



THE UN-HABITAT URBAN YOUTH FUND

GUIDELINES FOR APPLICANTS

Valid as of 1 January 2010

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1. The UN-HABITAT Urban Youth Fund

Introduction

The UN-HABITAT Urban Youth Fund supports urban youth in developing countries with the aim of advancing the achievement of the [Millennium Development Goals](#) and the [Habitat Agenda](#). The Fund is established with support from the Government of Norway.

Every year, thousands of projects are submitted by youth-led organizations across the developing world to get support from the Fund. They are scrutinized in a rigorous selection process to ensure that only the best projects get the support they need.

Below you will find our guidelines on how to apply, who and what projects are eligible.

Please read the guidelines carefully before you fill in the application form.

UN-HABITAT and youth

Globally, 85 percent of the world's young people live in developing countries. An increasing number of these young people are growing up in cities. In many cities on the African continent, more than 70 per cent of inhabitants are under the age of 30. Young people, and especially young girls and women, are the most vulnerable to social problems caused by unemployment and poverty. With more than 200 million youth living in poverty globally, there is a clear need to meaningfully engage and support youth growing up in today's rapidly urbanizing world.

UN-HABITAT believes strongly that young people have a major role and a stake in urban poverty reduction. This is because we regard youth as a major force for a better world. The HABITAT Agenda commits governments and UN-HABITAT to work in partnership with youth and empower them to participate in decision-making in order to improve urban livelihoods and develop sustainable human settlements

Member countries of the Governing Council which oversees UN-HABITAT, established what is officially called the *Opportunities Fund for Urban Youth-Led Development* in their Resolution 21/6 at their 21st Session in Nairobi, Kenya in April 2007. The Fund was officially launched on 4 November 2008 at the third session of the World Urban Youth Forum in Nanjing, China.

Objectives of the fund

The Urban Youth Fund aims to assist youth-led organizations to develop and implement projects that will contribute to sustainable urbanization in the developing world. The fund further aims to document best practices from successful youth-led projects and create greater awareness of the need for youth mainstreaming in development policies and strategies. Its aims are to:

- a) Mobilise young people for better youth-related policy formulation.
- b) Help governments, non-governmental, civil society and private-sector organizations better understand and respond to youth concerns.
- c) Support youth information networks;
- d) Pilot and demonstrate new ideas on employment, governance, adequate shelter and secure tenure;
- e) Share and exchange best practices;
- f) Promote vocational training and credit mechanisms for entrepreneurship and employment;

g) Promote gender mainstreaming in all urban youth matters.

The resolution emphasizes that the fund should support those young people who need assistance the most, in particular the most vulnerable in urban slums.

Budget

The Urban Youth Fund has an annual budget of USD 1 million allocated for grants to youth-led projects in the developing world. Small, grassroots initiatives are eligible for grants up to USD 5,000 and larger projects for grants of up to USD 25,000.

UN-HABITAT reserves the right not to allocate funding as the judges deem fit and their decisions are final and are not open to discussion.

Management of the fund

The fund is administered by a secretariat within UN-HABITAT in Nairobi, Kenya. The Secretariat is responsible for promoting the fund, processing applications, disbursing grants and monitoring projects. Technical oversight of the fund is carried out by a Steering Committee of representatives from various divisions in UN-HABITAT. The committee is responsible for reviewing the outputs of the Secretariat, reviewing shortlisted beneficiaries and award grants.

2. Who can apply for a grant from the fund?

The intended beneficiaries of the fund are young men and women aged 15-32 living in urban areas in the developing world. The fund reaches these individuals through legally registered, youth-led, non-profit organizations.

Eligible Organizations

Applicant organizations must fulfill the following criteria to be eligible for a grant:

| | |
|--|--|
| Youth-led | Applicant organizations must be led by young people aged 15-32 years. However, adults above the age of 32 years may still take part in the organization and youth-adult partnerships are highly encouraged. |
| Legally registered* | Applicant organizations must be legally registered for at least one (1) year by the relevant national, regional or local authority. |
| Non-profit and non-governmental | Applicants must be non-profit, non-governmental organizations. UN institutions, governmental organizations and private enterprises may engage in partnerships with youth-led organizations applying for a grant. |
| Developing countries | Applicant organizations must be legally registered in one of the following developing regions: i. Africa ii. Latin-America and the Caribbean iii. Asia (excluding Japan) |

iv. Oceania (excluding Australia and New Zealand)

| | |
|---|---|
| Inclusion of girls and young women | Applicant organizations must involve girls and young women in decision-making at all levels of the organization. |
| Valid bank account* | The applicant organization must have a bank account in the name of the organization. |
| Religious evangelization | Organizations that carry out religious evangelization are not eligible to apply for a grant. However, development organizations affiliated to religious bodies may apply. |
| Political parties | Organizations that are affiliated to political parties are not eligible to apply for a grant. |
| *Facilitating Organization | <p>Applicants without a valid registration certificate or bank account, but fulfill all other eligibility criteria, may apply in partnership with another organization that will serve as the facilitating organization. In this case, the facilitating organization will enter into a grant agreement with UN-HABITAT and receive the grant on behalf of the applicant organization.</p> <p>Civil society organizations, local governments or private enterprises may all serve as facilitating organizations.</p> |

3. What projects are supported

Youth-led Development involves young people actively creating a better future for themselves and their communities. These projects often take place at the grassroots level and are largely carried out by youth volunteers. Initiatives address a broad range of community needs such as employment, access to affordable housing and secure land tenure, safer cities and participation in decision-making. Youth-led Development gives young people valuable skills such as project management and teamwork, thus boosting their ability to acquire jobs and participate actively in society.

Eligibility

Proposed projects must fulfill the following criteria to be eligible for a grant:

| | |
|--|--|
| Youth-led | Projects must be created, managed and implemented by young people aged 15-32 years. However, adults above the age of 32 years may still take part in the project and youth-adult partnerships are highly encouraged. |
| Relevance to the priorities of the fund | <p>Projects must contribute to sustainable urban development within one of the following areas:</p> <ol style="list-style-type: none">i. Promoting youth participation in urban governance;ii. Piloting innovative approaches to adequate shelter and secure tenure for youth;iii. Promoting entrepreneurship and employment for youth;iv. Supporting the development of youth networks on sustainable urban development;v. Promoting partnerships between youth organizations and |

- the local government, civil society organizations and/or the private sector;
- vi. Promoting gender mainstreaming in urban youth development;
- vii. Documenting best practices in urban youth-led development.

| | |
|---|---|
| Urban settlement | Projects must be implemented within a city or town with more than 10,000 inhabitants. |
| Involvement of young people with fewer opportunities | Projects must target disadvantaged youth with fewer opportunities, especially those living in urban slums. ¹ |
| Involvement of girls and young women | Projects must include girls and young women among targeted beneficiaries. |

4. How to develop a good project?

Award Criteria

Projects submitted to the UN-HABITAT Urban Youth Fund will be assessed against the following criteria:

Relevance to the objectives and priorities of the fund (50%):

| | |
|---|---|
| Youth-led development | The project is created, managed and implemented by young people aged 15-32 years. The youth involved in the project gain valuable skills such as project management and teamwork, thus increasing their employability and participation in society. |
| Sustainable urban development | The project contributes to sustainable urban development within one of the seven priorities of the fund. |
| Involvement of young people with fewer opportunities | The project targets disadvantaged youth with fewer opportunities, especially those living in urban slums. Appropriate measures are taken to include disadvantaged youth in the implementation of the project. |
| Involvement of girls and young women | The project targets an equal distribution of young men and women. Appropriate measures are taken to include girls and young women in the implementation of the project. |

¹ The United Nations Department for Economic and Social Affairs (2005) defines disadvantaged youth as: “[young people] without adequate access to education and health services; adolescents who have dropped out of school; pregnant adolescents; young single parents; young people who are HIV-positive or at particular risk of HIV/AIDS; young refugees or displaced persons; racial, linguistic and ethnic minorities; homeless youth; young people with disabilities; girls and young women affected by gender inequalities”.

Quality of project design (50%):

| | |
|------------------------------------|---|
| Quality of project proposal | The project has a logical structure. Objectives are clearly defined and measurable. Activities are realistic and linked to the objectives of the project. The budget is well explained, clearly linked to the activities of the project and in accordance with the funding rules. |
| Impact | The project has a positive impact towards sustainable urban development. The impact of the project is not limited to its beneficiaries, but involves the local community. |
| Sustainability | The project is planned within a long-term perspective and includes measures that ensure the continuation of the project after the grant from the Urban Youth Fund has been used. |
| Innovation | The project aims at introducing, implementing and promoting innovative approaches to sustainable urbanization. The project is innovative in terms of addressing new issues or themes, utilizing new methods or technologies and/or involving new target groups. |
| Quality of partnerships | The applicant organization has developed substantial partnerships with UN organizations, local governments, private enterprises and/or non-governmental organizations that will add value to the project. |

5. Funding

The project budget must be drafted according to the following rules:

Activity Costs

Activity costs are any costs directly linked to the implementation of project activities. Activity costs may constitute a minimum of 90 percent of total project expenditure and must be described in detail in the budget. Examples of activity costs are expenses related to the construction of buildings, purchase of essential equipment for the project, costs related to the organization of training courses and seminars, expenses met in developing handbooks or tools, or other costs related to activities that are essential to the implementation of the project.

Administration costs

Administration costs are any costs linked to the administration of the project. Administration costs may constitute a maximum of 10 percent of total project expenditure and must be described in detail in the budget. Examples of administration costs are salaries and volunteer allowances, office supplies, internet and telephone bills, costs of regular meetings, reporting costs, etc.

Non-eligible costs

The following project costs are not eligible for support by the Urban Youth Fund:

- Costs related to the participation of young people at international conferences, sports competitions, art festivals, or similar events.
- Costs related to the participation of international volunteers in local projects, such as flights, visa fees, accommodation and boarding, etc.
- Costs related to the purchase of equipment that is not essential to the implementation of the project or that can be hired for the project period at a lower cost.
- Salaries and volunteer allowances exceeding the 10% allowed for administration costs.

6. Application form

Applicants must respect the following procedures when filling in the application form for their applications to be accepted:

Filling in the form

Applications must be made in English, French or Spanish on the official application form and completed in full. Applications must be completed electronically or typed, handwritten applications will not be accepted

The application must be dated and signed by the project coordinator, legal representative of the applicant organization and legal representative of the facilitating organization (if applicable). A scanned copy of the signature page must be submitted as an attachment to the application. All compulsory documents for the applicant organization and facilitating organization (if applicable) must be attached for the application to be accepted.

Logical framework

The logical framework should provide an overview of the project's goal, outcomes and key activities, the outputs of each activity, the timeframe for completing each activity and potential problems that must be overcome for each activity to be completed within the timeframe.

Example:

A youth organization is applying for a small grant from the Urban Youth Fund to alleviate poverty among young people. The organization plans to select 25 young people from an informal settlement and train them in entrepreneurship and help them register and set up small businesses.

| Logical framework | | | | | |
|---|--|--|--|---|--|
| GOAL | OUTCOMES | ACTIVITIES | OUTPUTS | TIME FRAME | RISKS |
| <i>Please indicate the overall, long-term development goal towards which the project will contribute.</i> | <i>Please list a maximum of 3 immediate outcomes for your project (see question D3).</i> | <i>Please list a maximum of 5 activities that will be implemented to reach each outcome (see question D4).</i> | <i>Please list the specific outputs that each activity will deliver (see question D5).</i> | <i>Please indicate when each activity will be implemented</i> | <i>Please indicate the potential problems that must be overcome for each activity to finish on time (see question D7).</i> |
| Alleviate poverty among youth. | 1. Improve the livelihoods of 25 young people aged 15 -32 years from informal settlements by training them in entrepreneurship and helping them register and set up small businesses | 1.1 Needs Assessment | A detailed report of the employment situation for young people in the informal settlement has been prepared | November 2010 – December 2010 | Members of community may not be willing to participate in needs assessment. |
| | | 1.2 Preparation of training manual | A training manual on entrepreneurship for young people has been prepared and printed in 50 copies | January 2011 – February 2011 | |
| | | 1.3 Entrepreneurship training | 25 young people from the informal settlement has successfully completed a 5-day training on entrepreneurship | March 2011 | Young people who are not selected may be upset. Selected participants may not afford to appear for the training. |
| | | 1.4 Establishment of youth businesses | 5 small youth businesses have been successfully registered and set up. | April 2011 – May 2011 | Local authorities may delay to register the youth businesses. |
| | | 1.5 Monthly follow-up meetings | 10 monthly follow-up meetings with the youth entrepreneurs have been successfully organized. | January 2011 – October 2011 | Youth entrepreneurs may drop out of programme. |

Budget

The project budget should provide a detailed description in USD of how you plan to spend the grant for the proposed project. Each activity identified in the project's logical framework should have a separate entry in the budget, clearly indicating the costs associated with the activity. Funding from other sources should also be clearly indicated. The breakdown of costs should indicate the different expenditure within each category and provide an overview of the total share of expenditure according to category.

Example:

A youth organization is applying for a small grant from the Urban Youth Fund to alleviate poverty among young people. The organization plans to select 25 young people from an informal settlement and train them in entrepreneurship and help them register and set up small businesses.

| Project Budget | | | | |
|---|--|---------------------------------------|--------------|--------------|
| ACTIVITY | DESCRIPTION OF EXPENDITURE | CALCULATION | AMOUNT (USD) | TOTAL (USD) |
| 1. Needs Assessment | Printing of survey | 50 forms x 1 USD | 50 | |
| | Refreshments for community meeting | 50 people x 1 USD | 50 | |
| | Travel to site | 2 people x 5 days x 5 USD | 50 | |
| | Sub-total: | | | 150 |
| 2. Preparation and printing of training manual | Workshop with stakeholders (lunch and coffee breaks) | 20 people x 5 USD | 100 | |
| | Printing of manual | 50 manuals x 5 USD | 250 | |
| | Sub-total: | | | 350 |
| 3. Entrepreneurship training | Venue for training | 5 days x 50 USD | 250 | |
| | Learning materials | 30 people x 5 USD | 150 | |
| | Lunch and coffee breaks | 30 people x 5 days x 5 USD | 750 | |
| | Honorarium for trainers | 2 people x 5 days x 55 USD | 550 | |
| | Sub-total: | | | 1,700 |
| 4. Establishment of youth businesses | Registration with local authorities | 5 businesses x 100 USD | 500 | |
| | Start-up loans for youth businesses | 5 businesses x 300 USD | 1,500 | |
| | Sub-total: | | | 2,000 |
| 5. Monthly follow-up meetings | Refreshments | 10 meetings x 30 participants x 1 USD | 300 | |
| | Sub-total: | | | 300 |
| 6. Administration | Communication (telephone & internet) | 12 months x 15 USD | 180 | |
| | Project committee meetings | 12 months x 10 USD | 120 | |
| | Office supplies | Lump sum | 200 | |
| | Sub-total: | | | 500 |
| = Total Project Expenditure | | | | 5,000 |

| Breakdown of costs | | | | | |
|-----------------------------------|---|---|---------------|--------------|-------------|
| CATEGORY | SUB-CATEGORY | DESCRIPTION | AMOUNT (US\$) | TOTAL (US\$) | % OF TOTAL |
| A) Personnel | Salaries for project staff | | 0 | 550 | 11% |
| | Volunteer allowances | | 0 | | |
| | Honorarium for consultants | Honorarium for trainers | 550 | | |
| | Other personnel costs | | 0 | | |
| | Total Personnel costs: | | | | |
| B) Travel and subsistence | Travel and subsistence for staff/volunteers | Travel to site for needs assessment | 50 | 50 | 1% |
| | Travel and subsistence for consultants | | 0 | | |
| | Total Travel and subsistence: | | | | |
| B) Equipment | Computer equipment | | 0 | 0 | 0 |
| | Furniture | | 0 | | |
| | Construction materials and tools | | 0 | | |
| | Other equipment | | 0 | | |
| | Total Equipment costs: | | | | |
| C) Support to participants | Meetings for participants | Venue for training, Community meeting | 300 | 3,500 | 70% |
| | Travel for participants | | 0 | | |
| | Accommodation and meals for participants | Lunch and coffee breaks for training, refreshments follow-up meetings | 1,050 | | |
| | Grants or loans to participants | Start-up loans for youth businesses | 1,500 | | |
| | Other support to participants | Registration with local authorities, Learning materials for training | 650 | | |
| | Total Participant support costs: | | | | |
| D) Other costs | Meeting expenses | Project committee meetings, workshop with stakeholders | 220 | 900 | 18% |
| | Office supplies | | 200 | | |
| | Communication | Telephone and internet | 180 | | |
| | Printing & Marketing | Printing of survey, printing of manual | 300 | | |
| | Web-development & maintenance | | | | |
| | Project Evaluation | | | | |
| | Publications | | | | |
| | Other Costs (please explain) | | | | |
| Total Other costs: | | | | | |
| TOTAL PROJECT EXPENDITURE: | | | | 5,000 | 100% |

7. How to submit an application to the fund?

Compulsory attachments

Before submitting your application to the Urban Youth Fund, please make sure that the following documents are attached to the application:

- | | |
|--|---|
| Applicant Organization | <ul style="list-style-type: none">▪ An signed and stamped official cover letter from the applicant organization▪ A valid registration certificate;▪ A detailed project budget in accordance with funding rules;▪ A logical framework outlining the structure of the project▪ A profile of the applicant organization including a description of the organization’s history, mission, management, membership and activities;▪ A list of board members and management indicating their full name, age, gender, education and profession;▪ A one-page CV of the project coordinator; |
| Facilitating Organization (if applicable) | <ul style="list-style-type: none">▪ A valid registration certificate;▪ A profile of the facilitating organization including a description of the organization’s history, mission, management, membership and activities;▪ A letter of agreement between the applicant organization and facilitating organization indicating the roles and responsibilities of both parties. |

Please name each attachment according to its content to ease the processing of your application.

Submitting the application

Applications must be received before or on 15 April 2010 to be eligible for a grant.

Applicants are encouraged to submit their applications electronically, but applications in hardcopy will also be accepted.

If submitting your application by e-mail, put “Youth Fund Application Documents – [Name of applicant organization]” in the subject field of the e-mail. If documents are split between several e-mails; clearly indicate the total number of e-mails, i.e. e-mail 1 of 3.

If submitting your application by mail or courier, reserve sufficient time for the application to be received by UN-HABITAT before the deadline.

Submit your application to one of the following addresses, according to the region where your project will take place:

| Region | E-mail | Post/courier |
|--|-------------------------------|---|
| African and Arab States | youthfund@unhabitat.org | United Nations Human Settlements Programme, Partners and Youth Branch, Monitoring and Research Division, UN Gigiri, N-block, 1st floor P.O. Box 30030, 00100 GPO Nairobi, Kenya Tel: +254 20 762 3900 Attn: UN-HABITAT Youth Fund |
| Latin-America and the Caribbean | youthfund@onuhabitat.org | Programa de las Naciones Unidas para los Asentamientos Humanos, Oficina Regional para América Latina y el Caribe (ROLAC) Rua Rumânia 20 - Rio de Janeiro, Brazil 22240-140 Tel: +55-21-3235-8550 Attn: UN-HABITAT Youth Fund |
| Asia and the Pacific | youthfund@esocialsciences.com | eSocialSciences T-131, Tower 1, 3rd Floor, International Infotech Park, Vashi, Navi Mumbai 400703, Maharashtra, India. Tel: +91 22 27814436 Attn: UN-HABITAT Youth Fund |

8. What happens once your application is submitted?

All applications for the Urban Youth Fund received by UN-HABITAT will undergo the same selection procedure.

The selection procedure

Applications submitted to the Urban Youth Fund are subjected to a thorough evaluation process to guarantee impartiality and equal treatment of applicants.

The process consists of five steps:

- i. Applications are registered and given a unique reference number.
- ii. Applications are subjected to an eligibility check to verify that they fulfil the basic criteria required to receive grants from the fund.
- iii. Eligible applications go through a quality assessment and are scored on different criteria related to the quality of the project proposal and the priorities and objectives of the Urban Youth Fund.
- iv. The highest rated applications from each geographical region are shortlisted.
- v. The Steering Committee of the fund reviews the shortlisted applications and decides on which applications to approve.

Notification of beneficiaries

Granted projects are published on the UN-HABITAT website within five months after the deadline for applications. Successful applicants are notified by e-mail.

9. What happens if your application is successful?

Grant Agreement

In the event your application is approved, a grant agreement, drawn up in USD and detailing the levels and conditions of funding, will be entered into between UN-HABITAT and the beneficiary (or the facilitating organization if applicable).

It is intended that beneficiaries shall receive the agreements for signature within seven months after the deadline for applications.

The agreement must be signed and returned to UN-HABITAT immediately. UN-HABITAT will be the last party to sign the agreement.

The acceptance of an application does not imply an undertaking to award funding equal to the amount requested, the funding could be reduced according to the financial rules of the fund.

The awarding of a grant does not establish an entitlement for subsequent years.

Payment procedures

The funds will be disbursed according to the following rules:

| Grant size | Amount | Installment | Percentage | Requirements |
|--------------|--------------------|-------------|------------|---|
| Small | 0 – 5,000 USD | First | 60 % | The grant agreement with UN-HABITAT has been signed. |
| | | Second | 40 % | The mid-term report has been submitted within the deadline. |
| Large | 5,001 – 25,000 USD | First | 50 % | The grant agreement with UN-HABITAT has been signed. |
| | | Second | 30 % | A mid-term report has been submitted within the deadline. |
| | | Third | 20 % | The final report has been submitted within the deadline. |

Annex I: List of eligible countries

a) Africa

Eastern Africa

Burundi, Comoros, Djibouti, Eritrea, Ethiopia, Kenya, Madagascar, Malawi, Mauritius, Mozambique, Rwanda, Seychelles, Somalia, Uganda, United Republic of Tanzania, Zambia, Zimbabwe

Middle Africa

Angola, Cameroon, Central African Republic, Chad, Congo, Democratic Republic of the Congo, Equatorial Guinea, Gabon, Sao Tome and Principe

Northern Africa

Algeria, Egypt, Libyan Arab Jamahiriya, Morocco, Sudan, Tunisia

Southern Africa

Botswana, Lesotho, Namibia, South Africa, Swaziland

Western Africa

Benin, Burkina Faso, Cape Verde, Cote d'Ivoire, Gambia, Ghana, Guinea, Guinea-Bissau, Liberia, Mali, Mauritania, Niger, Nigeria, Senegal, Sierra Leone, Togo.

b) Latin America and the Caribbean

Caribbean

Antigua and Barbuda, Bahamas, Barbados, Cuba, Dominica, Dominican Republic, Grenada, Haiti, Jamaica, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Trinidad and Tobago

Central America

Belize, Costa Rica, El Salvador, Guatemala, Honduras, Mexico, Nicaragua, Panama

South America

Argentina, Bolivia, Brazil, Chile, Colombia, Ecuador, Guyana, Paraguay, Peru, Uruguay, Venezuela (Bolivarian Republic of)

c) Asia excluding Japan

Central Asia

Kazakhstan, Kyrgyzstan, Tajikistan, Turkmenistan, Uzbekistan

Eastern Asia

China, Democratic People's Republic of Korea, Mongolia, Republic of Korea

Southern Asia

Afghanistan, Bangladesh, Bhutan, India, Islamic Republic of Iran, Maldives, Nepal, Pakistan, Sri Lanka

South-Eastern Asia

Brunei Darussalam, Cambodia, Indonesia, Lao People's Democratic Republic, Malaysia, Myanmar, Philippines, Singapore, Thailand, Timor-Leste, Viet Nam

Western Asia

Armenia, Azerbaijan, Bahrain, Cyprus, Georgia, Iraq, Israel, Jordan, Kuwait, Lebanon, Occupied Palestinian Territory, Oman, Qatar, Saudi Arabia, Syrian Arab Republic, Turkey, United Arab Emirates, Yemen

d) Oceania excluding Australia and New Zealand

Melanesia

Fiji, Papua New Guinea, Solomon Islands, Vanuatu

Micronesia

Kiribati, Marshall Islands, Micronesia, Federated States of, Nauru, Palau

Polynesia

Samoa, Tonga, Tuvalu