

UNITED NATIONS HUMAN SETTLEMENTS PROGRAMME

OPPORTUNITIES FUND FOR URBAN YOUTH-LED DEVELOPMENT

APPLICATION GUIDELINES

March 2009

These guidelines provide useful information for organizations applying for grants from the Opportunities Fund for Urban Youth-led Development. Please read these guidelines carefully before you fill out the application form.

1. GENERAL INFORMATION ABOUT THE OPPORTUNITIES FUND FOR YOUTH-LED DEVELOPMENT

The Opportunities Fund for Urban Youth-led Development was established by Resolution GC 21/6 at the UN-HABITAT Governing Council, which met in Nairobi from 16-20 April 2007. Championed by the Government of Norway, the fund supports inspiring youth-led initiatives worldwide and engages the partnership and leadership of young men and women in working towards sustainable urbanization.

Purpose of the Fund

The Fund aims to advance the achievement of the Millennium Development Goals and the HABITAT Agenda through piloting innovative projects on employment, governance, shelter and secure tenure; sharing best practices, and assisting vocational training and credit mechanisms to promote entrepreneurship and employment for young people.

Management of the Fund

The Fund is managed by a committee of experts, researchers and practitioners drawn from UN-HABITAT, academia, donor governments and youth. UN-HABITAT, Partners and Youth Section is the secretariat of the Fund.

Initiatives are eligible for grants up to 5,000 USD; larger projects are eligible for grants of over 5,000 USD to 25,000 USD.

For more information on the Fund, go to www.unhabitat.org/opfund.

2. CRITERIA USED TO ASSESS APPLICATIONS

Eligibility Criteria

The applicant organizations must meet the following criteria:

Eligible organizations	The applicant organization must be: <ul style="list-style-type: none"> • A community-based organization (CBO); • A non-governmental organization (NGO).
Country of registration	The applicant organization must be registered in one of the following geographical regions: <ol style="list-style-type: none"> 1. Developing regions: <ol style="list-style-type: none"> a. Africa b. Latin America and the Caribbean c. Asia, excluding Japan d. Oceania, excluding Australia and New Zealand For a complete list of eligible countries, see Appendix III.
Youth-Led Development	The applicant organization must involve youth aged 15-32 years (inclusive) in the governance of the organization and the management of its activities. The applicant organization must demonstrate adherence to UN-HABITAT defined Youth-Led Development principles (see Appendix II).

Partnerships	The following organizations may apply in partnership with youth-led NGOs or CBOs:
	<ul style="list-style-type: none"> • An international non-governmental organization (INGO); • Government institutions and bodies at national, regional or local level; • Private enterprises; or • UN organizations and institutions affiliated to the UN.
	The application must be submitted by the youth-led organization.
Venue(s) of activities	Activities must be carried out in an urban human settlements context.
	Activities must be carried out in the applicant organization's country of registration. Cross-border and international projects may be considered on a case-to-case basis.
Gender Equality	The applicant organization should include male and female youth equitably in decision-making and implementation of activities, unless otherwise justified.
Duration	The proposed project must be completed within 12 months of receiving the first installment of the grant.
Submission of applications	The application must be submitted on the official application form, available in English, French and Spanish.
	All supporting documents must be attached for the application to be considered (See Appendix I).
Reporting	The final report must be submitted within 3 months of the completion of the project.
Legal registration and bank account	The applicant organization must have been legally registered for a minimum of two (2) years by the relevant national or local authority.
	The applicant organization must have a bank account in the organization's name.
	If the applicant organization does not meet these criteria, it may partner with another organization that fulfills these criteria and can serve as a facilitating financial agency.
Other criteria	Each organization is only eligible to apply for one project at each deadline. Multiple proposals will be rejected.
Exclusion Criteria	
Non-eligibility	Organizations that practice religious evangelization or are affiliated to political parties are not eligible to apply for the Fund.
Selection Criteria	
The project applications will be assessed against the following criteria:	
Organizational capacity	Applicant organizations should:
	<ul style="list-style-type: none"> • Demonstrate the necessary competencies and motivation to complete the proposed project; and • Have a track record of implemented projects.

Relevance to the priorities of the Fund	The proposed project should:
	• Have a clear purpose towards sustainable urbanization;
	• Target vulnerable youth in urban areas;
	• Demonstrate adherence to Youth-Led Development principles (see Appendix II);
	• Benefit both male and female youth, unless otherwise justified; and
	• Have a local impact.
Quality of project and methods proposed	The proposed project should:
	• Have a clear project design;
	• Have clearly defined and measurable outcomes;
	• Demonstrate sustainability beyond the funding made available from the Fund;
	• Be innovative in its choice of focus areas and methods;
	• Be replicable in other geographical and/or social settings; and
	• Be possible to implement on a larger scale.
Partnerships	Partnerships with governmental organizations, private enterprises, UN organizations, International non-governmental organizations or other non-governmental organizations are encouraged.

3. FUNDING RULES

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

Eligible costs		Reporting Obligations
Activity costs	Any costs directly linked to the implementation of particular activities in the proposed project	Achievements to be described in final report. Full justification of the costs incurred, copy of invoices/receipts.
Administration costs (10% of Total Direct Costs)	Any costs linked to the administration of the proposed project	Full justification of the costs incurred, copy of invoices/receipts.

The funds will be disbursed according to the following rules:

Grant size	Amount	Installment	Percentage	Requirements
Small	0 - 5000 USD	First	80%	The grant agreement with UN-HABITAT has been signed.
		Second	20%	The final report has been submitted within the deadline.
Large	5001 – 25000 USD	First	60%	The cooperation agreement with UN-HABITAT has been signed.
		Second	20%	A mid-term report has been submitted within the deadline.
		Third	20%	The final report has been submitted within the deadline.

Failure to disclose funding from other donors will automatically disqualify the applicant organization from receiving any grants from the Fund. The applicant organization will be required to re-pay any grants that have already been disbursed.

4. APPLICATION FORM

If you are applying for a small grant (i.e., less than or equal to 5,000 USD), please fill out: “APPLICATION FOR SMALL GRANTS, OPPORTUNITIES FUND FOR URBAN YOUTH-LED DEVELOPMENT”

If you are applying for a large grant, (i.e., between 5,000 and 25,000 USD), please fill out: “APPLICATION FOR LARGE GRANTS, OPPORTUNITIES FUND FOR URBAN YOUTH-LED DEVELOPMENT”

Note: Requests for grants greater than 25,000 USD will be considered on a case-by-case basis. Please fill out: “APPLICATION FOR LARGE GRANTS OPPORTUNITIES FUND FOR URBAN YOUTH-LED DEVELOPMENT”

SECTION A: PROJECT SUMMARY

A.2 Choose a brief, yet descriptive title for the proposed project.

A.3 In order to be considered eligible for the Fund, the proposed project MUST be located within an urban area.

A.4 Provide the start date of the proposed project. For example, if the project is set to start in September of 2009, state: 09/2009. The proposed project cannot have started before the submission of the Opportunities Fund Application Form.

A.5 Proposed projects must end within 12 months of its start date. For example, if the project is set to start in September of 2009, the latest possible end date of the proposed project is September 2010.

A.6 Small grants are considered less than or equal to 5,000 USD. Large grants are considered greater than 5,000 and less than 25,000 USD.

A.7 For large grant applications, more than three (3) expected outcomes must be provided. Provide response in Appendix I, clearly referencing A.7.

A.8 For the purpose of the Fund, a young person is defined as being 15 – 32 years-old (inclusive).

Provide the best estimate possible on both the number of young people expected to benefit from the proposed project, as well as the percentage of young women to benefit from the proposed project. You will be evaluated on this.

Provide the best estimate possible of the average monthly income of the people who are expected to benefit from the project. If you find that the monthly incomes vary greatly, provide the most common monthly income, based on the largest number of people expected to benefit from the proposed project.

SECTION B: APPLICANT CONTACT INFORMATION

Applicant

The Applicant is the organization that will execute the project and is submitting the application form on behalf of the project. The Applicant will receive and administer the funds for the project (unless administered by a partner organization, i.e., a facilitating financial agency). The Applicant will also be responsible for monitoring and reporting for the project.

The first contact provided must be the proposed project manager or project coordinator. The second contact person must be the chairperson or another person involved in the governance of the organization.

SECTION C: APPLICANT DETAILS

C.1 This can be the mission statement of the organization.

C.2 International non-governmental organizations, UN organizations and institutions affiliated to the UN, government institutions and private enterprises can only apply in partnership with youth-led organizations. Therefore, they cannot apply as the applicant organization.

C.3 For the purpose of the Fund, a young person is defined as being 15 – 32 years-old (inclusive).

C.4 See Appendix II for UN-HABITAT's definition of Youth-Led Development Principles.

C.5 Please refer to Section 2. Criteria Used to Assess Applications – Gender Equality (above). However, applications from organizations that are women-serving only and/or are solely managed/and or governed by women will be considered.

C.5 Provide the date that the applicant organization was formed. This date could differ from the date the applicant organization was registered. If the applicant organization was formed in June of 2005, state: 06/2005.

C.6 Provide the date that the applicant organization was officially registered with either a local, regional, and / or national organization. If the applicant organization was formed in June of 2005, but officially registered in December 2005, state: 12/2005.

Note: The applicant organization must have been legally registered for a minimum of two (2) years by the relevant national or local authority. A certified copy of the applicant organization's registration document must be provided (see Appendix I).

C.7 'Regional' means state or province.

C.8 In order to be eligible for the Fund, organizations must have a bank account in the organization's name. If the applicant organization does not have its own bank account it may partner with an organization that does have one. In this case a letter of agreement between the applicant organization and the partner organization that will be administering the applicant organization's funds (i.e., a facilitating financial agency) for the proposed project must be provided (see Appendix I).

C.9 In order to be considered eligible for the Fund, the applicant organization must demonstrate having previous experience in implementing projects or have youth in charge of the proposed project who have experience in implementing projects.

C.10 Possible sources of funding could include: Foundations, government grants, bank loans, and donations from family and friends.

SECTION D: PARTNER ORGANIZATION(S) (If applicable)

A partner organization is the organization which would receive and administer the grant money (i.e. the facilitating financial agency) and/or assist the applicant organization in other administrative and program areas. Partner organizations can be UN organizations, or institutions related to the UN, private enterprises, government institutions and bodies, International Non-Governmental Organizations (INGOs), or other non-governmental and civil society organizations.

In the case that the partner organization will serve as a facilitating financial agency, a written agreement is required between the project and partner agency (see Appendix I).

In the case of multiple partner organizations, Questions D.1 – D.5 must be completed for EACH partner organization separately.

D.3 Describe how the partner organization will assist the applicant organization in implementing the project. A partner organization adds capacity to the proposed project.

D.4 The facilitating financial agency is the (partner) organization that will receive and administer the grant money awarded to the applicant organization. Applicant organizations may choose to enlist a partner organization as the facilitating financial agency if the applicant organization does not have its own bank account or does not have regular access to a bank.

D.5 The contact person within the partner organization must be directly involved with the proposed project. Preferably, the contact person is a senior manager of the organization.

SECTION E: PROJECT DETAILS

E.1 Select the area which is best addressed by your proposed project. If none of them are suitable, specify in 'Other'.

E.2 Describe the situation in your area, and why the area selected in E.1 is an area of concern. Explain exactly how your proposed project will address the area(s) selected.

E.3 Proposed projects MUST benefit youth of both genders (refer to Section 2. Criteria Used to Assess Applications – Selection Criteria). However, proposed projects which benefit only one gender will be considered under certain circumstances. For example, an organization whose mandate is to provide support services to young women only may be considered.

E.4 Describe how the proposed project is unique. It could mean using a new idea, approach, or technology. How is it different from other existing projects in the way that it aims to resolve/address the areas selected in E.1.

E.5 Describe the competence and experiences of the staff/members of the applicant organization which you believe will ensure that the project is implemented successfully.

E.6 Outcomes are the desired and measurable effect that the project seeks to achieve. How will you know that your organization has successfully achieved its project objectives? You should provide measurable indicators for your outcomes.

E.7 What are the main risks associated with the proposed project and how do you think they could be managed?

E.8 How will your project continue beyond the phase funded by the grant? What capacity (organizational and financial) do you have to continue the project after the grant funding has been spent?

E.9 Explain how, if your project is proved to be successful, it will be possible for it to be replicated in a different area, country, or region. Also, explain how, after your proposed project is completed, it could be run on a bigger scale?

E.10 Applicant organizations MUST be transparent in their funding sources (existing and/or expected). If these details are withheld, the applicant organization may be immediately disqualified from receiving any grants from the Fund.

SECTION F: PROJECT ACTIVITIES

F.1 Provide a short description of the activities you plan to carry out during the project including planning meetings, activities to be implemented and evaluation meetings.

Please include information such as the title of the activity, the expected outcome of the activity, the location, number of beneficiaries or any other information that you find necessary to describe the activity. Limit the description of each activity to 50 words.

Also indicate the date when each proposed activity is expected to be completed (deadline).

Each activity should have a separate budget entry in G.1 which clearly describes the costs associated with it. In case there are no costs associated with a particular activity you may exclude it from the budget in G.1.

SECTION G. PROJECT BUDGET

G.1 Provide a detailed description (in US dollars) of how you plan to spend the grant for the proposed project. If you do not know the exact cost of an item, provide an estimate.

Each activity identified in F.1 should have a separate entry in the budget indicating the costs that are associated with it. The subtotal cost for each activity is the sum of all item costs associated with the particular activity.

Total Direct Costs is the sum of the subtotal costs associated with carrying out the activities in the proposed project. You arrive at this figure by adding the subtotal cost associated with each activity.

Administration costs are calculated as 10 % of Total Direct Costs. This sum should cover all the administration costs associated with the proposed project. You do not need to provide specific details of your administration costs in the budget.

Funding from other sources includes all the financial and in-kind donations you have received from other sources to carry out the activities proposed in your project.

If more space is required for the budget, the table may be expanded or an extra page may be used.

Example:

A youth organization is proposing a project to prevent the spread of HIV/AIDS in their local area. As part of the proposed project a three-day workshop is planned to train 25 trainers on peer-education. The following costs are expected:

ACTIVITY	DESCRIPTION OF EXPENDITURE	CALCULATION	ITEM COST (USD)	SUBTOTAL (USD)
1. Workshop on peer-education	1.1 Rent of meeting room	3 days x 10 dollars	30	
	1.2 Food and drinks	3 days x 25 people x 2 dollars	150	
	1.3 Travel for participants	3 days x 25 people x 1 dollar	75	
	1.4 Learning materials	25 people x 2 dollars	50	
	1.5 Total activity cost:			305
2.	2.1			
	2.2			
	2.3			
	2.4			
	2.5 Total activity cost:			
= Total Direct Costs				305
+ Administration (10% of Total Direct Cost)				31
= Total Project Expenditure (Total Direct Costs + Administration)				336
- Funding from other sources				0
= GRANT REQUEST (Total Project Expenditure – Funding from other sources)				336

SECTION H. STATEMENT OF CONFIRMATION

The name and signatures of both the Coordinator of the proposed project, as well as the applicant organization's Director/Chairperson must be provided.

5. SUBMISSION OF PROPOSALS

Proposals and supporting documents must be submitted to UN-HABITAT by or on June 1st, 2009. Late and incomplete proposals will not be accepted.

Proposals may be submitted in ONE of the following ways:

1. E-mail

Send the application form and supporting documents (as listed in Appendix I) to the following: opfund@unhabitat.org. Supporting documents must be sent in Word format.

Clearly state in the subject heading: "Opportunities Fund Application Documents – (INSERT APPLICANT ORGANIZATION'S NAME)".

If sending application form and supporting documents by e-mail, either fax or mail a SIGNED copy of H. Statement of Confirmation.

2. Fax

Send the application form and supporting documents (as listed in Appendix I) to UN-HABITAT, Partners and Youth Section using the following fax number: +254 20 7624588

Clearly state in the cover letter of the fax transmittal, "Attn: Opportunities Fund Application Documents – (INSERT APPLICANT ORGANIZATION'S NAME)"

3. Mail

Send the application form and supporting documents (as listed in Appendix I) to the following address:

United Nations Human Settlements Programme, Partners and Youth Section, Monitoring and Research Division (UN-HABITAT)

P.O. Box 30030, 00100 GPO Nairobi, Kenya

Attn: Opportunities Fund

If sending by mail, reserve sufficient time for mail to be received by UN-HABITAT by June 1st, 2009.

APPENDIX I – SUPPORTING DOCUMENTS

In order for your application to be considered complete, you must submit ALL of the documents listed below. Please check each box on the application form to verify that you have included the required supporting documents with your application. Applications with missing supporting documents will not be considered.

Required:

- A copy of the applicant organization's registration;
- A copy of the applicant organization's constitution or by-laws;
- Copies of the applicant organization's annual reports and/or evaluations of projects undertaken by the applicant organization for the past two (2) years;

- Copies of the applicant organization's financial statements and a list of financial sources and contributions, including government contributions, for the past two (2) years;
- A profile of the applicant organization, including a description of the membership, a list of board members, trustees and staff (if applicable);
- A cover letter signed by the applicant organization's director or chairperson of the board;
- A one page CV of the project coordinator;

If applicable:

- A signed letter of agreement between the applicant organization and the partner organization who will serve as the facilitating financial agency and manage the proposed project's finances; and
- A letter of support from the partner organizations working with the applicant organization on the proposed project.

APPENDIX II – YOUTH-LED DEVELOPMENT PRINCIPLES

The following principles guide UN-HABITAT interventions in Youth-Led Development:

- Youth define their own development goals and objectives;
- Youth have a social and physical space to participate in development and to be regularly consulted;
- Adult mentorship and peer-to-peer mentorship are encouraged;
- Youth act as role models to help other youth engage in development; and
- Youth are integrated into all local and national development programmes and frameworks.

APPENDIX III – LIST OF ELIGIBLE COUNTRIES

1. Developing regions

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