

United Nations Democracy Fund

Project Proposal Guidelines

18th Round of Funding

01 to 30 November 2023

Summary

The present guidelines describe the application procedure for the Seventeenth Round of the United Nations Democracy Fund (UNDEF) grants. Their purpose is to provide guidance to prospective applicants in the preparation of their project proposals and therefore help UNDEF select and support the best proposals in conformity with the guidance of its Advisory Board.

These Guidelines therefore establish:

- ³/₄ The procedure to submit a project proposal

4. Application Procedure

4.1 Schedule (indicative)

2023

01 November	Call for Proposals Online Project Proposal System opened
30 November	Deadline for Project proposals submission

4.2 Call for Project Proposals

The 18th Round of UNDEF Funding will begin when the call for project proposals is launched on 01st November 2023. The deadline to submit project proposals will be 30th November 2023. Organizations wishing to submit a project proposal to receive UNDEF funding should visit the UNDEF website where they will be prompted to complete an online application form. An outline of the requirements of the Online Application Portal is provided in Annex 1 to this document.

Project proposals will be accepted by the online Application Portal only during the call for project proposals. UNDEF will not accept proposals submitted via e-mail, regular post, facsimile, diplomatic or UN pouch, hand or courier delivery or any other channel. Project proposals can be submitted only in English or French, the two working languages of the United Nations. A confirmation email will be generated by the Portal. The UNDEF Secretariat will communicate directly with the applicant should additional information be required.

² <https://www.un.org/democracyfund/programme-consultative-group>

³ <https://www.un.org/democracyfund/advisory-board>

5. Eligibility Criteria

5.1 Local and Global/Regional Projects

UNDEF will invite proposals for projects that either take place in one country only (local) or occur in several specified states of a region or sub-region (regional) or intend to operate at the global level (global). UNDEF will reserve at least 80% of its programmable resources in each funding round for projects taking place in one country and will allocate no more than 20% to global/regional projects.

5.2 Duration of Projects and Amounts Awarded

In principle, UNDEF grants will

UN accreditation is not a prerequisite to apply for UNDEF funding.

5.4 Priority Countries and Regional Balance

Strong preference will be given to applicants from countries and regions where the challenges of democracy are more critical, such as countries emerging from conflict, new and restored democracies, the [Least Developed Countries](#) (as per the official classification of the UN - OHRLLS) [Low Income Countries](#) (“Low Income Economies” as per the World Bank’s official classification based on Gross National Income per capita) and [Middle Income Countries](#) (“Lower and Upper Middle-income Economies”, idem).

UNDEF aspires to a satisfactory regional balance in the awarding of grants and will consider each individual proposal on its own merits.

5.5 UNDEF projects and priority areas

And in one or more of the following constituencies at risk of being left behind:

- Women
- Youth
- Journalists and Media organizations
- Minorities: ethnic, religious and other groups at risk of being left behind
- People with disabilities
- Civil society actors & Community of practice

5.7 Assessment Criteria

UNDEF funds projects, not project implementers. Please note therefore that salary, contractual services and miscellaneous costs should be modest.

UNDEF will not give priority to project proposals in which:

- ¾ A substantial part (more than 20%) of the budget relates to institutional recurrent costs (e.g. rent, utilities) and/or personnel costs. Salaries: maximum 15% of total project costs.
- ¾ Equipment and hardware purchases are too high in the context of total project costs (e.g. the purchase of vehicles)

A project proposal is submitted to UNDEF once the applicant clicks the “Submit” button at the bottom of the form. A confirmation email will be sent by the system soon after submission of a project proposal with a link to download a

Annex II