



Call for Proposals

UHAI – The East African Sexual Health and Rights Initiative is pleased to announce the launch of its Seventh Round of Call for Proposals.

Deadline: 6th July 2012

What does UHAI mean?

UHAI, meaning 'Alive' or 'Life' in Kiswahili, is an acronym for the words Ujinsia (Sexuality), Haki (Rights), Afya (Health) and Imani (Faith).

What is UHAI – The East African Sexual Health and Rights Initiative?

UHAI – The East African Sexual Health and Rights Initiative is an activist fund that provides flexible and accessible resources to support civil society activism around issues of sexuality, health and human rights in the 5 East African countries – Burundi, Kenya, Rwanda, Tanzania and Uganda. It has a particular focus on the rights of sexual minorities.

What's the aim of UHAI and where is it located?

UHAI aims to build strong, diverse and organised movements for change, and to enhance the knowledge and expertise of donors supporting sexual rights in East Africa. UHAI is based in Nairobi, Kenya.

So who can apply for funds?

Funds are open to organisations working in Kenya, Tanzania, Uganda, Rwanda and Burundi.

UHAI prioritises funding for organisations and programmes led by and focused on sexual minorities and MSM/WSW health and rights within East Africa but also considers project grants for organisations which are working with sexual minorities but not necessarily led by them (see the funding activity areas below).

That's great! But can individuals apply?

No. UHAI only supports organisations. However, if as an individual you have an innovative idea then we strongly urge you to join or collaborate with an existing organisation. If you're still not sure then you can contact the support team at the addresses and telephone number below for more information.

OK. But my organisation is not registered. Can I still apply?

Yes! Although registration is a necessity for most donors, UHAI is aware that some organisations may have difficulty registering because of the type of activities they are involved in. If your organisation is not registered, you will need to demonstrate to us that:

1. your group has a name
2. your group has position holders e.g. manager, programme officer, treasurer and a board etc;
3. your group has a clear mission statement, aim and objectives.

You will also need to provide us with a letter of support/endorsement from a recognised and relevant organisation in the region (such as a human rights or HIV organisation) stating that they are aware of your group, its work and recommend you for funding.

So what is UHAI funding?

Twice a year, at the beginning of January and the beginning of June, UHAI issues a call for proposals for Peer Grants.

However, throughout the year we will accept proposals for unplanned and unforeseen activities called Opportunity Grants. **Please note these are not individual or emergency grants and UHAI will not be able to provide such direct assistance.** More information about the Opportunity Grants is available off our website, www.uhai-eashri.org

This Call for Proposals is seeking applicants for Peer Grants. These grants are awarded on a bi-annual basis in an open and competitive process and funds organisations and programmes engaged in, among others, the following areas of work:

- **Policy and legal advocacy:** activities challenging discriminatory law and policies and responding to human rights violations through grants for documentation, strategic litigation, research and alliance building in human rights, HIV/AIDS and faith sectors.
- **Rights-based service delivery:** developing inclusive health and legal services for sexual minorities through grants for HIV/AIDS prevention, care and treatment activities and services, sexual health services and sexuality education, as well as legal aid.
- **Strengthening institutions:** activities and programmes that build organisational skills and systems; sustaining activism through grants for activist exchange visits and internships; human rights defenders initiatives; core funding and seeding networks and coalitions.
- **Media and culture:** transforming public opinion and social attitudes through grants for media training, engaging religious institutions, film festivals and so forth.
- **Income generating initiatives:** social enterprise and wealth-generating activities that provide demonstrable benefit to the sexual minority community (not just an individual!)
- **Additional areas for grant making:** sustaining activism (such as wellness and care of activists, including therapy, group counselling, safe houses, etc.)

UHAI is eager to receive interesting, new and innovative proposals from the LGBTI community, the sex worker community and their allies in East Africa. As such, you should not feel limited to submitting proposals for the activities listed above! Be innovative!

That's great! So how much can my organisation apply for?

There are two types of grants being awarded in this seventh round of funding under the Peer Grants scheme.

The first is the 'Msingi' grant which is intended to support new work and new organisations, and larger organisations to undertake new work or one-off projects. The maximum award under this grant is \$2,000.

The second grant available is the 'Tujenge' grant for organisations and programmes developing and strengthening existing work or initiating larger activities. The maximum award under this grant is \$10,000.

When is the deadline for submitting my application?

The deadline for submitting Peer Grant Proposal applications to UHAI is **6th July 2012.**

So how does my organisation apply for the Peer Grant funding?

Whether you are applying for the 'Msingi' or the 'Tujenge' grant you need to submit a proposal and budget.

What should be in the proposal and budget?

Remember that often the person reading your project proposal will not have the in-depth knowledge of your work, your region and the problems that you would like to tackle with your activities. Therefore, it's always best to assume that the person who will read your proposal will know nothing about you, your organisation or your work and thus you need to provide a very detailed description to help them understand.

Make sure your proposal includes the following:

- **Accurate information**
- **A description of your organisation, its links with the LGBTI or MSM/WSW or sex worker community and a brief history of the work you've successfully carried out before**
- **A clear picture of the problems to be solved or the challenges to be met and how you will do this**
- **Expected results of the project (meaning what you expect the project will achieve with the funding available)**
- **A detailed project time line or implementation plan**
- **A detailed budget that clearly explains how much you are seeking and how you intend to use it. UHAI gives grants in USD and therefore proposal budgets should be done in USD.**

Below is the preferred format for a proposal (although you may wish to use your own):

1. Title Page: including name of organisation, amount requested, contact details of key person, goal of project and banking/account details
2. Summary: a brief summary of the initiative
3. Introduction: a brief description of the project, the history, staffing, the main features of the project, the beneficiaries (the clients that benefit) and how they will benefit from the initiative
4. Problem Statement: describe the problem (and the context of the problem) that your organisation will address
5. Objectives: what does your organisation want to achieve with the funding
6. Activities: full details of all the activities of the project that are needed to achieve the objectives. Make sure you always describe HOW you will carry out an activity.
7. Implementing Organisation: list the details of the organisation, including contact addresses. The

history of the organisation needs to be mentioned, when and why it was formed. What activities have been carried out so far and with what results? If a previous activity failed, mention it and indicate what you have learned from it and how you will avoid it in the next initiative. In addition, if the organisation has applied for funding from UHAI in the past, please indicate this and if known, include the reference number for the prior applications.

8. Collaborating organisations: which other organisations does your programme or organisation collaborate or work with?
9. Budget and initiative funding: list the total costs of the project; provide an estimate of future ongoing operating costs (sustainability), if applicable. Explain if you make any financial or in-kind contributions/services as organisation yourself. And last but not least: Explain if you are applying for other funds, how much and if the funds have been obtained already. **Be very clear about how you will use the funding!**

Annexed please find a suggested template for your project budget.

UHAI gives grants in USD and therefore proposal budgets should be done in USD.

Where should I send my proposal?

Once you've discussed the proposal with your organisation and everyone is happy with it, you can send it by email to proposals@uhai-eashri.org post it to the address below or hand-deliver it to the UHAI EASHRI office (please only do one of these).

Do note that if your proposal is not submitted to the email address above, it will not be considered for funding.

Who will decide if my proposal gets funding or not?

A Peer Grants Committee makes decisions on grants. This committee is made up of 7 individuals drawn from the LGBTI, sex worker, human rights and women's rights movements. The members share a commitment to LGBTI and sex worker rights and principles of non-discrimination. All committee members are volunteers and are required to sign and update a conflict of interest register.

When will I know if my proposal has been successful or not?

Applicants will be informed by email if their proposal has been successful or not by the 24th August 2012. If you do not have access to email and require notification by post or telephone, kindly let us know in your application.

If my proposal is successful, when can my organisation expect to receive funds?

If your proposal is successful you will receive funds within two weeks *after* we have received all your documents, bank details and the grant contracts have been signed.

That's all great! But what if I have questions about the grant, my proposal or anything else? How do I get more information?

If you have any questions about UHAI, the Peer Grants, or want to talk through your proposal and budget before you submit it, you can contact the UHAI team via email (grants@uhai-eashri.org) or telephone +254 – 20 – 233 0050 / 20 – 812 7535 or +254 – 737 – 920 920 / 702 – 931 911 who will coordinate the support team for applicants. Please note, if you wish to receive support with your proposal please contact by UHAI

by **Monday 18th June 2012**, at the latest!

Proposals may be submitted in either one of the 3 official East African language; English, French or Kiswahili.

Please share the information in this Call for Proposal with UHAI's partners and organisations working on LGBTI and sex worker health and rights.

Our contact details are as follows:

Postal address to send proposals:

UHAI EASHRI Proposals
P.O. Box 7144
00300 Nairobi
Kenya

Email address to submit proposals:

proposals@uhai-eashri.org

Physical address to hand deliver proposals:

UHAI EASHRI
Rosami Court, Suite 5
Muringa Road
Kilimani
Nairobi

Our website address is www.uhai-eashri.org and the office telephone numbers are +254 – 20 – 233 0050 / 20 – 812 7535 or +254 – 737 – 920 920 / 702 – 931 911

N.B. We only need one copy of your proposal so please choose how you wish to send us your proposal and only send it once.

Many thanks and Good Luck from the UHAI EASHRI team!

PROPOSED PROJECT BUDGET AND JUSTIFICATION

Please provide the cost of specific items for your project depending of the Line Description rows. Use the “Requested from UHAI” column only if sole funding is being requested from UHAI. If you have secured additional funding from other sources, please use the “Other Funding for Project” column accordingly. Details of the specific items in your budget as well as any restricted funds from other donor organisations should be provided in the “Justification” column. The amount requested from UHAI may not exceed the maximums stipulated on page one of the instructions. (See the instructions for information about the budget categories. Guidance for developing a more detailed budget is available on request.)

Line Description	Requested from UHAI	Other Funding for Project	Justification
A. Salaries, Stipends and Fees to Support People (including consultants)			
B. Equipment (such as telephone, fax, computer or printer)			
C. Trainings/Meetings/Workshops etc. (see instructions for more information)			
D. Project Related Materials/Supplies (see instructions for more information)			
E. Local Travel (international travel, which is not allowed unless essential to the project, should be included under other direct costs, with details and justification for travel provided in line G)			
F. Space Rental and Related Costs			
G. Other Direct Costs			
H. Total Direct Costs			
I. Indirect Costs/ Overhead (no more than 15%; see guidance and instructions for more information)			
J. TOTAL FOR EACH SOURCES (USD)		K. TOTAL PROJECT BUDGET (USD)	

PROPOSED BUDGET AND JUSTIFICATION

Please provide the cost of specific items for your project depending of the Line Description rows. Use the "Requested from UHA1" column only if sole funding is being requested from UHA1. If you have secured additional funding from other sources, please use the "Other Funding for Project" column accordingly. Details of the specific items in your budget as well as any restricted funds from other donor organisations should be provided in the "Justification" column. The amount requested from UHA1 may not exceed the maximums stipulated on page one of the instructions.

A. Salaries, Stipends and Fees (including consultants): You may include project-specific cost allocations related to any people to be paid from this grant, including full-time and part-time project staff and consultants and volunteers supported by stipends. You may include staff responsible for project-related work, communications, policy work, administrative support, financial management and additional fundraising. Include allocated costs of payroll taxes, employee insurance premiums or fringe benefits on this line.

B. Equipment: You may include allocated costs of any office equipment or other equipment needed for this project, including purchase or rental of telephone, computer, printer or audiovisual equipment.

C. Trainings/Meetings/Workshops etc.: You may include project-specific costs such as venue, catering expenses, presentation materials and/or other supplies for trainings, educational meetings, and support workshops or related supplies such as publication purchases.

D. Project Related Materials/Supplies: You may include project-specific costs of project-related office supplies such as paper and pens, and equipment maintenance supplies and regular telephone and internet access charges, costs of document production such as design and printing, postage and any subscriptions.

E. Local Travel: You may include transportation, accommodation and per diem costs for project-related staff and client travel for outreach, services, trainings, meetings, workshops and conferences. International travel costs, which will not be allowed unless essential to the success of the proposed activity at the local level, should be included under "Other Direct Costs" on line G. and justified in the budget justification column and the programme narrative.

F. Space Rental and Related Costs: You may include costs allocated to the project for space rental and use, including rent and utilities. Allocated insurance costs for rented space should be included on line I.

G. Other Direct Costs: Under this heading include other project-specific costs not readily classified in the categories listed above, and amounts requested for international travel. Note that requests for international travel will be carefully reviewed and may be excluded from approved project budgets.

H. Enter the **total direct costs** requested in this proposal.

I. Indirect Costs: Indirect costs or overhead (organisation costs that are not readily allocated on a project-by-project basis) are allowed at the maximum rate of 15% of direct costs.

J. Total for each source: Enter the total of direct and indirect costs.

K. Total Project Budget: Enter total requested funding in this application plus total requested/received funding from other sources.