Q&A

Registration

Q1: Our CSO is not registered in the proposed country of project implementation. Are we eligible to apply for a grant?

A1: It is crucial for a CSOs to comply with the relevant laws and regulations in the country where it is registered and where it plans to implement a project. Registration requirements and processes vary from country to country, and failure to comply with these legal obligations may lead to serious consequences. Therefore, the UNVTF requests that all applying CSOs are duly registered, including in the country of the proposed project implementation.

UN Partner Portal

Q1: Our CSO registered on the UN Partner Portal (UNPP), however we cannot retrieve our UNPP ID.

A2: If a CSO registered on the UN Partner Portal (UNPP) but is unable to retrieve their UNPP ID, please insert following information to the “UNPP ID” field of the Project Proposal (Annex A): (1) Name of the CSO as entered in UNPP; and (2) Country of Registration. Please note, registering on UNPP is mandatory.

Submission of application

Q3: Do we send our application to unodc-victimsfund@un.org or to UN Partner Portal (UNPP) or is there a separate online portal?

A3: All forms – Annex A, B, & C, along with the supporting documents as requested have to be sent via email to unodc-victimsfund@un.org with the title ‘Application for UNVTF Small Grants Programme 2024’. Kindly attach ALL application documents in ONE email.

UN Partner Portal (UNPP) registration is mandatory for securing a UNPP ID, which needs to be entered in the UNVTF Application Form (Annex A).

There is no separate portal for application. Applications sent by any other means (e.g., by fax or by regular mail/post) or to other addresses will not be considered under this Call for Proposals.

Language

Q4: Can we send our application in any other language than English?

A4: As the Guidelines clearly stipulate, Application forms (Annex A – Project Proposal along with workplan, and Annex B – Project Budget) are available for reading only in English but they can be submitted in the following languages only: English, French, Spanish, Arabic, Chinese, and Russian.

Applicants must also take note to share:

- A copy of original registration. If the registration certificate is not in English, an English translation must be provided by the applicant. Self-translation is acceptable.
- Signed audited organisational financial statements for the last fiscal year demonstrating annual income and expenditures. If the audited financial statement is not in English, an English translation must be provided by the applicant. Self-translation is acceptable.
Audited financial document

Q5: Our CSO has all the necessary documents for the application except the financial statement for the previous year. Can we still apply?

A5: It is mandatory to submit signed audited organisational financial statements for the last fiscal year demonstrating annual income and expenditures. If the audited financial statement is not in English, an English translation must be provided by the applicant. If the applicant does not have the signed audited organisational financial statements for the past year, unfortunately the application will be deemed ineligible.

Prior experience with the UN

Q6: Our organisation wishes to take part in the application process, but we have never had a project under the UN before. Are we still eligible to apply?

A6: Applicant need not have prior experience in managing a project with the UN, and hence can certainly apply, provided the applicant is in compliance with the eligibility criteria as listed under Section 2 in the Guidelines document.

Eligibility of previous/current grantees of UNVTF in applying for the new Call for Proposals

Q7: We have an ongoing project with the UNVTF and will programmatically and operationally close by 31st March 2024. Are we eligible to apply?

A7: As noted in the Guidelines, “when the applicant who was previously awarded a grant by UNVTF submits a new application, the funded project from the previous grant should have been programmatically and operationally concluded”, i.e., the project has concluded/activities completed, and all required reports have been submitted without pending issues or unreturned unspent balance”. If the current project can be completed and all required reports are submitted and cleared before the submission of the new application, and there is no pending issue under the current project, e.g., no unspent balance, then it is eligible for your organization to apply.