



United Nations Voluntary Trust Fund on Contemporary Forms of Slavery

**APPLICATION FOR PROJECT GRANT 2010
DEADLINE FOR SUBMISSION: 31 March 2009**

PAST PROJECT NUMBER: P. _____

NEW ORGANIZATION

1. Date of submission :

I. Information on the organization

2. Name of the organization applying for support

3. Legal representative of the organization:

4. Legal Status:

5. Year of foundation:

6. Aspects of contemporary forms of slavery which the organization deals with:

7. Present activities of the organisation:

8. Please describe best practices developed by the organization that can be used by other organizations:

9. Geographical area covered:

10. Annual Budget of the organization:

11. Sources of funding:

12. Contact person at the organization:

- Title/Name: Mr./ Ms.
- Position:
- E-mail:

13. Addresses:

Mailing address:

- Street:
- City:
- Country:

- Tel:
- Fax:
- E-mail:
- Website:

Physical address, if different from above:

- Street:
- City:
- Country:
- Tel:
- Fax:

14. Banking details: Please complete the form attached (annex 1)

II. Information on the project

15. Title of the project:

16. Address where the project is implemented, if different from organization's details:

- Street:
- City:
- Country:
- Tel:
- Fax:
- E-mail:
- Website:

17. Persons in charge of the project:

Main contact person:

- Title/Name: Mr./ Ms.
- Position:
- E-mail:

Alternate contact person:

- Title/Name: Mr./ Ms.
- Position:
- E-mail:

18. Context and justification of the project: (1 page maximum)

19. Objectives of the project during the period of the application: (1 page maximum)

20. Indicate if this project is already functioning, if it is a new project or a new aspect of an existing project:

21. What type of contemporary forms of slavery is your project dealing with:

- a) Trafficking []
- b) Sexual slavery []
- c) Child labour and child servitude []
- d) Debt bondage []
- e) Serfdom []
- f) Forced labour []
- g) Forced marriage and sale of wives []
- h) Other forms of slavery: []

22. Please explain how the project will alleviate this particular form of slavery:

23. Describe on an extra page how the project will be implemented and the activities proposed, including how the in-take process is carried out:

24. Only for TRAINING and/or SEMINAR PROJECTS: provide the draft lists of:

- 1) issues to be treated;
 - 2) objectives of the training and /or seminar;
 - 3) speakers/trainers;
 - 4) participants: names, organizations and positions;
 - 5) the venue, the dates, the programme;
 - 6) expected results;
 - 7) indicators of success;
 - 8) follow up envisaged.
- The organization should also provide an evaluation made by the participants after completion of the project.

25. Number of Staff required. Please, attach the CVs of the staff working for the project. Add as many lines as required. (You can attach the table as annex)

Name of staff	Sex	Position/Duties	Experience in the field	Paid with the Fund's grant (yes/no)	Part time/full time*	Date of entry on duty
(...)						
TOTAL number						

* Please, indicate with percentage

26. Please specify if you will develop this project with other organizations and provide names and contact details:

27. Expected outcomes, long term results and follow up envisaged:

28. Please describe how you consulted and involved the victims of slavery during the elaboration of the project proposal:

III. Information on the victims of contemporary forms of slavery to be assisted by this project:

29. Total number of victims to be assisted under this project: _____

a) Sub-totals by age and sex:

Sex	Age group					
	0-15	16-25	26-35	36-45	45-60	+60
Male						
Female						
Sub-totals						
TOTAL						

b) Indicate the nationality of the victims:

IV. Information on the budget of the project:

30. General budget of the organization for all projects and activities to be undertaken in 2010:
US\$ _____

31. Total amount needed for the project for 2010 (in US\$):

US\$ _____

32. Amount in US\$ requested from the Fund for this project for 2010 (please note that only a maximum US D 15 000 can be requested to the Fund):

US\$ _____

33. Indicate the name of other donors and the amount of their respective contributions, please, attach copies of letters of awards, grant agreements or other proof of the secured sources of funding if available:

Source	Summary of other sources of funding				Amount allocated to this project
	Period	Purpose	Amount	Status*	
Total					

* Status: please, indicate if approved, disbursed, pending, or under consideration

34. Detailed project budget for the period of the application, in US\$ (**annex as an Excel sheet following the model provided below**). The budget should reflect the activities described in the narrative part of the application. Please include the names of staff members in the description.

Description	Unit	Nb	Cost per unit	Total	Requested to Slavery Fund	Amount provided by other donors: Name and amount
Total						

V. Authorizations:

35. In case any grant is awarded for this project, the project leader authorizes the secretariat to mention the Fund's support in official United Nations documents: YES NO
36. The organization authorizes the secretariat to have access to its financial accounts relating to the project's expenses: YES NO*
37. The organization commits itself to submit impact assessment reports at the end of the project and two years after the termination of the project: YES NO

VI. For organizations applying for the first time

38. Please provide a copy of the Statutes of your organization, registration certificate, 6 months bank statements, bank signatories and confirmation of its non-profit status.
39. Please provide two letters of recommendation in sealed envelopes from national or international organizations or specialists working on direct assistance to victims of Contemporary Forms of Slavery.
40. Please provide descriptions of three victims that will benefit from the project. These case descriptions should contain the personal history of the victims, the type of assistance that will be provided in the framework of the project and the results expected.

VII. Signature

41. Signing this application automatically implies the acceptance by the organization of all conditions attached to the disbursement of grants as established in the Guidelines of the Fund.

I have read and agree with the terms of the Guidelines of the Fund for the use of organizations. The organization and myself, as project leader, will adhere to them should a grant be approved.

Signature: _____

Name of the project leader: _____

Position: _____

Date: _____

** As established in the Fund's Guidelines, all organizations subsidized by the Fund should allow the Secretariat full access to their financial records. If you choose "NO," your application will not be considered admissible.*

ANNEX 1

BANKING INFORMATION

Payments are effected by direct bank transfer to a valid bank account **in the name of the organization**. Please provide banking information as requested below.

<u>BENEFICIARY</u>							
<u>Name:</u>							
<u>Address:</u>					<u>Tel. No.:</u>		
<u>BANK</u>							
<u>Name:</u>							
<u>Address:</u>							
<u>Bank ID number (National):</u>					<u>Bank Swift Code:</u>		
<u>ACCOUNT</u>							
<u>Name:</u>							
<u>Account Number:</u>					<u>Currency of bank account:</u>		
<u>International bank account number IBAN</u>							
<u>ROUTING (If applicable)*</u>							
<u>Routing instructions:</u>		<u>Pay through 1</u>			<u>Pay through 2</u>		
<u>Swift code</u>							
<u>Bank name</u>							
<u>Bank address</u>							
<u>Routing Code/Bank Code</u>							

REMINDER: It is important to indicate complete bank details to enable us to efficiently transfer funds to your account. Different countries have different bank codes. Example: USA – 9 digit ABA, UK – 6 digit Sort Code, Germany – 8 digit BLZ, Australia – 6 digit BSB, France – 23 digit a/c no., Canada – 9 digit Transit No., Italy – ABI/CAB

ANNEX 2

CHECK LIST FOR APPLICATION FORM

IMPORTANT: Before submitting your application for grant, please verify that all the requested information stated below is provided using the application form:

- An answer to each question of the application form
- Contact details of the organization and the project
- Complete information on the person in charge of the project (a CV must be attached)
- Full banking details using the form attached (annex 1)
- Detailed description of each of the types of assistance to be provided
- Complete information on victims to be assisted,
- Complete information on staff (CVs, bios must be submitted)
- Total amount of the project budget in US\$
- Amount requested to the Fund in US\$
- Proofs of other sources of funding (copies must be attached)
- Breakdown of the project budget following exactly the pattern provided in the table in § 34
- Authorizations
- Date and signature on the last page of the Application Form

- For new organizations:
 - Two recommendation letters in sealed envelopes
 - Statutes of the organization and list of members of the organization with their titles/ positions
 - Confirmation of non-profit status of the organization
 - Registration certificate of the organization
 - Copies of bank statements (last 6 months)
 - List of individuals having access to the bank's account of the organization.
 - Signature page for the bank's account
 - Three case descriptions

If you can not produce some of these documents, please explain why.

For additional information, please contact the secretariat of the Fund:

United Nations Voluntary Fund on Contemporary Forms of Slavery (UNCFS)
Palais des Nations CH-1211 GENEVE 10;
Fax: (41 22) 928 90 66;
Tel: (41 22) 928 9737 or 928 9164
E-mail: SlaveryFund@ohchr.org
Internet: <http://www.ohchr.org/english/about/funds/slavery/>