***A Movement to Change One Billion Lives***



**Global Commitments, Local Impact**

2019 Round 2: Request for Proposals

Small Grants Funding Stream

Deadline: August 15, 2019

This Request for Proposals provides both instructions for submitting a proposal as well as an application form. Please read the instructions, [Frequently Asked Questions](http://disabilityrightsfund.org/faq) (FAQ), and [Glossary of Terms](http://www.disabilityrightsfund.org/glossary) before completing your application.

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## ABOUT THE DISABILITY RIGHTS FUND

Established in 2008, the Disability Rights Fund (DRF) supports persons with disabilities around the world to build diverse movements, ensure inclusive development agendas, and achieve equal rights and opportunity for all. We resource organizations of persons with disabilities - Disabled Persons’ Organizations (DPOs[[1]](#footnote-1)) - primarily in Africa, Asia, the Pacific Islands, and the Caribbean, that are leading these efforts. Through grantmaking, advocacy, and technical assistance, DRF supports DPOs to use global rights and development frameworks, such as the Convention on the Rights of Persons with Disabilities (CRPD) and the [Sustainable Development Goals](https://sustainabledevelopment.un.org/sdgs) (SDGs)[[2]](#footnote-2) **–** ensuring no one is left behind.

DRF grants support both capacity of marginalized[[3]](#footnote-3) and emergent groups of persons with disabilities (PWDs) to advocate for rights and inclusion and ongoing efforts of national and sub-national DPOs to advance implementation of the CRPD and the SDGs.[[4]](#footnote-4)

For more information about DRF, please visit our website at [www.disabilityrightsfund.org](http://www.disabilityrightsfund.org)[[5]](#footnote-5). For more information about our sister fund, the Disability Rights Advocacy Fund (DRAF), please visit the DRAF website at [www.drafund.org](http://www.drafund.org).

**ABOUT THE SMALL GRANTS FUNDING STREAM**

The Small Grants funding stream supports growth of a broader and more diverse disability movement to advance the CRPD and the SDGs at local levels. Organizations can use funds from DRF to strengthen the capacity of PWDs to participate more actively in decision-making processes regarding CRPD implementation and monitoring or to advocate for the advancement of rights defined in specific articles of the CRPD. In addition, this funding stream supports DPOs to participate in and influence decision-making processes and budgets related to implementation of the SDGs to ensure development efforts include all persons with disabilities.

While DRF welcomes applications from any disabled persons’ organizations (DPOs), grassroots (rural), emergent (newly established) and more marginalized groups (such as women with disabilities, persons with psychosocial disabilities, persons with albinism, Deafblind persons, etc.) are especially encouraged to apply for grants in this category.

**TARGET COUNTRIES**

Organizations from the following countries are invited to submit proposals:

* Pacific Island Countries: Cook Islands, Federated States of Micronesia, Fiji, Kiribati, Nauru, Niue, Palau, Papua New Guinea, Republic of the Marshall Islands, Samoa, Solomon Islands, Tonga, Tuvalu, and Vanuatu
* Rwanda

Invited applicants from the following country can also submit proposals:

* Uganda

## ELIGIBILITY

The following types of organizations may submit applications for projects of one-year duration:

* Legally registered non-governmental DPOs (or groups of PWDs) acting under the fiscal sponsorship[[6]](#footnote-6) thereof
* Partnerships among DPOs
* Partnerships between DPOs and other civil society organizations (when a DPO is the managing partner)

The applicant must be based in and conduct the majority of their activities in the countries targeted for this call*.*

## 

## FUNDING AMOUNTS AND PROJECT DURATION

Grant amounts will range from USD 5,000–USD 20,000. Grants will support activities to be implemented over a period of one year, beginning January 1, 2020.

## 

**IMPORTANT CONSIDERATIONS FOR THE RFP**

## For those applicants familiar with DRF’s funding, we want to highlight several developments which may impact your organizations:

## 

1. **Including Technical Assistance in Project Activities and Budget:** Projects addressing CRPD and/or SDG implementation can include activities and costs for technical assistance to support stronger implementation of the project. Technical assistance, as defined by DRF, is strengthening organizations to advance the human rights of persons with disabilities and inclusive development. Technical assistance is different from organizational capacity building (activities aimed at strengthening an organization’s capacity to fulfill their goals).[[7]](#footnote-7) Technical assistance activities are aimed at equipping organizations with the necessary skills, resources and knowledge to successfully advance rights in accordance with the CRPD, as well as ensure persons with disabilities are included in SDG implementation and monitoring in their respective countries.Examples of technical assistance include:
   1. Training by a legal expert on what implementation or domestication of a specific article of the CRPD could look like in practice;
   2. Coalition building with other civil society organizations already involved in SDG implementation to advocate for disability-inclusive SDG implementation at local levels;
   3. Training by human rights expert(s) on rights advocacy strategies to achieve project goals;
   4. Partnership with a research institute to carry out an analysis of gaps in the inclusion of women with disabilities in local health and/or social protection services.
2. **Tracking Activities on Specific CRPD Articles:** All applications should clearly indicate which article(s) of the CRPD will be advanced with proposed project activities. DRF understands that in some cases, project activities may be related to several articles of the CRPD, but wherever possible, projects should focus on a specific article or right (taking into consideration areas of expertise of the applicant organization). We advise projects to focus on no more than two articles of the CRPD, and these should be inter-related within the project. For example, if a project focuses on access to school, the CRPD articles it references might be Article 24 (Education) and Article 9 (Accessibility).
3. **Tracking Activities on Specific Goals from the SDGs:** All applications should clearly indicate which goal(s) of the SDGs will be addressed with proposed project activities. DRF understands that in some cases, project activities may be related to numerous SDGs, but whenever possible, references to the specific goals that the project aims to advance should be made. For example, if a project focuses on access to school, the SDG goal it references would be Goal 4 (Quality Education).
4. **Child Protection Policy:** To be eligible for DRF funding, applicants that actively work with or interact with children (under the age of 18 years) – **including national umbrella organizations, applicants seeking funding for inclusive education projects, and applicants working with parents of children with disabilities** – must demonstrate that they currently have or are in the process of developing a Child Protection Policy, which will document organizational commitment to protecting children from abuse of all kinds. DRF can provide policy [standards](http://www.disabilityrightsfund.org/resources-search?region=&category=child+protection), informational resources and technical assistance to support your efforts to develop this policy. For more information on DRF’s Child Protection Policy, see [link](http://www.disabilityrightsfund.org/policies.html) on DRF website. If selected to receive funding, affected organizations will be required to submit a Child Protection Policy Verification Form **by July 1, 2020**.
5. **Impact of Climate Change on Persons with Disabilities:** The issue of climate change is increasingly important. DRF recognizes that persons with disabilities are especially vulnerable to the impact of climate change. We seek to ensure that our grantmaking captures the efforts of our grantees to address this vulnerability. **While addressing climate change is not a requirement to receive DRF funding,** as part of the application process, we are asking applicants to describe any measures they have taken or plan to take to address the effect of climate change on persons with disabilities. If no measures have been taken, applicants should also indicate this. For more information about the impact of climate change on persons with disabilities, click [here](http://www.disabilityrightsfund.org/resources-search?region=&category=climate+change).
6. **Workplace Safety Policies and Procedures:** DRF believes in promoting safe and healthy work environments, both within our own organization and the organizations we fund. This is especially true in some parts of the world where conflict, workplace violence, and violence against certain populations exist. **While not a requirement to receive DRF funding, we strongly encourage applicants to develop security policies and protocols that document organizational commitment to protecting board and personnel, office facilities, and project data.** DRF can provide informational [resources](http://www.disabilityrightsfund.org/resources-search?region=&category=security) and technical assistance to support your efforts to develop security policies.

**PRIORITY AREAS**

DRF will consider applications in one of the following five areas. Please note that all proposed legislative activities must be in accordance with the CRPD[[8]](#footnote-8).

**Single Organizations or Partnerships** from target countries named above may apply for grants aimed at:

1. **Increasing DPO capacity to participate in advocacy and decision-making processes regarding implementation of rights at local levels**

Grants in this category are aimed at supporting DPOs to build capacity (especially of marginalized persons with disabilities) to participate – in a meaningful manner - in advocacy for rights (according to specific CRPD articles) as well as in local decision-making processes (such as local planning committees, local general assemblies or local development planning bodies).

Examples of possible grant proposals on this topic include but are not limited to:

Increasing DPO knowledge on CRPD Article 24 (Education) in order to develop concrete advocacy strategies on inclusive education to local government bodies responsible for education;

* Increasing the knowledge of DPO members on the rights of persons with disabilities to access social protection programs in line with CRPD Article 28 (Adequate standard of living and social protection) so that PWDs can actively and meaningfully engage in local social protection planning committees;
* Training women with disabilities at the local level on CRPD Articles 25 (Health) and 23 (Respect for family life) so that they can engage in advocacy to local health authorities for inclusive sexual and reproductive health services.

1. **Advocacy for inclusion of persons with disabilities in government programs - such as education, health or justice - and in government budget planning and implementation at the local level**

Grants in this category are aimed at supporting DPOs to carry out advocacy to local government stakeholders or service providers on implementation of a specific CRPD article (such as Article 27 (Access to work and employment) or Article 13 (Access to justice)) in existing governmental programs and budgets. DPOs may also undertake projects, which inform or demonstrate to government or other key stakeholders how rights outlined in specific articles of the CRPD can be implemented in practice. Grants in this category are also aimed at supporting DPOs to lead monitoring of disability inclusion in local government budgets. Advocacy to influence budget priorities on the local level is critical to ensure that disability inclusion is part of the local budget-making process.

Examples of possible grant proposals on this topic include but are not limited to:

* Designing and implementing an advocacy campaign for inclusive health services in the community in line with CRPD Article 25 (Health) targeting local health officials and health service providers to make concrete changes to health programs that address the needs of Deaf persons;
* Providing training for police and court officials on making accommodations to ensure access to justice for women with disabilities;
* Carrying out an assessment of employment and work training programs in the community to identify gaps in inclusion of PWDs and using the findings to advocate for needed changes to local labor authorities;
* Creating an advocacy campaign to address how city infrastructure excludes PWDs, including recommendations for amending local building codes to be in line with CRPD Article 9 (Accessibility);
* Monitoring local budgets to examine gaps in spending on PWDs in local government health or education programs.

1. **Increasing DPO capacity to participate in advocacy and decision-making processes regarding implementation of the SDGs**

Grants in this category are aimed at ensuring that DPOs have capacity to be part of the SDG implementation process at local levels. This includes advocacy for participation of (especially marginalized) PWDs in local development committees, planning and policies; and advocacy for participation of grassroots DPOs in local, regional or national development planning processes, policies and strategies, including SDG National Action Planning.

Examples of possible grant proposals on this topic include but are not limited to:

* Enhancing DPO capacity and knowledge about inclusive development and the SDGs to inform concrete advocacy to local government and/or local development NGOs and planning bodies responsible for local development plans and budgets;
* Building capacity of DPOs to advocate for inclusion of persons with disabilities as a priority within local budget planning related to development;
* Building strategic partnerships between DPOs and other civil society groups to advocate for inclusion in local development planning committees to ensure local development plans are inclusive and uphold the rights enshrined in the CRPD;
* Advocating for meaningful grassroots DPO participation in the design, approval and implementation of National Action Plans as part of SDG implementation;
* Working with an NGO with expertise on data collection to build DPO capacity to advocate for inclusion of persons with disabilities within local data collection in line with the Washington Group Set of Questions;
* Building strategic partnerships between DPOs and other civil society groups (for example, economic rights organizations) to advocate for inclusion of persons with disabilities in local social protection and poverty reduction planning processes in line with CRPD Article 28 and with SDG Goals 1: Reduced Poverty and 10: Reduced Inequalities.

1. **Advocacy for inclusion of persons with disabilities in local government development programs (as part of SDG implementation) and in government budget planning and implementation**

Grants in this category are aimed at supporting DPOs to carry out advocacy to local government stakeholders, local NGOs, or service providers to ensure that local development programs are inclusive. DPOs may also undertake projects, which inform or demonstrate to government or other key stakeholders how the goals and targets outlined in specific SDGs (such as Goal 4 (Education) or Goal 5 (Gender equality)) can be implemented in an inclusive manner in line with the CRPD. Grants in this category are also aimed at supporting DPOs to lead monitoring of disability inclusion in local government development budgets.

Examples of possible grant proposals on this topic include but are not limited to:

* Partnering with a network of NGOs advocating for equitable local development to monitor implementation of local development plans and assess gaps in regard to the SDGs and the CRPD;
* Working with local development planning committees to propose policy changes to better address the rights of women and girls with disabilities in line with SDG 5 (Gender equality) and CRPD Article 6 (Women with disabilities);
* Carrying out advocacy aimed at Water and Sanitation (WASH) stakeholders to ensure WASH programs are inclusive and accessible to all PWDs in line with CRPD Article 9 (Accessibility);
* Reviewing local government development plans to identify gaps in inclusion of PWDs and proposing recommendations to remedy this.

1. **In Pacific Island countries only: Ratification of the CRPD and/or the Optional Protocol (where not ratified)**

Ratification of the CRPD and its Optional Protocol (OP) is an important step towards institution of human rights of persons with disabilities at national levels. Civil society can play an integral role in advocating for treaty adoption.

All proposals should explicitly reference and promote the CRPD. If a project is addressing implementation of the SDGs, proposals should explicitly reference which Sustainable Development Goal(s) are being addressed and how the CRPD is being used to do this. Small Grants applicants who work across impairment groups and with marginalized sectors of the disability community, such as persons with intellectual disabilities, persons with psychosocial disabilities, Deafblind persons, women and girls with disabilities, etc. are highly encouraged.

## WHAT WE DO NOT FUND

DRF does **not** support the following activities:

* Organizations that work for people with disabilities, but do not have people with disabilities well-represented at governance, management, and staff levels
* Assistive devices or rehabilitation services
* Income-generation or service-provision
* Acquisition of land or buildings
* Reconstruction or renovation of physical spaces (offices, etc.)
* Individuals and scholarships
* Travel to conferences outside the target country
* Public schools and universities
* Governmental entities
* Religious activities: While we may fund a faith-based organization (as long as it meets other criteria), we do not fund any faith-based organizations that proselytize[[9]](#footnote-9) or have proselytization as part of their mission
* Sporting activities
* Training to learn sign language, Braille, or tactile communication
* Participation or intervention in an election campaign that expresses a view in support or opposition to a candidate for public office or for voter registration drives

Please review the Frequently Asked Questions for more information (<http://disabilityrightsfund.org/faq>).

**ASSESSMENT OF APPLICATIONS**

Completed applications and attachments must arrive at [grants@disabilityrightsfund.org](mailto:grants@disabilityrightsfund.org) by midnight (your time) on **August 15, 2019.** Proposals received after this date will not be reviewed.

The following criteria are among those that will be used to review applications:

* Correlation of applicant’s proposed project with DRF priority areas
* Match of project aims and objectives with the proposed activities, budget and organizational capacity to carry out the planned project
* Extent to which the project promotes and advances the CRPD and/or the SDGs and uses specific CRPD articles and SDG goals to inform advocacy
* Extent to which persons with disabilities are leading efforts at organizational and project levels
* Extent to which marginalized sectors of the disability community are included
* Evidence of partnerships with diverse groups in the disability community or between DPOs and other human rights organizations

Applicants may be required to submit additional information and documents as part of the review process.

Final funding decisions will be communicated by December 2019 and projects will begin on January 1, 2020.

## GRANT MONITORING AND REPORTING REQUIREMENTS

Funded organizations (grantees) will be required to submit a progress report (if applying for funding in 2019) and a (narrative and financial) final report. If receiving a grant in two tranches, two reports will be required. Reporting forms will be provided after grant approval. Grantees are strongly encouraged to respond to inquiries from DRF staff in between project reporting periods, including responding to our Grantee Survey (distributed in January 2020), and may also receive a site visit during the project period.

## IMPORTANT APPLICATION GUIDELINES

The Request for Proposals is highly competitive, and DRF receives more requests than we are able to fund. To ensure that your application is carefully considered, please review the following submission guidelines:

* Before submitting an application, please review the instructions in the Request for Proposals and the Frequently Asked Questions (<http://disabilityrightsfund.org/faq>) to determine eligibility and fit
* If you experience technical difficulties downloading the guidelines or application, please contact [info@disabilityrightsfund.org](mailto:info@disabilityrightsfund.org)
* Send any questions about the application form or review process to [info@disabilityrightsfund.org](mailto:info@disabilityrightsfund.org)
* Complete the application form in English and French and save it as a single document. All questions must be answered
* Submit all materials listed on the “Application Checklist”
* If possible, consolidate multiple pages of an attachment, such as bylaws or a registration, into a single PDF or Word document
* Include the applicant organization name, country, and email address in the body of the email so we can easily identify the applicant organization
* If possible, include all requested documents in one email. All document names should include your organization acronym, in addition to the document name
* Submit application materials only once

**WHERE TO SEND YOUR APPLICATION**

Send your completed application and attachments to [grants@disabilityrightsfund.org](mailto:grants@disabilityrightsfund.org) by midnight (your time) on **August 15, 2019**. Within the subject line, include the name of the applicant’s country and name of the applicant organization. (For example: Rwanda - Youth with Disabilities Organization.) Applicants will receive an email confirmation upon DRF receipt of application.

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# Small Grants

# Application Checklist

**Deadline: August 15, 2019**

Submit the following documents as part of your completed application. Please do **not** include any materials not requested. **If you have previously received a grant from DRF, review the checklist as it different than in previous years.**

**Completed Application, including the following sections:**

\_\_ 1. Organization Information

\_\_ 2. Legal Status

\_\_ 3. Fiscal Sponsor Information (if applicable)

\_\_ 4. Progress Report (If you received DRF funding in 2018, provide a brief progress report on grant activities from January 1, 2019 to date of application)

\_\_ 5. Proposed Project Summary

\_\_ 6. Proposed Project Alignment with CRPD and SDGs

\_\_ 7. Proposed Project Description

\_\_ 8. Proposed Project Activities

\_\_ 9. Proposed Project Budget

\_\_ 10. Organization Overview

\_\_ 11. Organization Demographics

\_\_ 12. Organization Financial Information

\_\_ 13. Authorization

**ATTACHMENTS (To be included with your completed application)**

\_\_ a. Proposed Project Timeline

\_\_ b. Organizational budget for current financial year

\_\_ c. Annual report (if available)

\_\_ d. List of names and positions of your Board of Directors or other governing body

\_\_ e. List of key organizational staff including job titles

\_\_ f. List of volunteers with high-level program, operations, or fiduciary responsibilities **only**

\_\_ h. Copy of applicant incorporation documents, constitution, or bylaws (English is preferred). *If you are a repeat grantee, do not submit this information* ***unless*** *there has been a change to the documents you submitted previously.*

\_\_ i. Copy of applicant legal registration (English is preferred). *If you are a repeat grantee, do not submit this information* ***unless*** *there has been a change to the documents you submitted previously.*

**FUTURE REQUEST FOR DOCUMENTS**

If an applicant is selected to move forward in the application process, applicants may be asked to provide the following documents. Please do **not** submit these documents with your application submission.

\_\_ Bank Wire Form

For applicants with **Fiscal Sponsors**, the aforementioned documents may be requested, in addition to:

\_\_ List of Fiscal Sponsor’s Board of Directors or other governing body names and positions

\_\_ List of Fiscal Sponsor’s key organizational staff including job titles

\_\_ List of Fiscal Sponsor’s volunteers with high-level program, operations, or fiduciary responsibilities **only**

\_\_ Memorandum of Understanding (MOU) between applicant and Fiscal Sponsor (request MOU template from [info@disabilityrightsfund.org](mailto:info@disabilityrightsfund.org))

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# SMALL GRANTS

# Grant Application

**Deadline: August 15, 2019**

Before completing this application, please read the Request for Proposals instructions, [Frequently Asked Questions](http://disabilityrightsfund.org/faq) (FAQ), and [Glossary of Terms](http://www.disabilityrightsfund.org/glossary). To complete the application, save the document in Microsoft Word and type your responses into the fields below. The boxes in this form will expand as you type. You may add additional lines to the tables.

## 1. ORGANIZATION INFORMATION

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Legal Name of Organization** | |  | | | | | | | | | |
| **Acronym of Organization** | |  | | | | | | | | | |
| **Organization Mailing Address** | |  | | | | | | | | | |
| **City** |  | | | **Country** |  | | | **Postal Code** | | |  |
| **Organization Telephone Number** (include country/city codes) | |  | | | | **Fax Number** | | |  | | |
| **Organization Email** | |  | | | | **Website** | | |  | | |
| **Organization Twitter Username** | |  | | | | **Organization Facebook Username** | | |  | | |
| **Organization Whatsapp Number** | |  | | | | **Organization Blog Address** | | | |  | |
| **Last Name of Organization Contact Person** | |  | | | | **First Name** | | |  | | |
| **Contact Person’s Designation (Mr. Mrs. Ms.)** | |  | | | | **Contact Person’s Email** | | |  | | |
| **Contact Person’s Job Title** | |  | | | | | | | | | |
| **Contact’s Skype Username** | |  | | | | | | | | | |
|  | | | | | | | | | | | |
| **Contact Information for Organization’s Board Chairperson** (complete section if different from applicant’s contact person above) | | | | | | | | | | | |
| **Last Name of Board Chairperson** | | |  | | | | **First Name** | |  | | |
| **Chairperson’s Designation (Mr. Mrs. Ms.)** | | |  | | | | **Chairperson’s Email** | |  | | |
| **Chairperson’s Telephone Number** | | |  | | | | **Chairperson’s Skype Username** | |  | | |
| **Chairperson’s Job Title** | | |  | | | | **Chairperson’s Organization/Business** | |  | | |
|  | | | | | | | | | | | |
| **Contact Person Overseeing Project** (complete section if different from applicant’s contact person above) | | | | | | | | | | | |
| **Last Name of Project Contact Person** | |  | | | | **First Name** | | |  | | |
| **Project Contact Person’s Designation (Mr./Mrs./Ms.)** | |  | | | | **Project Contact Person’s Email** | | |  | | |
| **Project Contact Person’s Job Title** | |  | | | | | | | | | |
| **Project Contact’s Cell Phone** | |  | | | | **Other Phone** | | |  | | |
| **Project Contact’s Skype Username** | |  | | | | | | | | | |

## 2. LEGAL STATUS

|  |  |
| --- | --- |
| **Legal Registration Year and Number** |  |
| **Does your organization have by-laws?** |  |

**3. FISCAL SPONSOR INFORMATION (IF APPLICABLE)**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Fiscal Sponsor Organization Name** | | |  | | | | | |
| **Fiscal Sponsor Legal Registration Year and Number** | | |  | | | | | |
| **Fiscal Sponsor Mailing Address** | | |  | | | | | |
| **City** |  | | **Country** |  | | **Postal** **Code** | |  |
| **Telephone**  (include country and city codes) | |  | | | **Fax Number** | |  | |
| **Email** | |  | | | **Website** | |  | |
| **Last Name of Contact Person** | |  | | | **First Name of Contact Person** | |  | |
| **Contact Person’s Designation (Mr./Mrs./Ms.)** | |  | | | **Contact Person’s Email** | |  | |
| **Contact Person’s Job Title** | |  | | | **Contact’s Skype Username** | |  | |
| **F****iscal Sponsor’s Organization Information** (mission and brief description) | |  | | | | | | |
| **Is the fiscal sponsor able to receive foreign funds?** | | \_\_Yes \_\_No | | | | | | |
| **Duration of relationship between grantee and fiscal sponsor:** | |  | | | | | | |

4. [PROGRESS REPORT](#PROGRESS%20REPORT) (ONLY complete if you received DRF/DRAF funding in 2018)

*Provide a brief progress report on your current grant from DRF/DRAF (grant activities from January 1, 2019-date of application). Keep your answers to each question to no more than a few paragraphs. Refer to your approved objectives and activities from your last application.*

|  |
| --- |
| **CURRENT GRANT UPDATE** |
| **Project progress:**   1. Indicate what activities have been completed to date. Please list the specific activities. *For example: In the first six months of the project, we completed a baseline survey among a sample 250 persons with disabilities in the district, conducted 2 district trainings for 150 health workers, and an accessibility audit of the main local clinic.* 2. What progress towards your project objectives have you made since the project began? 3. Why is this progress important for your beneficiaries/target audience(s)? |
|  |
| **Challenges:**   1. Describe any challenges you have encountered to date in implementing your project. These could be internal organizational challenges, partnership challenges or external challenges. 2. What you have done to address these challenges? 3. What will you do differently going forward to address these challenges? |
|  |
| **Going forward:**   1. What are the major activities you will undertake over your remaining grant period? 2. Have these changed from what was written in your original proposal? Yes/No. If yes, what has changed? 3. How can DRF staff provide guidance or assistance to you as you work towards your objectives? |
|  |
| **Linking to proposed project:**   1. How does this current grant link to the project you are proposing to DRF? 2. How can you incorporate learning from your current grant to the project you are proposing to DRF? OR How will the proposed project build on the work you are doing in your current grant? |
|  |
| **Other:** Are there any other specific issues that you would like DRF to know? |
|  |
| **Success Story: Please include a brief story illustrating any positive impact of the work you are doing on persons with disabilities (include pictures, quotes, publications, or any other attachment, as possible).** |
|  |

**IMPORTANT: Please note that for repeat grantees who received funding in 2018, this progress report will be used to evaluate further funding of your work in 2019. Progress reports must show how the project is moving forward and must be linked to the work being proposed in the application. All sections of the progress report must be completed for the application to be reviewed.**

## 5. PROPOSED PROJECT SUMMARY

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Title of project** | |  | | | | |
| **DRF Priority Area**  *(See RFP descriptions) Indicate with an “x” in the box next to the main priority area for your project. Mark* ***only*** *one priority area for your project.* | |  | Increasing DPO capacity to participate in advocacy and decision-making processes regarding implementation of rights at local levels (1) | | | |
|  | Advocacy for inclusion of persons with disabilities in government programs and in government budget planning and implementation at the local level (2) | | | |
|  | Increasing DPO capacity to participate in advocacy and decision-making processes regarding implementation of the SDGs (3) | | | |
|  | Advocacy for inclusion of persons with disabilities in local government development programs (as part of SDG implementation) and in government budget planning and implementation (4) | | | |
|  | |  | In Pacific Island countries only: Ratification of the CRPD and/or the Optional Protocol (where not ratified) (5) | | | |
| **Location of project activities**  *(Indicate only the main location for your project)* | | | | | \_\_Capital of country  \_\_Urban (outside of capital)  \_\_Rural | |
| **Total project budget:** | USD | | | **Amount requested from DRF:** | | USD |

**6. PROPOSED PROJECT ALIGNMENT WITH THE CRPD AND THE SDGs**

|  |  |
| --- | --- |
| If your project is focused on rights outlined in the articles of the CRPD, please list the relevant CRPD articles *(i.e. Article 13 Access to Justice).*  If your project addresses the Sustainable Development Goals, please list the relevant goals your project is focusing on *(i.e. SDG 4: Quality Education)* |  |

7. PROPOSED PROJECT DESCRIPTION

*Please provide a description of your proposed project and how you plan to use the grant funds.* ***This section should be approximately 5-6 pages in length****. Please provide specific and detailed information so that we can make an accurate assessment of your proposed project.*

**Note: The Project Description should answer all of the following questions. Proposals that do not answer all questions in this section will be negatively assessed.**

|  |
| --- |
| **7A. For DRF/DRAF repeat grantees, looking back at your progress report, how is your proposed project linked to your current grant, if at all?** |
|  |
| **7B. What is the specific problem or issue your project will address? NOTE: Include any data or references that explain the problem or issue that you are going to address.** |
|  |
| **7C. How will your project address this problem or issue?** |
|  |
| **7D. What are the objectives of your project, i.e., the changes you hope to achieve? List the specific objectives/changes.** |
|  |
| **7E. Is there a reason to do this work now? Are there political openings or opportunities that make it relevant to do this project now? (ex. Parliament is currently reviewing the law on disability; budget planning is currently being carried out; etc.).** |
|  |
| **7F. Describe how your project addresses the DRF/DRAF priority area you have selected.** |
|  |
| **7G. Describe who will benefit from your project. How many beneficiaries will you reach? Please specify gender, impairment groups, and geographic location.** |
|  |
| **7H. Describe why your organization is best placed to implement this project.**  **This section should explain why your organization is best suited to contribute to the change your organization hopes to achieve (For example: knowledge of the community you are targeting, existing relationships with decision-makers and other influential actors, advocacy capacity to make change, technical knowledge of the issues, etc.)** |
|  |
| **7I**. **How many staff will you need for the project? How many of them will be persons with disabilities?** |
| **7J. What are the challenges you might face in carrying out this project? How will you address them?** |
|  |
| **7K. Will your project involve technical assistance activities? If so, what are the specific technical assistance activities proposed and why are they needed for the project? What will they help your organization achieve?** |
|  |
| **7L. How will you continue the work of this project once the funding has ended?** |
|  |

8. PROPOSED PROJECT ACTIVITIES

Note: Indicators measure the extent to which your organization reaches the project objectives you have set (an indicator tells you how you will know your activities were successful in reaching your objectives). They are a way of measuring the progress your project has made and the extent to which targets have been met. Indicators also show that change is taking place. The target audience is the people you are trying to reach with your project activities.

**Objective 1:**

|  |  |  |
| --- | --- | --- |
| **ACTIVITIES** | **TARGET AUDIENCE (A target audience is a person or group of people you want to reach)** | **INDICATORS (An indicator tells you how you will know your activities were successful)** |
| EXAMPLE: Develop baseline survey to measure percentage of PWDs who access public elections | EXAMPLE: Men and women with disabilities of voting age in 2 local districts | EXAMPLE: Percentage of all PWDs in the two districts who are aware of their voting rights  EXAMPLE: Percentage of all PWDs in the two districts who use accessible ICT information to vote |
|  |  |  |
|  |  |  |
|  |  |  |

**Objective 2:**

|  |  |  |
| --- | --- | --- |
| **ACTIVITIES** | **TARGET AUDIENCE (A target audience is a person or group of people you want to reach)** | **INDICATORS (An indicator tells you how you will know your activities were successful)** |
|  |  |  |
|  |  |  |
|  |  |  |

**Objective 3:**

|  |  |  |
| --- | --- | --- |
| **ACTIVITIES** | **TARGET AUDIENCE (A target audience is a person or group of people you want to reach)** | **INDICATORS (An indicator tells you how you will know your activities were successful)** |
|  |  |  |
|  |  |  |
|  |  |  |

9. PROPOSED Project Budget

*A budget format is provided below. Use this format only. Provide the budget figures in USD. You may add additional lines to the tables to provide more detailed information.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Direct[[10]](#footnote-10) Personnel**  **Salaries and Benefits**  **(List position title)** | **Percentage of Time Spent on Project** | **Amount Requested From DRF** | **Amount Requested from Other Donors** | **Total Project Budget** |
| (EXAMPLE)  Project Manager | 75% | USD 7,500 | USD 2,500 | USD 10,000 |
|  |  | USD | USD | USD |
|  |  | USD | USD | USD |
|  |  | USD | USD | USD |
|  |  | USD | USD | USD |
| **TOTAL DIRECT PERSONNEL** |  | **USD** | **USD** | **USD** |
| **Project Expenses Other Than Personnel** (Describe type of expense) | | **Amount Requested from DRF** | **Amount Requested from Other Donors** | **Total Project Budget** |
| (EXAMPLE) Accommodation for 100 people for 3-day training | | USD 3,000 | USD 1,000 | USD 4,000 |
| (EXAMPLE) Translation of CRPD materials into local languages | | USD 2,500 | USD 1,500 | USD 4,000 |
|  | | USD | USD | USD |
|  | | USD | USD | USD |
| Technical assistance[[11]](#footnote-11) | | USD | USD | USD |
| **TOTAL PROJECT EXPENSES** | | **USD** | **USD** | **USD** |
| **Indirect Personnel Costs and Administrative & Other Expenses**  (Describe type of expense) | | **Amount Requested from DRF** | **Amount Requested from Other Donors** | **Total Project Budget** |
| (EXAMPLE) Accountant | | USD 500 | USD 500 | USD 1,000 |
| (EXAMPLE) Office Rent | | USD 1,000 | USD 750 | USD 1,750 |
|  | | USD | USD | USD |
|  | | USD | USD | USD |
| Bank fees | | USD | USD | USD |
| **TOTAL INDIRECT PERSONNEL COSTS AND ADMINISTRATIVE & OTHER EXPENSES** | | **USD** | **USD** | **USD** |
| **Grand Total of Project Expenses** | | **USD** | **USD** | **USD** |

**Budget Explanation**

|  |
| --- |
| **Describe any line item over $500. For each item, explain how the funds will be used for the project.** |
|  |
| **List all funding requested and/or committed to the project by other donors, including donor names and amounts.** |
|  |

10. ORGANIZATION OVERVIEW

|  |
| --- |
| **10A. When was your organization established? What is its mission?** |
|  |
| **10B. What population does your organization serve? What is the estimated number of organizational and/or individual members?** |
|  |
| **10C. What geographic area does your organization work in?** |
|  |
| **10D. What have been your organization’s main activities over the past two years?** |
|  |
| **10E. If you have received DRF/DRAF funding before, please list THREE positive changes in the lives of persons with disabilities that your organization has made with your DRF/DRAF project(s).**  **If you have not received DRF/DRAF funding before, please list THREE concrete ways that your organization has addressed the rights of PWDs. Please note that we use this information to weigh the value of your application*.*** *For example: In 2018, AMPID successfully advocated for amendment of local legislation to ensure access to mainstream schools for children with disabilities; OR, in 2018, our organization trained 40 women with disabilities to be advocates for access to justice under CRPD Article 13; OR in 2016, our organization helped 35 persons with disabilities gain access to health services in the district of Cagayan after training and advocating to health officials and health workers on CRPD Article 25.* |
|  |
| **10F. Who do you work with? List other organizations or networks your organization works with.** |
|  |
| **10G. If you have not received a DRF or DRAF grant before, provide two references from outside of your organization. Provide their names, titles, organizations, emails, and other contact information.** |
|  |

11. ORGANIZATION DEMOGRAPHICS[[12]](#footnote-12)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Please indicate all the impairment group(s) your organization serves:** | |  | **Please indicate all the impairment group(s) your project serves:** | |
|  | Persons with physical disabilities |  |  | Persons with physical disabilities |
|  | Persons with sensory impairments |  |  | Persons with sensory impairments |
|  | Persons with intellectual disabilities |  |  | Persons with intellectual disabilities |
|  | Persons with psychosocial disabilties |  |  | Persons with psychosocial disabilities |
|  | Cross-disability groups |  |  | Cross-disability groups |
|  |  |  |  | **Specific populations** |
|  |  |  |  | Indigenous |
|  |  |  |  | Refugees |
|  |  |  |  | LGBTQI |
|  |  |  |  | Ethnic minorities |

**11A. Please provide details about your staff and board:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Women with disabilities** | **Women without disabilities** | **Men with disabilities** | **Men without disabilities** | **Total number** |
| **Board members** |  |  |  |  |  |
| **How many board members are parents of persons with disabilities?** | | | | |  |
| **Full-time paid staff** |  |  |  |  |  |
| **Part-time paid staff** |  |  |  |  |  |
| **How many staff are parents of persons with disabilities?** | | | | |  |
|  | | | | | |
| **11B. Does your organization have a Child Protection Policy?** \_\_Yes \_\_No  **Is your organization in the process of developing a Child Protection Policy?** \_\_Yes \_\_No  **If you are in the process of developing a Child Protection Policy, when do you anticipate it will be completed?** (Month/Day/Year) | | | | | |
| **11C. Does your organization have existing security policies and/or protocols (examples include data, personnel, workplace, or disaster protocols)?**  \_\_Yes \_\_No  **Is your organization in the process of developing security policies and/or protocols?**  \_\_Yes \_\_No | | | | | |
| **11D. Please describe any measures your organization has undertaken or been part of (or plans to undertake) activities to address the effect of climate change on persons with disabilities. How can DRF assist in increasing the awareness of climate change and its effects on PWDs within your organization?** | | | | | |
|  | | | | | |
| **11E. Does your organization have a strategic and/or operations plan in place?** \_\_Yes \_\_No  **If so, what are your organization’s main goals?** | | | | | |
|  | | | | | |
| **11F. Does your organization have a Human Resources Policy?** \_\_Yes \_\_No  **Is your organization in the process of developing a Human Resources Policy? \_\_Yes \_\_No** | | | | | |
| **11G. How often do your Board hold meetings each year?** | | | | | |

12. ORGANIZATION FINANCIAL INFORMATION

Please provide financial information for the current and previous fiscal year for your entire organization (not your fiscal sponsor), including all programs, activities, services, staff salaries, rent, etc. Fill in the month/day/year for your fiscal years. Add any comments in the Notes column.

## Current Fiscal Year: Start (month/day/year) End (month/day/year)

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Amount in USD** | **Notes** | |
| Total budgeted expenditures for your **current** fiscal year |  |  | |
| Total budgeted income for your **current** fiscal year |  |  | |
| **Sources of Income**  (List anticipated income sources, including membership fees, income generating activities, donations from individuals, and government or other grants). Include names of funders (i.e. USAID, ADD, Abilis) | **Amount in USD** | **Purpose of Funding** | **Have You Received the Funds?** |
| EXAMPLE: USAID | 25,000 | Education program for WWDs | Yes |
|  |  |  |  |
|  |  |  |  |

**Previous Fiscal Year: Start (month/day/year)** **End (month/day/year)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | | **Amount in USD** | | | **Notes** | |
| Total budgeted expenditures for your **previous** fiscal year | |  | | |  | |
| Total budgeted income for your **previous** fiscal year | |  | | |  | |
| **Sources of Income**  (List anticipated income sources, including membership fees, income generating activities, donations from individuals, and government or other grants). Include names of funders (i.e. USAID, ADD, DRF) | | **Amount in USD** | | | **Purpose of Funding** | **Have You Received the Funds?** |
| EXAMPLE: USAID | | 30,000 | | | Education program for WWDs | Yes |
|  | |  | | |  |  |
|  | |  | | |  |  |
| **12A. Does your current funding cover your operational costs?** | | | | \_\_ Yes \_\_ No | | |
| **If not, how do you supplement this?** | | | | | | |
| **12B. If you are new applicant, has your organization ever received a grant in the past?**  \_\_ Yes \_\_ No  **If yes, from whom?** | | | | | | |
|  | | | | | | |
|  | | | | | | |
| **12C. Are any members of the organization’s board of directors / governing board employed by the organization?** \_\_Yes \_\_No  **Please explain.** | | | | | |
| **12D. Is there someone on your Board/staff who is designated with financial management responsibilities?**  \_\_ Yes \_\_ No | | | | | |
| **12E. Does your organization have documented financial procedures (such as a finance manual)?**  \_\_Yes \_\_No  **12D. Do the financial procedures clearly assign roles and responsibilities?** \_\_ Yes \_\_ No  **Please explain.** | | | | | |
| **12F. Does the organization maintain financial records, including:** *(check which ones you have)*  \_\_ A cash book detailing all cash transactions and cash in hand  \_\_ A bank book detailing all bank payments and receipts  \_\_ Files of all purchase documentation including original receipts and invoices  \_\_ A file of bank statements and a record of bank reconciliations | | | | | |
| **12G. Are your accounts independently audited? \_\_ Yes \_\_ No**  **If yes, how often are your accounts audited?**  **What is the date of your most recent audit?**  *(If selected to receive funding, applicants may be requested to submit their most recent audit statement.)*  **If no, why are your accounts not independently audited?** | | | | | |
| **12H. Is your organization able to receive foreign funds?** | | \_\_Yes \_\_No | | | |
| **12I. Does your organization have a bank account?** \_\_Yes \_\_No  *(Note that if your organization does not have a bank account, you will need a fiscal sponsor.)* | | | | | |

13. Authorization

The contact person below, by submitting this application, hereby declares that:

\_\_ The organization completing this form is directly responsible for the preparation, management, and implementation of the project.

\_\_ All information contained in this form has been prepared and agreed upon in consultation with those involved in carrying out the project.

\_\_ The information contained in this form is accurate and truthful.

implementation of the project

|  |  |
| --- | --- |
| **Signature** |  |
| **Name** |  |
| **Position / Title** |  |
| **Organization** |  |
| **Date** |  |

**How did you hear about this Request for Proposals?**

\_\_ From DRF Staff

\_\_ From national DPO federation or national umbrella DPO

\_\_ From other DPOs in-country

\_\_ From other donors

\_\_ From disability listserv

\_\_ Other (explain) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Attachments (To be included with your completed application)**

Please provide the following attachments with your completed application. If you have previously received a grant from DRF, please do not submit your organization’s incorporation documents or legal registration unless there has been a change to those documents. Do not include any materials not requested.

\_\_ Proposed Project Timeline

\_\_ Organizational budget for current financial year

\_\_ Annual activity report (if available)

\_\_ List of names and positions of your Board of Directors or other governing body

\_\_ List of key organizational staff including job titles

\_\_ List of volunteers with high-level program, operations, or fiduciary responsibilities **only**

\_\_ Copy of applicant incorporation documents, constitution, or bylaws (English is preferred). *If a repeat grantee, do not submit this information* ***unless*** *there has been a change to the documents since you submitted them previously.*

\_\_ Copy of applicant legal registration (English is preferred). *If a repeat grantee, do not submit this information* ***unless*** *there has been a change to the documents since you submitted them previously.*

1. In DRF’s understanding of the term, “DPO,” DPOs are representative organizations or groups of PWDs, where PWDs constitute a majority of the overall staff, board and volunteers, and are well represented in all levels of the organization. It includes organizations of relatives of PWDs (only those representing children with disabilities, people with intellectual disabilities, or the Deafblind) where a primary aim of these organizations is empowerment and the growth of self-advocacy of persons with disabilities. In addition, DPOs have an understanding of disability in accordance with the social model. [↑](#footnote-ref-1)
2. The 2030 Agenda for Sustainable Development is the new global development framework, and the Sustainable Development Goals replace the Millennium Development Goals. The Agenda will be used by development agencies and national governments for planning, implementation and assessment of development goals. See <https://sustainabledevelopment.un.org/sdgs> for more information. [↑](#footnote-ref-2)
3. Marginalized refers to women with disabilities, children and young people with disabilities, people with psychosocial disabilities, people with intellectual disabilities, people with albinism, little people, Deafblind and other specific impairment groups identified as marginalized in a target country. [↑](#footnote-ref-3)
4. Note that if an application includes lobbying activities, as defined in US law, the application will be forwarded to our sister organization, the Disability Rights Advocacy Fund (DRAF), for consideration. Please see DRF’s Political Activities and Lobbying [Memo](http://www.disabilityrightsfund.org/policies.html) for additional information. [↑](#footnote-ref-4)
5. DRF donors include: The Ansara Family Fund of the Boston Foundation, the Ford Foundation, The Estelle Friedman Gervis Family Foundation, the Joseph P. Kennedy Jr. Foundation, and the Foundation to Promote Open Society, part of the Open Society Foundations. DRAF is supported by the Australian Government’s Department of Foreign Affairs and Trade (DFAT) and U.K. aid from the U.K. government (DFID). [↑](#footnote-ref-5)
6. A fiscal sponsor is an organization that is legally registered and eligible to receive funds from foreign donors. The fiscal sponsor takes on legal and fiduciary responsibility for management and reporting of grant funds and transfers funds to the applicant group of persons with disabilities to carry out project activities according to a Fiscal Sponsorship Agreement. Please contact DRF/DRAF if you have questions about this process. [↑](#footnote-ref-6)
7. For more information on how DRF/DRAF defines technical assistance please consult our Frequently Asked Questions at: <http://disabilityrightsfund.org/faq> [↑](#footnote-ref-7)
8. IMPORTANT: Note that DRF (or DRAF) will need to review any changes to legislation proposed by the grantee to ensure that it is consistent with the CRPD. This review should take place before any new legislation or legislative amendment proposals advance to government. [↑](#footnote-ref-8)
9. For our purposes, the term “proselytize” means to convert or attempt to convert (someone) from one religion, belief, or opinion to another or to persuade them to become religious. [↑](#footnote-ref-9)
10. Direct personnel means those organizational staff who will be directly involved in project implementation and oversight, such as a project manager. Ancillary or indirect staff that are tangentially supporting the project, such as an Executive Director or an accountant, should be detailed in the “Indirect Personnel Costs and Administrative & Other Expenses” section of the budget. [↑](#footnote-ref-10)
11. Please see [Frequently Asked Questions](http://disabilityrightsfund.org/faq) (FAQ) for examples of technical assistance expenses that may be considered for funding. [↑](#footnote-ref-11)
12. Marginalized refers to women with disabilities, children and young people with disabilities, people with psychosocial disabilities, people with intellectual disabilities, people with albinism, little people, Deafblind and other specific impairment groups identified as marginalized in a target country. [↑](#footnote-ref-12)