

# The Crisis Response Fund – Frequently Asked Questions:

## Application process:

1. How do I apply for the Crisis Response Fund?

Applicants can apply for the Crisis Response Fund online at <https://crisisresponsefund.wufoo.com/forms/crisis-response-fund-application/>. Only under mitigating circumstances, can partners email written applications to [crisis.response@civicus.org](mailto:crisis.response@civicus.org). To assist in preparation for the online application process, partners can download the application link on the webpage at [www.civicus.org/crf](http://www.civicus.org/crf).

2. The application is in English, which I cannot speak. How can I apply in another language?

We are working on expanding the translation of our website and supporting documents to French and Spanish. In the meantime, we welcome application in any language of the UN languages. Partners can therefore respond to the questions in the language of their choice in the online application. We request that budgets are submitted in English.

3. Where can I find the budget?

The budget can be found in the application pack online and must be uploaded when submitting the online application. Partners must be sure to read through the grant protocols to understand the requirements for budget line items.

4. Can I cover personnel costs with funding from the Crisis Response Fund?

Yes, personnel costs can be covered at a proportion commensurate with the activities undertaken in the grant. Given that the funds prioritise an emergency and urgent response, the majority of funds requested must cover project activities for implementation and up to 40% of the budget can be dedicated to personnel.

5. Can I cover core costs, like rent, with funding from the Crisis Response Fund?

Similarly, to personnel, core costs such as those for rent, ordinary internet access and other overheads, can be charged to the project budget at a level commensurate with project activities. Budgets with high overhead and core costs will undergo review in conversation with the Crisis Response Fund team at CIVICUS.

6. What is the timeline from applying to receiving feedback on my application?

Following the submission of the application online, partners can expect to hear back from the CRF team within 2-4 working days. If the application abides by the protocols listed and the partner verification process is not hindered, partners can expect a 4-6 week turnaround in the processing of their application, contracting and initial payout.

## **Implementation process:**

### 1. What is the tranche system?

CIVICUS issues grants through a tranche system. Upon signing the sub-partnership agreement, partners receive a first tranche payment (e.g. 60%) of the grant which is calculated based on the partners' risk profile. When submitting the final reporting documents, partners are required to have spent 100% of the funding, and thereafter CIVICUS will provide the remaining balance as a reimbursement (e.g. 40%) within 14-20 working days.

### 2. What are the interim reports that are necessary during implementation of my grant?

During the implementation of the project, partners are required to submit monthly emails outlining the implementation status to-date, and highlight and opportunities, policy and practice changes, successes or challenges to date. There is no specific format for these reports, and a monthly email will suffice.

### 3. What happens if I need to change the budget during implementation of the grant?

In the event of unforeseen circumstances, partners are permitted to make budget reallocations across each budget line. The total changes must not exceed 10% of the overall budget. In the event that changes greater than 10% are required, partners must submit an amended budget to the CRF Lead for approval. Partners are not authorized to spend more than the approved budget in the contract.

### 4. What happens if there are unforeseen circumstances that delay the implementation of the grant?

As soon as partners become aware of any delays, they are requested to inform the CRF Lead, with some guidance on how the project activities will be affected and the overall aims of the project will be met. Two weeks prior to the project end date, if additional time is needed, partners may write to the CRF Lead, requesting a project extension. The Lead will then make a decision on a case-by-case basis for the provision of a no-cost extension.

### 5. What do I do if my organization or consortium faces additional threats whilst implementing the grant?

As soon as partners encounter additional threats during the implementation of the project, they are requested to write to [crisis.response@civicus.org](mailto:crisis.response@civicus.org), detailing the threats and the additional resources and support needed. The team will refer these cases to the Emergency Assistance Programme at the Lifeline Consortium held by Frontline Defenders and Freedom House.

## **Reporting process:**

### 1. When are the financial, narrative and impact reports due following the completion of the grant?

The narrative and financial reports are due 14 working days following the completion of the project, or as indicated in the contract. Partners are also required to submit an impact report 3 months following the completion of the project. Failure to submit these reports will be noted and influence all future partnerships with CIVICUS.

### 2. What supporting documents are required for the financial and narrative reports?

Partners are required to submit the following:

- For financial reports: the financial report completed in the provided template, all receipts, invoices and payments in English (or translated into English), and proof of the exchange rate used for payments.
- For narrative reporting: the narrative report completed in the provided template, all reports created during the project as well as all multimedia and news articles related to the project activities.

3. How long after submitting my reports can I expect the final tranche to be paid out?

Partners can expect for the final tranche payment to be paid out 14-20 working days following the submission of the final reports.

4. Can I apply for additional funding following the completion of my grant?

The CRF, and its sisters fund that fall under the Lifeline Embattled CSO Fund, are designed to support as many organizations at risk as possible. For this reason, partners are not encouraged to consider the CRF as an annual fund for long-term resourcing. In mitigating circumstances, partners can apply for further funds if a continuous threat to civic space is demonstrated. For information on additional resources, partners can visit: <https://www.csolifeline.org/resources-1>

For any questions related to your application that are not covered here, please email [crisis.response@civicus.org](mailto:crisis.response@civicus.org).