

## **DEMOCRACY AND HUMAN RIGHTS FUND (DHRF)**

The United States Embassy in The Gambia uses the Democracy and Human Rights Fund (DHRF) to provide assistance through grants to indigenous civil society organizations or Community Based Organizations (CBOs) that will implement small, short-term, highly targeted activities designed to show measurable results with an emphasis on change in support of human rights and democratic institutions.

Common themes that proposals may cover and encourage include, though not limited to:

1. Change in civil and political rights;
2. Adherence to the Rule of Law through legal framework conducive to civil and political rights;
3. Free and democratic electoral systems;
4. Development of democratic principles that promote human rights and result in change;
5. Increase access of women and ethnic groups to the judicial and to political processes.

### **FUNDED ACTIVITIES**

All DHRF funded activities must have a substantive link to the promotion of democracy or human rights.

Proposals must:

1. Be generated in the field within the particular country context and be based on specific requests from indigenous organizations.
2. Clearly describe how the activities will be managed.
3. Identify the anticipated results.
4. Be completed within 12 months.
5. Demonstrate that a change in democracy and/or human rights practices or law will occur, or that beneficiaries will receive a new awareness or democratic and/or human rights principles.
6. Address civil and political rights (i.e. activities that promote the rule of law or domestic and civil and legal rights).
7. Not exceed \$25,000.

Certain types of activities do not qualify for this fund. These include the use of funds to influence the outcome of elections; training or advice, or support for police, prison or other law enforcement forces, military or any other program of internal intelligence or surveillance, building construction; vehicle purchase; long term (more than 12 months) recurring administrative costs such as building or equipment maintenance, rent, office supplies, or administrative salaries; conference or workshops that lack a specific and clear goal.

## SELECTION CRITERIA

The U.S. Embassy DHRF selection committee will base their decision on potential impact, feasibility and financial soundness of the proposed activity. The committee will consider the track record of the organization proposing the activity and their ability to contribute to the project.

## HOW TO APPLY

Please send a proposal addressing items 1 through 5 of the attached proposal format. All proposals must have proforma invoices for purchases or services to be needed to justify line item budget. Incomplete proposals will not be considered for funding. **You should keep a copy of your application for your records.**

## SAMPLE PROPOSAL FORMAT

### 1. Organizational Details:

Name of organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Name and Title of person responsible for the activity:

### 2. Description of the Organization.

Please provide a description of the organization including information on how long the organization has existed, where it is based, size, funding sources with estimated amounts, other activities undertaken, and prior management experience conducting similar activities.

### 3. Background Information of the Activity.

a. Please give a brief description of the context in which the activity is set, and the rationale and purpose for the activity. Include a clear statement of how such activities promote human rights or support political pluralism and creation of more open, democratic societies.

b. Indicate how the activity addresses issues of democracy and human rights, and who will benefit from the activity. Also, state how many individuals will be **directly** impacted by the activity.

**4. Description of the Activity and its Intended Impact.** This section should:

- a. Fully describe the activity,
- b. Explain how and who will manage and implement the activity,
- c. Identify any potential implementation problems and how they will be addressed and overcome,
- d. Specify the estimated start and completion date of the activity,
- e. Indicate if the impact of the activity is to effect change, and if so how, or is it to bring about awareness of issues of democracy, civil society, human rights, free speech, open and free elections, governance or other related issues.

**5. Budget Format:** All proposals should use the following sample budget format.

**SAMPLE BUDGET FORMAT**

	YEAR 1		
BUDGET LINE ITEMS	DONOR	GRANTEE MATCH	TOTAL
Supplies			
Conference			
Travel			
Printing			
Equipment			
<b>TOTAL</b>			

**NOTE:** The budget should: (1) Be stated in local currency, and (2) Include notes explaining the costs associated with each of the budget line items, e.g. a list of individuals and the amount to be paid, basis for the travel costs, a list of equipment to be purchased and its estimated cost, and other relevant information to support the proposal's budget. Also, there should be a direct relationship between the activities described in the proposal and the budget.

**AMERICAN EMBASSY  
DEMOCRACY AND HUMAN RIGHTS FUND (DHRF)**

**PROPOSAL FORMAT – GUIDELINES**

**1. Organizational Details**

Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax #: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Name and title of person responsible for the activity \_\_\_\_\_

\_\_\_\_\_

**2. Description of the Organization**

Please provide description of your organization including information on how long the organization has existed, where it is based, size, funding sources, other activities undertaken and prior management experiences in conducting similar activities proposed.

**3. Background Information of the Activity**

- a) Please give a brief description of the context in which the activity is set, and the rationale and purpose of the activity. Include a clear statement of how such activities promote human rights or support political pluralism and creation of more open, democratic societies.
- b) Indicate how the activity addresses issues of democracy and human rights, and who will benefit from the activity. Also state how many individuals will be directly impacted by the activity and how.

**4. Description of the Activity and its Intended Impact**

This section should:

- a) Fully describe the activity,
- b) Explain how and who will manage and implement the activity,
- c) Identify any potential implementation problems and how they will be addressed and overcome,
- d) Specify the estimated start and completion date of the activity,

- e) Indicate if the impact of the activity is to effect change, and if so how, or is it to bring about awareness of issues of democracy, civil society, human rights, free speech, open and free elections, good governance or other related issues.

**5. Budget Format (An example)**

All training proposals should use the following sample budget format.

<b>Budget Line Item</b>	<b>Donor</b>	<b>Grantee Match</b>	<b>Total</b>
Printing cost			
Hall Rental			
Travel			
Allowances			
Supplies			
Production Cost			
Others (specify)			
<b>Budget Total</b>			

The budget should be stated in Dalasi and should include notes explaining the costs associated with each of the budget line items e.g. a list of participants and the amounts to be paid (if applicable), basis of travel cost, production cost and other relevant budget information. There should be a direct relationship between the activities described in the proposal and the budget.