

**CALL FOR PROPOSALS 2014
CIVIL SOCIETY INITIATIVES PROGRAM, IRAQ**

1. Basic information on call for proposals

The International Commission on Missing Persons (ICMP) through its Civil Society Initiatives Program in Iraq announces a call for proposals. The main goal is to support projects of 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 Civil Society Initiatives Program in Iraq is to encourage cooperation between non-governmental organizations other civil society actors and the relevant government agencies in Iraq 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 national non-governmental organizations throughout the country to encourage nationwide networking and multi-ethnic dialogue between the effected populations.

2. Who can apply for grants?

Legally registered non-governmental organizations. The priority is given to NGOs working in partnerships with other organizations or legally registered NGO networks throughout the country.

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 and martyrs;
- Dissemination of information on existing legislation on missing persons and martyrs;
- Multi-ethnic events and/or publications for survivors fostering awareness of relevant legislation and legal procedures;
- Nationwide, multi-ethnic networking activities for missing persons and martyrs issues;
- Promotion of the regional cooperation between civil society organizations in Iraq through joint activities in the context of missing persons and martyrs;
- Public advocacy for the adoption and implementation of laws on civilian victims of the former regime. 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 national NGOs and government agencies dealing with missing persons and martyrs etc.

b) Awareness raising, education and networking

Activities that may be supported include, among others:

- Promotion of the regional cooperation between Iraqi NGOs and civil organizations and/or governmental agencies active in the Middle East and North Africa region through joint activities;
- Awareness raising, education and networking involving the broader public, especially youth, on with regard to the missing persons issue in Iraq;

- Involving Higher Educational Institutions: awareness rising among scholars and academics in Iraq.

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

Activities that may be supported include, among others:

- Facilitating regional and nationwide dialogue on the development of models of commemoration and memorialization of missing persons and martyrs;
- Research and advocacy on domestic legislation relating to the commemoration and memorialization of missing persons and martyrs;
- Regional and Nationwide Activities for 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.
- **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: 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 NGOs dealing with issues related to missing persons and martyrs, 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 partial communication costs.

7. What will not be funded?

Accounting services and other administrative costs, investments (buildings, furniture, equipment, and vehicles), reconstruction, salaries, or direct social or humanitarian relief (food, medicine or medical treatment, firewood, gasoline, 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 Civil Society Initiatives Program in Iraq.

9. How to apply?

Deadline for the submissions of project proposals is **10th April, 2014**.

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 should be submitted together with accompanying documents to:

By e-mail to: iraqproposal@ic-mp.org

Please find the project proposal format on www.ic-mp.org/documents.

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).

Applications may be written in Arabic, Kurdish or English.

Priority 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.