

Human Rights and Good Governance (HR/GG)

Invitation to Submit Applications for Core Funding

Questions and Answers

1. The Annual Audit Report for 2009 is not available yet, what do we do?

You should contact your auditor and ask for a first draft of the audit report and this is the most favorable to us. However, if this is not possible you could provide us with the following internally generated financial reports for 2009:

- 1) Trial Balance*
- 2) Statement of Financial Position*
- 3) Statement of Activities and Change in Net Assets*
- 4) Statement of cash receipts and disbursements*

Although these reports would be generated by your own finance/accounting department, they must be consistent with the way these statements were presented in your previous audit reports especially 2008.

In addition to the above reports, you are also required to submit the following Schedules:

- A. Budget Vs. Actual Comparison for 2009*
- B. A list of Pledges Receivable by donor*
- C. A schedule showing all the changes in the Temporarily Restricted net Assets. This Schedule ought to include: Beginning Balance, Additions/Deductions, and most importantly released from restrictions*
- D. Sources of funds by donor*
- E. Projects expenses by donor*

Please note that the Grant Implementation Agreement (GIA) will not be signed until an official and complete audit report and management letter for 2009 is submitted.

2. We would like to keep our current auditors, but they are not members of an international audit firm, can we still keep them and hire an additional international audit firm to do the required annual audit report?

We do require that your annual (NGO-wide) audit for 2010, 2011 and 2012 to be prepared by an international audit firm.

3. Our strategy expires in 2011, how can we benefit from the 3 years funding?

At this stage you would apply for 20 months funding (May 2010 to Dec 2011), and you could apply again to acquire funding for 2012 when we announce the second call for proposals in 2011 provided that you do have a new strategy that covers 2012.

4. Our strategy has expired in 2009, but our new strategy will not be ready until April or May 2010, what do we do?

According to the eligibility criteria in the guidelines, submitting a strategy covering the required period to be funded is a must.

- 5. We have a strategy until 2011 and thereby we are requesting funds for 2 years, do we need to provide all the requested information and budget for the 3rd year (2012).**

You are only required to submit information for the years you are requesting funds for.

- 6. Are there any templates or formats for strategies and action plan?**

No there are not. Use your own formats.

- 7. We have the bylaws and other requested documents in Arabic/Hebrew, can we submit them as is, or do we have to translate them to English?**

You can submit them as they are and you don't have to translate such official documents. However, you maybe asked to submit a summary on certain parts in English at a later stage. Nevertheless, the proposal itself should be submitted in English.

- 8. Do the recipients of core funding from the first phase (current partner) - who have submitted some of the required documents in the past - have to resubmit the same documents again?**

We do have the hard copies of the official documents that were submitted by the current partners, but it is still required that you deliver a soft copy (on CD).

Certainly, if there have been any updates on the old documents you are required to submit the updated documents.

- 9. Is there a change on the funding policy from the last phase?**

Per the guidelines the level of funding is as follows:

For large NGOs with an overall annual budget that exceeds US \$ 250,000, NGOs may apply to cover up to 40% of their annual budget, provided that it does not exceed 50% of their unsecured funds.

For small NGOs with an overall annual budget of less than US\$ 250,000, NGOs may apply to cover up to 50% of their annual budget, provided that it does not exceed 50% of their unsecured funds.

- 10. For 2010 is the funding going to be 50% of the unsecured fund for the whole year or for a proportion of the unsecured fund starting from May 1, 2010 since the funding covers the period after May 1, 2010.**

Our grant is effective May 1, 2010. The proceeds from our grants cannot be used to cover any costs before May 1, 2010.

- 11. How do you differentiate between projects and programs?**

A project contains specific activities and budget that are tied to a start and end dates; while a program contains a long-term and continuous intervention that is reflected in the NGO' strategic plan.

12. What is internal revenue?

Any income that is generated by your NGO. Examples are: membership fees, renting halls and providing training and courses for the public or the staff.

13. Is the level of funding equal to 50% of unsecured fund for 2010 multiplied by 3 to cover the 3 years?

No, every year has a different budget and different unsecured fund; thereby the calculation would change accordingly.

14. Is there a specific form for the budget?

No specific form is required, but the budget has to be detailed and should be categorized by the following 3 components:

- 1. Personnel: All salaries and personnel related expenses have to be listed under this category including all program related personnel expenses.*
- 2. Program Related Expenses: costs that are directly related to your programs*
- 3. Management Costs. Please refer to Question # 21*

15. Should the Personnel working on programs be part of the personnel or program related expenses?

All personnel related expenses can only be listed under the Personnel Category

16. Is the requested budget in the application for 3 years in total, or do we have to provide details for each year?

Please provide details for every year in addition to the total budget for the 3 years taking into consideration the consistency in using the budget line items.

17. When providing the committed fund for 2010, 2011 and 2012, are there any other details requested beside the total amount of the committed fund for the 3 years?

All details regarding these commitments are absolutely required. You have to provide the following: donor names, type and date of the grant, amounts, period covered, details on earmarks and restrictions as well as payments schedule.

18. Where in the application can we provide the requested amount of funding?

On the first page, right under the name of the applying organization

19. Part of our core programs can come under the HRGG; can we apply for the current Core Funding?

The mandate of your NGO needs to be Human Rights and Good Governance.

20. We are an independent NGO and are a member of a network, but the network is not yet officially registered, can the network apply?

No, as mentioned in the eligibility criteria only registered NGOs or registered networks can be eligible for the fund.

21. On the budget, what do you mean by management cost? Are there any local or international standards that should apply to the items included under this category?

There are no specific standards. Management costs are the Administration overheads that are not directly related to your activities like utilities, rent and communications.

22. Could you please explain the Framework Annex and clarify the differences between the Annex and the concise summary about the program (Part A.5)?

In part A-5 you can provide us with a summary about your programs, in the framework annex you need to reflect programs with all details.

23. Our organization covers a wide area one of which is targeting and operating in the oPt, do we have to submit the budget for the whole NGO or only submit the budget that pertains to the oPt Programs?

We need to receive the NGO core budget for all programs and also a separate budget for the components related to the oPt.

24. Under the Human Resource and Organization structure (Part A-Section V), what kind of information is requested regarding Key Staff? Do we have to provide the same kind of information for all staff members? Also, what is the difference between (Years in Position) and (Number of Years in Position)?

You need to fill the chart under this section regarding key staff only not for all staff and you can change the titles in the chart as it's used at your NGO. Refer to Question # 25 regarding other staff members.

For the second part of the question, in the last column please provide the number of years in the NGO not in the position.

25. In the application checklist you are requesting a List of staff, current positions and salaries by each year over the last 3 years; does this apply to all our staff members?

Yes, a list for all your staff, core staff, full time, part time and projects employees

26. Is there a ceiling for the Core Funding Grant?

This depends on the total amount of the program budget for the whole period and on the number of approved NGOs out of the applicants and to the level of funding as presented in page 4 of the guidelines.