

Instructions for the submission of unsolicited applications within the Programs of Education, Culture and Youth Employment

1. Introduction

The Welfare Association (Taawon) seeks to develop the Palestinian people's skills while preserving their heritage and identity, and supporting their living culture. This is done through Taawon's strategic plans and main programs. Applying for a potential project grant from Taawon is done through several ways and mechanisms including open unsolicited calls advertised on Taawon's website, and open or closed solicited calls advertised publicly or to relevant partner organizations. In pursuit to identify innovative and pioneering projects within the spheres of Education, Culture and Youth Employment, Taawon receives year-round unsolicited applications only in these fields for the purpose of evaluating them and following up with partners submitting the best of ideas in order to work together to attract the necessary funding for their implementation.

2. Criteria for eligible organizations to submit to Taawon proposals in the fields of education, culture and youth employment.

Organizations submitting proposals must be:

- 1- Non-profit Palestinian organizations.
- 2- Legally registered with the relevant authorities, for no less than two years.
- 3- Specialized in one of the above-mentioned fields for no less than two years in the target sector, with documented administrative and financial reports.
- 4- The organizations' programs and activities do not serve factional and partisan interests, and adopts the principles and policies that do not contradict respect for human rights, including the principles of social justice, and non-discrimination on the basis of color, sex, religious beliefs, health condition, social situation, political thoughts and/or affiliation.
- 5- Organizations have vision and a clear work strategy that includes programs and development projects in the specialized field.
- 6- Organizations manage their projects with integrity and transparency, rationalize the expenses, and have credibility.

3. Financial and Administrative Criteria

Organizations applying should have the following:

1. Registered with the relevant authorities (no less than two years).
2. Evidence of policies, regulations and financial and administrative procedures, which include:

- a) A qualified accountant (full or part-time).
 - b) Annual external audit.
 - c) Annual financial plan.
 - d) Official invoices and financial supporting documents.
 - e) Documentation and reports detailing budgets and actual expenses.
 - f) Petty cash follow-ups.
 - g) Documentation of payroll salaries determining bonuses and deductions.
 - h) Assets registrar.
3. Mechanisms for transparency and accountability documentation, which include:
 - a) Separation of functions between the petty cash supervisor and accountant responsible for financial data entry.
 - b) Documented record of main source of income.
 - c) Separation of functions between who prepares and approves the payments, and who prepares the checks and signs them.
 4. Absence of any kind of discrimination or exploitation within the organization.
 5. Financially stable organization.
 6. Sufficient expertise in the area of the proposed work.
 7. The organization follows environmentally friendly policies and procedures.

4. Receiving unsolicited applications

Applications from eligible organizations submitting applications in the fields of education, culture, and youth employment will be sorted out by Taawon, evaluated and decisions made with regards to following up with organizations with the best proposals for the purpose of further developing proposals and mutually working to attract needed funds for implementation.

5. Criteria of applications to jointly develop and mutually work on needed fundraising

The following conditions must apply to applications made to Taawon so that they receive preference for further development and cooperation in fundraising:

- 1- Unique, creative and pioneering idea in terms of the target group, target area, or implementation mechanisms in line of Taawon's strategic directions.
- 2- The project should be applicable and implementable during the suggested period.
- 3- Measurement: the program should be measurable and has clear results and effects that are easy to repeat.

- 4- Effectiveness: organizations should have a good track record in implementing projects, reaching goals and planned results at the requested level, and can contribute to funding, have programming experience, and administrative and organizational skills.
- 5- Efficiency: project should create a bigger impact compared to cost of investment.
- 6- Sustainability: the project should show sustainability after implementation; the ability to maintain positive effects without extra resources or human capital.
- 7- Realistic Budget: the distribution of the various budget line items to reach desired goals and results is realistic.
- 8- The beneficiary should contribute 10% of the project's budget (cash or in-kind).

6. Disqualified applications

Applications are not evaluated for the following reasons:

- 1- If the application submitted does not fall in the educational, cultural or youth employment programs.
- 2- If the application submitted was filled out on a template other than the official Project Proposal Template of Taawon (template can be found on the Taawon's website at www.welfareassociation.org).
- 3- If the application is sent as a letter.
- 4- If the same application was submitted by the same organization during the previous year.
- 5- If the submitted application's goals and activities do not fit Taawon's program goals mentioned before.
- 6- If the applicant is an individual.

7. Sorting methods and assessment of received applications

Applications are reviewed, sorted, and assessed technically, financially and administratively in 3 stages. In the sorting stage, applications are sorted and rated according to conditions noted in this document. Next, the degree of agreement of proposals with program goals and objectives is determined, followed by choosing the applications that will be nominated for development and cooperation for fundraising.

Assessment is usually 3 stages: for each stage there is a committee and its preferred method of work, and here are the details of these stages:

PAC: Preliminary Assessment Committee

This represents the first stage of the organizational assessment stages and is carried out by a committee of executive employees in the organization called PAC. According to guidelines presented in this document, the committee produces preliminary recommendations about the preferred applied proposals best meeting the set criteria.

TAC: Technical Assessment Committee

The second stage in the 3-stage chain of assessment is conducted by a Technical Assessment Committee that produces final recommendations about the preferred applied proposals; TAC reviews proposals and bases its assessment on the results of PAC's work.

PPC: Program and Project Committee

The Project and Program Committee reviews the recommendations of PAC and TAC and makes a final decision whether to accept or reject further development of proposals and cooperation in fundraising.

8. Frequently asked questions:

I. What are the stages following assessment?

If the project proposal passes the 3 assessment stages and is approved, the applying organization will be formally contacted to work with Taawon on further developing the proposal and initiate joint fundraising efforts. In case Taawon does not contact the applied organization within 5 months of submitting its proposal, this automatically means that the application did not qualify for joint development and fundraising.

II. How long is the assessment period?

The entire assessment period takes a maximum of 5 months.

III. What is the best budget for the application - is there a financial limit?

- a. There is no financial limit for the proposed project's budget.
- b. The project proposal's budget should reflect the proposed activity, should be reasonable vis-à-vis expected outcomes, and is dedicated to fulfill its goals.
- c. The applying organization should determine its material or financial contribution, which should be no less than 10 % of the proposed project's budget.
- d. The project's administrative costs should not exceed 10% of the project's budget.

IV. My organization has benefited from grants before. Does this negatively or positively influence my organization's future chances?

It could positively or negatively influence the decision, depending on the implementation quality in the previous projects, commitment to deadlines, technical and financial reporting, and compliance to Taawon's regulations and procedures.

V. Can submissions be made in cooperation with other organizations?

Taawon prefers project proposals built on cooperation between organizations, as long as the roles each will play are clear and documented within an aforementioned understanding, and the projects receive a higher evaluation during the different assessment stages, as long as the proposed project is integrated, has clear goals, activities, and budget.

VI. Where are applications submitted?

Applications are submitted through the following means:

- By sending an email to the following address: unsolicited@jwelfare.org
- By handing a hard copy to any of Taawon's offices.