

CALL FOR PROPOSALS 2011

1. Basic information on call for proposals

The International Commission on Missing Persons (ICMP) through its Justice and Civil Society Initiatives Department (JCSI) announces a call for proposals. The main goal is to support projects of associations of families of missing persons and non-governmental organizations which seek to address the issue of enforced disappearances and fulfill the rights of the family members of missing persons.

Bearing in mind that the long-term goal of the Justice and Civil Society Initiatives Department (JCSI) is to encourage cooperation between associations of families of missing and other civil society actors in the process of resolving the missing persons issue, the priority of this call for proposals will be given to funding project activities that will be implemented in partnership between family associations and other NGOs.

2. Who can apply for grants?

Legally registered associations of families of persons of the missing in Bosnia and Herzegovina, Croatia, Kosovo, Montenegro and Serbia, as well as other legally registered non-governmental organization, through the following partnership relations:

- Two or more legally registered associations of families of missing persons from different ethnic backgrounds
- Association(s) of families of missing persons and one or more non-governmental organization(s)

Priority will be given to projects submitted by a family association of missing persons as the applicant. This does not however exclude NGOs from submitting a proposal as the applicant with a family association as a partner.

Family Associations of missing persons and NGOs that are currently implementing an ICMP-funded project will only be eligible to apply for a new grant if they finish the current project and submit a final financial and narrative report to ICMP by 31st December 2011.

3. Which project activities can be funded?

Proposed project activities should aim to achieve one of the following goals:

- a) Fulfilling the rights of surviving family members of missing persons**
(Activities that may be supported include, among others: public advocacy for the adoption and/or implementation of laws on missing persons; monitoring and reporting on the implementation of laws on missing persons; public advocacy for the adoption and implementation of laws on civilian victims and victims of torture; public advocacy for the adoption and implementation of laws on witness protection; the development of mechanisms that support the practical implementation of the right to know and obtain the information about the fate of missing persons, such as linkages or channels of communication between family associations of missing persons and government commissions on missing persons, prosecutorial offices and court pathologists, etc.)

b) Awareness raising, education and networking

(Activities that may be supported include, among others: awareness raising, education and networking involving the broader public, especially youth, on transitional justice with regard to the missing persons issue; awareness raising among young scholars and academics from the Region and internationally.)

c) Development of joint models of commemoration and/or memorialization of missing persons

(Activities that may be supported include, among others: facilitating dialogue on the development of joint models of commemoration and memorialization of missing persons; research and advocacy on domestic legislation relating to the commemoration and memorialization of missing person; joint commemoration of internationally recognized dates important for missing persons issues and human rights (the International Day of Disappeared - August 30th; and the International Day of Human Rights - December 10th)

4. Type of Grants

- **Project grants** – will be awarded for (co) funding the implementation of the partnership projects with a duration of 4 to 6 months. Maximum amount of the grant: 12,000 KM / 6,000 €.
- **Short-term grants** – will be awarded for funding short-term project activities such as trainings, seminars, workshops, round tables, study visits, etc.). Maximum amount of short-term support award: 4,000 KM / 2,000 €. Project partners that are awarded a project grant cannot apply for the short-term support as a part of additional financial support to already approved and funded project.

Applicants may submit more than one application under this call for proposals.

5. What can be funded under project grant?

Stipend for one person from the applicant and partner organization(s), costs of the implementation of project activities (i.e. travel costs, accommodation, meals, conference room rental, photocopying, conference materials, etc.) as well as office costs: office supplies, phone, Internet, postage.

Since ICMP is oriented to support the work of associations of families of missing persons, some office costs may be funded under project grants (i.e. office rent).

Office costs, rent and salaries may not amount to more than 20% of the total budget.

6. What can be funded under short-term support?

Stipend for one person from the applicant and partner organization(s), as well as costs of the project activities (travel costs, accommodation, travel costs, accommodation, meals, conference room rental, copying materials) as well as postage costs and partial communication costs.

7. What will not be funded?

Accounting services and other administrative costs, investments (buildings, furniture, equipment, and vehicles), reconstruction, salaries, publishing books or direct social or humanitarian relief (food, medicine, firewood, clothing, etc.) are not eligible for consideration.

8. Selection process

Considering the fact that ICMP receives a large number of project proposals, project grants and short term grants will be awarded after a detailed selection process in accordance with above-mentioned criteria. The selection committee is composed of representatives of different ICMP departments and all staff members of Justice and Civil Society Initiatives Department.

9. How to apply?

Deadline for the submissions of project proposals is **November 30th, 2011**.

Proposals for short-term grants must be submitted at least one month before the start of the activity and will be accepted on an on-going basis.

Project proposals (please find the project proposal format on www.ic-mp.org/documents) should be submitted together with accompanying documents to:

- By e-mail to: jcsi.grants@ic-mp.org or
- By post to: ICMP, Alipašina 45a, 71 000 Sarajevo, Bosnia and Herzegovina
(Note: Application under Call for Proposals).

10. Attachments to project proposal

In addition to the application form you should submit the following documents:

- A copy of the registration document of your association/organization;
- Statute of the association/organization;
- Information on your membership;
- Partnership statements (each partner must complete a statement);
- A copy of the registration document of your partner/s.

If your association/organization has provided ICMP with copies of your registration and statute in the last two years, there is no need to resubmit these documents.

Applications may be written in local languages or English.

Core Criteria:

- Projects include one or more partners;
- Projects address the priorities of the call for proposals;
- Project duration of project grants is not less than 4 months and not more than 6 months;
- The proposal is made using the standard project template and budget form;
- Supporting documentation is included;
- Partnership statements are signed, sealed and included;
- Proposals for project grants are submitted by the deadline.
- Proposals must include a clear description of the project's expected results
- Proposals must demonstrate how the project results will become sustainable beyond the life of the project.