

Users' manual for submission of on-line project applications and reports on the use of past grants

**United Nations Voluntary Trust Fund on
Contemporary forms of Slavery**

December 2017

A. On-line project applications

1- General information

The on-line grants system of the United Nations Voluntary Trust Fund on Contemporary Forms of Slavery is open to external users between **15 January and 1 March every year**, to receive project applications for the period **January-December of the following year**.

The deadline for the submission of project applications through the on-line grants system is therefore 1 March every year.

All applicants are strongly encouraged to carefully read this users' manual, which illustrates the application and how to fill it.

- First time applicants will first need to register online before submitting their first application.
- Previous applicants can either submit an application for the renewal of an existing project or for a new project.

Before starting the on-line application, please read the Guidelines of the Fund, which are available on the Fund's website at:

<http://www.ohchr.org/EN/Issues/Slavery/UNVTFCS/Pages/Apply.aspx>

Complete the on-line application by filling out all fields that apply and by providing all attachments as required.

To report technical problems and/ or address questions related to the on-line application system, please send a message to: slaveryfund@ohchr.org

Please find below the main steps to follow and some useful tips to assist you while completing the on-line request application.

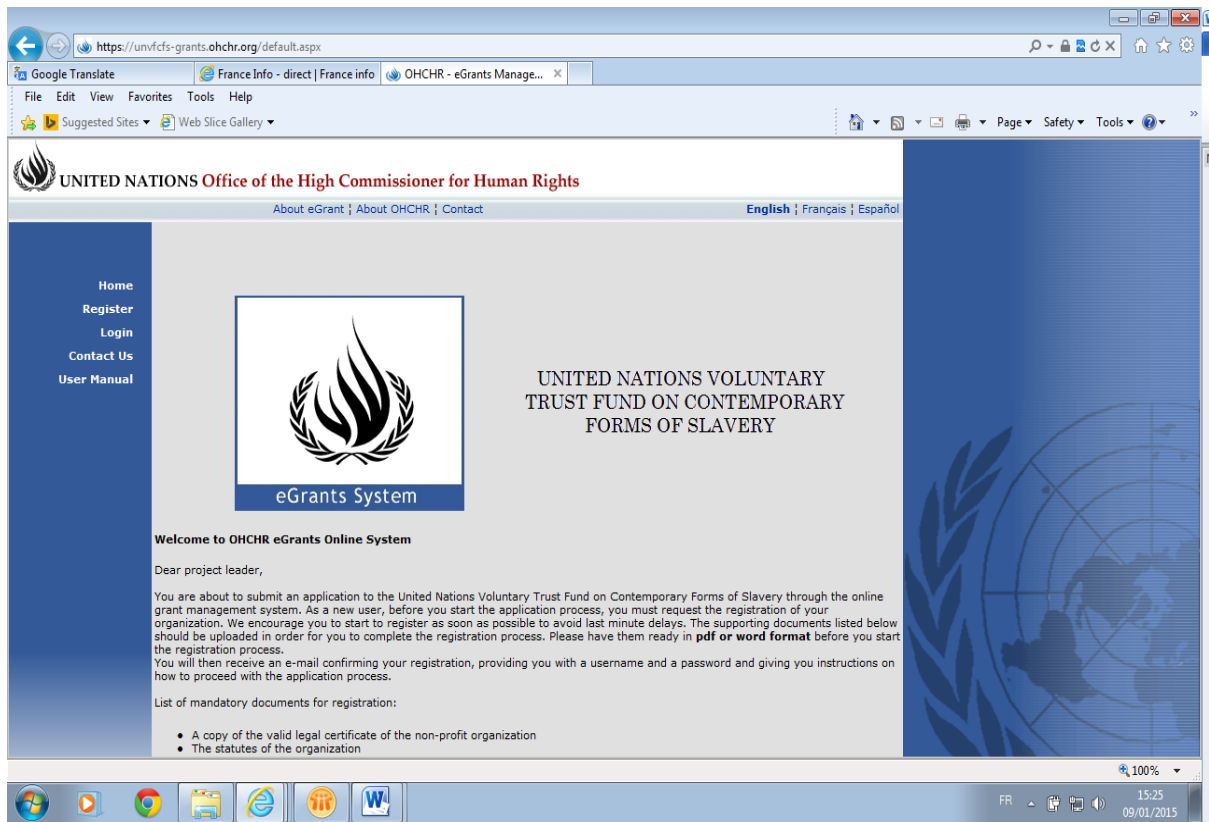
2- First time request: How to register?

First-time applicants that have never submitted a project application through the UNVCFS on-line grants system: If you have never submitted an application to the Fund through the online grants system, you need to request the registration of your organization before the system allows you to fill and submit your application.

Step 1 Go to OHCHR's eGrants Online System at <https://unvcfs-grants.ohchr.org/>

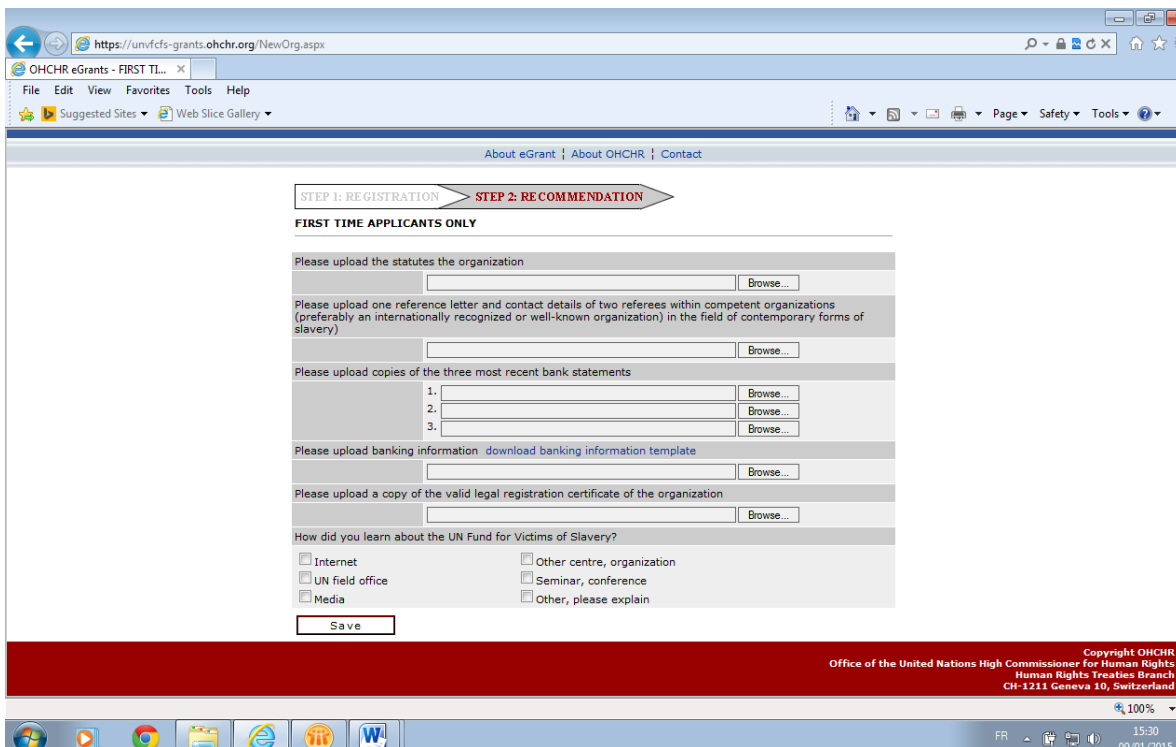
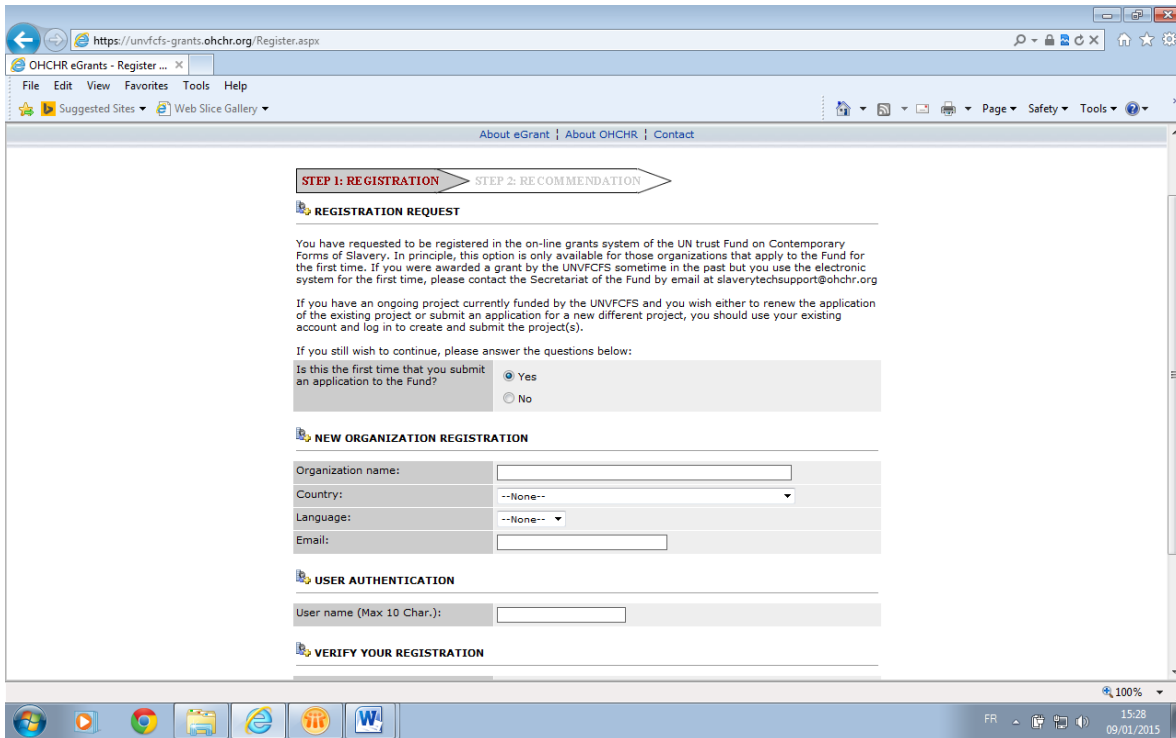
Step 2 Select the language of your choice from the menu at the top of the page; and

Step 3 Click on the option "**register**," follow the steps to fill in the two screens and wait for the approval by the Secretariat. You will receive an e-mail confirming your registration, providing you with a username and a password and giving you instructions on how to proceed.



IMPORTANT: In order to obtain the registration, organizations are requested to upload the following mandatory documents. If any of these documents are missing, the registration will not be accepted.

- copy of the statutes and organizational structure of the organization;
- copy of the valid legal registration certificate of the organization (if available);
- one reference letter and contact details of two referees within competent organizations (preferably an internationally recognized or well-known organization) in the field of contemporary forms of slavery);
- copies of bank statements (last 3 months) and recent annual accounts (signed by the chair or treasurer on behalf of the management committee or board of trustees);



Step 4 Once your registration has been approved please click on the icon “Create New project”.

- Complete the fields concerning the project details and **upload the banking information form** and “Save”.

- Once you have completed and saved the organization details, the project you have added will show in the project list as a record and you can start filling the request by clicking on the “**Edit icon**” and choosing the tab you want to complete.

OHCHR eGrants - Project D... x

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UNITED NATIONS VOLUNTARY TRUST FUND
ON CONTEMPORARY FORMS OF SLAVERY

ORGANIZATION DETAILS PROJECTS LIST

You are here: Home -> Projects List

PROJECTS LIST

Project No:	Project Title	Status	Project Type	Edit	Print	Previous application	Report
Session: 18th; Year: 2014; State: Application; Mode: Read-Write							
P. 437	Against slavery	Incomplete application	Direct Assistance				
P. 437	Against slavery (New)	Application submitted	Direct Assistance				

Edit: To edit an application
 Print: To print an application
 Previous application: Please click directly
 Report: To edit or print a report of an app year
[Create new project](#)
 (If you have already added a project, add a new additional request to the Fund, otherwise, please already initiated.)

- Please note that the project number will be automatically assigned by the system.
- In the case where you wish to present more than one application for projects located in different countries, please note that authorization is needed by the Secretariat so as to verify that your organization is submitting only one application per country. Once your request for a new application is authorized by the Secretariat, you will receive an e-mail approving your request to create a new project.

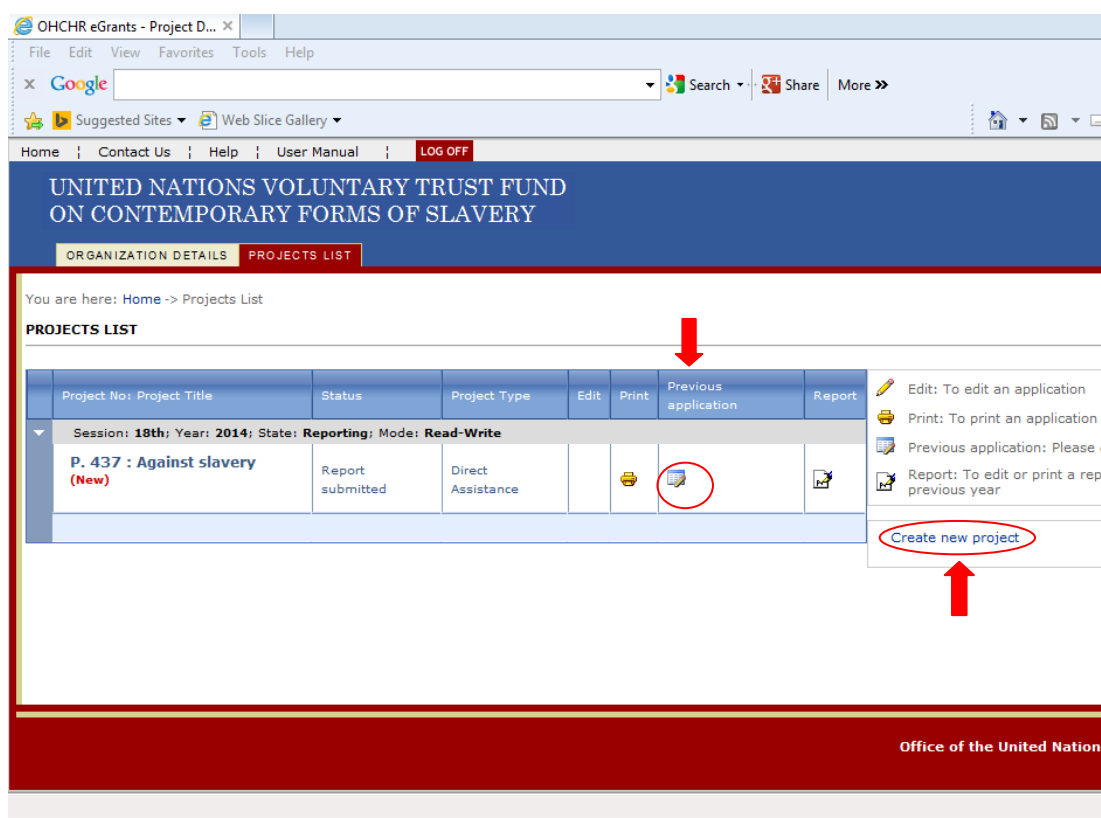
IMPORTANT: Organizations are reminded that they can only submit one application per country.

3- Already registered applicants: How to enter into your existing account?

If your organization is already registered as an on-line user with the Fund, you should use your existing account. Please, click on the option “**login**”, and use your username and password.

IMPORTANT: Registered users should submit applications for the following year using their existing accounts.

Once logged, you have two options:

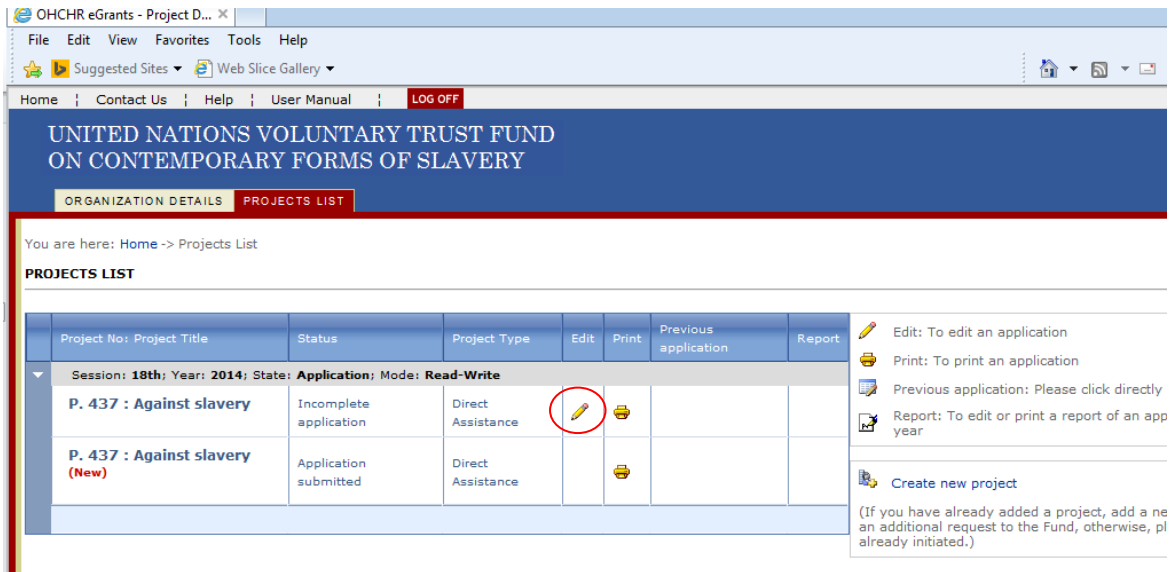


- **Option 1:** you can apply for funding for the continuation (renewal) of your existing project. In order to do so, you will have to click on the icon “**Previous application,**” which will re-generate your original project number and contact details. Please note that at this step an administrative authorization is needed from the system. **This procedure is not automatic and requires a certain time.** Once your request is authorized by the system, you will receive a confirmation e-mail, and you can then start filling the blank application form.
- **Option 2:** You can choose to create and submit an application for a new project completely different from the existing one. In this case, click on the icon “**Create a new project.**” Please note that at this step an administrative authorization is needed from the system. **This procedure is not automatic and requires a certain time.** Once your request is authorized by the system, you will receive a confirmation e-mail, and you can then start filling the blank application form for the new project.

After choosing option 1 or 2, please:

- 1- Select the project that will appear in the table under the corresponding year of funding by clicking on “**Edit.**”
- 2- Start filling in the different sections of the application by clicking on the corresponding tabs. Make sure that you complete all relevant fields and include all attachments as required; otherwise your application will not be saved.
- 3- As mentioned above, you should send to the Secretariat a print out of the on-line application duly signed by the project leader.
- 4- When you want to close a session, save the last changes and log off.

IMPORTANT: If you have forgotten your password, please use the password retrieval function available from the log-in screen of the system. Kindly note that your password will be sent to the email address that you have indicated in the system.



Note: You only need to register once. Next time you enter into the application, log in with the username and password provided.

4 –Information to be included in the application

Note: The following documents are **mandatory** in order to submit the application (for all applicants i.e. first-time applicants, previous grantees or on-going grantees of the Fund):

1. Banking forms;
2. CVs of the employees; and
3. Case studies.

4-1 Project details

If you are a first-time applicant or past grantee but first time user of the grants system online, please complete this section.

If you are a last year grantee, please check and update this section if necessary.

Note: Kindly note that failure to update contact details of the organization may seriously affect communication with the Secretariat of the Fund and may eventually lead to the cancellation of a grant.

4-2 Information on project

In this section, please provide information about the proposed project, describing the pattern and evidence of the contemporary forms of slavery suffered by the victims to be assisted through the project, as well as the context and justification of the project.

NB: Type of assistance to be provided: After selecting the type of assistance by ticking the appropriate cell (legal, medical, etc.), the next step is to describe the activities in the

box provided for this purpose. It is important to indicate whether it is a new activity or an ongoing by ticking in the relevant cell.

Forms of contemporary slavery: Select at least one and maximum of two forms of contemporary slavery by ticking the appropriate cell. In addition, if the victims identified as beneficiaries for this project have also been subjected to trafficking, please the corresponding cell.

4-3 « Objective » table

To insert a new objective, click on **"add new objective"** in the first table that appears. A second table will open immediately. After answering all questions in the second table, click **"save"** below this second table and the information will appear in the first table.

The top screenshot shows the OHCHR eGrants Management System interface. The header includes navigation links: Home, Contact Us, Help, User Manual, and LOG OFF. The main title is "UNITED NATIONS VOLUNTARY TRUST FUND ON CONTEMPORARY FORMS OF SLAVERY". Below the title are tabs for ORGANIZATION DETAILS and PROJECTS LIST. The PROJECTS LIST tab is active, showing a table with columns: PROJECT DETAILS, INFORMATION ON PROJECT, OBJECTIVES, INFORMATION ON VICTIMS, REQUIRED STAFF, FINANCIAL INFO, FUNDING SOURCES, and CASES. The "Selected Project" is P. 434-7-ewffive (New) with Project Type Direct Assistance and Session Info 2014-Application. The breadcrumb trail is "You are here: Home -> Projects List -> OBJECTIVES". The "OBJECTIVES" section shows a table with columns: Objective, Concrete results, Indicators of success, Means of verification, and Potential risks and planned mitigation measures. The table is empty, with the text "No records to display." and a "Refresh" button. A red arrow points to the "Add New Objective" link below the table.

The bottom screenshot shows the "Add New Objective" form. The browser tabs include "OHCHR eGrants Management...", "Google Translate", and "OHCHR eGrants - Other So...". The form title is "Add New Objective". The section "Information on Objectives for the period of the application" contains five text input fields: "Please specify what you plan to achieve", "Expected results (by the end of the project) i.e., linked to each objective, what do you expect to have achieved", "Indicators of success (What will be the signs that your project has or has not achieved its expected results)", "Methods for measuring these indicators (known as 'Means of Verification'", and "Please report on any potential risks which might stop the project achieving its results (and any action planned to minimize these risks)". At the bottom of the form are "Save" and "Undo" buttons. A red arrow points to the "Save" button.

4-4 Information on victims

- Make sure you introduce all details requested, including sub-total by region (by adding new records) and by migration status, if available.
- All numeric data should only be introduced without decimals.

- Write 0 for no value.
- It is mandatory to provide at least one record for section 4. Sub-totals by region.
- It is mandatory to fill the textual fields in section 6. Write N/A for no text.
- Sub-total to be assisted with UNVFCFS grant must be equal to the total number of newly registered and ongoing clients.
- The total number of victims by region must be equal to the total number of victims by age and sex.
- Click "**Save**" to save the information.

4-5 Staff required

- Kindly note that this section should include information on **ALL staff** involved in the implementation of the overall project, regardless of whether their salaries will be covered with the Fund's grant or not.
- Enter all categories of posts and positions in the project in the first table.
- The second table provides additional information on all staff members of the project. Add each staff individually by adding one record per staff member working under the project, including consultants and short-term personnel. A position must be created in the first table before records on a staff member holding that position can be added in the second table.
- For both tables, save each record when you have complete all fields. You can edit and delete records as necessary.
- To delete a post/position, you must first delete the corresponding staff members' records in the second table.
- Both tables should relate to the same staff (this is mandatory).
- Do not forget to submit the CVs of the staff.

4-6 Financial information – budget*

- Insert the total budget of your organization and click on "**SAVE**".
- Add each budget line as a new record and complete the corresponding fields.
- Select the area/field of each type of expense from the list.
- Select the type of budget item from the list or add a new one by selecting "other" and typing.
- To add salaries, please add one staff member per line.
- You could use a line for more than one staff working under the project only if the professional category, salaries and time dedication of the group of staff are similar. In order to do this, choose a type of area (for example, legal), select the number of persons as units; indicate the average cost per staff; indicate their average total dedication to the project by selecting the months (for example, 6 months for a staff member working 50% for the project); and introduce the total cost of the group under the project.
- Save the budget line before you use the field for comments for the corresponding line.
- Use the fields for comments per line to explain and provide additional information on each budget line and type of expenses, if necessary. It is particularly important to provide information about the calculation behind the cost per unit indicated.
- As you elaborate the proposed budget, you can choose to see the percentage allocated to each type of expense by selecting the tab to show calculations and percentage.

* For more information on how to allocate the budget lines for different types of expenditures, please see the attached annex.

IMPORTANT: As per the § 22 of the UNVTFCFS Guidelines, funding requested to the Fund should focus on providing direct assistance to victims of contemporary forms of slavery. Administrative costs should be reduced to the strict minimum and, in principle, should not be higher than 15% of the total cost of the project.

4-7 Funding sources

- Add information about other sources of funding by adding a record per source.
- You can introduce the name of the source and its objective either by selecting from the lists provided or by typing in the field “Other, please provide”.
- If the sources are in-kind, please explain the type of contribution, the purpose and indicate its estimated value in cash, if possible.
- Do not forget to attach copies of the proof of other sources of funding or pledges received from donors, if available.

4-8 Case studies (for direct assistance projects)

- Download and use the form provided to draft five new case studies and then upload.
- When drafting the case studies, make sure you answer all questions in the corresponding form.

4-9 Signature and submission

- Authorizations: As established in the Fund’s Guidelines, all organizations supported by the Fund should allow the Secretariat full access to their financial records. If you choose “NO” your application will not be considered admissible and the system will not allow you to submit it.
- Final submission: you need to agree with the terms of the Guidelines before you can submit the application.

IMPORTANT: Do not forget to press the submit button, otherwise the system will not record your submission as completed. You will receive an email confirming receipt of the application with your project number to be used as a reference in your communications with the Secretariat of the Fund.

5- Useful tips

- Regarding the filling of tables, be sure to save the inserted data line by line as you go in order not to lose them.
- Concerning the open-ended questions, please note that the backup information is only possible once the page has been fully completed.
- Consider fill in the fields by preparing answers on a Word document, and using the copy and paste feature. By preparing your application on a Word document you may avoid connection and server problems.
- Fields for text are limited to 4,000 characters and any additional character is automatically deleted. Therefore, please ensure that you do not enter text above the allowed limit otherwise the information will be lost.

- Calendars: you can browse through the days of the month that appear. You can browse quicker through the days/ months/ years by clicking on the name of the month and then selecting the month, years and date and by clicking OK.
- When server errors occur, a message will be displayed informing you that the web team/master have been notified through an e-mail about the error. If this does not happen, please proceed as follows:
 - o Capture server error page by pressing "Print screen" button.
 - o Open a word document.
 - o Press "Ctrl+C" to copy the page into the word doc.
 - o Save it with name "(P. number) - server error (1, 2, 3...)"
 - o Submit server errors as they occur to the e-mail address grantstechsupport@ohchr.org
- If you are not sure of how to fill in a particular section in the application, send a message to slaveryfund@ohchr.org
- To report any type of IT problem and/ or question, please send a message to slaveryfund@ohchr.org
- Once you have completed the entire application, check that all information is there before submitting it. You can do this by using the print out option. Please note that in the case where mandatory fields are not duly completed, the system will not allow your application to be submitted.
- Once you have submitted the application on-line, please print out a copy and send it duly signed to the secretariat e-mail (slaveryfund@ohchr.org).
- All organizations which complete their online application but do not press the "**Submit**" button by the time the application period is closed down will appear in the system as "Incomplete."
- If the fields "**Authorizations**" and/or the "**Agreement with the terms and guidelines of the Fund**" have not been ticked before clicking the 'Submit' button, a warning message will appear at the bottom of the page, and the application will not be considered as submitted (hence featuring as "Incomplete" at the time of closing of the call);
- All organizations which have NOT filled all the mandatory fields, i.e all fields except those in which it is stated "if applicable" or "Optional," will not be able to submit their applications (hence will not appear as " incomplete " at the time of closing of the call).

REMINDER: No applications will be considered in the absence of Narrative and Financial reports on the use of previous grants.

B. On-line narrative and financial reports on the use of past grants

1- General information

The on-line grants system of the United Nations Voluntary Trust Fund on Contemporary Forms of Slavery is open to external users between **15 January and 1 March every year**, to receive project applications for the period January-December of the following year.

Before starting the on-line report, read carefully the Guidelines of the Fund, which are available on the website at

<http://www.ohchr.org/EN/Issues/Slavery/UNVTFCS/Pages/Apply.aspx>

Complete the on-line report by filling out all fields by providing all attachments as required.

IMPORTANT: Once you have completed and submitted the report on-line, kindly print out the form and send a hard copy, duly signed, to the Secretariat by e-mail or postal mail.

To report technical problems and/ or address questions related to the on-line reporting system, please send a message to the e-mail address slaveryfund@ohchr.org.

Please find below the main steps to follow and some useful tips to assist you while completing the on-line report.

2- Steps to follow

Step 1 Go to the grants website of the Fund <https://unvfcfs-grants.ohchr.org> and log in to your account using your username and password;

Step 2 Select your language from the top menu on your right-hand side. You should select the language in which you will be preparing and submitting the report;

Step 3 Report on the project from your list by clicking on the link “report”. Before you start your report, you may choose to print the application on which you will be reporting by clicking “print;”

Step 4 Complete every screen/section of the report as required. You may simultaneously browse through your application to either extract text or just to refer to your proposal;

Step 5 Kindly note that in the financial information screen you will only be allowed to edit the numerical fields of the existing budget lines. You will NOT be able to add new budgets lines to the approved revised budget. Should you have a question regarding this, kindly contact the Secretariat of the Fund for guidance;

Step 6 Make sure that you complete all relevant fields that apply and include all attachments as required; and

Step 7 When you want to end a working session and continue the report later, save the last changes and log off.

Important: Use the fields for comments available for each budget item to explain and provide additional information, particularly if there are relevant changes with respect to the amounts of the approved budget lines.

3- Financial report

- Edit the numerical fields of each budget line as necessary.
- Save the budget line before you use the field for comments for the corresponding line.
- Should an expense initially attributed to the Fund be no longer covered with the grant, change the amount to “zero” and kindly explain the reason for such a change.
- It is particularly important to explain any change in the calculation behind the cost per unit initially indicated. Kindly use the field for comments available for each budget item.
- Please note, that your organization must submit five case studies that are different to the case studies provided with the new application.

4- Other useful tips

- You may enlarge or reduce the view of your application by moving the dividing line with your mouse.
- Similarly to when you prepared the on-line application, consider the option of copy-pasting text from a word document into the required fields in each screen. By working off line you might be able to avoid problems with the connection and the server.
- Save frequently while introducing information in each screen to make sure you do not lose information. Given the new layout, you may need to scroll-down the different screens and sub-screens in order to find the save button.
- When server errors occur, a message will be displayed informing you that the web team/master have been notified through an e-mail about the error. If this does not happen, please proceed as follows:
 - o Capture server error page by pressing “Print screen” button;
 - o Open a word document;
 - o Press “Ctrl+C” to copy the page into the word doc;
 - o Save it with name “(P. number) - server error (1, 2, 3...);” and
 - o Submit server errors as they occur to the e-mail address slaveryfund@ohchr.org
- If you are not sure of how to fill in a particular section in the report, send a message to slaveryfund@ohchr.org
- If you encounter problems with your user name and password, send a message to slaveryfund@ohchr.org
- For any type of IT problem and/ or question, please send a message to slaveryfund@ohchr.org
- Once you have completed the entire report, check that all information is there before submitting. You can do this by printing the document.

IMPORTANT: Reports on previous grants will be prepared using the on-line system and, similarly to the on-line applications, they should be submitted each year by 1st March at the latest. New applications will not be considered in the absence of the financial and narrative report on the use of the grant awarded for the previous year.

C. Annex

- The on-line proposed budget is built around a given menu of seven different types of expenses.
- **Five types of expenses** are related to the direct assistance to clients, that are, **medical, psychological, legal, social and financial**. All of these expenses refer to the assistance provided to victims of contemporary forms of slavery and/or their family members.
 - o For instance, the type of expense “**Financial**” should be used for budget lines which refer to the cost of the financial assistance provided to clients in the form of either petty cash to pay for transportation to receive assistance, etc...
- The type of expense “**In-house training**” is meant to be assigned to activities related to the training of the staff involved in the implementation of the project.
- The type of expense “**Administration**” should be used for budget lines related to the costs of managing and running the project.
- **Fields for comments** available for each budget item are to be used to provide further information on the specific calculation behind the corresponding cost of the budget item.
- For instance, budget lines that refer to “travel,” either national or international, should include in the field for comments additional information on the purpose of the travel, points of origin and destination, staff travelling, means of transportation, number and duration of trips, expenses to be covered (accommodation, meals...).

Below there is a non-exhaustive list of concrete examples on how to assign specific budget items to types of expenses.

Type of expense	Examples of budget lines	Comments
Medical	Salary of doctor; medicines; travel of doctor to provide medical assistance; travel of client to receive medical assistance...	Should be connected to the table of staff and time dedication indicated; travel should be explained as mentioned above
Psychological	Salary of psychologist; travel of psychologist to provide psychological assistance; travel of client to receive psychological assistance...	Should be connected to the table of staff and time dedication indicated; travel should be explained as mentioned above
Legal	Salary of lawyer or para-legal staff; legal fees; travel of psychologist to provide psychological assistance; travel of client to receive psychological assistance...	Should be connected to the table of staff and time dedication indicated; travel should be explained as mentioned above
Social	Salary of social worker; travel of social worker to provide social assistance; travel of client to receive social assistance...	Should be connected to the table of staff and time dedication indicated; travel should be explained as mentioned above
Financial	Financial assistance to client to pay for transportation to receive assistance;	Purpose and average calculation of financial assistance per client is to be explained
In-house training	Cost of 2-day training to staff on medical documentation, including training materials, etc	Different budget lines should lay out the different costs of the training
Administration	Rent of premises; communication; office supplies, office equipment; security; audit fees...	Different budget lines should lay out the different costs of the running of the project