CONNECTING VOICES AND ACTION
to End Violence Against Women and Girls
in the MENA Region

GRANT SCHEME FOR IRAQ

FAQ – Frequently Asked Questions

2ND Session

Naseej:
Connecting Voices and Action to End Violence Against Women and Girls
in the MENA Region

HUM/2018/400-606

Application Form – Narrative

1	**Year of establishment** *What do you mean by year of establishment?* We mean the year of registration of your organization.
2	**What do you mean by Organization's mission and main objectives (1.h)?** In this section, you should briefly describe (max 10 rows) what are the main general objectives that your organization tries to achieve. By mission we mean the cause that your organization is pursuing.
3	**Who can be the Contact Person and what is he/she supposed to do?** The Contact Person can be anybody in the organization. He/she will be the person that will be communicating with Oxfam on every update and step of the call. The Contact Person does not necessarily need to be involved in the project if it gets approved.
4	**My Annual Budget in 2019 includes different currencies. How do I get to the final amount?** We ask you to indicate in IQD your organization's annual budget for 2019. If you also received revenues in other currencies, we ask you to convert those amounts into IQD using the following exchange rate https://ec.europa.eu/info/funding-tenders/how-eu-funding-works/information-contractors-and-beneficiaries/exchange-rate-inforeuro_en (August 2020).
5	**What do you mean by Organizational Structure? Which information should be given in this section?** In this section (3.b) we ask the organization to briefly describe the main structure of the organization including, for example, Board of Directors, President, field offices, departments, etc. You can also include graphs and charts if you want.
6	**What kind of information shall I provide in the Financial and control mechanisms and procedures' section?** In this section we ask you to describe in max 1 page how your organization manages its funds internally. For example, what kind of procedures do you have in place to manage cash and the assets of the organization? How do you ensure that expenditures are controlled and authorized?
7	**What do you mean by "justification" in the Project's Activities' section?** For every project's activity, we ask the organization to explain in the justification section why this activity is necessary and why it is necessary to implement it in that specific way.
8	**What do you mean by "target" in the Project's Activities?**

	In the target part you should describe who is going to be involved in the activity and benefit from it. In this section it is important to provide a number of the beneficiaries. Every activity can have more than one target (ex. psychological support can be provided to different kinds of beneficiaries such as girls, women, men, etc.). Try to be as specific as possible.
9	**If an organization received funds under EuropeAid/154792/DH/ACT/Multi but the project is over, is it possible to still apply for Naseej?** No, if the organization already received funds under EuropeAid/154792/DH/ACT/Multi it is not possible to apply for a grant within this project.
10	**Can organizations count private donations to the estimation of their annual budget?** Yes, as long as the NGO can account for these donations.
11	**Can organizations apply to implement activities in which they do not have a permission from DNGO to operate?** No, applicants must be authorized to implement activities in the targeted locations of the submitted proposal.
12	**Can organizations include as experience GBV related activities implemented outside Diyala and Anbar?** Yes, these activities will be counted as past experience in the topic of GBV.
13	**An organization is working in more than one district in one Governorate. Does it count as multiple locations?** Yes, if an NGO is implementing activities in more than one district, even if it is in the same Governorate, it will be considered as operating in multiple locations.
14	**Is having social insurance for staff a necessary condition?** It is only a necessary condition in those places where it is required by law.
15	**What year will it be considered when assessing the size of the NGO per budget?** The budget of 2019 will be considered.

Application Form – Budget

16	**What is the difference between #items and #units?** The #items refer to the number of the items in the Specific Costs column. The # of units is referred to the kind of unit. For example, if in the Specific Costs' column, you put "psychologist", you will put in the #items how many psychologists you need. The unit in this case can be "month" because you will pay the psychologist monthly; the #of units will therefore be the number of months. For other types of costs it could be different. For example, you need to produce 100 fliers for a campaign. You will put: **Specific costs Column**: "Fliers" **#items**: 100 **Unit**: in this case, there will be 1 payment for a batch of 100 fliers – you can put "batch" **#of units**: 1 >> 1 batch of 100 fliers Be mindful that to calculate the total amount = #items **X** Unit value **X** # of units

17	**How can I insert costs for management and coordination?** You can create an Activity "Management and coordination" and include these costs in this activity.
18	**How can I include a cost that is shared in different activities?** For example, you may need 1 psychologist in one activity and 1 psychologist in another one. In this case you should define if you need 2 full time psychologists or if the same psychologist will be working on both activities. If this last option is the case, you will share the cost: **Activity 1 – Psychologist needed for 80% of his/her time** **#items**: 0.8 **Unit**: month **#of units**: 1 **Activity 1 – Psychologist needed for 20% of his/her time** **#items**: 0.2 **Unit**: month **#of units**: 1
19	**What is the average amount suggested for the participation of 1 staff to the final event?** The average amount suggested is 1500 EUR calculated based on the following costs: - 800 EUR for flights - 400 for Per Diem (100 EUR per day for a period of 4 days) - 300 EUR for visa the application
20	**If an NGO submitted a proposal without the latest version of the budget template, is the submission still valid?** Yes, all proposals submitted will be valid. The only update to the new template is the introduction of "other" costs into the formula of the budget summary. The budget summary is a tool to control that budgeted costs are within the limits and as such, it is expected that NGOs controlled the submitted budget in any of its versions to meet requirements.