to meet with the EC for discussions.

Interventions in the field of rehabilitation, which could possibly be supported by the EC (DG 8):

↪ Potentially all development activities of NGOs in the field of disability

Intervention in the field of rehabilitation, which could possibly be supported by the EC (DG 1):

- ↪ Institutional development
- ↪ Human Resources Development
- ↪ Pilot projects
- ↪ Awareness

Contact for more information:

Mr. Fabio Artuso
EC Delegation to the Kingdom of Cambodia
#1, Street 21
P.O. Box 2301, Phnom Penh
Tel 023 211 102
Fax 023 216 997
E-mail: fabio.artuso@delkhm.cec.eu.int

Last update: 12/03/2004

Embassy Federal Republic of Germany

General Information of the Micro Scale Projects

The program for the promotion of Micro Scale Projects is an additional program for carrying out technical cooperation. All projects are handled through the respective German Embassy in developing countries. Main purpose of this program is to accomplish fast and effective help for grass-root projects directed on poverty relief or promotion of democratization and Human Rights.

Furthermore, all measures are single cases; this means, no obligations for Embassy in the future and no extensions or any other changes of the approved project are allowed.

Conditions and Requirement for Funding Projects:

1. A community, association, co-operative or other, but not an individual person can make the request. Funding of NGO work in the framework of Micro Scale Projects is not possible.
2. The requesting local association stakes out its own substantial contribution (i. e. transport, training, labor, financial resources, food fees etc.) for the realization of the project. The local responsible representative/counterpart has to be named.
3. The project should be realized within the running fiscal year, in preference from January on before September 30. The sustainability of the measure, however, should exceed at least 2 years.
4. No request has been made for the same project at another German institution.
5. The request shall contain the following details:
 - Detailed description of the project
 - Detailed quotation with indication of the own contribution
 - Estimated financial and time schedule for the implementation and completion
 - A declaration according to paragraph 4 above
6. As there are no application forms necessary from the applicant's side, please state your request in a kind of report, stating the preliminaries, the aims of the project, your contribution, its sustainability and the follow up from your part.
7. Labor costs, salaries, or royalties/per-diems, training allowances, and fees as well as travel expense are excluded from funding.
8. Contribution to budgets or projects with other sponsors already involved **cannot** be granted.
9. Projects can be funded up to an amount not exceeding 7500EURO or currently about US\$7000.
10. The funds available for the promotion of minor development projects are limited. Therefore, a request for the current year should be made always as soon as possible even from November/December of the precious year. The realization, however, should take place in the period of time mentioned above.
11. Funds are available immediately after the project has been approved, generally from February/March on. However, payment can be made only against presentation of original bills or receipts. The bills shall be in correspondence with the pre-estimate of costs and the amount should be in US-dollars.

Interventions in the field of rehabilitation, which could possibly be supported by Embassy (directly or indirectly):

☞ Any grass roots project directed at poverty relief

Mr. Robert Strnadl

Technical and Financial Attaché
#76-78, Rue 214 Yougoslavie,
P.O. Box 60, Phnom Penh

Tel: 023 216 381/023 919 409

Fax: 023 427 746

germ.emb.phnomph@online.com.kh

Last update: 2/02/2004

Global Finland

CO-OPERATION AND MUTUAL LEARNING

Non-governmental organisations (NGOs) play an important role in Finnish Development Co-operation. NGOs provide Finnish citizens a platform to actively co-operate with southern hemisphere organisations and develop people-to-people networks. NGOs also provide more direct channels for co-operation than official development co-operation processes. Support to southern NGOs directly strengthens the creation of more open and democratic societies in developing countries. NGO co-operation is often cost-efficient, and as NGOs work at the grass-root level, their projects are usually effective. The strengths and benefits of the NGOs have also been recognized at the official level: the Decision in Principle on Finnish Development Co-operation states as a target to channel 10-15 % of the total Finnish development assistance through NGOs.

Finnish NGOs have a much longer development co-operation history than official aid. The first Finnish “development workers” – missionaries – started their work in present northern Namibia already in the 1850s. Labour unions, friendship associations, social organisations, student organisations – organisations representing all facets of Finnish society – have joined the NGO-movement. They now total about two hundred actively involved NGOs, which implement over 500 projects in almost 70 countries.

However, NGO co-operation should not be regarded as aid only. At its best, it is true co-operation, where the southern and northern hemisphere organisations work together for common objectives. The Finnish Organisation may provide financial support and sometimes also technical assistance for its developing country partner, but the learning process may – and should be – two-way. The richness of the partner country’s culture and the experiences of the partner NGO provide good basis for this.

NGO co-operation may have many forms: besides traditional projects which aim e.g. to develop water supply or health services, NGO co-operation may also focus on strengthening the partner institution’s capacities and capabilities. Co-operation may also include cultural co-operation, or joint actions in international arenas. The NGO partners must always develop the forms and contents of NGO co-operation: its nature is clearly bottom-up, based on mutual interests. The Finnish development co-operation authorities have acknowledged this and the new guidelines on development co-operation for NGOs enable support for a wide array of co-operation activities. In addition to actions implemented in the developing countries, educational and informative activities in Finland are also supported from a separate fund.

NGOs play a central role in strengthening awareness on global responsibility in Finland. NGOs also provide Finns with direct opportunities for personal experiences and contacts with people from the partner countries while introducing positive examples of life and culture from developing countries into the Finnish development co-operation forum. All this in turn supports the increase of openness and tolerance in Finnish society.

The aim of this manual is to give clear guidelines on how NGOs can apply for project support from the Ministry for Foreign Affairs. In part I of the manual the principles and procedures to be applied are described, whereas part II serves as a practical toolbox for the planning of co-operation projects. In addition, the common terminology and concepts applied in development co-operation are described in the manual (part II, chapter I).

REQUIREMENT FOR THE APPLICANT NGO:

Non-governmental organisations may apply for financial support for their development co-operation projects as long as the NGO and the project fulfils the general principles set for NGO projects and fulfils the following requirements.

I. Registration of the NGO

The NGO applying for support has to be a non-profit organization (organization, association or foundation), registered in Finland and have legal capacity to operate. When the NGO applies for funds for the first time, it must include in its application a copy of its registration documents. A minimum of one year should have elapsed from the registration date to the time of applying.

The Finnish NGO's partner should normally be a registered NGO in the developing country. However, the partner may also be another kind of group, as long as it has been active for at least a year. In well justified cases the partner may also be an international organization working in the country, or a unit of local administration. In any case, the Finnish NGO must have adequate information on the background of its partner. The Finnish NGO and the local partner should aim to draw up a written co-operation contract (see chapter 1.3.). Including such a contract in the application will be regarded as an asset when the application is being considered. Previous successful development co-operation between the partners will also be regarded as an asset when considering the application.

Even in cases where the Finnish support is channelled through an international NGO, the beneficiaries of the Finnish support and the persons responsible have to be clearly identified. Project support is not given for general allowances to international NGOs.

The Finnish embassy or consulate keeps a register of Finnish citizens, in order to establish contact in exceptional conditions. For this reason, the NGO is asked to register at the Finnish embassy or consulate in the partner country.

II. Self-financing

1. Self-financing by the Finnish NGO

In addition to the support from the Ministry, the Finnish NGO has to supply its own financing share as well. This enables the members of the NGO to actively participate in the work. It also supports awareness-raising purposes. For example, information and awareness-raising activities may easily be attached to a fund-raising campaign. The ability to gather its own resources and funds is an indicator of the NGO's commitment and faith in its project idea.

The NGO's self-financing has to cover at least 20 % of the project's total costs (= total of the NGOs self-financing share and the Ministry's contribution). A minimum of 10 % of the total costs has to be provided by the NGO in cash. As a general principle, the self-financing has to originate from Finnish sources and the sources have to be clarified in the application. However, where the NGO has problems collecting the self-financing share from Finnish sources, the Ministry may also consider international financing to be included in the self-financing share. In such a case, the NGO has to separately apply for this arrangement and justify it clearly. However, financing collected by the local partner may not be included in the self-financing share.

Financing from other Finnish State support sources is not regarded as self-financing; the NGO's own financial share for the project has to be true financing collected specifically for the project in concern. Funds may be collected e.g. through collections, events, selling of products, donations, etc.

Voluntary work and contributions in kind may also be regarded as self-financing. However, their share may not exceed 10 % of the project's total costs. The value of voluntary work may not exceed one third of a respective professional's average net-salary. The voluntary work has to be associated with the planning and/or implementation of the project; general administrative work is not regarded as voluntary work contribution. Contributions in kind may

be calculated on the basis of the insurance value of the goods, or by using other reliably calculated current valuations. The bases for valuing the voluntary work and contributions in kind have to be clearly presented in the applications. Only contributions collected by the Finnish NGO are regarded as self-financing. Possible contributions in kind collected in the developing country or by an international NGO are not accepted for self-financing.

Where the project aims at supporting disabled persons, the self-financing share may be reduced to 10 %. However, in such a case, the contribution must be entirely in cash.

The collection of self-financing has to be systematically monitored. When problems occur, they have to be reported to the Ministry in due time. If the NGO is not able to collect its planned own contribution, the project budget has to be revised accordingly to ensure that the self-financing contribution covers at least 20 % of the project's final total costs.

2. Local Financing

The Finnish support is aimed at supplementing local resources. The bigger the local share of the financing, the better the possibilities to create a sustainable basis for continuing the operations after the project has been completed. It is therefore extremely important that the project relies not only on the Finnish support.

Local resources – work, materials, tools and equipment, rooms and facilities, and financing – may, however, not be included in the Finnish NGO's self-financing share. Neither are there any strict criteria on how extensive the local contribution should be. In principle, the basis and resources for sustainable long-term operations have to be developed during the project's implementation phase. Only then can the project's positive impacts and results remain after the external project support has been phased out.

III. Specific Conditions for Financial Support

Approval of financing is the more likely the better the project plan reflects the general objectives set for development co-operation of NGOs. The regulations and guidelines given in this manual should be followed and plans presented in accordance with the application forms. Good and timely reporting on the use of earlier allowances also improves the possibilities on positive financing decisions. Failure to report will lead to the dismissal of the application.

In addition to the general principles defined in the previous chapters, the Ministry for Foreign Affairs pays special attention to the following issues when considering applications for its financial support:

1. General Conditions

In order to qualify for financial support, the NGO and the project must fulfill the following general requirements:

- ❖ The NGO has sufficient expertise in implementing and managing projects.
- ❖ The objectives and scope of the project have to be realistic in relation to the NGO's own resources, its experience in development and its ability to gather self-financing.
- ❖ The Finnish NGO has to have a local partner, which is responsible for the local implementation of the project. The partner should preferably be a local NGO or other clearly defined organization or group, which has been active for at least a year.
- ❖ The project is in line with Finland's Development Policy Objectives and also supports the development objectives that are in place in the partner country (as mentioned in chapter 1.1.)

2. Capability to Plan and Implement Projects

The NGO's capability to plan, implement as well as monitor and evaluate projects is essential when the Ministry assesses the applications. The assessment especially focuses on the following capabilities of the NGO:

a). Capability to analyse development problems and find realistic solutions for them. This is assessed especially on the basis of how comprehensive and realistic the project's background studies are.

b). Capability to plan the project and define its objectives. In order to ensure adequate basis for the project the NGO has to have

- ❖ sufficient substance expertise
- ❖ information on relevant development plans in the developing country, as well as their relation to the project
- ❖ sufficient information on the problems, needs, interests and roles of the beneficiaries and other local stakeholders, as well as on the local partner's objectives and availability of local resources for the project
- ❖ a clearly defined project plan with realistic objectives, work plan and budget

c). Capability to collaborate and maintain contacts with the local partner

d). Capability to implement the required project operations, such as

- ❖ ensure adequate staffing for the project
- ❖ take care of the required personnel administration and staff training
- ❖ handle the required material purchases and freighting
- ❖ monitor and evaluate project implementation and prepare progress reports
- ❖ revise the plans in collaboration with the local partner, based on the findings of monitoring and evaluation

e). Capability to learn from experiences and adapt the lessons-learned in further work, and share the experiences with the project partners and other interested parties (other NGOs, local authorities, etc.).

3. Auditing and Financial Management

The NGO has to apply professional auditing, bookkeeping and reporting systems and practices.

The NGO is always fully responsible for the implementation of the project. However, it must follow the regulations and rules given by the Ministry for Foreign Affairs as well as operate in accordance with the general regulations of state financing (Act on Discretionary Government Grants N:o 688/01). These regulations are taken into account in the Ministry's general conditions on financial support for non-governmental organisations (Appendix 1).

4. Information and Awareness Raising

NGO development co-operation also has informative and educational objectives: the NGOs should actively inform the public about their projects and co-operation countries. Some project financing may, therefore, be used also for spreading information on the projects of the NGO.

Specific funds are available for more general information and awareness raising campaigns on developing countries and development issues. The Ministry's NGO Unit has specific funds for this purpose. The application forms and guidelines may be downloaded from the NGO Unit's website: <http://global.finland.fi/jarjestoille/tt/>.

FOR WHAT PURPOSES MAY FINANCIAL SUPPORT BE USED?

1. *General Conditions for Financial Support*

Financial support may only be used for implementing specific projects approved by the Ministry. It is strictly forbidden to use the funds for other purposes or for the NGO's general operations and administration. The support may cover various essential project costs, however, the cost levels must be reasonable and reflect the nature of NGO work.

The Finnish NGO receiving financial support is responsible for adequate financial management of the approved funds. It has to follow good accounting practices and its books have to be approved by an official auditor. The Finnish NGO is also responsible for the local partner's use of good accounting practices in the partner country.

The Ministry has a right to inspect the bookkeeping of the NGO and the project where deemed necessary, both in Finland and in the partner country. Bookkeeping has to be organised in such a way that the use of funds and receipts may easily be investigated from the books.

When applying for financial support, the NGO has to clarify how the local bookkeeping and auditing will be organised. When the bookkeeping on local costs is handled in the developing country, the auditing of these costs may be carried out locally as well. However, in such cases the Finnish NGO has to make sure that the audit fulfils the auditing requirements of the country. It is recommended that the services of an auditing office belonging to an international auditors' network be engaged. The partner country's auditing expenses may also be included in either the administrative or planning costs.

Where the Ministry deems necessary, the NGO has to provide the local audit, together with all the supplements, to an inspector nominated by the Ministry within three months time of the request.

The Finnish NGO is always fully responsible for the proper use of the approved funds. The funds should normally be used during the year of approval and be drawn no later than the end of October that year.

Additional information on the application procedures and reporting may be obtained from the Ministry's NGO Unit, Tel: +358-(0) 9-1605 6255. The forms and guidelines may also be ordered by post from the following address. The applications and various reports are forwarded to the same address. The guidelines and forms can also be obtained through the Ministry's website.

MINISTRY FOR FOREIGN AFFAIRS
Department for Development Policy/ NGO Unit
P.O.Box 176 (Katajanokanlaituri 3)
00161 HELSINKI
FINLAND

Internet: <http://global.finland.fi>
E-mail: keo-33@formin.fi

2. Planning Costs

In general, the NGO has to cover the project preparation costs itself. However, where a planning mission is deemed necessary, the NGO may apply for travel allowance from the Ministry. The allowance may cover travel costs (travel, accommodation) and a per diem allowance. In practice, a planning mission is in many cases an important phase leading to concrete agreements with the partner on the project's scope, partners' roles and provides the opportunity carry out the necessary background studies. Ensuring adequate participation and commitment of key stakeholders may also require preparatory work at the project site.

An application form for travel allowance may be obtained from the NGO unit. Applications may be sent throughout the year. An initial project plan should be included in the application. The travel costs and allowances have to be specified clearly and should not exceed the costs approved in the Finnish state regulations on travel. Inexpensive means of transport and accommodation should be used.

The travel allowances are intended only for covering travel costs of the Finnish NGO's personnel. Costs of the local partners may not be covered by the travel allowance. In well-justified cases support may also be used for hiring local experts to carry out necessary background studies or for other necessary services (translation, interpretation). The partners themselves must always cover other preparatory costs. Instructions are available on the Ministry's website: http://global.finland.fi/jarjestoille/va_matka.html.

3. Personnel Costs

Funds may be applied to cover the costs of the necessary experts. The work should be carried out in the developing country. Only in exceptional cases will work carried out in Finland be funded (e.g. preparation of an architect plan). In any case, the expert fees should mainly reflect the nature of voluntary work. Only in cases where very specific expertise is needed, and it may be acquired only through engaging an external consulting service, higher fees may be considered.

Foreign experts should not be used for operations, which may be handled with local resources. When local experts are used, the costs should not exceed the normal levels applied in the country concerned.

4. Training and Awareness-raising Costs

The local partner (or other local organization/group) is responsible for the long-term operation and management of the developed systems. In order to succeed in this on a sustainable basis, local organisations and staff may need to be trained in operation, maintenance and management. In addition, securing financial sustainability often requires the development of local fund-raising and/or cost-recovery systems.

Training, education and awareness-raising are also among the key components of many projects. For example, a project aiming at institutional strengthening of a sister NGO usually involves extensive training. Training, education and awareness raising are focus areas in most education and social sector projects as well.

Therefore, training costs are often among the biggest cost items of a project. The Ministry's support may cover various training costs as long as the following principles are followed:

Training should normally be arranged in the recipient country or in a country belonging to the same language and cultural region. Only in exceptional and well-justified cases may training arranged in Finland, or in other industrialized countries, be funded. In such cases, it must be possible to organize the training without advance language training.

Training should be clearly linked to the project's objectives and scope. General education or academic degrees of individuals are normally not supported. However, support may be given for the development of educational systems, or for training and scholarships that are linked with the implementation of a project or which strengthen the use of its results, widen its impact, or ensure its sustainability.

5. Investments

The Ministry's financial support may be used to cover the costs of necessary construction activities and renovations or for purchasing high-priority equipment. However, the investments should never be the main objective of a project, nor the only action area. Investments are only a means to achieve wider objectives. In addition to the investments, the project may involve training, organization development processes, strengthening of the recipients' financial basis, and other actions that ensure the long-term sustainability of the investments.

6. Operation and Maintenance Costs

Operation and maintenance (O&M) costs must in the long run be borne by the local stakeholders. Only in the start-up phase may O&M costs be covered by the Ministry's

financial support. However, already at this stage a clear and realistic plan on how to transfer the O&M costs to the local stakeholders must be presented. The plan must also include a clear handing-over schedule.

In principle, local partners should take care of local personnel costs of O&M also during the project's implementation phase. Only in exceptional cases may such costs be covered by the Ministry's financial support and even in such a case only temporarily.

7. Freight Costs

When shipping equipment or materials from Finland or from other international sources, freight costs may also be included as acceptable costs. However, funds may not be applied for covering freight costs only.

8. Administration and Information Costs

Administrative costs, which are directly linked to the project, are acceptable. All administrative costs have to be clearly specified. Administrative costs may include telecommunication costs, copying of materials, work time of administrative personnel, etc. However, only costs incurred directly by the project are accepted; NGO's general administrative work may not be financed with the Ministry's support. Fund-raising costs linked with the project, as well as auditing expenses, may also be included in the fundable administrative costs. Entertainment and promotion costs are not accepted.

In addition to administrative costs, information costs directly linked with the project are also fundable. However, in case of wider and more general information campaigns, separate funds should be applied for. Administrative costs may not exceed 10 % of a project's total costs.

9. Monitoring, Evaluation and Supervision Costs

Each project needs to be monitored and evaluated during its implementation. Therefore, support may also be used for necessary monitoring, evaluation and supervision missions. A clear monitoring and evaluation plan should be presented already in the project plan. In the case of monitoring and/or evaluation missions, inexpensive travel arrangements should be applied. Also local evaluators may be hired for monitoring and evaluation purposes. This may actually be a cost-efficient way to ensure adequate assessment. The use of local experts may also stimulate new ideas and views on the project.

The Ministry may also make its own project monitoring/evaluation missions, or have external appraisals or evaluations made by independent experts. These costs need not to be taken into account in the financing applications. The NGO may also commission an independent external evaluation, which may also be included in the project budget.

Complete form/guideline available at DAC Sec

** Last up date 26/03/2004

The Global Fund for Women

GRANT CRITERIA

Overview

The Global Fund for Women supports women's groups that advance the human rights of women and girls. We strengthen women's groups based outside the United States by providing small, flexible, and timely grants ranging from \$500 to \$20,000 for operating and project expenses. We value local expertise and believe that women themselves know best how to determine their needs and propose solutions for lasting change. The groups we fund address issues that include but are not limited to:

- Building Peace & Ending Gender-Based Violence
- Advancing Health and Sexual & Reproductive Rights
- Expanding Civic & Political Participation
- Ensuring Economic & Environmental Justice
- Increasing Access to Education
- Fostering Social Change Philanthropy

Application Requirements

Please note that your group **MUST** meet all the following criteria to be eligible for a grant:

- It is based in a country outside the United States. We do not fund US based organizations.
- It demonstrates a strong commitment to women's equality and human rights that is clearly reflected in its activities.
- It is a group of women working together. We do not accept requests from individuals.
- It is governed, directed, and led by women. Women must fill all or most of the leadership roles.

Priorities:

The Global Fund receives 3,000 proposals each year and awards just over 400 grants annually. Unfortunately we cannot offer funding to all the groups that meet the above criteria.

We will give priority to groups that:

- Are just beginning or need initial funding, and which do not have access to funds from larger donor agencies. Groups do not need to be registered non-governmental organizations (NGOs) to qualify for funding.
- Are working on issues that are difficult or controversial for women to raise in their communities, yet are critical to the realization of women's human rights.
- Are organized and led by women from particularly marginalized populations, including but not limited to: refugees, rural women, lesbians, sex workers, women with disabilities, and women from ethnic, religious, and cultural minorities.
- Are located in a region or country that has extremely limited funding resources.
- Actively seek to include the perspectives of those served by or benefiting from its activities.

In addition, please note that the Global Fund does **NOT** fund the following:

- Individuals
- Scholarships
- Academic research
- Groups based and working primarily or only in the US
- International organizations proposing projects with local partners
- Groups without a strong women's rights focus
- Groups headed and managed by men, or without women in the majority of leadership positions
- Groups whose sole purpose is to generate income or to provide charity to individuals

- Political parties or election campaigns

Exceptions:

Women-focused projects within mixed-gender organizations may occasionally receive support from the Global Fund if they work with particularly marginalized groups: for example, lesbians within lesbian/gay/bisexual/transgender organizations or women within groups of people with disabilities.

Review Process

You may submit a request in any language, by e-mail, fax, or post. After you submit a proposal, a notice of receipt will be sent within 3 weeks of its arrival at the Global Fund. There are no proposal deadlines. We accept proposals all year, and we award grants every 3 months. Due to the large volume of requests we receive, it can take up to 6 months to review and/or decline a request.

Urgent Requests

In addition to requests for general support, we accept urgent requests for support to organize or participate in local, regional, or international meetings and conferences. These requests will be considered outside of our normal grant cycle due to their time-sensitive nature. Please note that these types of requests must come from organizations, not individuals, and must be received **at least 8 weeks** before the event. Funds for these types of grants are limited. You may use the application on this page, or you may use one of the following shorter applications:

[Applying for Grants to Organize Events](#)

[Applying for Grants to Travel to Events](#)

E-mail: asiapac@globalfundforwomen.orgasiapac

The Global Fund for Women
1375 Sutter Street, Suite 400
San Francisco, CA 94109
USA
Tel (415) 202-7640
Fax (415) 202-8604

** [Complete form is available at DAC Secretariat as well \(Up dated 27 Feb 2004\).](#)

Overseas Activities Of The Nippon Foundation

Goal and Objectives of the Nippon Foundation

The Nippon Foundation is an independent, non-profit, grant-making organization founded in 1962. It was established by legislation that set aside 3.3 percent of the revenues from motorboat racing to be used for philanthropic purposes. The Foundation is providing aid to projects that fall under one of the following four major categories: 1) public welfare in Japan; 2) voluntary programs in Japan; 3) maritime and ship-related projects; and 4) overseas cooperative assistance.

Under the category of overseas cooperative assistance, we especially respect cross-border, transnational activities; local and regional undertakings that may fall outside the reach of the public sector or other donor agencies; and initiatives to tackle pressing issues and long-range or persistent problems that require prompt and systemized care. Grants are given to programs planned and conducted by overseas non-profit organizations in such areas as basic human needs, human resources development, and promotion of international cooperation. The total amount of grants in FY 2002 amounted to 33.2 billion yen (US\$276.3 million), of which 5.4 billion yen (US\$45 million) was spent for overseas cooperative assistance.

Funding Areas

1) Improvement of Basic Human Needs

Initiatives to assist people throughout the world to meet their basic human needs, and to contribute to the improvement of human welfare through programs in such areas as healthcare, support of disabled persons and those who are socially vulnerable, agricultural development, population issues, community development, refugee aid, and disaster relief. Projects comprising novel ideas, approaches, and technology, as well as those that involve multilateral undertakings, such as south-south cooperation, will receive higher priority.

2). Human Resource Development

Initiatives to foster a new generation of professionals, scholars, and students with a strong potential for future leadership. We support training and educational programs designed and executed by non-profit organizations and institutions of higher education. Our intention is to promote the formulation of an international network of professional people with shared goals and concerns.

3) Promotion of International Collaborative Undertakings

Initiatives to foster cooperative approaches that meet the changing needs of the global community. We support cultural, social, and intellectual exchanges and collaborative undertakings, which contribute to the development of greater mutual understanding and cooperative mindset in order to bring about social changes.

Basic Considerations

Due weight will be given to proposals which contain at least one of the following:

- Pragmatic and realistic approaches to issues and problems
- Potential for future development and self-sustainability
- Far-reaching social and regional impact
- Pioneering significance; creating new visions and acting as catalyst for positive changes and social transformations
- A diversity of race, gender, ethnicity, social class, cultures and societies

GRANT ELIGIBILITY

Applicant Eligibility

Applicants for The Nippon Foundation's overseas grants must be non-profit organizations based outside of Japan. They can be local, regional or international NGOs/NPOs, and

include educational and research institutions. The Foundation does not accept applications from, nor provide grants to, private individuals or for-profit organizations.

Proposal Eligibility

The Nippon Foundation's overseas grants support non-profitable and institutional initiatives. Any program that is already in its operational phase is not eligible for grant consideration. In addition, The Foundation does not accept proposals of the following nature:

- Profit-making
- Fundraising for general purposes
- Financial assistance to individuals, such as through direct scholarships
- Debt repayment
- Activities of a religious or political nature

Lower priority is given to projects for which the following features or goals are the main objectives, and not an integral part of a broader program:

- Construction or physical infrastructure development
- Acquisition of real estate
- Asset building
- General managerial/overhead costs
- Publications, films, TV or radio programs
- Basic research
- In-house training

Eligibility is not contingent on the amount requested. The Foundation generally accepts multiple-year project proposals spanning a period of less than five years, but they must undergo screening every year. In principle, indirect costs should not exceed 10% of direct costs. Resubmission of previously rejected proposals cannot be accepted.

APPLICATION PROCEDURE

When to Apply

There is **no application deadline** as such, and applications can be received throughout the year. However, since the screening procedures may take as long as five months, it is strongly recommended that applications be submitted at least **half a year before** the planned start of the project, or whenever the funding will be needed.

How to Apply

Applications must be submitted by mail; we do not accept applications by fax or e-mail. All materials should be typed in English and sent to:

Department of International Affairs
The Nippon Foundation
1-2-2 Akasaka
Minato-ku, Tokyo 107-8404
Japan

If you are not sure whether or not your proposal fits within The Nippon Foundation's guidelines, please send us an inquiry letter with the completed application summary form to the above address.

When applying for The Nippon Foundation's Overseas Grants, please make sure that all information is typed, and send one set of the following documents: **1) A cover letter, 2) an application summary form, 3) a project budget, and 4) a project proposal to The Nippon Foundation's Overseas Grants.**

1) The Cover letter

The cover letter should be addressed to:

Ms. Ayako Sono

Chairperson
c/o Department of International Affairs
The Nippon Foundation
1-2-2 Akasaka
Minato-ku, Tokyo 107-8404
Japan

2) Application Summary Form

Please compile an application summary form using the format stipulated by The Nippon Foundation, and attach it to the project proposal. The summary will generally be used for pre-screening.

You may type out the requested information on separate sheets of paper rather than filling in the application form provided by us as long as you follow the same format. *However, the Application Summary Form should not exceed 6 pages.*

3) Project Budget

Please make sure to attach a project budget to your application. Please note that we only accept applications in Japanese yen, US dollars, or Euro. The Nippon Foundation recommends that applicants follow the format outlined in *the Project Budget Form*.

4) Project Proposal to The Nippon Foundation's Overseas Grants

There is no set format for project proposals.

If available, attach the following additional information:

- The most recent annual report or information about the organization
- The most recent audited financial statements
- The organization's current budget
- A copy of official documents certifying the organization's legal and tax status

**All documents and questions should be sent to
the Department of International Affairs.**

**** Complete form is available at DAC Secretariat as well (Up dated 17 Feb 2004).**

Trickle Up Program

Founded in 1979, the Trickle Up Program's mission is to help the lowest income people worldwide take the first step up out of poverty, by providing conditional seed capital and business training essential to the launch of a micro-enterprise. This proven social and economic empowerment model is implemented in partnership with local agencies.

Rebels had attacked Sampa's village of Rokupr, Sierra Leone. When Sampa returned, her search for a means of livelihood led her to Trickle Up through Partner Agency Community Action for Progress. With the grant and business training, Sampa initially began a micro-enterprise selling fish and then started a more profitable small restaurant.

Meet select [Entrepreneurs](#) and [Coordinating Partner Agencies](#) that work in this population.

There are 600 million people with disabilities, comprising 10-15% of the world's population. More than 80% of people with disabilities live in developing countries. Among the poorest of the poor, disabled people are arguably the most deprived. Eighty percent of disabled adults are unemployed, and less than 2% of disabled children go to school. Women and girls with disabilities are even worse off: only 1% of disabled women in the developing world are literate, and they are more likely to experience abandonment, exploitation, physical or sexual abuse, and denial of their human rights.

In keeping with its mission to serve the poorest and most vulnerable populations, Trickle Up in 2002 launched a three-year partnership with Mobility International USA (MIUSA) to promote the inclusion of people with disabilities in the international development process. With funding from USAID, MIUSA will provide technical assistance and resource materials to help Trickle Up promote inclusion in our organization, in our program, and among our partners. Our goals are to provide business capital and training for micro-entrepreneurship to more people with disabilities and their families; to help our Coordinating Partner Agencies reach more disabled people with their development services; and to include more disabled people among our staff, volunteers, and program participants. We expect to learn more about the current extent of participation of people with disabilities in our program, and we are committed to identify and disseminate practical ways of reducing barriers to their participation, during the project period and beyond.

If you are with the media or have a communications question, please contact our Communications Director Dana Galin. Email: danag@trickleup.org

Asia

[Alternative for Rural Movement](#)

[Angkor Participatory Development Organization](#)

[Community for the Promotion of Public Awareness](#)

[Network Entrepreneurship Economic Development](#)

[The Rural Development Association of Yilong](#)

If you have general questions about the Trickle Up Program, please contact our New York office:

104 W. 27th Street, 12th Floor

New York, NY 10001-6210

Phone: 212.255.9980

Toll Free: 866.246.9980

Fax: 212.255.9974

Email: info@trickleup.org

Trickle Up's international program provides basic business training and seed capital in the form of conditional grants (usually U.S.\$100), typically distributed in two installments of \$50, to families or groups of three or more people. This grant model allows Trickle Up to reach the world's poorest people who are often overlooked by micro-credit programs because they are credit averse or do not qualify for loans because of a lack of a track record in business, savings, collateral, a guarantor or even a regular address.

Trickle Up entrepreneurs receive the first grant installment after preparing a Trickle Up Business Plan. After three months or the first business cycle, they complete a Trickle Up Business Report showing they have established a viable business and met program requirements, and if so, receive the second grant installment.

Trickle Up encourages entrepreneurs to build their assets by saving individually or in groups. With the support of Coordinating Partner Agencies, many entrepreneurs participate in various types of savings programs. Trickle Up is committed to supporting sustainable savings programs that can provide capital for business expansion in the long term, as well as linkages with access to traditional microcredit, where possible and appropriate.

Trickle Up works with approximately 250 Coordinating Partner Agencies, generally community based development organizations that already serve poor communities, to help implement our program around the world. Our Coordinating Partner Agencies operate a variety of programs that address the gaps in government services for the poor, including health care, education, vocational training, agricultural skills, and conservation awareness. These Agencies include Trickle Up among their programs to bring economic empowerment to the poorest individuals in their communities. Partner agencies are responsible for selecting, training, and monitoring the Trickle Up entrepreneurs.

Trickle Up is distinctive in that it targets the poorest, most marginalized people who are often not eligible for microcredit. Its simple, flexible model of microenterprise development consists of two primary components, business training and conditional seed capital grants.

Business Training

The Trickle Up Program works with its Coordinating Partner Agencies to teach entrepreneurs the basic skills they need to start and expand a business. These skills include: how to assess profitability by calculating costs, sales and profits, and how to save and reinvest. Trickle Up supports partner agencies by providing them with comprehensive training on topics, including choosing a business, conducting a feasibility study, and marketing, among others.

In addition, Trickle Up partner agencies structure their training with the entrepreneurs using the Trickle Up Business Plan, which outlines the product or service, the market, how the grant will be spent, projected cash flow, and projected income. Partner agencies use the Trickle Up Business Report to enable entrepreneurs to record their actual costs, profit, savings or reinvestment, and plans for growth. Trickle Up also uses the Business Plans and Reports to track the progress of the entrepreneurs. Finally, we provide a savings manual that outlines steps to establish revolving savings groups, with examples.

US\$100 Grant

Trickle Up staff and qualified interns travel to the field to conduct train-the-trainer workshops for partner agencies that involve participatory approaches to business training using visual aids, games and role-playing specifically formatted for non-literate populations. Trickle Up continues to develop workshop's training material that partner agencies can use to train entrepreneurs.

Trickle Up provides grants (not loans) of \$100 US dollars (US\$700 in the U.S.), in two installments, with the following commitment from entrepreneurs:

- OWNERSHIP: The micro-entrepreneurs plan the business themselves.
- TIME/ENERGY: They commit a minimum of 250 hours each within the first three months.
- REINVESTMENT: At least 20 percent of the profit is saved or reinvested in the venture.
- LOCAL RESOURCES: They secure any necessary approvals or resources.
- GROWTH: They anticipate continuing profit and self-employment.
- ACCOUNTABILITY: They report on their business and its results.

Criteria for selection

Because it targets the poorest, Trickle Up operates mainly in countries ranked lowest on the Human Income and Poverty Index (HPI) of the United Nations Development Programme. HPI measures quality of life factors such as survival to age 40; percent of population without access to health, sanitation and health services; percent of underweight children under five; and percent of population living below the income poverty line. Trickle Up also works in countries where the distribution of income between the richest and poorest sectors of the population is severely skewed; where a significant portion of the population is suffering from HIV/AIDS; or where conflict or natural disaster has created refugees and internal displacement.

Up date May, 07, 2004

Information is available at DAC Sec.

Social Fund of the Kingdom of Cambodia (SFKC)

Working for a brighter future for all!

The SFKC's Appraisal Development will scrutinize the technical, economic, and social components of the proposal and determine its viability.

After successful appraisal of the project application, SFKC's Executive Committee will approve the proposal for financing.

For implementing all approved projects, SFKC's expects up front contribution of at least 10% of the estimated cost from the communities are also expected to set up a Project Support Committee (or a similar entity) for managing the assets/facilities created through SFKC's financing.

WHO CAN APPLY FOR FINANCING FROM SFKC?

- Community Group
- Local Authorities
- Provincial and District Departments
- Local NGOs
- International NGOs

SFKC is willing and encourage co-financing of development project

SFKC was established by a Royal decree in December 1994 as a autonomous public institution under the presidency of the Prime Minister. The objective of the **Social Fund Project** are support development of critical social/economic infrastructure rehabilitation and service projects to respond to the urgent needs of poor communities to enhance rural development and reduce poverty, particular in rural areas.

SFKC will finance

Economic Infrastructures

- Irrigation scheme
- Bridge and culvert
- Water Supply (well)
- Sewerage system
- Drainage system
- Piped water system
- Public Latrines

Social Infrastructures

- Primary school
- Lower secondary school
- Vocational Training Center
- Health Center
- Referral hospital
- Social welfare facility

Service Project

- Skill development training for small scale business
- Public Health Awareness

Furniture and Accessories

- Furniture for primary school and Lower secondary school
- Furniture and accessories for health centers and referral hospitals
- Furniture for social welfare facilities and vocational training centers

SFKC will NOT finance

- The elaboration and formulation of a project
- Purchase or least of land
- Renovation or construction on private land

- Petrol or diesel pump or related facilities
- Administrative and operational expense
- The completion of unfinished projects that are not 100% financed by the community
- Any projects that requires machinery works

SFKC Project Implementation

The SFKC will generate applications by information potential beneficiaries and sponsoring agencies about its work procedure, type of sub-project eligible for financing, eligible applicants, need to setup a project support committee, and expected levels of community participation and contribution.

Interested communities (or their sponsoring agencies) will have to fill in a copy of the application form and submit to the SFKC in Phnom Penh. On receipt of the completed application form, the SFKC will study the proposal for its adherence to SFKC's eligibility and priority criteria. When after all eligible applications will be registered and ranked using a computerized system.

- **SFKC would like and interested to fund rehabilitation sector as well.**

Contact for more information:

Ms. Nil Vanna

Promotion Director

#13, Street 214, Khan 7 Makara,

P.O. Box 1119, Phnom Penh

Tel 023 211 387

Fax 023 211 386

socfund@online.com.kh

Last update: 19/02/04



Children In Need Of Special Protection

Children in need of special protection are children who are neglected, abused, (sexually) exploited and trafficked, or living, working and sleeping on the streets. They can be abandoned, orphaned or disabled; they may be in conflict with the law, or they may be living in post-conflict areas.

The Children in Need of Special Protection Section of UNICEF Cambodia is working with the Royal Government of Cambodia and Non-Governmental Organisations to strengthen social services for the rescue, recovery and reintegration of these children. Together we are working to improve legal protection of children, to prevent child abuse, neglect and exploitation, and to reduce death and disability caused by landmines and unexploded ordnances.

In order to achieve these objectives, six strategies are followed to ensure that the rights of children are respected and fulfilled. The strategies are:

- Prevention
- Protection
- Rehabilitation and Recovery
- Reintegration and Follow-Up
- Advocacy
- Child Participation

These strategies guide the activities of the three child protection interventions of UNICEF Cambodia: Social Protection, Legal Protection, and Post Conflict. We work in the provinces illustrated below in order to assist the Government and Non-Governmental Organisations to protect some of Cambodia's most at-risk children.

Social Protection

UNICEF works with the Ministry of Social Affairs, Labour, Vocational Training and Youth Rehabilitation to build their capacity in policy, development, planning and decentralisation. We also work to build the capacity of Provincial and District offices of the Ministry, and to support them to provide services to children in selected convergence provinces. At the community level, the Child Protection Network seeks to develop and strengthen child protection in the villages, to improve the care of children at risk and children in need of special protection through reinforcing human resource knowledge, skills and attitude, and by developing inter-sectoral involvement. The Network also aims to develop prevention and early intervention practices to address problems faced by children at risk with the aim of limiting the number of those in need of special protection. Child protection committees also exist at the district and provincial level.

As no school of social work exists in Cambodia, UNICEF works with the Ministry to develop a social work training curriculum in order to equip those working with children with the skills and knowledge to better respond to their needs. We also assist the Ministry in improving standards of service provision to children who, for whatever reason, are not under the care of their biological parents. This includes reintegration and follow-up for children who may receive foster care, attend non-residential programmes, or who stay in residential /institutional care centres.

Legal Protection

UNICEF provides technical assistance to the Ministry of Interior to train police against issues of trafficking and sexual exploitation of children, and to provide a telephone hotline for reporting instances of child trafficking, sexual exploitation and abuse. We work to build the capacity of the Ministry's of Interior and Justice, and the Cambodian National Council for Children, as well as assisting with law review and development to ensure that Cambodia's laws conform with the Convention on the Rights of the Child. Birth registration is a key focus of our activities and we hope to see a rapid increase in the number of children being registered at birth. Through the Bar Association of the Kingdom of Cambodia, legal representation is provided to children in conflict with the law, regardless of whether they are victims or offenders.

Post Conflict

The project runs in partnership with a variety of governmental and local and international non-government organisations both by providing a combination of financial and technical support for their capacity building in dealing with landmine and unexploded ordnance and disabilities issues through prevention of mine and unexploded ordnance incidents; assistance to mine victims and people with disabilities; and reintegration, with a special focus on school integration for children with disabilities.

Further information please contact UNICEF

#11, Street 75, Phnom Penh

Tel 023 426 214, 426 215

Fax 023 426 284

[Last update: 22/03/2004](#)



United States Agency For International Development (USAID)

Funding Guidelines

The following information is provided for those interested in applying for funding from the Displaced Children and Orphans Fund, the Leahy War Victims Fund, or the Victims of Torture Fund (DCOF/LWVF/VOT). It is intended to provide general guidance, not definitive criteria. For more information, please contact the DCOF/LWVF/VOT Technical Support Contract at the following address:

DCOF/LWVF/VOT Technical Support Contract
1300 Pennsylvania Ave, NW
Washington, DC 20004
(202) 789-1500 (ph)
(202)789-1601 (fax)

Grantees

Country-based projects are, for the most part, implemented through grants and cooperative agreements to domestic, foreign, and international nongovernmental organizations that are registered with USAID's [Office of Private and Voluntary Cooperation](#). Grantee organizations work in partnership with host governments (usually the ministries responsible for health and social welfare), local NGOs capable of participating in the implementation of the project, and other international agencies working with vulnerable children; war victims and people living with disabilities; or the needs of torture survivors, their families, and communities.

Funding

Funds from DCOF/LWVF/VOT are usually transferred to USAID's overseas missions where grants and cooperative agreements are negotiated and managed. When circumstances preclude this type of arrangement (e.g., in countries with no USAID mission, with multiple country projects, etc.) programs are managed directly from USAID/Washington.

Proposals

Proposals for programs can be solicited or unsolicited. Solicited tenders include Annual Program Statements (APS), Requests for Applications (RFA), and Requests for Proposals (RFP). Information on in-country solicitations can be obtained through the local USAID mission. General information on business opportunities available through USAID can be found at www.usaid.gov/business/business_opportunities/. Current APSs and RFAs can be found at [FedGrants \(www.fedgrants.gov\)](http://FedGrants (www.fedgrants.gov)), the government-wide portal for grant opportunities. Unsolicited concept papers can be submitted to USAID missions or to the DCOF/LWVF/VOT manager at the address listed above. Concept papers should be approximately five pages.

Selection Criteria

Although selection criteria for funding may vary from country to country and program to program, decisions for each fund are guided by a set of principles:

I. DISPLACED CHILDREN & ORPHANED FUND

DCOF primarily supports programs and methodological approaches that strengthen the capacity of families and communities to provide the necessary care, protection, and support for displaced children and orphans.

Program activities eligible for funding should be specifically designed to address the needs of the following groups of children:

- Children affected by armed conflict
- Street children
- Children with disabilities
- Children otherwise separated from appropriate care-giving situations.

Within these categories, DCOF supports programs that adhere to the principles of being child and impact focused, are community-based with local ownership and implementation, include children as active participants, are holistic and integrative as well as culturally grounded, and demonstrate collaborative and strategic approaches.

II. LEAHY WAR VICTIMS FUND

- Focus on countries where need and potential for impact is the greatest, within a general framework of direct assistance for people with disabilities.
- Focus on cost-effectiveness and quality of service.
- Emphasize orthopedic assistance within a framework of social and economic integration of the disabled.
- Work with representatives of the disabilities community to strengthen policies within country programs.
- Develop local activities that can be used as models for replication.
- Support the development of effective practices, appropriate technologies, and innovative programmatic approaches within a framework of direct assistance.
- Include people with disabilities in the development and implementation of project activities.

III. VICTIMS OF TORTURE FUND

- Interventions should keep in mind the recovery needs of individuals, families, and communities.
- Interventions should be culturally appropriate, keeping contextual factors foremost in mind.
- The focus should be on settings where the potential for restoring functionality is the greatest and improvements can be sustained.
- Grantees should be prepared to demonstrate the impact of interventions in terms of improvements in the functioning of their clients (individuals, families, and communities).
- The majority of grants will be for the treatment of the physical and psychological effects of torture. Additionally, proposals for training and research will be considered. Applicants should respond within

Additionally, proposals for training and research will be considered. Applicants should respond within the following range of recommended effort¹:

- More than 80 percent of the grants for treatment should be directed toward the provision of services that directly benefit the client. The remaining 20 percent can be used for capacity building, strengthening, and organizational improvements.
- More than 60 percent of grants for training should be directed toward the improvement of skills and knowledge with the remaining 40 percent for follow up.
- More than 70 percent of grants for research should be focused on data design, collection, and analysis. The remaining 30 percent may be designed for dissemination to practitioners and the development of applications for the field.

¹Proposals may vary from the recommended percentages but must justify why they do so.

Updated 23 March 2004

**Please contact USAID directly for further information/guideline