

LEPROSY AND HUMAN DIGNITY- SOUTH EAST ASIA

(Supported by The Nippon Foundation)

Grant Guidelines

Purpose of the Grant

Leprosy for Human Dignity – South East Asia Program will be administered and monitored by a Regional Coordination Office (RCO) at Makassar (Indonesia) under the guidance and advice of The Nippon Foundation. The **RCO** invites applications for grant for projects to achieve within the framework of the goals and strategies of the Program.

Guiding Principles of Grant Making

The cardinal principle of Grant Making under this program is that people affected by leprosy should be involved in formulating, planning and in the implementation of the project proposed for consideration of funding.

The proposed project will be assessed in terms of the following:

- Whether the proposal is going to directly or indirectly tackle the main issues and problems relating to the mission and objectives of the program.
- Whether the project is pragmatic and realistic in its approach
- What kind of short term and long term impact the proposed project will have
- Is the project has any significance for effecting positive changes in the general attitude of society towards persons affected by leprosy
- Inclusive nature of the project in terms of diversity of race, gender, ethnicity, social class, cultures and societies

Who can apply for Grant?

The applicants for grants shall include groups, associations and any other agencies that share the common objectives of the program. The Program does not accept applications from, nor provide grants to, private individuals or government bodies.

Applicants are encouraged to involve other sectors as co-funders for the proposed projects. And any NGOs can apply for this grant, but these projects must involve non-leprosy community organizations or groups and people affected by leprosy at the same time. Applicants are encouraged to involve other sectors such as media organizations, human rights organizations, social development NGOs, community development NGOs.

The Criteria of NGO is depending with country situation in each country and to be formulated by contact person / country coordinator from each country.

Areas for funding:

Proposals seeking funding support are welcomed, especially from any of the following areas:

- **Sensitization of society**
 - Advocacy campaign
 - Media campaign
 - Awareness campaign
 - Legal literacy workshops

- **Networking of people affected by leprosy**
 - Collection of baseline data
 - Assistance to networking organizations

- **Partnership building with various sectors of society**
 - Media workshops
 - Inter and intra sector workshops

Grants Application

Applications for the grants in the prescribed format (see the program proposal form) can be forwarded to:

Mr. Adi Yosep, Programme Director
Regional Coordination Office,
Leprosy for Human Dignity-South East Asia

Office Address:

**PO BOX. 4165 / SBS / 60400
Surabaya, East Java. Indonesia.**

Email: lhdtmf@gmail.com

Mobile: +62811418144

Deadline for Application

Those who are planning to conduct projects within the period of June 2011 to May 2012 shall submit application form to reach the RCO by April 15th, 2011.

Program Selection and Approval for Grant

All applications will be scrutinized by a Project Selection Committee (PSC) . The PSC will review the applications and recommend for grants. The funds will be granted for a period of one year. However, upon reviewing and assessing the implementation process and the outcome of the project, the PSC will consider funding the same project for another year. Applicants are requested to submit application forms for each project year.

All projects will be screened for the following criteria:

1. Program relevance to:

- a. Goal, objective and strategy of the Leprosy and Human Dignity Program.
- b. Clearly defined and realistic goal and objectives.
- c. Appropriate identification and participation of stakeholders.

2. Methodology:

- a. Appropriateness of the proposed activities and consistency with the objectives and expected outcomes.
- b. Comprehensiveness of the monitoring plan.
- c. Adequacy of partner involvement and coordination.
- d. The added value of the subsequent project phase to existing projects.
- e. Incorporation of evaluation recommendations.

3. Sustainability:

- a. Sustainability of project results (institutional, financial and at policy level).
- b. Exit strategies.
- c. Potential for multiplier effects and scope for replication.

Operational Capacity

- a. Presence of sufficient staff capacity for implementation.

Funding

- a. Expected source of funding.
- b. Accuracy and adequacy of the budget.

Reports

The grantee shall inform RCO about the scheduled events to be conducted under the project upon the time of planning, or at least two weeks in advance of the actual date of the event.

Within one month after the completion of the project, the grantee shall furnish the RCO with a written final report and a written financial report on the project. The grantee shall share all published materials and records related to the project with RCO at the time of completion of the project. In addition, whenever requested by the RCO, the grantee shall furnish the RCO with any and all information regarding the project available at the time of the request.

Post Funded Evaluation

The RCO will keep in regular touch with the Grant beneficiaries and will hold an end of the year evaluation of the project Implemented.