



SECRETARIAT OF THE PERMANENT FORUM ON INDIGENOUS ISSUES

GUIDELINES

Funding For Activities Relating To The United Nations Second International Decade Of The World's Indigenous People

INTRODUCTION

The Small Grants Programme for the Second International Decade of the World's Indigenous Peoples of the United Nations Trust Fund on Indigenous Issues was established in 2004 to promote, support and implement the objectives of the Decade (2005-2015).

The Fund gives priority to projects focusing on the Programme of Action of the Second Decade under the broad mandated areas of the Forum: culture, education, health, human rights, the environment and social and economic development. The Fund is based on voluntary contributions; disbursement of grants is subject to receipt of funds from donors.

Applications are considered and selected by the Bureau of the Permanent Forum on Indigenous Issues, in its capacity as the Advisory Group for the Trust Fund.

Approval of all grants is subject to receipt of contributions by the United Nations

I. OBJECTIVES

The main aim of the Trust Fund is to support programs and projects advancing the goal of the Second International Decade to:

“Strengthen international cooperation for the solution of problems faced by indigenous peoples in such areas as culture, education, health, human rights, the environment, social and economic development, by means of action-oriented programs and specific projects, increased technical assistance and relevant standard-setting activities.”

II. WHO CAN APPLY FOR PROJECT GRANTS?

- Indigenous peoples' organizations (local, national or regional);
- Women's indigenous organization;
- Indigenous youth organization.

III. PRIORITY AREAS

- Culture (with a specific focus on indigenous languages)
- The environment (with a specific focus on the respect of the principle of free, prior and informed consent)

Must be linked to:

- The UN Declaration on the Rights of Indigenous Peoples

IV. ELEMENTS OF PROJECT PROPOSALS (SEE APPLICATION FORM FOR DETAILED EXPLANATION)

- Background Information
- Nominee is Best Described As
- Thematic Areas
- Project Description and Rationale
- Community Well-being and Sustainable Livelihoods
- Strategy
- Sustainability
- Empowerment
- Social Inclusion and Governance
- Monitoring and Evaluation
- Partnerships
- Organization Background and history
- Detail Budget Proposal
- Other Information

V. CRITERIA FOR ADMISSIBILITY

Projects should be of direct benefit to indigenous peoples.

Projects should be submitted by indigenous peoples, with the full participation, consultation and free, prior and informed consent of the indigenous peoples, groups or communities to be served by the project. **All project proposals must include written evidence of free, prior and informed consent**, such as a letter or document including names, signatures and contact details of the indigenous peoples, groups or communities the project seeks to serve.

Projects should take into account gender balance. Projects focusing on indigenous women, children and youth will be given special consideration.

In order to be admissible, the Budget should be based on realistic local costs and salaries.

Sustainability of the project and its long-term impact for social change and improvement in the situation of indigenous peoples will be important criteria.

VII. DEADLINE AND PROCESS FOR REVIEWING PROJECTS

Project proposals should be sent to the Secretariat of the Permanent Forum on Indigenous Issues before 1 November of the present year to indigenoufund@un.org

Or by mail to:

Secretariat of the Permanent Forum on Indigenous Issues
 Division for Social Policy and Development
 Department of Economic and Social Affairs
 United Nations Secretariat, Room S-2954
 New York, NY 10017, U.S.A.

Completed applications may be submitted in English, French, Spanish, or Russian. They should be dated and signed by the Executive Director of the organization, or a member of the Executive Body/Board of the organization.

Proposals submitted in languages other than English may take longer to process, as they will require translation.

Applications will be considered by the Advisory Group of the Trust Fund related to the Second Decade. The Advisory Group will select the projects, to be endorsed by the Coordinator for the Second International Decade, the Under-Secretary General for Economic and Social Affairs. A list of organizations awarded grants will also be posted on the UNPFII website.

Please note that only successful applicants will receive notice of the outcome.

VII. GRANTS OF THE TRUST FUND

The Advisory Group will generally approve project grants up to US\$10,000 with a one year implementation period.

The Advisory Group will not approve multi-year grants. Applicants may re-apply for funding up to a cumulative amount of US\$50,000 over the Decade.

The approval of grants in any given year and the actual disbursement of approved grants will be subject to the availability of funds for the Second International Decade.

Organizations should only submit one project proposal to the Secretariat in each grant cycle.

VIII. GRANT AGREEMENT AND REPORTING GUIDELINES

1. Once a grant is approved, a grant agreement is concluded between the UN and the recipient organization which will outline the terms of the grant.
2. Grant recipients are required to submit two reports:
 - a) Narrative - The narrative report should describe how the project was implemented, whether and how it met the proposed objectives as outlined in the initial project proposal. In cases where the proposed objectives were not fully realized, the narrative report should explain the reasons;

- b) Financial - The financial report should report on expenses incurred under the project. This should be in accordance with the items of the project budget submitted in the initial project proposal.
- The financial report must be certified by a finance officer of the organization and records must be kept to provide clarifications on expenses, if required.
3. The narrative and financial report should be no more than 5 pages. These two reports must be submitted to the Secretariat of the Permanent Forum on Indigenous Issues within two months after project completion date as reflected in the grant agreement and amendments.
 4. The organization should also provide a copy of any concrete output or result obtained through the grant such as a publication, CD, manual, articles in the news, web page link, etc.
 5. The UN may request additional information to clarify and/or supplement the information in the project proposal and its implementation.
 6. The UN does not bear any liability in connection with activities or persons/organizations that project grantees engage with during the course of project implementation.
 7. As a rule, the Advisory Group will not consider a new application by an organization unless it has submitted a satisfactory narrative and financial report on the use of a prior grant within two months of the project completion date.
 8. The UN and the Advisory Group may contact the project leaders directly to obtain information relating to the grant and its implementation.
 9. The Advisory Group and/or the Secretariat may visit any project and meet staff members of the organization implementing the project, as well as members of the indigenous community who may be directly or indirectly benefiting from the project in order to better understand and evaluate the work being done or planned. The Secretariat will inform the organization in advance of any such visits.

IX. VARIATIONS IN THE APPROVED PROJECT AND/OR BUDGET

Should there be any unexpected change in the approved project, the organizational head or project leader should submit a written request to the Secretariat of the Permanent Forum on Indigenous Issues to request a modification.

A written request is also required for any modifications in the budget that is greater than 10% of the approved budget, before any further expenditure is made from the grant. A written request for modification is not required for variations in expenditure that do not exceed ten percent of the overall project budget.

X. WITHHOLDING OF PAYMENTS

On the basis of information received, the UN may decide to withhold the payment of grant funds or ask a project leader to set aside the grant funds in case of concerns regarding over-budgeting, mismanagement or any other issue.

XI. REFUND

The grantee organization may be asked to refund the grant in the following circumstances:

1. The project was not completed in full or in part;
2. The grant was used for expenditures outside the approved terms;
3. Narrative and financial reports were not submitted within the established deadlines; and
4. A narrative and/or financial report submitted within the deadline is not deemed satisfactory (see also VIII subsection 8 above).

In such event, if the organization does not refund the grant within the time limit set by the Group, any new application from the organization will not be considered.

XII. COOPERATION WITH THE UNITED NATIONS SYSTEM

The Secretariat may inform the UN-system representatives at the regional and country level about grants awarded to projects in the relevant country, to ensure greater information sharing and coordination among the UN agencies. In the event that UN agencies wish to visit a project and see how this is being implemented, the Secretariat will inform and coordinate with the relevant organization.