UNOV / UNODC
Call for Proposals
Guidelines for grant applicants

Name of the grants programme: Preventing youth crime through sport

New deadline for receipt of Application Forms: 28 February 2018
Notice:
This Call for Proposals forms the basis for applying for UNODC grants. It must neither be construed as a grant agreement, nor be regarded as a confirmation of a grant awarded by UNODC to any entity. Consequently, UNODC is not liable for any financial obligations, or otherwise, incurred by any entity in responding to this call for proposals. Such costs will not be considered as part of the grant budget in the event that a grant is awarded to an applicant.
# Table of contents

1 THE GRANTS PROGRAMME ................................................................................................. 1  
   1.1 Background .................................................................................................................. 1  
   1.2 Objectives .................................................................................................................. 2  
   1.3 Thematic focus of this Call for Proposals and priority issues ....................................... 2  
   1.4 Award amounts .......................................................................................................... 3  

2 HOW TO APPLY FOR A GRANT .................................................................................... 3  
   2.1 Eligibility Criteria ....................................................................................................... 3  
   2.2 Application procedures ............................................................................................. 6  

3 EVALUATION OF PROPOSALS .................................................................................. 7  
   3.1 Evaluation and selection of applications ................................................................. 7  
   3.2 Approval of awards .................................................................................................. 9  
   3.3 Notification of Decision ............................................................................................ 9  
   3.4 Indicative Timetable .................................................................................................. 9  

4 DOCUMENTATION ........................................................................................................ 9  
   4.1 Documents to be submitted on application ............................................................ 9  
   4.2 Documents to be signed between UNODC and the Contractual Party ..................... 9
1 THE GRANTS PROGRAMME

1.1 Background

The 2030 Agenda for Sustainable Development underlines the growing contribution of sports as a tool for peace in its promotion of tolerance and respect. It also highlights the contributions that sport can make to the empowerment of communities as a whole, to individuals (particularly women and young people) as well as to health, education and social inclusion. More specifically, sports offer an important opportunity for building life skills of at-risk youth that allow them to better cope with daily life challenges and move away from involvement in violence, crime or drug use.

Building on the outcomes of the 13th United Nations Crime Congress, which took place in Doha, Qatar in April 2015, as well as UNODC’s strong mandate and expertise in the field of crime prevention and substance abuse prevention, the Office has launched a new global initiative aimed at youth crime prevention through sports and life skills development\textsuperscript{1}, under the UNODC Global Programme for the Implementation of the Doha Declaration. This initiative aims to build resilience of at-risk youth by drawing on sports as a vehicle to reduce anti-social behaviour and train valuable life skills that increase adaptive and positive behaviour addressing vulnerabilities that are linked to violence, crime as well as drug use. Involving local communities and working through youth and sport centres and schools, the youth prevention initiative will actively engage youth as ambassadors for safe and healthy life styles and connect sport and physical activity within the social fabric of groups and local communities.

A key component of this initiative, “Line Up Live Up” – UNODC’s evidence-informed and sports-based life skills training curriculum – has been designed as a unique tool that transfers the accumulated expertise of the United Nations and other partners in implementing life skills training for crime and drug abuse prevention to sport settings. Through the Line Up Live Up programme, sports coaches, teachers and others working with youth in sports settings can target valuable life skills, such as resisting social pressures to engage in delinquency, coping with anxiety and communicating effectively with peers. The training programme has been tested in Brazil in 2017 in sports settings/centres with a focus on facilities in marginalized communities, and is currently being implemented in a number of countries across the world, including South Africa.

The grants programme will support South African Civil Society Organizations (CSOs) active in the field of youth empowerment, including through sport, through awareness raising activities for safe and healthy communities that further disseminate the benefits of sport in keeping youth from becoming involved in crime and violence.

The grants programme will be first piloted in the Cape Town and Johannesburg cities of South Africa and subsequently adjusted based on lessons learnt and replicated in other parts of the country, as well as in other regions.

\textsuperscript{1} For more information on this initiative please visit \url{https://www.unodc.org/dohadeclaration/en/topics/crime-prevention-through-sports.html}
1.2 Objectives

This Call for Proposals takes into consideration the importance of harnessing all available resources towards the implementation of activities aimed at meeting the objectives of this Grants programme.

The overall objective of this grants programme will be to use and promote sport as a vehicle to make youth more resilient to crime, drugs abuse and violence.

1.3 Thematic focus of this Call for Proposals and priority issues

This Call for Proposals seeks to provide funding support to Civil Society Organisations (CSOs) including Non-Governmental Organisations (NGOs) and Community Based Organisations (CBOs) working in the area of youth development whose projects are aimed at empowering youth who are at risk of being involved in crime, violence or drug use, with a view to prevent anti-social and risky behaviour drawing from sport as a vehicle.

The Grants programme will support a small number of civil society organizations working with youth in marginalized communities to raise awareness on the importance of sport for the prevention of crime, violence and drugs use amongst youth through sport initiatives and community mobilisation and sensitisation activities.

In doing so, initiatives that seek to empower youth to disseminate anti-crime and violence messages and to be included in decision-making processes at the community level are encouraged.

The Grants programme will support community-based activities aiming at youth crime prevention through sports. Activities with youth should target at risk youth, boys and girls, 13 to 18 years old in marginalised communities.

Indicative activities that will be supported include:

- Community mobilization activities including for example community meetings and workshops, activities involving educational and social support actors, safety fora etc. where links to sport can be made;
- Learning, care and support work with families in districts where UNODC is piloting its Youth Crime Prevention through Sports programme;
- Sports events and tournaments aiming to promote pro-social behavior and prevent violence, drug use and delinquent behavior among youth;
- Youth ambassador initiatives and exchanges of youth involved in sport from marginalized communities, including peer education in schools and communities;
- Sport inspired cultural activities and traditional games that offer a link between sport and prevention;
- Thematic workshops and discussions on crime, violence and drug use and associated risks and prevention factors, including dialogues with teachers and parents;
- Vocational orientation workshops targeting at-risk youth linked to sport settings, linked to school holidays and inclusive of excursions over such holidays;
- Other innovative sports based life skills training and learning activities for youth aiming at youth crime prevention, including the Line up Live Up curriculum but not necessarily linked or limited to it;
- Other awareness-raising activities related to youth crime prevention and sports that could involve media campaigns in this regard.
Inclusion of youth that have participated in UNODC’s Line Up Live Up life-skills training programme in activities is encouraged. ²

1.4 Award amounts

Proposals with budgets ranging from **25,000 USD** to **50,000 USD** will be considered for award. Please note that value for money will be assessed as a part of the rating criteria.

As a general rules in UNODC, grant awards should normally not exceed a monetary limit of 25% of the entity’s annual income. This limit will be checked when making the final decision.

2 HOW TO APPLY FOR A GRANT

These guidelines under this section set out the rules for the submission, selection and implementation of grants projects financed under this grants programme.

2.1 Eligibility Criteria

This eligibility criteria relates to:

- who may apply (2.1.2);
- projects for which a grant/contract may be awarded (2.1.3); and
- costs which may be taken into account in setting the amount of the grant/contract (2.1.4).

2.1.1 Fundamental principles

Grant applicants should consider the following fundamental principles in designing their grant proposals:

- Partnership/ collaboration/ cooperation with other stakeholders;
- project design with the potential for replication;
- sustainability of project;
- an approach that values diversity among men and women
- an ethical approach to grant implementation;

2.1.2 Eligibility of applicants: who may apply?

In order to be eligible for a Grant, applicants **must**:

- be a non-profit making organisation (CSOs including NGOs, CBOs) registered under the relevant Laws of South Africa;
- have been registered not less than three (3) years;
- be directly responsible for the preparation and management of the project, i.e. not acting as an intermediary;

² UNODC will pilot its Line Up Live Up programme in the cities of Cape Town and Johannesburg. Exact information about the locations within these cities can be communicated by UNODC upon request.
• demonstrate **prior experience of at least two years** implementing activities in the area of youth development and/or youth crime prevention.
• demonstrate **prior experience in working with youth through sport**;
• demonstrate **prior experience of at least two years** implementing awareness raising and/or community mobilisation activities;
• have a bank account in the organizations name.

The organization must submit to UNODC all **relevant support documents** for the above [see also below at 4.1].

### 2.1.3 Eligible projects: which proposals may be funded?

**Duration**

All activities financed by this Grants programme must be implemented by **31 May 2019**.

**Location**

Metropolitan Areas of the cities of Cape Town and Johannesburg, with priority to be placed on activities to be implemented in locations with high rates of violence, crime and drug use, including the areas where UNODC Youth crime Prevention through Sports program is implemented.

**Types of proposals**

Only proposals aimed at achieving the **strategic objectives** as indicated in section 1.2 are eligible for funding under this Call for Proposals.

The following types of proposals are **not eligible**:

• proposals concerned only or mainly with individual sponsorships for participation in workshops, seminars, conferences, congresses;
• proposals concerned only or mainly with individual scholarships for studies or training courses;
• Proposals concerning tertiary prevention, i.e. activities in detention, closed institutions or other closed facilities are not eligible;
• credit or loan schemes;
• debts and provisions for losses or debts;
• proposals which consist exclusively or primarily of capital expenditure e.g. land, buildings, equipment, vehicles, etc. These can be better dealt with through procurement;
• proposals which discriminate against individuals or groups of people on grounds of their gender, sexual orientation, religious beliefs, or lack of them, or their ethnic origin;
• scholarships, sponsorships and school fees;
• cash donations;
• political party and religious activities;
• proposals which provide funding for terrorist activities.

Please note that activities financed by a Grants programme are expected to be small scale, have a maximum 12 months implementation period, be non-repayable, one off, include an innovative aspect and demonstrate sustainability.
Applications for funding of ongoing activities are not eligible

2.1.4 **Eligibility of costs: which costs may be taken into consideration?**

The categories of costs considered as eligible and non-eligible are indicated below. The budget is both a cost estimate and a ceiling for "eligible costs". Note that the **eligible costs** must be based on real costs based on **supporting documents**. Costs that do not appear realistic may be rejected.

It is therefore in the applicant's interest to provide a **realistic and cost-effective budget**.

- **Eligible direct costs**

To be eligible under this Call for Proposals, costs must be **directly verifiable and traceable to the activities** being implemented.

- **Eligible indirect costs (overheads)**

The **indirect costs** incurred in carrying out the project may be eligible for flat-rate funding fixed at not more than **10% of the total eligible direct costs**. Such amount may be reviewed in the context of the overall input-based budget submitted with the proposal.

It is possible that pre-selected proposals may be amended, at the recommendation of the Committee on Grants and External Engagement (CoGEE) at UNODC Headquarters in Vienna, to exclude all indirect costs.

- **Contributions in kind**

Contributions in kind **are not considered actual expenditure** and are **not eligible costs** for reimbursement.

- **Ineligible costs**

The following costs are **not eligible**:  

- debts and provisions for losses or debts;  
- interest owed;  
- salary top-ups and similar emoluments to government employees;  
- items already financed in another framework, i.e. existing capacity should not be included in the budget;  
- purchases of land or buildings\(^3\);  
- currency exchange losses;  
- taxes, including VAT, unless the Beneficiary (or the Beneficiary’s partners) cannot reclaim them and the applicable regulations do not forbid coverage of taxes;  
- credit to third parties.

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\(^{3}\) Except where necessary for the direct implementation of the project, in which case ownership belongs to UNODC until it is transferred to the final beneficiaries. Any such transfer shall be done in accordance with the internal rules of UNODC.
2.2 Application procedures

Applicants to this call for proposals are to submit a full project proposal.

2.2.1 Application forms

Full project proposals must be submitted in accordance with the instructions in the application form annexed to this document.

All applications must be in English.

Due care must be taken to complete the application form. Any error or major discrepancy related in the application form (e.g. the amounts mentioned in the budget are inconsistent with those mentioned in the application form) may lead to rejection of the application.

Clarifications will only be requested if information provided is unclear, and prevents objective assessment of the proposal.

Hand-written applications will not be accepted.

Please note that only the application form and the completed annexes will be evaluated. It is therefore of utmost importance that these documents contain ALL relevant information concerning the project.

2.2.2 Where and how to send the application?

The complete application form and budget must be submitted in Word and Excel or PDF.

Applications must be submitted to sport4prevention@unodc.org with copy to Obakeng.Mashaba@unodc.org marked ‘Call for proposals: Preventing Youth Crime through Sport’ in the subject line.

Applicants shall receive a confirmation email for their application. In case you will not receive such an email within a period of two working days after your submission, please contact UNODC immediately by email to Obakeng.Mashaba@unodc.org with copy to Lorenzo.Wakefield@unodc.org.

Applications sent by any other means (e.g. by fax or by mail) or delivered to other addresses will not be considered under this Call for Proposals.

Incomplete applications will be rejected.

2.2.3 Deadline for submission of applications

The deadline for the submission of application forms is **28 February 2018** as evidenced by the date of receipt of submission email. Any application submitted after the deadline will be automatically rejected.
3 EVALUATION OF PROPOSALS

3.1 Evaluation and selection of applications

Applications will be examined and evaluated by the technical evaluation team. All proposals submitted by applicants will be assessed according to the following steps and criteria:

If the examination of the application reveals that the proposed project does not meet the eligibility criteria stated in section 2.1, the application shall be rejected on this sole basis.

STEP 1: ELIGIBILITY ASSESSMENT

The following will be assessed:

- The submission deadline has been respected. If the deadline has not been respected the application will automatically be rejected.
- The correct application form is duly filled and requested documents are attached [see below at 4.1] to the application. If any of the requested information is missing or is incorrect, the application may be rejected solely on that basis and the application will not be evaluated further.
- The application meets the rest of the eligibility criteria.

STEP 2: EVALUATION OF THE APPLICATION

An evaluation of the quality of the applications will be carried out in accordance with the evaluation criteria set out in the evaluation grids included below.

3.1.1 Scoring

The evaluation criteria are divided into sections and subsections. Each subsection will be given a score between 1 and 5 in accordance with the following guidelines: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good.

The substantive element of a project is a prerequisite section, all applicants who fail to obtain the minimum pass mark of 15 out of 25 in this category, will not be considered further, irrespective of the other scoring sections.

Project Proposal evaluation grid

<table>
<thead>
<tr>
<th>Sections of the Full Application</th>
<th>Maximum Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Substantive element (pre-requisite category, pass mark of 15 is required)</td>
<td>25</td>
</tr>
<tr>
<td>1.1 How relevant is the proposal to the objectives and the priorities of the call for proposals?</td>
<td>10</td>
</tr>
<tr>
<td>1.2 How relevant is the proposal to the particular needs and constraints of the target group (eg. Youth, communities)? Have their needs been clearly defined and does the proposal address them appropriately?</td>
<td>15</td>
</tr>
<tr>
<td>2. Methodology</td>
<td>20</td>
</tr>
<tr>
<td>2.1 Are the activities proposed appropriate, practical, and consistent with the objectives and expected results?</td>
<td>10</td>
</tr>
</tbody>
</table>
2.2 Is the work plan clear and feasible?  

2.3 Does the proposal contain objectively measurable and verifiable baseline indicators for assessment of the outcome of the project?  

3. Sustainability and Exit Strategy  

3.1 Is the project likely to have a tangible impact on its target groups?  

3.2 Is the proposal likely to have multiplier effects? (including scope for replication and extension of the outcome of the project and dissemination of information.).  

3.3 Are the expected results of the proposed project sustainable:  
- financially (how will the activities be financed after the grant funding ends?)  
- institutionally (will structures allowing the activities to continue be in place at the end of the project? Will there be local “ownership” of the results of the project?)  

4. Financial and operational capacity  

4.1 Does the applicant have sufficient experience of project management? (source: # of years dealing with the relevant issue, prior projects, etc)  

4.2 Does the applicant demonstrate sufficient technical expertise? (Notably knowledge of youth development, youth crime prevention, awareness raising and community mobilisation etc.; experienced staff.)  

4.3 Does the applicant demonstrate sufficient management capacity?  

4.4 Does the applicant have stable and sufficient sources of finance? Is the applicant’s financial management sound? (source: financial statements and/or audit report)  

5. Budget and cost-effectiveness  

5.1 Is the ratio between the estimated costs and the expected results satisfactory? (Value for Money assessment)  

5.2 Is the proposed expenditure necessary for the implementation of the project?  

Total  

3.1.2 Provisional selection  

Following the evaluation of eligible full project proposals, a table listing the applications ranked according to their scores is established.  

A list of provisionally selected applications is developed, taking into consideration the financial envelope available and the geographical reach and balance.
STEP 3: APPROVAL OF THE GRANTEE

3.2 Approval of awards

The final approval of selected applications follows UNODC’s procedures. The review considers whether the proposals put forward conform to the UN regulations and rules, with special attention to the general principles of:

- fairness, transparency and integrity;
- effective competition;
- best value for money; and
- the interest of the UN.

3.3 Notification of Decision

Applicants are informed in writing of UNODC’s decision concerning their application.

3.4 Indicative Timetable

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>28 February 2018</td>
<td>Deadline for the submission of full project proposals</td>
</tr>
<tr>
<td>14 May 2018</td>
<td>Estimated start date/project implementation</td>
</tr>
</tbody>
</table>

4 DOCUMENTATION

4.1 Documents to be submitted on application

The following documents must be submitted as part of the full project proposal application:

- Project proposal application form (template provided);
- Budget (template provided);
- Financial statements for the last 2 years (or audit reports where available);
- Registration certificates.

Further documentation may be required and these may be communicated to provisionally selected applicants in due course. Documents may be checked for truthfulness and accuracy of representation through various means, including but not limited to internet searches, formally official confirmation from responsible offices, letters of recommendation, etc.

4.2 Documents to be signed between UNODC and the Contractual Party

The following documents will be signed as part of the grant agreement between UNODC and grant recipients:

- Grant agreement based on the standard UNODC Grant agreement
- Annex A – Project Proposal
- Annex B – Budget breakdown
The information contained in this document is meant to serve as a guide to answer questions related to the grants scheme on preventing youth crime through sports.

UNODC recently started a programme on youth crime prevention through sports in South Africa. This programme will pilot and scale a structured sport-based curriculum targeted at youth between the ages of 13 and 18 years and who are at risk of committing offences and/or using illegal substances.

What areas of work does the grant scheme cover?
UNODC will be awarding grants to NGOs and/or community-based organisations working in areas of youth empowerment and the prevention of crime and use of drugs and that use or link to sport. The Grants programme will support community-based activities aiming at youth crime prevention through sports. Indicative activities that will be supported are listed in the call for proposals.

Can organisations apply for a grant to continue their existing work?
No. UNODC, with this call for proposals, aims to promote innovation and new thinking that would meet the objective and activities of the grant scheme, as answered in the question above. Proposals concerning regular activities may be eligible for grant funding if e.g. the grant will fund targeting of a new population and/or delivery in a new location.

Who would be eligible to apply for a grant?
Any NGO or community-based organization duly registered for at least three years, in terms of South African NGO laws, with experience in implementing youth empowerment projects, and working directly with youth in the metropolitan areas of Cape Town or Johannesburg. Please note that individuals and consultants will not qualify to apply under this grant scheme.

What amount of money can an organization apply for?
The United Nations’ working currency is US Dollars. Organizations can apply for grants ranging from US$25 000 – US$50 000. Applications below US$25 000 will not be considered. There are further rules applicable to the amount of funds that an organization can apply for. These are:
(a) The grant amount should not exceed a limit of 25% of the organisation’s annual income. In other words, if your NGO has an annual income of $140 000, you would only be eligible to apply for up to US$35 000.
(b) The budget submitted must include audit costs.
(c) Overhead costs should not exceed more than 10% of the amount applied for. In other words, if your organization applies for US$25 000, your overhead costs cannot exceed US$2 500.

How will the proposal be evaluated?
A scoring matrix has been developed. This matrix takes into account the substantive elements, methodology and sustainability of the work proposed, together with the applicant organisation’s financial and operational capacity to manage the funds. The budget and cost-effectiveness of the proposal will also be scored. Please read the call for proposals for more information in this regard.

What are the important dates to remember?
Deadline for the submission of the proposal and budget: 28 February 2018
Estimated start date: 14 May 2018
Latest completion date: 1 May 2019

PLEASE NOTE THAT THIS IS ONLY A SHORT FAQ AND IT DOES NOT REPLACE THE “CALL FOR PROPOSALS: GUIDELINES FOR GRANT APPLICANTS” DOCUMENT.