# Project proposal for grantees – Small Grants (v. 09.2024)

# (max 15 pages)

# Section 1: Information about the application

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| --- | --- | --- | --- |
| Title of project |  | Location (Country, regions, cities) |  |
| Budget and currency |  | Duration (dd/mm/yy-dd/mm/yy) |  |
| **Is this a continuation of an existing NHC project?** | Yes [ ]  No [ ]  | **Will this project be co-funded by other donors?**  | Yes [ ]  No [ ]  |
| **If relevant, please list pending and/or successful applications to other donors here.**Please indicate a) name of donor, b) what amount, and c) when you expect an answer. |  |

# Section 2: Information about the applicant

2.1 About the applicant

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| --- | --- |
| Name of organization/applicant |  |
| Contact information (Address, website, e-mail and phone) |  |
| Contact person(Name, title) |  | Contact information (e-mail, phone) |  |
| Main aims of the applicantPlease provide **short and concise** information about the main aims of your organization, from your mission statement. **Do not include** more elaborate information about history and activities. |  |
| **Number of staff** |  | **Number of volunteers** |  |
| Appro**ximate annual budget** |  |
| **Re**ferences for your project **an**d organizationPlease provide references that can speak about your organization and project. Name, and contact information. NHC might contact these people for references. |  |

2.2 List of **all ongoing grants/projects**, including project support from the NHC

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Donor** | **Project title** | **Grant amount** | **Support period** (dd/mm/yy- dd/mm/yy) | **Name of contact person**NHC might contact these people for references. | **Contact information** |
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# Section 3: Information about the project

3.1 Project description

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| --- | --- |
| **Very short project description that can be used for public purposes (not more than 300 words)** This will be used for specific purposes, such as NHC reporting back to donors. Describe the problems and target groups you will address, mention the main activities, and describe the change you want contribute to. |  |
| **Select your Impact** It is important for us to understand how your project is compatible with NHC’s three main strategic directions from 2022 to 2024. Therefore, we invite you to use one of these three as the impact goal (overall goal) for your project. **Do not edit**. **Chose only one!** | [ ]  1. **Development of Civil Society**Civil society actors, working in partnership with other relevant stakeholders, challenge authorities domestically and internationally on human rights issues, and have effective tools and capacity to do so. [ ]  2. **Protection for people at risk of human rights violations**Groups and individuals at risk gain attention, obtain legal protection and have access to and benefit from services and assistance programmes. [ ]  3. **Combatting impunity for human rights violations**Human rights violations are documented, international mechanisms applied, in order to fight impunity and promote accountability. |
| **Baseline and justification for the project****Baseline**: Describe the situation that you want to change. Please be as specific as possible and address the most important challenges that you will be working with. We are not after a description of the whole human rights situation in your context. Include references to reports and other sources of information that confirms your analysis. Remember that you should be able to report on changes in the baseline you state here at a later stage, so it is important to avoid too general descriptions, or describing situations that will be difficult to monitor. **Justification**: Please explain briefly why you have chosen this specific project to change your baseline. | Baseline: |
| Justification: |
| **Target groups and stakeholders**Please select which target groups and stakeholders you are planning to reach with your project. If your target group is not there, please name them under “other”. | [ ]  **Human rights defenders** [ ]  **Groups at risk of human rights violations** ([ ]  women, [ ]  LGBTI persons, [ ]  minorities of religion and belief, [ ]  national and ethnic minorities)[ ]  **Victims of human rights violations**[ ]  **Professional groups** ([ ]  journalists, [ ]  lawyers, [ ]  prosecutors/judges, [ ]  police, [ ]  psychologists, [ ]  medical personnel)[ ]  **National institutions and policy makers**[ ]  **International institutions and policy makers**[ ]  **Other:**  |
| **Detailed description of activities**Describe **which types of activities** you have planned for your project, including expected results from these activities – what changes will the activities lead to? Please also include which activities you are planning for monitoring and evaluation. |  |

# 3.2 Implementation plan:

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| --- | --- | --- | --- |
| **Output number**Insert the output number from the goal hierarchy, so it is easier to see which activities are contributing to which goal. | **Activity**  | **Start**(dd/mm/yy) | **Finish**(dd/mm/yy) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

3.3 Risk mitigation plan

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| --- | --- | --- | --- | --- |
| **Identified risk in your project** Describe the risks you anticipate in your project. Make sure the overview addresses the risk of corruption, physical and digital security, and any potential risks associated with receiving funds from the NHC. | **Probability of the risk manifesting** How likely is it that this risk will occur? Answer this point by selecting one of the three alternatives, without any additional explanations. | **Impact of the risk on your project, if it manifests**If this risk occurs, how much will this impact your project? Answer this point with one of the three alternatives, withoutany additional explanations. | **Risk mitigation: how will you deal with identified risk?**Explain which concrete plans you have made to prevent and overcome this risk if it occurs. | **Effect of risk mitigation: what is the probability of this risk occurring after your mitigation measures?**Answer this point with one of the three alternatives, without any additional explanations. |
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|  | ... | ... |  | ...  |
|  | ... | ... |  | ... |
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# Section 4: Relevance of NHC support and Sustainability

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| --- | --- |
| **Why do you want to cooperate with the NHC on this particular project? (Max. 300 words)**Please explain, in your own words, how you will benefit from the cooperation between your organization and NHC. |  |
| **How will the project contribute to the development of your organization?** |  |

# Section 5: Budget narrative

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| --- | --- |
| **Which positions/staff members will receive salaries from this project, how will they be involved, and what % of their full salary will be covered by the project budget?** We need to have an overview of how much human resources you will be covering with this project. Your answer could be in this format: a) title, b) percentage of their salary that will be covered by the project, c) main tasks. **Examples:**Project manager 40%, daily management of project; Accountant 20%, financial administration of project; Lawyer 60%, processing strategic litigation cases |  |
| **Which administrative costs of your organization will this project cover, and in what % of the total cost?**We need to have an overview of how much of your administrative costs that will be covered by this project. Your answer could be in this format: a) item, b) percentage of the total cost that will be covered by the project. **Examples**: Rent 40%; Phone and internet 20% etc. |  |
| **Explain any cost share with other donors**If you will be using funds from other donors on this project, please explain a) which donor and b) how the costs will be shared.  |  |
| **Any other budget information issue can be explained here** |  |