**Initiating Small Grant Applications through Advertisement Form**

**Advertisement No [**to be filled in by UN Women**]**

UN Women plans to award small grants to eligible Civil Society Organizations (CSO) in the range of USD 2,500 to USD 20,000. Small grants intended exclusively to finance the Mulitaka Disaster Relief Efforts to support women and girls at the care center and range of eligible activities to support the development or strengthening of a CSO’s institutional capacity.

UN Women is targeting CSOs in Enga Province to apply for small grant through the UN Women small grant competitive process. UN Women invites eligible applicants to submit small grants applications for disaster response eligible activities. UN Women will consider awarding one small grant. in this case.

This advertisement forms the basis for applying for small grants. It must neither be construed as a small grant agreement nor as a confirmation of a small grant awarded by UN Women to any entity. Consequently, UN Women is not liable for any financial obligations, or otherwise, incurred by any entity in responding to this advertisement. UN Women will not approve such costs as part of any small grant budget, and an awardee must not use the small grant to cover such costs.

1. **Eligible CSOs**

The applicant may apply if it:

* is a registered CSO in operation for at least three years.
* is not on the Consolidated UN Security Council Sanctions List.
* is not being investigated for fraud, corruption, sexual abuse, sexual exploitation or other wrongdoing.
* has not had funding received from UN Women entirely or partly written off by UN Women.
* is not currently engaged as an Implementing Partner (IP) or Responsible Party (RP) for UN Women.
* has not been engaged as an IP/RP for UN Women at any time after 21 November 2023.
* is not a government entity.
* is not a UN organization.
* is not an established CSO with the capacity to be engaged as an IP/RP.
* has sufficient capacity to collaborate with various stakeholders.
* has sufficient financial stewardship, including having adequate financial policies and procedures in place to manage the small grant; and,
* past performance has been deemed satisfactory by UN Women (if it has received small grants previously or been engaged as an IP/RP before 21 November 2023).

1. **Eligible activities**

The applicant may apply for a small grant to cover the following activities:

* introducing and improving organizational systems, tools, and processes in responding to disasters in Enga Province.
* Proving relief support to Mulitaka Land slide survivors especially women and girls.
* supporting with equipment such as copiers, scanners, printers, laptops and computers as long as the cost of such equipment is limited to 30% of the proposed small grant budget or USD5,000, whichever is lower.

1. **Limitations**

UN Women’s small grants are limited to a maximum of USD 20,000 for the next 4-months period September to December 2024. The calculation of the maximum grant amount includes all small grants awarded to the CSO from all UN Women Offices.

1. **Application**

An application must contain all relevant information showing that the applicant and the proposed activities are eligible.

* All applications must be in English. Hand-written applications will not be accepted.
* Please use the attached application form when submitting your application.
* Please submit a registration certificate evidencing that the applicant is a registered CSO that has been in

operation for three years.

* UN Women will reject any application that doesn’t contain enough information to show that the application or the activities are eligible.
* The application must be received by UN-Women online at the address to be provided soon, not later than 5 pm on Friday 13 of September.
* UN Women will not consider applications sent by any other means [revise based on the selected mode - e.g., by fax or by regular mail] or to different addresses.
* Applications sent by any other means [revise based on the selected mode - e.g., by fax or by regular mail] or to different addresses will not be considered.

1. **Review Criteria.**

The applicant must:

* Propose eligible activities that develop or strengthen the institutional capacity of the applicant and are consistent with the relevant strategic plan.
* Not propose to use the small grant to provide an activity/output on behalf of UN Women, civil construction work, engineering work, purchases of vehicles or other tangible or intangible property, except for copiers, scanners, printers, laptops, and computers.
* Not propose to use more than 30% of the small grant or USD5000, whichever is lower, to purchase copiers, scanners, printers, laptops, and computers.
* Propose a timeline that is no longer than a timeframe specified and eligible activities that are feasible to accomplish within the 4 months.
* Not propose to cover its indirect costs/support costs with the small grant.
* Not make a direct profit from the small grant.
* Not propose to cover costs incurred or committed prior to a signed Small Grant Agreement.
* Propose eligible activities sustainably supporting the applicant.
* Propose eligible activities where the applicant has the capacity to reach the target audience; and,
* Propose a budget that is cost-effective given the eligible activities, the number of targeted beneficiaries, and the proposed location.

1. **Award**

UN Women will evaluate applications that meet all the criteria. UN Women will award the small grants to the

applicants that best contributes to the goals reflected as strategic priorities in UN Women’s strategic plan.

Successful applicants are informed in writing of UN Women’s decision to award the small grant. The award

is conditional on the applicant agreeing to the terms and conditions set forth in UN Women’s Small Grant

Agreement and the award is automatically rescinded if the applicant doesn’t agree to these terms and

conditions.

1. **Application form.**

CSOs may use the sample small grant application form attached as annex 1 and expound where necessary.

