



# Voice Nigeria Grant Manual August 2018 Version



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## 1. A letter from....

"We pledge," says the UN, in its manifesto on the Sustainable Development Goals, "that no one will be left behind [in the collective journey to end poverty and inequality]." In addition, the most marginalised will be prioritised: "We will endeavour," the UN pledges, "to reach the furthest behind first."<sup>1</sup>

It is in this context that the Netherlands Ministry of Foreign Affairs ("the Ministry") designed a special fund, called Voice, with the objective to support the most marginalised and discriminated groups in their efforts to exert influence in accessing productive and social services and political participation. Voice forms an integral pillar of the Ministry's overall Dialogue and Dissent policy framework<sup>2</sup> which aims to strengthen the capacity for lobby and advocacy of civil society organisations in low- and lower-middle-income countries to allow for participation in mainstream development processes. Voice is executed by a consortium of Oxfam Novib and Hivos which coordinate the programme at national level in the ten Voice focus countries<sup>3</sup>

Overall Voice targets five groups, namely;-



People with disabilities;



Women facing exploitation, abuse and violence;



Age-discriminated vulnerable groups, notably the young and elderly;



Indigenous groups and ethnic minorities;

Oxfam Novib is responsible for Voice in Nigeria. The baseline assessment conducted for the implementation of Voice programme in Nigeria revealed varying degrees of marginalisation and discrimination against all the five target groups, but identified people living with disabilities and women facing exploitation, abuse and/or violence as the most affected. Voice in Nigeria will therefore focus on these two groups while observing intersectionalities and 'inclusiveness'.

All the five groups are often the hardest to reach. Therefore, innovative approaches to strengthening capacity of lobby and advocacy as well as empowerment are essential. A linking and learning process encourage sharing of lessons learned and provides a forum for mutual learning and empowerment of the most marginalised and discriminated groups. Voice is initially a five-year programme (2016-2020), for which a total of €50 million is available for programme-, grants-, management- and linking and learning costs.

Most –if not all- the information is available via [www.voice.global](http://www.voice.global) including all Calls for Proposals and relevant information regarding the grantees.

<sup>1</sup> <https://sustainabledevelopment.un.org/post2015/transformingourworld>

<sup>2</sup> [https://www.government.nl/binaries/government/documents/parliamentary-](https://www.government.nl/binaries/government/documents/parliamentary-documents/2015/07/01/voice-the-accountability-fund-and-the-participation-of-civil-society-organisations-in-theme-based-calls-for-proposals/letter-to-parliament-on-voice.pdf)

[documents/2015/07/01/voice-the-accountability-fund-and-the-participation-of-civil-society-organisations-in-theme-based-calls-for-proposals/letter-to-parliament-on-voice.pdf](https://www.government.nl/binaries/government/documents/parliamentary-documents/2015/07/01/voice-the-accountability-fund-and-the-participation-of-civil-society-organisations-in-theme-based-calls-for-proposals/letter-to-parliament-on-voice.pdf)

<sup>3</sup> The Voice focus countries are: Mali, Niger, Nigeria, Kenya, Tanzania, Uganda, Indonesia, Philippines, Laos and Cambodia.

This grants manual is meant for (potential) grantees to help them decide on whether and how to make a grant and what the reporting requirements are. As with all documents in Voice it is a 'living' document; hence if you have any feedback on how Voice can improve its grant-making, you are very welcome to do so via [hello@voice.global](mailto:hello@voice.global)

Thank you for joining us on this exciting journey!

The Voice Nigeria family

## 2. What types of grants will be awarded?

The Voice grant facility is designed to support informal groups as well as formal organisations and networks, although the applicant needs to be legally registered and have a bank account in the applicant's name. The Grant types are as follows:



**Empowerment grant:** Targeting (informal) groups or organisations to raise awareness, develop transformative leadership, build confidence and skills and work against stigmatisation of marginalised and discriminated groups. Smaller grants with average one year timeframe, is accessible for informal groups<sup>4</sup> by partnering with formal organisations. Empowerment grants are available from €5,000 to €25,000, with a minimum timeframe of 12 months to maximum timeframe of 24 months.



**Influencing grant:** Targeting organisations and networks to strengthen their influencing, lobby and advocacy capacities and amplify voice of marginalised and discriminated groups. Influencing grants that are country specific are available from €25,000 to €200,000, with a minimum timeframe of 18 months to maximum timeframe of 36 months.



**Innovate and learn grant:** Innovate and Learn grant focus on organisations that want to learn from innovation and/or to test and scale new approaches with a focus on human-centred innovations that are context-specific and relevant to **empowering, amplifying and/or influencing the voice of marginalised** and discriminated people to participate fully in society. Innovation and learning grants are available from €5,000 to €200,000, with a minimum timeframe of 12 months to maximum timeframe of 24 months.



**Sudden opportunity grant:** Creating flexibility to undertake collective action to address specific unanticipated opportunities to influence policy or deal with a threatened reduction of civil space which impacts one or more of the Voice target groups in one or more of the impact themes. Grants responding to a sudden opportunity are available from €5,000 to €200,000, with a minimum timeframe of 6 months to maximum timeframe of 12 months.

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<sup>4</sup> Groups which emerge naturally due to the response and common interests of the members of an organization who can easily identify with the goals or independent activities of the group.



For each modality of grant, there are different approaches related to making applications, assessing grants and reporting against grants. **Empowerment grants and smaller grants designed to address sudden opportunities** will be more flexible and contain fewer requirements. **Influencing and learning from innovation grants** will contain more requirements to mitigate risk and increase accountability. We also strongly urge you to review the Frequently Asked Questions available via: <https://www.voice.global/f-a-q/>

Voice stands out from other grant-making programmes by developing a grant application and reporting process that is accessible, user-friendly and innovative adapted to the target groups and grant type.

### 3. How to make an application

Steps	Task	Activities
<i>Step 1</i>	Preparation for calls for proposals.	Based on country contextual analysis, Voice Kenya will provide guidelines for themes and subjects that the Call for Proposals could focus upon. This process will be repeated on an annual basis for each subsequent call for proposals. Additionally, we now have a specific analytics tool, Power BI, that will deliver insights throughout the grant making process
<i>Step 2</i>	Calls for proposals	Advertising the Call for Proposals as approved (at least 6-weeks for applicants to respond). Outreach and communication activities will be designed to reach potential applicants including Voice target groups.
<i>Step 3</i>	Support	The application process should be viewed as a capacity building exercise and applicants should receive useful feedback after the application is assessed. Hivos Regional Offices will organise information session on the proposal using creative settings.
<i>Step 4</i>	Screening	Voice is designed as a competitive application-based grant-making programme. Therefore, for an organisation to receive funding, it must submit an application, which will be reviewed using an open and transparent assessment method. Empowerment grant applications can be submitted in Kiswahili or English and in addition to submission of a written proposal, through audio and/or video. All other proposals need to be submitted in English.

Voice will screen proposal applications against the eligibility and criteria requirements (six weeks for screening with extension depending on number of applications received).

Apart from screening on the basis of eligibility, preliminary assessment of applicant capacity will be made. Site-visits may be undertaken as part of the screening process to ensure that applicants have minimum governance and accounting protocols and/or to review existing programming.



<i>Step 5</i>	Selection	Once the screening is complete recommendations for grant awards plus recommendations for capacity development are be submitted to the Country Office for final approval. Each short-listed application will be rated and ranked using the selection criteria provided below.
<i>Step 6</i>	Agreements	Once the project is finalised, Voice will enter into a Grant Agreement with successful organisations. The Grant Arrangement will apply for the period of time required to complete the project. The time plan and approved budget will be an integrated part of the Grant Agreement. The Grant Agreement will outline the requirements under the grant as well as other terms and conditions.

### ***When should your organisation submit an Application?***

Voice Nigeria will publish all calls for proposals via Voice website [www.voice.global](http://www.voice.global), [www.facebook.com/voice.global.online](https://www.facebook.com/voice.global.online). As well as via [www.oxfam.org/nigeria](http://www.oxfam.org/nigeria) and [www.facebook.com/OxfaminNigeria/](https://www.facebook.com/OxfaminNigeria/)

The schedule for this year's calls for proposal deadlines is as provided in the table below:

<i>Deadline</i>	<i>Activity</i>
<i>August 20<sup>th</sup></i>	<i>Launch calls for all grant types</i>  <ol style="list-style-type: none"> <li><i>1. Ground up Influencers – V-1886-NG-IF</i></li> <li><i>2. Audible Silent Voices - V-1887-NG-EM</i></li> <li><i>3. LETS up our game – V-1888-NG-IL</i></li> <li><i>4. Voice beyond the incident – V-1889-NG-SO</i></li> </ol>
<i>Sept. 30<sup>th</sup></i>	<i>Close call for proposal for all grants except Sudden Opportunity grant which will be open till 31<sup>st</sup> December 2018</i>
<i>Oct. 2<sup>nd</sup> – Nov. 13<sup>th</sup></i>	<i>Project Review</i>
<i>Nov. 13<sup>th</sup> -15<sup>th</sup></i>	<i>Feedback to Applicants on whether Voice is proceeding to Contract with them or not. Unsuccessful applicants can request for reason why their application failed via: <a href="mailto:Nigeria@voice.global">Nigeria@voice.global</a></i>
<i>November 16<sup>th</sup> – December 28<sup>th</sup></i>	<i>Organisational Assessment, donor check and Contractual process. There is no guarantee of Voice grant until contract is signed. Voice will not be liable for any liability incurred by the applicant due to perceived misrepresentation/assumption made before execution of contract</i>
<i>January 1<sup>st</sup> 2019</i>	<i>Successful Applicants commence Implementation. Voice will monitor grants and provide support where requested and part of the learning component of the program</i>



### ***Who can make applications?***

Formal & informal organizations can submit applications. Where applications are brought by informal group of the target beneficiary of Voice, then they must partner with a formal organisation which possess legal registration and a bank account in their name. Organisations can independently submit a grant application or form part of a consortium in a joint application. A consortium is a cooperative of two or more civil society organisations, which implements a joint, integrated project in which all parties contribute to the total. They draw up a cooperative agreement for this purpose. In this case, a consortium representative (known as the 'lead party') submits the grant application on behalf of the consortium. Only the lead party needs to be legally registered, not all the consortium members. If the application is granted, the lead party is responsible for implementing the consortium's project. Applicants may form a partnership with other not-for-profit organisations or private companies to implement the project or certain of its components, however, such partnerships must be identified within the grant application. Applications may also include activities to strengthen the capacity of the organisation, please refer to the relevant sections below.

### ***Where should we send our application?***

Applications for grants from Voice must be submitted using the model application formats as stipulated and made available by Voice.<sup>5</sup> Applications should be complete and without reservations and submitted via [www.voice.global/kenya](http://www.voice.global/kenya) or the email address provided on the Call for Proposal itself. The email should have the Call for Proposal reference number provided in the "re:" line. Please note that the maximum file size of attachments that can be uploaded is 10 MB.

On the webform it is recommended to tick the Box: "Send me a copy of the responses." This will assure you that the application has indeed been submitted. Upon completion of the selection process we will send you an Email to inform you whether your application has been successful. We only provide detailed feedback for the shortlisted proposals that were rejected.

### ***What if you have questions about the process?***

Questions about applying for a Voice grant may be submitted by email or during consultative sessions. Before doing so we urge you to review the Frequently Asked Questions via <https://www.voice.global/f-a-q/> to see whether your question has already been responded to. In case of additional questions, they can be submitted by email to: [nigeria@voice.global](mailto:nigeria@voice.global). Your questions will be anonymised and published with answers on the Voice website where appropriate.

Consultative meetings will be organized by the country team and details of the time and venue will be posted and regularly updated on the website [www.voice.global](http://www.voice.global).

### ***When will funding decisions be made?***

If you are applying for a Voice grant, Voice will decide upon your application within six weeks of the deadline according to the schedule above. This doesn't apply for Sudden Opportunity grant which follow a different process (mentioned in the schedule as well). Please note that an organisation can apply for multiple grants but can only be contracted for one at a time. Please note this only applies to

<sup>5</sup> The model application format can be downloaded from <http://www.voice.global/...>





















