

**Grant Manual**

**Indonesia**

Version March 2019

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**1. A letter from…..**

**1 Management and coordination**

**1.1 Management and coordination**

*"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."[[1]](#footnote-1)*

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[[2]](#footnote-2) 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 country[[3]](#footnote-3):

Hivos Southeast Asia is responsible for Voice Indonesia. Overall Voice targets five groups. It depends on the country’s contextual analysis, which groups will be served in each Voice focus country. In Indonesia, the groups are:



People living with disabilities;



Women facing exploitation, abuse and/or violence;



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



Indigenous groups and ethnic minorities.

Following Indonesia’s contextual analysis, Voice focuses on the intersections and linkages between these groups by looking closely at the disability status, gender identity, sexual orientation, age, ethnic background, and belief.

These 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 encourages 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, for which a total of 50 million EUR is available for programme-, grants-, management- and linking and learning costs. This includes a total of 35 million EUR available for grants, the Voice 2016-2020 Fund. Seventy-five percent of this Fund is set aside for funding at national level, with a small window of Euro 8,75 million for global, multi-country grants. This Grant Manual is to mainly explain the latter process.

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.

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

Thank you for joining us on this exciting journey!

The Voice family

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

**1 Management and coordination**

**1.1 Management and coordination**

The Voice grant facility is designed to support informal groups as well as formal organisations and networks. The lead applicant needs to be legal registered and have a bank account in the applicant’s name. The Grant types are the following and all will be announced via the Calls for Proposals page: https://voice.global/calls-for-proposals-overview/:

|  |  |
| --- | --- |
|  | **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 at least a one year timeframe, accessible for informal groups through for example a partnering with formal organisations. Empowerment grants are available from 5,000 to 25,000 EUR (approx. 70,000,000 to 350,000,000 IDR). |
|  | **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 EUR (approx. 350,000,000 to 2,800,000,000 IDR) with a period between 18-36 months. |
|  | **Innovate and learn grant:** For groups and organisations to test and scale new human-centred approaches. Innovate and learn grants are available from 5,000 to 200,000 EUR (approx. 70,000,000 to 2,800,000,000 IDR) with a period between 12-24 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 EUR (approx. 70,000,000 to 2,800,000,000 IDR) with a period between 6-12 months.. |

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 Innovate and Learn 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://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**

**1 Management and coordination**

**1.1 Management and coordination**

|  |  |  |
| --- | --- | --- |
| **Steps** | **Task** | **Activities** |
| *Step 1* | Preparation for calls for proposals. | Based on country contextual analysis, the Voice Indonesia provides guidelines for themes and subjects that the Call for Proposals could focus on. This process is repeated on an annual basis for each subsequent Call for Proposals. We also use an analytical tool using PowerBi to analyse the applications received via the Online Application System called Smartsheets. |
| *Step 2* | Calls for proposals | Advertising the Call for Proposals as approved (at least 6-weeks for applicants to respond). Outreach and communication activities are designed to reach the target groups and are announced on social media. |
| *Step 3* | Support | The application process is viewed as a capacity building exercise and applicants should receive useful feedback should they be eligible for a project check. Voice Indonesia organises information sessions on the proposal using creative settings. |
| *Step 4* | Screening | Voice is designed as a competitive application-based grant-making programme. Therefore, an organisation must submit an application to receive funding. Applications are reviewed using an open and transparent assessment method.  For Empowerment grants, applications can be submitted in Bahasa Indonesia or English using a variety of media (e.g. audio, video, photos) in addition to their written proposal. All proposals for other grant types need to be written in English.  Voice screens proposal applications against the eligibility and criteria requirements (six weeks for screening with extension depending on number of applications received) |
| *Step 5* | Selection | Once the screening is complete recommendations for grant awards plus recommendations on capacity development are submitted to Hivos Southeast Asia management and the Voice Global Coordination Team for approval. Each short-listed application are rated and ranked using the selection criteria provided in Section 4. |
| *Step 6* | Agreements | Voice provides selected applicants with feedback to further improve and refine their proposed project and budget. Site visits may be undertaken to ensure that applicants have minimum governance and accounting protocols and/or to review existing programming.  The pre-contracting stage does not mean a grant has been awarded to the applicant. Voice reserves the right to reject an applicant if they do not pass an organisational assessment and/or no mutually agreeable proposal and budget can be arrived at.  One the project is finalised, Voice enters 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 are an integrated part of the Grant Agreement. The Grant Agreement outlines the requirements under the grant and other terms and conditions. |

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

Calls for proposal are published annually via [www.voice.global](http://www.voice.global) and shared via [www.facebook.com/voice.global.online](http://www.facebook.com/voice.global.online) or <http://twitter.co/voicetweetz> at a minimum. Applications for Empowerment grants, Innovate and Learn grants and Sudden Opportunity grants will be accepted on a rolling basis. Applications for Influencing grants must be submitted in accordance to strict deadlines published within the corresponding call for the proposal. The rolling grants have two review cycles every year. This means that proposals submitted after the deadline of the first review cycle will be included in the next one.

Proposals ca be submitted at any time but will be reviewed according to the following schedule:

|  |  |  |  |
| --- | --- | --- | --- |
| Type of Grant | Submit Before | Response by | Contract Signing |
| Empowerment Grant | 17th May 2019 | 30th June 2019 | To be announced |

Voice Indonesia has at least 6 weeks to review all proposals against eligibility and project criteria. Rejected applicants can expect to receive a response after 6 weeks. Proposals take to the final stage (*“organisational assessment”*) have up to 10 weeks more for proposals and budget revisions, organisational assessment, donor checking, and contracting. All applicants are notified of their application’s outcome, but only those who underwent a project check can receive detailed feedback.

***Who can make applications?***

Applications can only be submitted by organisations which possess legal registration and a bank account in the applicant’s name. However, Voice is also welcomes applications from informal groups, networks and organisations working in consortium.

An informal group is a group that is emerging naturally due to the response and common interests of its members. They also can easily identify with the goals or independent activities of the group. Informal groups are not officially registered as an organisation but may have statutes or by-laws to help organise themselves or could be recognised at the local level. To receive a Voice grant, an informal group will need to select a host organisation to manage the grant on their behalf. On the application, the both the informal group and the host organisation should be listed as the applicant.

A formal organisation is officially registered as a Non-Governmental organisation or entity at the national level. This may also include a social enterprise as long as there is no profitmaking element to it.

A network consists of individuals and/or organisations that share information, ideas and resources to accomplish individual or group goals. Networking is a process of acquiring resources and building power by using or creating linkages between two or more individuals, groups, and/or organisations. Networks can be registered or not. If they are not registered they require a host organisation for the purposes of Voice.

Organisations can independently submit a grant application or form part of a consortium in a joint application. For Voice purposes, 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 as a whole. Only the lead party needs to be legally registered, not all of 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 application formats made available in each Call for Proposal. Applications should be complete, without reservations and submitted via the link provided on the Call for Proposals itself (online application system The project proposal and the budget can be attached in this application system. Please note that the maximum file size of documents that can be received is 10 MB. 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. Pending on the volume of applications, we strive to provide detailed feedback in our commitment to transparency and capacity-building.

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

Questions about applying for a Voice grant may be submitted via email or consultation sessions. Before doing so, we urge you to review the Frequently Asked Questions at <https://www.voice.global/f-a-q/> to see whether your question has already been answered. If it hasn’t, please contact us [indonesia@voice.global](mailto:indonesia@voice.global). We will strive to give a quick response and if relevant, add your question anonymously to the website.

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

For Empowerment, Innovate and Learning, and Influencing grants, Voice decides upon your application within six weeks of the deadline according to the schedule above.

For Sudden Opportunity Grants, the application process is revised as a two-stage process which will enable quicker assessments. The first step is to provide the Voice country team with a 2-3 paragraph description of the situation and the actions to be taken who will then quickly determine eligibility. You are invited to provide a full application if the sudden opportunity applicant and the project is eligible which will be reviewed upon its merits as other grant types (see below).

***What makes a successful application?***

The following factors are provided as a guide to inform potential applicants of whether or not their application is focused on issues that are encouraged and therefore likely to be considered:

* Activities support and complement “the Voice impact themes and target groups”;
* Communication and engagement approaches that contribute to awareness, influencing understanding, cooperation and collaboration;
* Demonstration of links and/or coordination with relevant organisations, communities and government;
* Promotion and participation of women at all levels in activity implementation;
* Demonstration of benefits created by the project will be properly or widely disbursed;
* Activities that demonstrate long-term benefits for constituents and/or marginalised and discriminated people;
* Demonstration of skills and experiences in the community/civil society/sector and geographic area;
* Demonstration of project management understanding and approach to grant use;
* Promotion of inclusive and accountable transparent processes;
* Co-contributions proposed by organisation and/or Voice target groups i.e. labour, office, materials and funds;
* Organisation is target-led in its governance, staffing structure as well as in its implementation follows the principle of Nothing About Us, Without Us.
* Experiences, lessons learned, methodologies will be documented and shared with target groups and other stakeholders.
* Innovative approaches to empowerment and influencing processes of target groups.

***Unsuccessful Factors:***

* Application does not meet criteria;
* Application is not in Voice format or key questions left unanswered;
* Activities with an unreasonable high proportion of administrative support costs and asset acquisition;
* Funding for freight;
* In general, purchase of motor vehicles, land or buildings;
* Lack of competitive costing detail, and charges for application preparation;
* Funding of commercial services, investment or other commercial activities;
* Over emphasis on staff training.
* For Sudden Opportunity and Influencing grants, budget proposed is more than 50% of the annual income of the consortium.
* Outside the area Intervention of; Java, South Sulawesi, NTT and NTB

***Linking and Learning***

The Linking and Learning component provides an exciting opportunity to link to other stakeholders and to learn together. Voice promotes and supports linking and learning throughout. Also within the grants. All grantees are encouraged to include linking and learning activities in their proposal and ways of working. Therefore, Voice invites you:

* To plan for involvement of the target group(s) and main stakeholders in all project phases and relevant decision making;
* To develop a change agenda for the project in particular and if relevant, for your organisation in general;
* To develop your own learning agenda or learning questions;
* To join one of the Communities of Practice that will work on different learning questions;
* Propose innovative approaches or solutions that can be tested and if successful, be scaled up;
* To document all the learning and changes happening within your project;
* To engage in gathering stories of change as part of the monitoring and evaluation of the project;
* To engage actively with other grantees and the Voice team to overcome challenges and to learn from successes but even more, from ‘failures’ and challenges.

**4. How will your application be assessed?**

**1 Management and coordination**

**1.1 Management and coordination**

Voice uses a 3-step assessment process. These are:

1. **Threshold or eligibility criteria:** minimum standards that all applications must meet. If an application does not meet all of the threshold criteria, it will be rejected.
2. **Project check:** Criteria relating to the quality of the project proposal.
3. **Organisational check:** Criteria relating to the quality of the applicant organisation or the lead party of the consortium.

For the small grants (empowerment grants up to €25,000), a lighter / adapted version of these types of criteria will apply.

***Step 1: Threshold Criteria***

The threshold criteria are minimum standards that all applications for Voice grants must meet. The criteria are as follows:

1. Applications can only be submitted by organisations which possess legal registration and a bank account in the applicant’s name.
2. The project will need to address one or more of the impact themes:

* improving access to (productive) resources (finance, land and water) and employment
* improving access to social services, health and education in particular
* fostering space for political participation:

1. The project will benefit of one or more of the following target groups

* People living with disabilities
* Women facing exploitation, abuse, violence
* Age discriminated vulnerable groups notably the young and elderly
* Indigenous groups and ethnic minorities

1. As a Sudden Opportunity or threat cannot be influenced by one organisation or entity exclusively, an application to address a sudden opportunity must include collective actions.
2. The project’s geographical coverage includes one or more of the following Indonesian provinces: North Sumatra, DKI Jakarta, West Java, Central Java, DI Yogyakarta, East Java, West Nusa Tenggara, East Nusa Tenggara, and South Sulawesi.
3. The applicant or the lead party (if the application is made by a consortium) is a legally registered not-for-profit civil society or community-based organisation with an operational bank account in the applicant’s name based in Indonesia.
4. The applicant or lead party substantially works with the most marginalised and discriminated groups in society (particularly those of the Voice target groups) to build their capacity to lobby or advocate for their interests or to have their voices heard. For organisations with broader objectives, it is possible to demonstrate this on the grounds of the organisation’s track record.
5. For Empowerment grants, the (lead) applicant must be target-led. An organisation (formal/informal) is target-led when it is governed and managed by members of the target-group(s). The principle of "Nothing About Us Without Us" guides their work. If the target-group(s) do not play roles in the governance and management of the organisation, the proposal needs to describe how the target-groups are fully involved in the conceptualisation, implementation, monitoring, and evaluation of the project .
6. The applicant (and all co-applicants, if the application is made in consortium) is an organisation which has core values similar to the objectives of Voice, being the equal treatment and equal rights of every human beings, particularly regardless of gender identity, race, colour of skin, nationality or ethnicity, religious belief, disability, sexual orientation, social class and age**.**
7. The applicant, lead applicant and/or co-applicant is not a (Consortium or Alliance) Partner of the Netherlands Ministry of Foreign Trade and Development Cooperation Strategic Partnership within the policy framework of “Dialogue and Dissent”.
8. The applicant (or lead applicant in the consortia) must demonstrate that as of 01 January 2019, their total annual income does not exceed 500,000 EUR or approx. 7,000,000,000 IDR.
9. For Influencing and Sudden Opportunity grants, the applicant must demonstrate that, as of 1 January 2019, grants awarded from Voice derive no more than 50% of the total annual income of the applicant organisation. The applicant can demonstrate this on the basis of income over the 2017-2018 period and/or awards and grants it has secured for future years. In the case of a consortium, the annual income of all members may be combined. This means, for example, if the lead organisation derives more than 50% of its annual income from Voice, then the annual income from other consortium members may be included. The way to calculate this is as follows:

Application budget/year

Divided by

Annual income (for one year / average of two years) PLUS application budget/year

1. A grant application must be for funding of one of the following grant modalities and must apply for an amount and duration corresponding accordingly:

| **Grant Modality** | **Minimum Amount (EUR)** | **Maximum Amount (EUR)** | **Minimum Length (months)** | **Maximum Length (months)** |
| --- | --- | --- | --- | --- |
| Empowerment | €5,000 | €25,000 | 12 | 24 |
| Influence | €25,000 | €200,000 | 18 | 36 |
| Innovate & learn | €5,000 | €200,000 | 12 | 24 |
| Sudden Opportunity | €5,000 | €200,000 | 6 | 12 |

1. The proposed grant cannot fund activities undertaken in the past.
2. The proposed grant does not relate to the funding of commercial services, investment or other commercial activities.

Every grant type, except empowerment grants, has an eligibility test that walks you through the threshold criteria. It is required to do these tests — available on the same web page as the Call for Proposals — and will help determine your eligibility.

***Step 2: Project Check***

If the quality of the project is insufficient, the application will not be considered. The project check assesses the quality of the project on the basis of the following generally quality criteria and with specific criteria listed for each type of grant:

**General Criteria**

1. *Context analysis:* the extent to which the proposal, especially the defined problem and objective, reflects context analysis findings.
2. *Project Success analysis*

* The extent to which the project provides a description of outcomes, outputs, proposed activities and resources, and a clear link has been established between the outputs to be achieved and the resources necessary to do so.
* Risks, monitoring and corrective action:satisfactory risk management is in place, consisting of a satisfactory risk analysis and a satisfactory system for monitoring and corrective action.

1. *Value-for-money:* the degree to which the project will efficiently utilise resources to undertake the activities and attain the outputs.
2. Please note that INGOs are invited to join as a technical partner by the lead applicant. Only direct activity costs can be included in the budget. No management costs or cost of their headquarters are eligible.

**Empowerment grants**

**In addition to** the general criteria, Empowerment grants will be assessed with the following criteria:

1. *Target Group Representation:* the degree to which the project and organisation involves, represents and effectively raises awareness, develops transformative leadership, builds confidence and skills of the target group.

**Influencing grants**

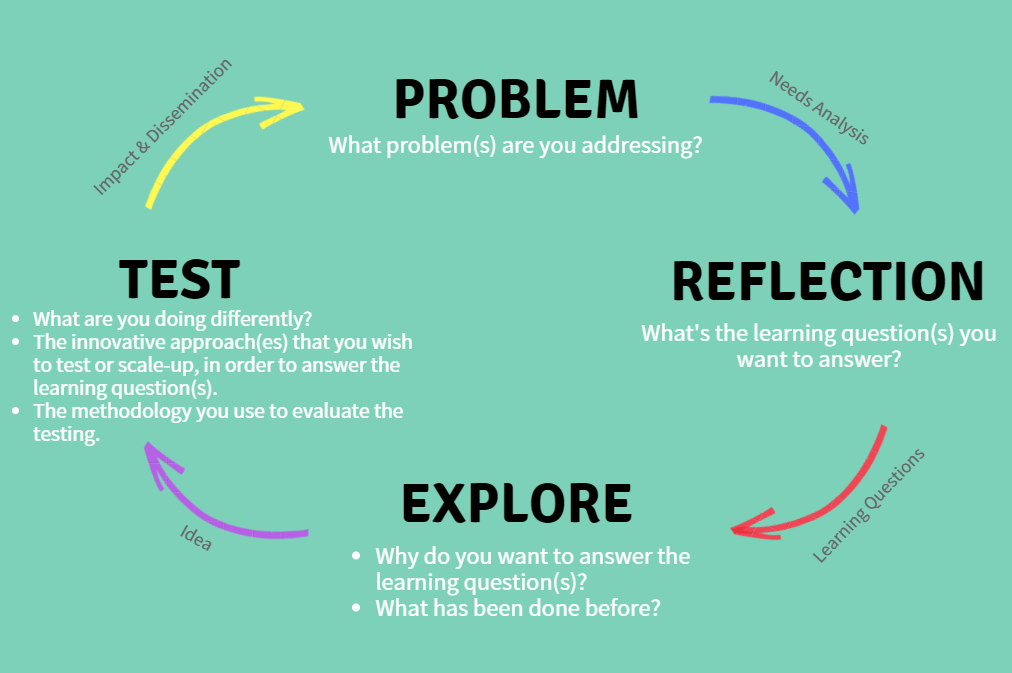
**In addition to** the general criteria, Influencing grants will be assessed with the following criteria:

1. *Target Group Representation:* the degree to which the project and organisation involves, represents and effectively amplifies voice and builds the influence of the target group(s).
2. *Advocacy and Lobby*: the degree to which the project will support target beneficiaries to influence stakeholders to implement new procedures and policies and create new and unexpected connections and partnerships.

**Innovate and Learn grants**

**In addition to** the general criteria, Innovate and Learn grants will be assessed with the following criteria:

1. *Target Group Representation:* the degree to which the project and organisation involves and represents the Voice target groups.
2. *Innovation and scalability:* The degree to which an idea is new, given the context, and lead to the empowerment and amplification of one or more Voice target group(s). Includes an analysis of the applicants’ capacity to implement, scale up and sustain.
3. *Learning cycle:* the degree to which the intervention logic can be translated to the whole learning cycle as following:
   * *Problem:* What problem(s) are you addressing?
   * *Reflection:* What’s the learning question(s) you want to answer?
   * *Explore:* Why do you want to answer the learning question(s)? What has been done before?
   * *Test:* What are you doing differently? What is the innovative approach(es) you wish to test or scale-up, in order to answer the learning question(s)? What methodology will you use to evaluate the approach?



**Sudden Opportunity grants**

1. *Target Group Representation:* the degree to which the project and organisation involves and represents the Voice target groups.
2. *Meeting Opportunities*: the degree to which the project analyses and responds to a new opportunity to raise awareness, develop transformative leadership, build confidence and skills of one or more Voice target groups and/or amplify voice and build the influence of the target group(s).

***Step 3: Organisational Check***

For organisations to be awarded a grant within Voice, the organisational assessment needs to be satisfactory in terms of quality. Deficiencies found through the organisational check is communicated to the applicant to develop a capacity strengthening plan that may be funded within the Voice grant. Organisations which are determined to be high risk as a result of the organisational check are ineligible for funding.

The organisational assessment is a review of the following: Governance and Integrity, Financial Management and Procurement, Human Resources and Program and Project Management. The scope of organisational assessment is dependent upon the type of grant applied.

Except for Empowerment grants, the organisation should be able to provide the required supporting documents: organisation national registration certificate/legal status, organisation annual budget/income, organisation annual narrative and financial reports for the last two years, organisation audit report for the last two years, financial and administrative SOPs, bank account details, minutes of Board meetings, etc.

The organisations should be open and motivated to learn and interested in the key Voice principles. The answers to their self-assessment could be discussed. The Voice country team could compare the organisation’s assessment with their impressions and agree on possible capacity development needed to be included in the grant.

The assessment process is a moment to promote inclusion of linking and learning elements in the grant proposals. When needed, the Voice country team can organise a (brainstorm) session with several grantees to come up with areas of common interest and possible activities to bring people together around a common aim or theme. It is also an opportunity to promote the inclusion of creative actions in the proposals.

**Empowerment Grants**

Applicants for Empowerment grants will be assessed with the following criteria:

1. *Governance and Integrity*

* The applicant has a clear purpose and acts on decisions collectively.
* The degree to which the leadership is respected by the target group.

1. *Financial Management:*

* The quality of financial and administrative management is adequate to safeguard payments and purchases.

**Influencing Grants and Sudden Opportunity Grants**

**In addition to** organisational assessment criteria of applicants of empowerment grants, applicants of one-country influencing or sudden opportunity grants will be assessed with the following criteria:

1. *Governance and Integrity*

* The applicant has a coherent and realistic strategic plan. (review of the quality of formulation of objectives, intended results and indicators; explanation of strategic choices)
* The applicant is accountable to and communicates effectively with its primary constituents/ beneficiaries. The applicant (management) encourages and supports internal learning and reflection processes.

1. *Procurement and Finance Management*

* The quality of financial and administrative management is adequate to ensure financial accountability. (Budget, funding plan, financial management, financial report).

1. *Programme and Project Management*

* The applicant has an appropriate monitoring and evaluation process (documentation & data collection, involvement of stakeholders, quality of analysis and learning).

1. *Human Resources*

* The applicant has an appropriate monitoring and evaluation process (documentation & data collection, involvement of stakeholders, quality of analysis and learning) and uses it for accountability and learning purposes.
* The number, composition and expertise of staff is adequate in view of the applicant’s objectives and programmes.

**Innovate/Learn Grants**

**In addition to** organisational assessment criteria of applicants of country-level grants, Innovate and Learn Grants and multi-country Influencing Grants will be assessed with the following criteria:

1. *Governance and Integrity*

* The applicant has a coherent and realistic strategic plan. (Context and problem analysis; Theory of Change; quality of formulation of objectives, intended results and indicators; explanation of strategic choices).
* The applicant is capable to mobilise sufficient financial resources, and (where relevant) non- material resources from members/ supporters.
* The applicant is internally transparent and accountable. (Relations between staff, direction and board; quality of decision-making process).
* The applicant maintains relevant institutional relationships with external stakeholders and is seen as credible and legitimate.
* The applicant is capable to maintain consistency between ambition, vision, strategy and operations. The management is able to deal strategically with external pressure and conflicting demands.
* The applicant formulated objectives with regard to the position of women and issues of gender equality.

1. *Procurement and Finance Management*

* The quality of financial and administrative management is adequate to ensure financial accountability and transparency. (Budget, funding plan, financial management, financial report).
* The organisation maintains annually audited accounts.

1. *Programme and Project Management*

* The applicant has an appropriate monitoring and evaluation process (documentation & data collection, involvement of stakeholders, quality of analysis and learning) and uses it for accountability and learning purposes.
* The applicant (management) responds adequately to trends and changes in the context and uses up-to-date strategies and knowledge.

**5. If your application is not successful**

You will receive written notification if your organisation has not been approved for funding. We encourage you to contact the Voice Indonesia team to arrange for discussion about your application. Often, this feedback process can assist an unsuccessful applicant to identify weaknesses in their application, to re-think their proposal and possibly to re-apply for the next call for proposals.

**6. After a grant is awarded**

***What happens if my organisation is approved for funding?***

Voice will invite you to discuss and finalise the project. This provides an opportunity to review any changes that may have taken place since writing the application. It also provides an opportunity for Voice and your organisation to review the project risk and make small revisions to the activities, budget, timeline and outputs as needed. From the review of the application, Voice may also have some questions or concerns that we will ask your organisation to review and consider.

***Grant Agreement***

Once the project is finalised, Voice enters into a Grant Agreement with your organisation. The Grant Agreement is based on the authority provided by the Netherlands Ministry of Foreign Affairs to Hivos Southeast Asia.

Grant Agreementsare concluded with organisations for well-defined and described proposal. The Grant Agreement applies for the period of time required to complete the project/research. The time plan and approved budget are an integrated part of the Grant Agreement.

The Grant Agreement outlines the requirements under the grant and other terms and conditions that your organisation will need to adhere to. The Grant Agreement covers among other things performance standards and terms of release of funds that may be in tranches. Voice provides a copy of the Grant Agreement. The person with signing authority in your organisation needs to sign the Grant Agreement prior to proceeding with financial management arrangements. Projects approved for funding are normally required to begin within one month of the signing of the Grant Agreement (execution).

An *organisational* *capacity assessment* is concluded with grantees, and plans to improve a grantees capacity can be incorporated within the final Grant Agreement. The Grant Agreement applies for the period of time required to complete the activities. A time plan and financial projection are an integrated part of the Agreement. Capacity Development Agreements may be implemented and managed by the Voice Consortium at the request of the grantee. Agreements between consortium partners or host/informal groups are included as an annex to the Grant Agreement.

General Technical Assistance and Capacity Development in respect of project management, administration, and accounting, among others, is an integrated part of any agreement involving support from Voice.

***How will the Grant be Monitored & Evaluated by Voice?***

Voice management and staff monitors the integrity and performance of all grants approved. Voice conducts site visits, quality and financial audits and compliance inspections on a periodic basis.

For all projects, recipients are required to safe keep financial records and receipts for inspection as needed. All grantees are subject to periodic and regular review, and unannounced spot-checks by Voice. Annual audits are required of all grants valued at more than €100,000. The costs of the audit needs to be included in the budget proposal. Apart from this, a number of other grants will be subject to audit, the selection of which will be based upon recommendations of the in-country Voice team.

***How will your organisation communicate with Voice?***

The Voice country and coordination teams want you to succeed. If your organisation has any questions or concerns about the Grant Agreement or how to report, please do not hesitate to contact us. We are happy to answer your questions and help you with fulfilling the requirements under the Grant Agreement. Your first contact will be outlined in the Grant Agreement. You are also welcome to contact us to talk about improving your organisations ability (operational, management and technical); the Voice team may have some suggestions on this.

If your organisation is not able to meet the requirements under the Grant, then you must contact Voice. The Voice team will try its best to work with you to come up with solutions to help your organisation move forward and learn from setbacks. In some cases, especially as a result of events that are not in your control, you can request a modification of the Grant. As soon as you think that circumstances may require a change to your Grant, please speak to your Voice focal point to receive guidance before submitting the request.

***How will your organisation report to Voice?***

Your organisation is asked to report to Voice about the implementation of your grant in terms of milestones and finances. To this end, we have developed two different reporting templates to capture progress on your project milestones: a light one, for reporting periods that are less than one year (most likely every 6-months) and a “plus” one, for your end-of project report. At minimum Voice requires six-monthly reporting.

Please find here a brief summary of the information we want to capture with each type of reporting template:

1. **Milestone light**

In the Milestone light version we focus on capturing the following information:

* External environment: Any important changes happening in the local, national, regional, or global context (e.g. changes in existing legislation) that relates to and impacts your project and target group(s).
* Progress against milestones: Milestones reached in this reporting period and budget allocation to those, planned milestones for the next reporting period, changes to original workplans and reasons therefor.
* Engagement with your project stakeholders: What type of activities are you using to engage with the target groups of your project? Which one(s) of these activities did you find particularly successful? Have you encountered any difficulties reaching out to / working with those groups?
* Risk analysis and mitigation strategies
* Project learning and innovation: What have you learnt from the implementation of your project thus far? How are you documenting your learning? If the learning is documented online, please list links and websites. What are you and/or marginalised and discriminated groups (your project beneficiaries) doing differently, as a result this project? Voice project milestone report? Has Voice enabled you (and/or other organisations working with you as part of this project) to use new ideas and/or innovative approaches to your work? If yes, how?
* Project results: Activities, outputs in this reporting period, and expected outcomes linked to those.
* Your Monitoring and Evaluation approaches and links to the Voice global MEAL framework: Which one of the 3 outlined global Voice outcomes is your project contributing to?

1. **Milestone plus**

In the Milestone plus version we focus on all of the above points, in relation to the relevant reporting period plus:

* Progress against your learning questions: How have you approached them and who have you worked with around each one?
* We have outlined some more detailed outcome-level questions that are linked to empowerment (creating safe spaces, building confidence and skills), alliance building and influencing instruments.
* Change stories: At the end of your project, we would like to ask you to think about narrating a story that depicts the change on an individual or a group that your project has contributed to. The way that you will narrate the story is completely open: It could be in a narrative form, audio, video, etc. We have classified the categories of change that we would like to zoom in, on the report itself. Our global [Monitoring and Evaluation officer](mailto:lina.kagkli@voice.global) is at your disposal for any questions in relation to the stories.

In general, to ensure learning from the process is not lost, grantees should reflect on the learning journey of the programme. Based on the organisation’s change agenda and learning questions, grantees will be invited to participate in local learning events or national and global communities of practice. Grantees will contribute their project and other practical experiences to a process of learning about transformational change. We also suggest, a project based reflection. We recommend carrying out an evaluation with the organisation, key target group and stakeholders on the challenges faced and strategies developed to overcome these; on the engagement process of all stakeholders. It can be useful to write up your thoughts on the process as well as the outcomes and any thoughts you have regarding the socialisation of the knowledge/learning products and how they could be used more widely in Voice. Voice Indonesia will be able to support and provide guidance.

Financial reporting also depends on the size and the life span of the grant, and is included in the grant agreement. Financial reports need to be delivered in the template provided.

Your organisation will maintain a separate ledger for the Voice grant that includes all project expenses. Based on this ledger, you will calculate the project expenses per budget line, register this in the appropriate column in the template and calculate in a separate column how much is money is left for that budget line and percentage. You may shift funds from one budget line to another, but only to a maximum of 10% and you will always inform the Voice team about such changes. If you required changes over 10% you will have to obtain approval of the Voice team beforehand.

Supporting documents, that prove that you made the expenditures, need to be kept on file for a period of 10 years after the project ended for a possible audit. More details on which supporting documents you need to keep on file will be given to you by the Voice Indonesia.

***Forms***

The appropriate forms such as application form, budget template as well as assessment template will vary with each Call for Proposal which is available via <https://voice.global/calls-for-proposals-overview/>

**7. Fraud and Corruption**

Fraud is described as “dishonestly obtaining a benefit by deception or other means”. The Voice has a “zero-tolerance” to any forms of fraudulent or corrupt activity. This means that Voice, supported through Oxfam Novib and Hivos policy will not condone any form of fraudulent or corrupt behaviour in its operations such as payment of bribes, facilitation payments or “hidden” commissions for any reason. Organisations receiving Voice funding support shall have mechanisms in place to manage fraud including prevention, detection, investigations and reporting.

If you like to report an incident or have proof, or a justifiable suspicion of unethical, inappropriate

and/or corrupt practices within the Voice Country Team or any of its grantees, you may report them

through the following confidential channels:

* Email: confidential@voice.global
* Phone (Whatsapp and Signal): +31 (0) 6-13-322-2688

All reports received will be investigated and, if substantiated, acted upon within a reasonable timeframe. If your concern involves a Voice grantee we will liaise with the Voice country team and/or senior management of either the Hivos or Oxfam office, following due process of the relevant organisation. If your concern relates to the functioning of the Voice country team and/or senior management of the relevant office itself, the Voice Global Programme Manager will coordinate the investigation, again following the relevant policies and processes of either Hivos or Oxfam. The Global Programme Manager will also be responsible for any concerns related to multi-country grantees. If the concern is directly related to the unethical and/or corrupt behaviours of the Global Programme Manager it will go to the Voice Steering Committee.

The whistleblower can report the event with his/her identity open or anonymously. In all cases, Voice will protect your identity as a whistleblower. We implement a zero-exposure policy to safeguard you as the source of information that helps us to expose and address wrongdoing. The whistleblower should therefore exercise due care to ensure accuracy of the information.

For more information, you can review the Voice Whistleblower Policy and Procedures at https://www.voice.global/whistle-blower-policy-procedure/.

1. <https://sustainabledevelopment.un.org/post2015/transformingourworld> [↑](#footnote-ref-1)
2. <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> [↑](#footnote-ref-2)
3. The Voice focus countries are: Mali, Niger, Nigeria, Kenya, Tanzania, Uganda, Indonesia, Philippines, Laos and Cambodia. [↑](#footnote-ref-3)