

# **ANNOUNCEMENT AND GUIDELINES**

## **JUSTICE AND CIVIL SOCIETY INITIATIVES DEPARTMENT 2009-2010 GRANTS PROGRAM**

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## **2009-2010 GRANTS PROGRAM**

### **Announcement and Guidelines**

1. ICMP is pleased to be able to offer small grants to support projects of associations of families of missing persons addressing the fate of their missing, kidnapped, detained, captured and taken away relatives. The main goal of the Justice and Civil Society Initiatives department is to encourage effective engagement of family members of the missing in the representation of their interests and advocacy activities leading to faster resolution of the missing persons issue. The objective of this grants competition is to provide support for family association activities connected to addressing the fate of persons unaccounted for due to the conflicts in the region. ICMP works with all ethnic/religious groups seeking missing loved ones resulting from the conflicts between 1991 and 1999 affecting the Republic of Croatia (HR), Bosnia and Herzegovina (BiH), Republic of Serbia (SRB), Republic of Montenegro (MNE), and Kosovo.
2. ICMP has developed a new strategy that affects its grants program. Indeed, in order to ensure the sustainability of the mechanisms and structures that have been established as a consequence of the efforts of family associations and to ensure sustainable advocacy, awareness and public engagement in the missing persons issue, ICMP is turning its attention to advancing the activities of new coalitions involving both the existing family associations and new partners to family associations. Since the presence of the International Community within the Region is rapidly decreasing, along with the funds available, it is vital for associations of families of missing persons to partner with other relevant organizations, and thus ensure their sustainability in the long run. It is hoped that this new coalition would lead to a combination of efforts and the development of new methods and approaches to addressing the missing persons issue in times to come, based on mutual interests.
3. In addition to assisting in the creation of sustainable civil society structures that will continue to work on the missing persons issue, it is the intention of ICMP to encourage the creation of innovative and universal models of remembrance that will overcome prejudices about past atrocities and contribute to a more widely acceptable cultural memory. This would be achieved through facilitating dialogue between survivors family members, prominent members of civil society, human rights NGO's, etc. with the aim of actively engaging them in lobbying and advocating for the rights of the family members of missing persons and to initiate joint activities (round tables, exhibitions, documentaries, plays etc.). It is critically important that the synergy of human rights non-profit organizations, government representatives and members of civil society is realized through this project. The meaningful participation of family associations of the missing in both in the creation and the implementation of this process is crucial.

### **I. OVERALL GOAL**

4. The overall goal of the inclusion of the new partners is to support a Family Association of the missing persons (FA) in the region for developing joint projects, programs and coalition with the members of wider civil society and to raise awareness and public engagement about the missing persons issue.

#### **1. Specific Goals**

- To raise public awareness about the missing persons issues and processes.
- To enhance the capacities of Family Association of the missing persons by working closely with local Civil Society Organizations to contribute effectively to transitional justice processes, peace, mutual understanding and raising awareness regarding to missing persons issues.

- To support the Family Association of the missing persons to work with local government and state institutions in advocating for their right.
- To strengthen capacities of Family Association of the missing persons to work closely with the local and state justice system to deal with war crime trials, prosecutions, right of missing, etc.

## 2. **Expected Overall Results**

- Increased awareness of the wider public with regards to the issue of the missing persons.
- Increased capacity of Family Association of the missing persons to engage in policy dialogue with different national/entity/local governments on missing persons issues.
- Increased awareness and support by States government and local government structures about projects implemented by Family Association of the missing persons and their partners.
- Noticeable increase in civil society sector (CSS) public discussions about missing persons issues.

## **II. TYPES OF PROJECT SUPPORT**

5. Projects should be a series of activities that contribute to achieving very specific and reasonable goals, which have clearly defined expected outcomes. Priority will be given to projects that include other partners (such as non-profit human rights organizations and government structures, private sector partners, international organizations, NGOs, associations, etc.) and/or that are encouraging activities oriented towards more than one ethnicity .
6. Activities must fall into one of two or both of the ICMP priority topics of activities. Associations may apply for one of the following types of support: Long-term projects and short-term support.
7. Associations are encouraged to propose joint activities of two or more FA's of at least two different ethnic groups, either involving associations in specific geographic areas or in different geographic entities or countries sharing common interests. Associations should also propose collaboration between different sectors of society, such as government, the international community, private sector and other NGOs and associations.
8. In the case of joint projects, the core costs of participants in the project would be funded according to the work of the **associations** involved, as well as in accordance with the ICMP core cost funding policy. However, should project activities be implemented by an FA and government agency/private sector, ICMP will only cover the core costs of the FA. Projects that list committed funds from other donors (except ICRC) will receive higher priority for support.
  - i) **Long-term project**
    - Who can apply: Two or more legally registered associations of families of missing persons from different ethnic background; one association of families of missing persons and one or more other non-governmental organizations.
    - Time frame: 4 to 6 months project starting in December 2009.
    - Funds available: 5 projects of 10,000 BAM/5,000 EUR.
    - How to Apply: submit project proposal according to ICMP project proposal guidelines, with segments for each partner's activities. Project proposals not within ICMP guidelines will not be taken into consideration.
  - ii) **Short-term support**
    - Who can apply: Two or more legally registered associations of families of missing persons from different ethnic background; association of families of missing persons and one or

- more other non-governmental organizations.
- Time frame: one month or less for a one-time event.
- Max amount to be requested: 4,000 BAM/2,000 EUR.
- How to Apply: please contact ICMP for appropriate support application form. Proposals not within ICMP guidelines will not be taken into consideration.

### **III. PRIORITY TOPICS OF ACTIVITIES**

9. All eligible projects submitted must address a specific problem or set of problems connected to the missing persons issue and must fall under one of the following priority areas:

#### **1) Strengthening the Capacities of Family Associations and Their Joint Structures to Become National, Regional, and Global Advocates for the Issue**

10. Objectives include developing skills necessary to ensure sustainable funding from a variety of sources over the longer term, development of regional structures in order to ensure a unified voice on the missing persons issue, encourage greater cooperation between different religious/national groups on common advocacy issues and solving common problems.

11. Sample activities might include advocacy activities, providing education and information about the process of exhumations and identifications and the work of family associations, awareness raising activities, or other activities that would incorporate addressing issues of cross-entity/country, inter-ethnic areas of common concern by affected groups, etc. ICMP strongly encourages activities which include youth participation and cultural production.

#### **2) Fostering Innovative and Hopeful Models of Remembrance and Commemoration**

12. Objectives are to encourage the creation of innovative and hopeful, widely accepted models of remembrance that will overcome prejudices about the past atrocities and contribute towards a widely acceptable cultural memory. The meaningful participation of victims - survivors in both the creation and the implementation of the selected mechanisms are crucial. It is critically important that the synergy of human rights non-profit organizations, government representatives and members of civil society is realized on this project. Sample activities might include opening a dialogue between victims/survivors, prominent members of civil society and intellectuals with the aim to actively engage them in lobbying and advocating for the rights of the victims/survivors, joint cultural production (exhibitions, documentaries, plays etc.), partnerships with NGOs, government institutions, private sector, etc. on commemorating internationally recognized dates important for the missing persons issues (August 30, December 10), etc.

### **IV. RIGHT OF REVIEW OF PRINTED MATERIALS/MULTIMEDIA**

13. ICMP requires the first right of review for any documents, brochures, newsletters, website, documentaries, produced as a result of a grant.

## V. CRITERIA FOR FINANCIAL SUPPORT

14. Project proposals will be evaluated based on their consistency with the stated ICMP grant making priorities.
15. Other factors that will be taken into consideration include:
  - The association's and the project's impact in the community, including relations with government, other NGOs, and the private sector;
  - Results of previous project activities;
  - Innovative approaches or ideas for new project activities;
  - Participation in other NGOs networks;
  - Previous experience with partnerships and/or joint projects;
  - Clear division of tasks between implementing partners;
  - Consistency between problem statement, objectives, and proposed activities;
  - Other sources of financial or in-kind support.

## VI. INELIGIBLE REQUESTS

16. Requests for capital investment (buildings, furniture, equipment, and vehicles), reconstruction, salaries, or direct social or humanitarian relief (food, medicine, firewood, clothing, etc.) are not eligible for consideration.

## VII. ELIGIBILITY AND APPLICATION PROCEDURE

17. Applicants must fulfill a series of basic criteria:
  - i) **Basic Criteria for Family Associations of Missing Persons**
    - Experience in project implementation,
    - Association has to be legally registered,
    - Sufficient membership for the effective project implementation (provide a list of members);
  - ii) **Basic Criteria required for new partners to Family Associations of Missing Persons**
    - Professional expertise and qualifications necessary for successful project implementation,
    - Organizational skills and ability to deliver projects,
    - Appropriate working methodology or approach in working with the specific categories or experience in doing so,
    - Knowledge or working experience with regards to transitional justice, human rights, reconciliation, missing persons issue or related fields,
    - Visibility in the community (previous experiences, achievements, project, activities, awards, accomplishments),
    - Experience in working with different target groups and readiness to work in stressful working conditions.
18. Furthermore, the following are also required:
  - Eligible partners: Two or more legally registered associations of families of missing persons from different ethnic background registered in a country from the former Yugoslavia; one association of families of missing persons registered in a country from the former Yugoslavia

and one or more other non-governmental organizations registered in the area of the former Yugoslavia;

- Eligible projects must address subjects connected to the missing persons issues in the former Yugoslavia;
- Proposals must follow the requested grant proposal format. Those proposals not corresponding to the requested format and guidelines will be disqualified;
- You must prepare a written grant proposal and budget and send it by fax, post, or e-mail to the address below;
- Retroactive bills or expenses incurred prior to the start date of the grant letter will not be considered;
- Projects demonstrating cost sharing will receive higher priority for support, showing some cash (donation to the association's work) or in-kind contribution (donated paper/office supplies donated or reduced price office rent, donated transportation or services to the association, professional volunteer services - accountant, journalist, lawyer, computer assistance etc.) from other donors;
- Renewals of previous grant support shall not be automatic, and ICMP bears no responsibility for costs incurred prior to the start of the grant contract;
- You should expect that you might be contacted with follow-up questions or clarifications about your proposal during the review process;
- A committee of ICMP staff and/or external advisors will make decisions on the winning projects. Proposals will be reviewed competitively and not all projects will be funded;
- All applications will be informed about the decision in writing.

#### **VIII. DEADLINES**

19. Project proposals for the long-term support must be submitted for consideration by **November 15, 2009 at 12:00**. Proposals received after the deadline will not be taken into consideration.
20. Proposals for short-term support must be submitted at least 10 days before the start of the activity and will be accepted on an on-going basis.
21. Project proposals should be submitted to:

International Commission on Missing Persons (ICMP)  
Alipašina 45/A  
71000 Sarajevo, Bosnia and Herzegovina  
Tel: + 387 33 218 660 / Fax: + 387 33 203 297

Patricia Pfister  
JCSI Western Balkans Coordinator  
E-mail: [jcsi.grants@ic-mp.org](mailto:jcsi.grants@ic-mp.org)

**Enclosures:** Grant Proposal Format (including budget and logical framework), ICMP.JCSI.62.1.doc;  
ICMP's Core Cost Policy, ICMP.JCSI.63.1.doc;  
Checklist of Documents To Be Provided, ICMP.JCSI.64.1.doc.