



# Voice Nigeria Grant Manual October 2019 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>. In Nigeria, Oxfam Novib is responsible for Voice.

At global level, Voice targets five right holder groups:

-  **People with disabilities**
-  **Lesbian, gay, bisexual, transgender and intersex (LGBTI) people**
-  **Women facing exploitation, abuse and/or violence**
-  **Age-discriminated vulnerable groups, notably the young and the elderly**
-  **Indigenous groups and ethnic minorities**

At country level, context plays role in determining where the focus should lie. In Nigeria, decision on which right holder to target has always changed whilst maintaining the principle of intersectionality and inclusiveness within Voice. For the 2017 call for proposal, this decision was based on the outcome of the initial baseline assessment conducted for the implementation of Voice in Nigeria. For the 2018 call for proposal, it was predicated on the updated context analysis and the 'call for proposal' workshop/writeshop held in Enugu. For this 2019 call for proposal, focal state is mainly Plateau State but also includes Abuja and further to an outreach held in Plateau State where Voice Nigerian team engaged with all the right holders to articulate most pressing issues to be addressed under the call, a more-defined right holders group emerged as delineated below:

- People living with leprosy; the albino community; community of small men/women (midgets); vision/hearing impaired community; autistic community; down syndrome community; community of other forms of disability etc.
- Women/young girls who- face/survived sexual violence; are facing exploitation in the agricultural sector etc.
- Widows whose lands/properties are forcefully taken
- Indigenous communities of Plateau State who have been pushed out of their original land to host communities/IDP camps due to the herders/farmers clash; who feel that they are not well represented at state/national governance structure

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

<sup>2</sup> <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.

- Young people from- low income families; any of the communities mentioned above; and/urban poor communities etc.

These groups are often the hardest to reach. Therefore, innovative approaches to strengthening their capacity on lobby and advocacy as well as their empowerment process are essential.

A linking and learning platform which encourages sharing of lessons learned and provides a forum for mutual learning and empowerment of the most marginalised and discriminated groups is also in place for grantees to tap into. 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.

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.

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 right holders and grant type.

### 3. How to make an application

Steps	Task	Activities
<i>Step 1</i>	Preparation for calls for proposals.	Based on the outcome of context analysis for each call for proposal, Voice Nigeria will provide guidelines for themes and subjects that the Call for Proposal could focus upon. Additionally, we now have a specific analytics tool, Power BI, that will deliver insights throughout the grant making process

<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.





<i>Deadline</i>	<i>Activity</i>
<i>1<sup>st</sup> October, 2019</i>	<i>Launch calls for all grant types</i>
<i>11<sup>th</sup> November, 2019 before 23.59PM</i>	<i>Close call for proposal for all grants except Sudden Opportunity grant which will be open till 31<sup>st</sup> December 2019</i>
<i>12<sup>th</sup> -15<sup>th</sup> November, 2019</i>	<i>Eligibility + Initial project check</i>
<i>18<sup>th</sup> -22<sup>nd</sup> November, 2019</i>	<i>Final Project Review + Validation of selected projects</i>
<i>25<sup>th</sup> November, 2019</i>	<i>Feedback to Applicants on whether Voice is proceeding with them or not. Unsuccessful applicants can request for reason why their application failed via: Nigeria@voice.global</i>
<i>2<sup>nd</sup> -6<sup>th</sup> December, 2019</i>	<i>Organisational Assessment +donor check. 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>9<sup>th</sup> -20<sup>th</sup> December, 2019</i>	<i>Contractual process</i>
<i>January 1<sup>st</sup> 2020</i>	<i>Successful Applicants commence Implementation. Voice will monitor grants and provide support where requested as 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 right holders of Voice, then they must partner with a formal organisation which possess legal registration and 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 collaboration 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 memorandum of understanding (MOU) 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 components of it however, such partnership 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 the link or email address provided in the call for proposal .Please note that the maximum file size of attachments that can be uploaded on the online application platform is 10 MB.

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

























appropriate column in the template and calculate in a separate column, how much money is left for that budget line and what 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 possible audit. More details on which supporting documents you need to keep on file will be given to you by Voice Nigeria team.

### ***Forms***

The appropriate forms such as application form, budget template as well as assessment template will vary with each Call for Proposal. The right forms will be made available with each Call for Proposal via [www.voice.global](http://www.voice.global)

## **7. Fraud/Corruption and Grievances**

Fraud is described as “dishonestly obtaining a benefit by deception or other means”. Voice has a “zero-tolerance” to any forms of fraudulent or corrupt activity. This means that Voice, supported through Oxfam 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 funds shall have mechanisms in place to manage fraud including prevention, detection, investigations & reporting.

If you like to report an incident or have proof, or a justifiable suspicion of unethical, inappropriate and/or corrupt practice(s) within Voice Nigeria Country Team or any of its grantees, you may report them through the following confidential channels:

- Email: [confidential@voice.global](mailto: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 Voice Nigeria will liaise with Oxfam Nigeria and Voice Coordinating team in the Hague, following laid down procedures. If your concern relates to the functioning/inappropriate action of any member of Voice Nigeria country team, Voice Global Programme Manager will coordinate the investigation, again following the relevant policies and processes of 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 on Voice Whistleblower Policy and Procedures, please visit-  
<https://www.voice.global/whistle-blower-policy-procedure/>

