

A Practical Guide for Civil Society

HUMAN RIGHTS FUNDS, GRANTS AND FELLOWSHIPS



UNITED NATIONS



UNITED NATIONS
HUMAN RIGHTS
OFFICE OF THE HIGH COMMISSIONER

Table of contents

Introduction	1
Funds and Grants	2
OHCHR Fellowship Programmes	21
Contact us	35



Introduction

This Practical Guide for Civil Society: Funds, Grants and Fellowships provides a brief description of funding sources, grants and fellowships administered by or with the participation of the Office of the United Nations High Commissioner for Human Rights (OHCHR). The purpose of the Guide is to provide guidance to prospective applicants interested in these funds and programmes to further contribute to the promotion of human rights in their own countries and worldwide.

Please note that some of the funds, grants, and fellowships are subject to funding availability.



Funds and Grants

The Office of the United Nations High Commissioner for Human Rights (OHCHR) and other United Nations (UN) offices administer funds and grants to support civil society actors in specific fields. Civil society organizations (CSOs), such as non-governmental organizations (NGOs), grass-roots organizations, community groups and professional associations, are generally eligible to apply for the funds and grants. In some cases individuals may also apply for funding.

The funds and grants administered by OHCHR are:

1. United Nations Voluntary Fund for Victims of Torture;
2. United Nations Voluntary Trust Fund on Contemporary Forms of Slavery;
3. United Nations Voluntary Fund for Indigenous Populations;
4. Special Fund of the Optional Protocol to the United Nations Convention against Torture; and
5. Assisting Communities Together Project.

OHCHR also has a designated role in

6. United Nations Democracy Fund also addressed in this chapter.



1. United Nations Voluntary Fund for Victims of Torture

What is it?



The United Nations Voluntary Fund for Victims of Torture is one of the humanitarian funds under the responsibility of OHCHR. Its mandate is to provide grants to CSOs and other established channels for projects aiming to provide direct assistance to victims of torture, as well as their family members. The main forms of humanitarian assistance to be provided are medical, psychological, social, legal, and financial support.

It is administered by the United Nations Secretary-General on the advice of the Board of Trustees, composed of five experts in the field of torture and assistance to victims of torture. The Board meets twice a year, in February to decide on policy issues, and in October to award grants. During its sessions, the Board reviews reports on the use of previous grants, adopts recommendations on new grants, meets with regular donors to the Fund, as well as other institutional donors, and discusses policy issues relating to assistance to victims of torture and the work of the Fund.

The Fund provides a rare opportunity for organizations working in the field of assistance to torture victims, including grassroots CSOs, to obtain sustainable support from an international donor, as grants can be renewed on a yearly basis.

How does it work?



The Fund's secretariat is based at OHCHR in Geneva. The secretariat determines the admissibility of applications for project grants, while it is the role of the Board to judge applications on their merits, including:

- ▶ Number of victims of torture and members of their families to be assisted by a project;
- ▶ Type of torture endured and after-effects suffered;
- ▶ Type of assistance needed, and to be provided under the project; and
- ▶ Professional experience of the staff and its capacity in assisting victims of torture.



Grants from the Fund cover a 12-month period (January to December).

The annual grant cycle is as follows:

- ▶ Applications should be submitted before 1 April for a grant to be awarded for the following year;
- ▶ the secretariat analyses applications and organizes pre-screening visits to admissible applicants between April and September;
- ▶ the Board meets in October to consider applications received and allocates new grants for the following year;
- ▶ Applicants are informed of the Board's recommendations in November;
- ▶ Grants are paid in January; and
- ▶ Narrative and financial reports on the use of the grant, as well as an audit report, if required, should be submitted before 1 April of the following year.

New applications for the continuation of a project can be submitted and a new grant recommended, provided that the Board receives satisfactory narrative and financial reports on the use of the previous grant as well as an audit report, if required.

The Board identifies on a regular basis priority regions of the world where there might be a particular need to support projects of assistance to victims of torture. On an exceptional basis, provided that funds are available, applications for projects in the regions identified by the Board and recommended by a UN country presence, a member of the Board or a relevant organization, may be allowed to submit their first application outside the regular grants cycle. The application form is available upon request from the secretariat.

Who can apply?



- ▶ Established channels of assistance: non-governmental entities such as CSOs, specialized rehabilitation centres, associations of victims, foundations, as well as universities, clinics and hospitals, groups of lawyers and, under certain conditions, individual professionals, for example, human rights defenders.

- ▶ Applications from Governments, national liberation movements or political parties are not admissible.

Application requirements

- ▶ the projects' direct beneficiaries must be victims of torture, as understood under article 1 of the UN Convention against Torture and Other Cruel, Inhuman or Degrading Treatment or Punishment, or their family members who, due to their close relationship with the victim, are directly affected by the torture;
- ▶ Applications for grants should aim at providing medical, psychological, social, legal, or financial assistance to victims of torture and members of their families;
- ▶ Assistance should be linked with the consequences of torture on the victims and/or their family members;
- ▶ the staff involved in the project should have experience in direct assistance to victims of torture and the project should already be in place at the time of the submission of the grant request;
- ▶ Applications for projects concerning social or economic reintegration of victims of torture into society, including vocational training for the victims themselves, are admissible; and
- ▶ Subject to the availability of funds, a limited number of grants may be awarded for training, seminars and similar projects aiming to build the capacity of professionals to assist victims of torture.

Please note that:

- ▶ Applications for projects aiming at campaigning against torture, preventing torture or providing financial assistance to other projects are not accepted;
- ▶ Applications for projects concerning investigations, studies, research, and publication of newsletters or similar activities are not accepted;
- ▶ Applications for projects aiming at financing the establishment of a new NGO or other CSOs are not accepted;



- ▶ Grants to organizations supported for the first time by the Fund are limited to US\$50,000, or less, depending on the availability of funds and the project should have other sources of funding; and
- ▶ the Fund does not provide financial compensation to victims.

Organizations interested in submitting an application are invited to consult the Guidelines of the Fund, available on OHCHR's webpage, where all these requirements and procedures are further detailed:



www.ohchr.org/EN/Issues/Pages/TortureFundGuidelines.aspx

How to apply?



- ▶ Applications should be submitted by 1 April for a grant to be awarded the following year;
- ▶ Applications should be submitted through the Fund's online grants management system, available on OHCHR's website;
- ▶ Exceptionally, an organization may be authorized by the secretariat to submit a paper form by post or e-mail. The application form is available upon request from the secretariat;
- ▶ Applications may be submitted in English, French or Spanish; and
- ▶ Application forms in Russian, available upon request from the secretariat, may also be submitted.

Applications which are incomplete, are not signed and dated by the project leader, or in any manner do not comply with the guidelines of the Fund, will not be accepted.

Applications submitted by post can be sent to the address provided in the *Contact us* section of this Guide, indicating "United Nations Voluntary Fund for Victims of Torture".

For queries:

Telephone: +41 (0) 22 917 96 24

Fax: +41 (0) 22 917 90 17

E-mail: unvft@ohchr.org



Emergency grants for organizations

Organizations implementing projects already subsidized by the Fund may exceptionally submit a request for emergency assistance between two sessions of the Board. Such emergency grants are limited to cases where the organization is unable or has a severely limited capacity to provide assistance to beneficiaries, because of a sudden sharp increase in the number of victims to be assisted. This may be a result of a humanitarian crisis, natural disaster or other emergency situation. The application form is available upon request from the secretariat.

Emergency grants for individual victims of torture

On an exceptional basis, a victim of torture may apply for emergency assistance in cases where, in the victim's country, there is no project financed by the Fund or any other relevant project. The application should be accompanied by a medical certificate showing that the victim suffers from after-effects of torture, as well as any other relevant supporting documentation showing that the individual is a victim of torture (the context in which torture took place, identification of torturers, types of torture suffered, after-effects, type of assistance requested, estimates of the costs of such assistance, etc.). The application form is available upon request from the secretariat.

To learn more about the Fund, visit:



www.ohchr.org/EN/AboutUs/Pages/FundsAndGrants.aspx

2. United Nations Voluntary Trust Fund on Contemporary Forms of Slavery

What is it?



The United Nations Voluntary Trust Fund on Contemporary Forms of Slavery is one of the humanitarian funds under the responsibility of OHCHR. Its mandate is to provide grants to CSOs providing direct assistance, including medical, psychological, legal, educational, social and economic assistance to individuals whose human rights have been severely violated as a result of



contemporary forms of slavery. Contemporary forms of slavery include: chattel slavery, debt bondage, human trafficking, serfdom, child labour and servitude, forced labour, and/or forced marriage. Slavery and slavery-like practices are often underground, and civil society actors may have a crucial role in uncovering hidden human rights violations linked to contemporary forms of slavery, while providing assistance to victims.

The Fund is administered by the United Nations Secretary-General on the advice of the Board of Trustees, composed of five experts in the field of contemporary forms of slavery. The Board meets once a year to review reports on the use of previous grants, adopt recommendations, award new grants, discuss policy issues relating to assistance to victims of contemporary forms of slavery, and meet with regular donors to the Fund, as well as other institutional donors.

The Fund provides a rare opportunity for CSOs and other channels of assistance, often working at the grassroots level, to access international funding.

The Fund's secretariat is based at OHCHR in Geneva. The secretariat determines the admissibility of applications for project grants, while it is the role of the Board to judge applications on their merits.

How does it work?



Grants from the Fund usually cover projects to be implemented during a 12-month period.

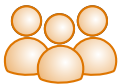
As of 2013, the annual grant cycle is as follows:

- ▶ Applications should be submitted before 1 April for a grant to be awarded for the following year;
- ▶ the secretariat analyses applications and organizes possible pre-screening visits to admissible applicants between April and October;
- ▶ the Board of Trustees meets in November/December to consider applications received and to allocate the new grants for the following year;
- ▶ Narrative and financial reports on the implementation of the project should be submitted by 1 April each year; and

- ▶ Under each grants cycle, projects will be selected from all geographic regions in order to provide the widest possible view of contemporary forms of slavery in the world.

New applications for the continuation of a project can be submitted and a new grant recommended for five years, maximum, provided that the Board receives satisfactory narrative and financial reports on the use of the previous grant.

Who can apply?



- ▶ Only non-governmental entities can apply, including CSOs, community-based organizations, trade unions or professional associations; and
- ▶ Applications by governmental, parliamentary or administrative entities, political parties or national liberation movements are inadmissible.

Application requirements

- ▶ Applications for grants should aim at providing direct assistance to victims of contemporary forms of slavery, including housing, legal aid, psycho-social support, food, medical care, training and help in developing sustainable sources of income;
- ▶ Projects' direct beneficiaries must be victims of contemporary forms of slavery;¹
- ▶ Organizations can request maximum US\$ 15,000 per grant from the Fund and the projects cannot be totally dependent on the fund;
- ▶ Organizations submitting applications may integrate capacity building activities as one of the components in their applications, which could include human rights and project management training;
- ▶ Applications for projects seeking to organize training, seminars or conferences related to contemporary forms of slavery, may be admissible, subject to the availability of funds; and
- ▶ Funds will be generally allocated to organizations that can demonstrate at least two years' activities and experience in projects relating to contemporary forms of slavery.

¹ Additional information on contemporary forms of slavery under international law can be found in OHCHR's publication, *Abolishing Slavery and its Contemporary Forms* (HR/PUB/02/4), available from publications@ohchr.org or <http://www.ohchr.org/EN/PublicationsResources/Pages/SpecialIssuesThree.aspx>



Please note:

- ▶ Applications for projects aiming at campaigning against contemporary forms of slavery are not accepted;
- ▶ Applications for projects concerning investigations, studies, research, and publication of newsletters or similar activities are inadmissible; and
- ▶ the Fund does not provide financial compensation to victims.

How to apply?



- ▶ Applications should be submitted by 1 April for a grant to be awarded the following year;
- ▶ Applications should be submitted through the Fund's online grants management system, available on OHCHR's website;
- ▶ Exceptionally, an organization may be authorized by the secretariat to submit a paper form by post or e-mail. The application form is available upon request from the secretariat; and
- ▶ Applications may be submitted in English, French or Spanish.

Applications which are incomplete, are not signed and dated by the project leader, or in any manner do not comply with the guidelines of the Fund, will not be accepted.

Applications submitted by post can be sent to the address provided in the *Contact us* section of this Guide, indicating "United Nations Voluntary Trust Fund on Contemporary Forms of Slavery".

For queries:

Telephone: +41 (0) 22 917 93 76

Fax: +41 (0) 22 917 90 17

E-mail: slaveryfund@ohchr.org.

To learn more on the Fund, visit:



www.ohchr.org/EN/Issues/Slavery/Pages/SlaveryFundMain.aspx



www.ohchr.org/EN/AboutUs/Pages/FundsAndGrants.aspx

3. United Nations Voluntary Fund for Indigenous Populations

What is it?



The UN Voluntary Fund for Indigenous Populations was established in 1985. The initial purpose of the Fund was to assist representatives of indigenous communities and organizations to participate in the deliberations of human rights mechanisms and to contribute to important developments on indigenous issues that take place at the international level. The Fund assists the participation of representatives of indigenous communities and organizations in sessions of the following UN bodies and mechanisms:

- ▶ Permanent Forum on Indigenous Issues (PFII, since 2001);
- ▶ Expert Mechanism on the Rights of Indigenous Peoples (EMRIP, since 2008); and
- ▶ Human Rights Council (including its Universal Periodic Review), and human rights treaty bodies (since 2010).

Funded by voluntary contributions from Governments, NGOs and other entities (private or public), the UN Voluntary Fund for Indigenous Populations provides grants to indigenous representatives who wish to attend meetings of the above-mentioned UN mechanisms. These grants consist of a return flight ticket and a daily stipend to cover basic needs for the duration of the session.

How does it work?



The Fund is administered by the United Nations Secretary-General, with the advice of the Board of Trustees. The recommendations of the Board are approved by the United Nations High Commissioner for Human Rights on behalf of the Secretary-General. The Board is composed of five experts with relevant experience on indigenous issues, who serve in their personal capacity as United Nations experts. The Board members are appointed by the Secretary-General for a three-year renewable term.



The annual meeting of the Board of Trustees takes place in Geneva, usually in February. Since the Fund was expanded to assist beneficiaries to attend sessions of the Human Rights Council and Human Rights Treaty Bodies, the Board of Trustees has established a system of virtual inter-sessional meetings to decide on grants allocation.

Who can apply?



The only beneficiaries of assistance from the Fund shall be representatives of indigenous peoples' organizations and communities:

- i) who are so considered by the Board of Trustees;
- ii) who would not, in the opinion of the Board, be able to attend meetings without assistance provided by the Fund; and
- iii) who would be able to contribute to a deeper knowledge of these mechanisms and bodies of the problems affecting indigenous peoples and who would secure a broad geographical representation.

Upon recommendation of the Board of Trustees, the Secretary-General approved additional eligibility criteria that are specific to the participation of indigenous peoples in sessions of the Human Rights Council, the Universal Periodic Review and Human Rights Treaty Bodies. It is essential for indigenous peoples willing to participate in these sessions to be aware of these additional criteria:



www.ohchr.org/EN/Issues/IPeoples/IPeoplesFund/Pages/criteria.aspx

How to apply?



- ▶ there are four distinct application forms and different deadlines depending on the session concerned;
- ▶ Application forms as well as deadlines for each grant are available at:



www.ohchr.org/EN/Issues/IPeoples/IPeoplesFund/Pages/ApplicationsForms.aspx

- ▶ Application forms should be completed in English, French or Spanish;
- ▶ A letter of nomination or recommendation signed by an executive officer of the applicant's indigenous organization or by the applicant's indigenous community must be attached; and
- ▶ A maximum of two candidates may be recommended per organization, taking into account gender balance.

Send with a cover letter, indicating "Voluntary Fund for Indigenous Populations" to:

- ▶ Fax: **+41 (0) 22 917 90 08**; or
- ▶ Post to the address provided in the *Contact us* section of this Guide, indicating "United Nations Voluntary Fund for Indigenous Populations".

For queries, e-mail: indigenousfund@ohchr.org.

To learn more about the Fund, visit:



www.ohchr.org/EN/Issues/IPeoples/IPeoplesFund/Pages/IPeoplesFundIndex.aspx

4. The Special Fund of the Optional Protocol to the United Nations Convention against Torture

What is it?



In accordance with article 26 of the Optional Protocol to the UN Convention against Torture (OPCAT), the Special Fund was launched in 2011 to help finance implementation of the recommendations made by the Subcommittee on Prevention of Torture (SPT) after a visit to a *State Party* (a country party to the Convention), as well as education programmes of national preventive mechanisms (NPMs). The OPCAT Special Fund assists countries and NPMs to take measures for the prevention of torture. Civil society actors working in the prevention of torture may benefit from the fund by proposing to accompany countries and NPMs in the implementation of the SPT's recommendations after a visit. The Fund encourages partnership among stakeholders and promotes synergies between State and civil society actors.



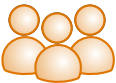
How does it work?



The Fund is managed by OHCHR. Guidelines for applications are issued for every grant cycle and can be found on OHCHR's website. For each year the SPT will identify thematic priorities in respect of which applications will be considered.

Applications are evaluated and considered for funding by OHCHR and its Grants Committee. Upon completion of evaluations, applicants are informed about the status of their applications. Selected applicants are offered a contract (Grant Agreement) to be signed with OHCHR. The final number of grants awarded depends on the proposed budgets of selected project applications, as well as the financial resources of the Fund. The list of all selected projects is published on the Fund's website. Eligible project applications have a maximum duration of twelve months.

Who can apply?



Please note that the Fund prioritizes applications from countries (having been visited and having agreed to the publication of the SPT report) and their NPMs. However, applications may also be submitted by:

- ▶ National Human Rights Institutions (NHRIs), if compliant with the Paris Principles; and
- ▶ Non-governmental organizations (NGOs) in particular if the proposed projects are implemented in cooperation with eligible countries and/or NPMs.

Application requirements:

- ▶ Applications are only considered for projects aimed at implementing SPT recommendations in the visit reports of countries which have agreed to the publication of the report;
- ▶ All project applications should respond to at least one of the thematic priorities identified each year;
- ▶ Project must achieve specific aims and accomplish expected results within a limited timeframe;
- ▶ Project should reflect basic principles: a human rights-based approach, partnership with other stakeholders, project design with the potential for replication, and sustainability;

- ▶ Only one application per applicant can be considered admissible;
- ▶ Only eligible direct costs can be taken into account;
- ▶ Fund encourages projects to be financed from multiple sources;
- ▶ Applicants may also submit a Letter of Reference to support their application;
- ▶ Curricula Vitae and Terms of Reference of staff to be paid under the Fund's grant should be attached to the application; and
- ▶ New grants cannot be approved unless the previous grant agreements were implemented and closed satisfactorily.

How to apply?



- ▶ the call for applications is usually issued in the second half of the year;
- ▶ Application and Budget Forms are available at:



www2.ohchr.org/english/bodies/cat/opcat/SpecialFund.htm; and

- ▶ Applications can be submitted in English (preferred), French or Spanish.

Send within the established deadline to:

- ▶ E-mail: opcatfund@ohchr.org;
- ▶ Fax: **+41 (0) 22 917 90 08**; or
- ▶ Post to the address provided in the *Contact us* section of this Guide, indicating "Subcommittee on Prevention of Torture (SPT) - Special Fund of the Optional Protocol to the Convention against Torture/Secretariat - Human Rights Treaties Division (HRTD)".

For queries, e-mail: opcatfund@ohchr.org.

For more information on the Fund, visit:



www2.ohchr.org/english/bodies/cat/opcat/SpecialFund.htm



5. Assisting Communities Together Project

What is it?



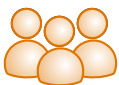
Since 1998 OHCHR and the United Nations Development Programme (UNDP) have jointly implemented the Assisting Communities Together (ACT) Project. It provides small grants to civil society actors carrying out human rights education activities in local communities. The ACT Project is principally aimed at strengthening local capacities for human rights education, training and public information. Experience has shown that it has also contributed to bridging the gap between the international and local levels, as well as to improving the relationship between civil society and local and national authorities.

How does it work?



The overall administration of the ACT Project is coordinated by OHCHR in Geneva. For each phase (i.e. round of grants), OHCHR and UNDP jointly determine a list of participating countries in which grants will be awarded and the thematic focus of the human rights education projects to be supported. In each participating country, a local task force, comprising UNDP and OHCHR staff, as well as other representatives of United Nations entities, organizes a local call for proposals, disseminates the application forms and selects the activities to be funded. The task force is responsible for notifying the selected grantees and monitoring the implementation of the activities. The grantee enters into a grant agreement with the UNDP country office or with OHCHR (depending on the funding entity). The maximum grant per project is currently set at US\$ 7,000, but may vary for each phase. The overall project budget can be higher if funds are available to applying organizations from other sources.

Who can apply?



The following entities in participating countries and territories can submit applications:

- ▶ Non-governmental organizations;
- ▶ Local associations;



- ▶ Academic institutions and professional groups; and
- ▶ Other civil society institutions carrying out human rights education activities in local communities.

Application requirements:

- ▶ Proposed projects should be innovative, replicable and designed to provide maximum sustainable impact locally;
- ▶ Projects should include activities to be carried out within a period of no more than six months;
- ▶ Project applications are accepted in English, French or Spanish; and
- ▶ Former ACT grantees are eligible as long as they do not have outstanding reports on their previously funded projects.

How to apply?



- ▶ Every phase has different priority themes and participating countries, and the list is available from the ACT Project website;
 - ▶ Application deadlines are set nationally and indicated in country-specific calls for proposals;
- ▶ OHCHR field presences and local UNDP country offices in each participating country make available application forms and guidelines on how to apply, collect completed applications and select the grantees in the country;
- ▶ OHCHR headquarters in Geneva does not receive proposals directly.

For queries, e-mail: actproject@ohchr.org.

To learn more about the ACT Project, visit:



www2.ohchr.org/english/issues/education/training/act.htm



6. United Nations Democracy Fund

What is it?



The United Nations Democracy Fund (UNDEF) was established in 2005 as part of the UN Secretariat and is located at UN headquarters in New York. OHCHR participates in the Programme Consultative Group of the Fund. The Fund supports projects that strengthen the voice of civil society, promote human rights, and encourage the participation of all groups in democratic processes. The large majority of UNDEF funds go to local civil society organizations, including human rights organizations – both in the transition and consolidation phases of democratization. In this way, UNDEF plays a novel and distinct role in complementing the UN's more traditional work – the work with governments - to strengthen democratic governance around the world. UNDEF finances projects that build and strengthen democratic institutions promote human rights and ensure the participation of all groups in democratic processes. Eligible activities include:

- ▶ Democratic dialogue and support for constitutional processes;
- ▶ Civil society empowerment;
- ▶ Civic education, voter registration and strengthening political parties;
- ▶ Citizens' access to information;
- ▶ Human rights and fundamental freedoms; and
- ▶ Accountability, transparency and integrity.

How does it work?



Applications are subject to a highly rigorous and competitive selection process. An Advisory Board provides policy guidance and recommends funding proposals for approval by the Secretary-General, and consists of Member States, representatives from international NGOs and personal representatives of the Secretary-General. Proposals initially approved for funding by UNDEF have to be further elaborated into full project documents and undergo a detailed review, prior to receiving final approval for disbursement. Grants do not in principle exceed US\$ 500,000 for any given project and are usually of a minimum of US\$ 50,000.



Projects are implemented over a period of two years and fall under one or more of six main areas:

- ▶ Community development
- ▶ Rule of law and human rights
- ▶ Tools for democratization
- ▶ Women
- ▶ Youth
- ▶ Media

Interested applicants are invited to consult the Project Proposal Guidelines (periodically revised in subsequent rounds) of the Fund, available on UNDEF's webpage, where all these requirements and procedures are further detailed.

Who can apply?



- ▶ Applications from all countries, as well as regional and global initiatives, are considered. However, preference will be given to applicants from countries and regions where the difficulties of democracy are more critical, such as countries emerging from conflict, new and restored democracies, the Least Developed Countries, and low- and middle-income countries;
- ▶ UNDEF can receive applications for project funding from a wide range of democracy and governance actors, including national human rights institutions (NHRIs), but with a particular focus on civil society organizations, such as national and international NGOs, research and policy institutes, and professional associations.

How to apply?



The window for proposals is usually open for six weeks a year, from mid-November to the end of December.

Organizations planning to apply are recommended to familiarize themselves well in advance by visiting the website's *Apply for Funding* section and looking at past project proposal guidelines and lessons learned.



Applicants must complete an online proposal in English or French:



www.un.org/democracyfund/Applicants/applicants_index.html

The Fund will not accept proposals submitted by other means (e.g. e-mail, regular post, fax, etc.) or in other languages.

For queries, e-mail: democracyfund@un.org.

To learn more on the Fund, visit:



www.un.org/democracyfund/



OHCHR Fellowship Programmes

The fellowship programmes of the Office of the United Nations High Commissioner for Human Rights (OHCHR) support civil society actors by giving selected individuals an intensive learning opportunity about international human rights mechanisms and standards. At present OHCHR administers seven fellowship programmes, aimed at strengthening the capacity of particular groups or individuals in their work in the field of human rights:

1. Indigenous Fellowship Programme;
2. Senior Indigenous Fellow Position;
3. Minorities Fellowship Programme;
4. Senior Minorities Fellow Position;
5. Fellowship Programme for People of African Descent;
6. Fellowship Programme of OHCHR Humanitarian Funds; and
7. Fellowship for National Human Rights Institutions Staff.

1. Indigenous Fellowship Programme

What is it?



Established in 1997, the Indigenous Fellowship Programme is an extensive training programme that aims to empower indigenous representatives and their communities by strengthening their knowledge of the UN and its human rights instruments and mechanisms, in particular those related to indigenous issues. Upon completion of the Programme, fellows are better equipped to share and disseminate knowledge gained by organizing training activities within their communities and organizations so that the Programme has a multiplier effect. They are also informed about how to use international human rights mechanisms to advocate for the promotion and protection of rights of their communities.



How does it work?



The Programme is available in four languages: English, French, Russian and Spanish. Between five to eight fellows are selected annually for each linguistic component of the Programme. The selection of fellows reflects a gender and regional balance.

Each linguistic component is organized differently. The duration of each linguistic programme varies between five weeks (English and French) to two (Russian) and three months (Spanish).

The Spanish Programme is organized in partnership with the University of Deusto (UD) in Bilbao, Spain. Before commencing the programme at OHCHR, the Spanish group follows a separate preparatory course at UD for two months (May/June).

The Russian Programme is organized in partnership with the Peoples' Friendship University of Russia (PFUR) in Moscow. Before commencing the programme at OHCHR, the Russian group follows a preparatory course at PFUR for one month (May/June).

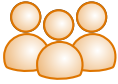
The English and French linguistic components of the Programme are organized and hosted by OHCHR in Geneva for five weeks (June/July).

The one-month OHCHR training in Geneva welcomes all four linguistic groups at the same time and sessions are simultaneously interpreted. The training usually coincides with the session of the Expert Mechanism on the Rights of Indigenous Peoples (EMRIP) to enable the participation of the fellows.

The Programme is both theoretical and practical consisting of interactive briefings on various topics, the observation of sessions of human rights bodies, as well as individual and group assignments. The training programme in Geneva includes introductions to the programmes and activities of other UN agencies or specialized organisations such as the ILO, UNESCO, WIPO and UNICEF, as well as sessions with Geneva-based human rights NGOs.

The Programme provides a stipend to cover modest accommodation and other living expenses, as well as a return ticket to Geneva and basic health insurance for the duration of the Geneva training programme.

Who can apply?



Candidate profile:

- ▶ Must be a member of an indigenous community, and supported by their indigenous community or organization;
- ▶ Lack of formal education is not a limitation to participate in the Programme, given the socio-economic barriers to education many indigenous peoples face;
- ▶ Ability and willingness to train other indigenous persons upon return to their communities/organizations;
- ▶ Desirable that the sponsoring organization has a stable constituency or membership; and
- ▶ Good understanding of the language in which the Programme will be conducted (English, French, Spanish or Russian).

How to apply?



Application forms in all four languages are available on OHCHR's website. Only fully completed applications will be taken into consideration.

Send applications to:

- ▶ Fax: **+41 (0) 22 917 90 08**; or
- ▶ Post to the address provided in the *Contact us* section of this Guide, indicating "Indigenous Fellowship Programme/Indigenous Peoples and Minorities Section".

Please note that applications sent by e-mail will not be considered.

For queries, e-mail: fellowship@ohchr.org.

To learn more about the Fellowship, visit:



www.ohchr.org/EN/Issues/IPeoples/Pages/Fellowship.aspx



2. Senior Indigenous Fellow Position

What is it?



The Senior Indigenous Fellow Position was launched in 2011. This Position is an on-the-job training opportunity for qualified indigenous persons. It aims to provide the selected fellow with an in-depth understanding of the international human rights system and mechanisms, especially those dealing with indigenous issues through work experience with the Indigenous Peoples and Minorities Section (IPMS) of OHCHR, Geneva. Along with gaining practical knowledge and work experience, he/she also develops extensive networks with other UN departments or agencies, Geneva-based human rights NGOs and other key actors dealing with human rights and indigenous issues at the international level.

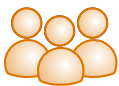
How does it work?



Each year IPMS selects one Senior Indigenous Fellow who directly contributes to the programmes and activities of the Section for approximately three months. The activities of the Fellow include research and analysis, drafting of substantive contributions, reports and official speeches, participation in the organization and implementation of training activities, workshops or meetings organized by the Section. The Fellow is expected to return to his/her home country with an enhanced set of skills and expertise to contribute towards the promotion and protection of human rights of indigenous persons at the national, regional and international levels.

The selected candidate is entitled to a stipend to cover modest accommodation and other living expenses, as well as a return ticket to Geneva and basic health insurance.

Who can apply?



Candidate profile:

- ▶ Must be indigenous;
- ▶ University degree, preferably in law, political science, international relations or any other disciplines related to human rights;

- ▶ Minimum of four years' work experience in the field of indigenous peoples' rights;
- ▶ Fluent in English. Other language skills including Spanish, French or Russian are highly desirable.

How to apply?



A call for applications is posted on OHCHR's website towards the end of the year.

Send applications with a cover letter, indicating "Application to the Senior Indigenous Fellow Position" to:

- ▶ Fax: **+41 (0) 22 917 90 08**; or
- ▶ Post to the address provided in the *Contact us* section of this Guide, indicating "Senior Indigenous Fellow Position / Indigenous Peoples and Minorities Section".

For queries, e-mail: fellowship@ohchr.org.

To learn more about the Position, visit:



www.ohchr.org/EN/Issues/IPeoples/Pages/Fellowship.aspx

3. Minorities Fellowship Programme

What is it?



The Minorities Fellowship Programme was launched in 2005 to give persons belonging to national or ethnic, religious and linguistic minorities an opportunity to gain knowledge of international human rights system in general, and of minority rights in particular. This annual programme helps minority fellows gain knowledge about UN human rights mechanisms related to issues of relevance to minorities, and builds their capacity to train, within their communities and organizations, on information and knowledge gained during their fellowship.



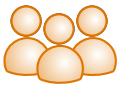
How does it work?



At present, OHCHR offers the fellowship in English and Arabic, bringing five fellows per linguistic component to Geneva. The selection of fellows reflects a gender and regional balance. The Programme consists of sessions, briefings and workshops. It lasts for five weeks and is timed to coincide with the annual session of the Forum on Minority Issues. Simultaneous interpretation is provided during some of the sessions, enabling all fellows to share experiences and exchange information.

The Programme provides a stipend to cover modest accommodation and other living expenses, as well as a return ticket to Geneva and basic health insurance.

Who can apply?



Candidate profile:

- ▶ Must belong to a national, ethnic, religious or linguistic minority;
- ▶ Lack of formal education is not a limitation to participation in the Programme, if relevant experience can be demonstrated;
- ▶ Written support of their communities or organizations. It is desirable that the sponsoring organization or association undertakes work on minority issues and is composed of persons belonging to minorities;
- ▶ Ability and willingness to train other persons belonging to minorities on returning to their communities/organizations; and
- ▶ Good working knowledge of the language in which the Programme is conducted (Arabic or English).

How to apply?



A call for applications is published each year on OHCHR's Minorities Fellowship website and remains open for one month.

Only fully completed applications are taken into consideration.

Send within the established deadline to:

- ▶ Email: **minorityfellowships@ohchr.org** (must be signed, scanned, and sent as a single document, otherwise will not be considered);
- ▶ Fax: **+41 (0) 22 917 90 08**, indicating “Minorities Fellowship Programme”; or
- ▶ Post to the address provided in the *Contact us* section of this Guide, indicating “Minorities Fellowship Programme / Indigenous Peoples and Minorities Section”.

For queries, e-mail: **minorityfellowships@ohchr.org**.

To learn more about the Fellowship, visit:



www.ohchr.org/EN/Issues/Minorities/Pages/Fellowship.aspx

4. Senior Minorities Fellow Position

What is it?



The three-month Senior Minorities Fellow Position was launched in 2011 and aims to provide the selected person with an in-depth understanding of the international human rights system and mechanisms, especially those dealing with minority issues through working experience with the Indigenous Peoples and Minorities Section (IPMS) of OHCHR. The selected fellow gains practical knowledge and exposure to OHCHR’s work on minority rights issues. The Senior Fellow also has the opportunity to attend sessions of the Human Rights Council, Human Rights Treaty Bodies and the Working Group of the Universal Periodic Review (if they are in session at the time of the fellowship).

How does it work?



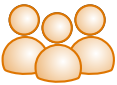
The Senior Fellow directly contributes to the IPMS programmes and activities carrying out substantive research, analysis and/or preparing reports on developments concerning issues related to minorities, as well as supporting the work of the Section, as set out in its annual work plan, including through supporting



the organization of workshops and/or international meetings on promotion and protection of minority rights organized by IPMS.

The selected candidate is entitled to a stipend to cover modest accommodation and other living expenses, as well as a return ticket to Geneva and basic health insurance.

Who can apply?



Candidate profile:

- ▶ Must belong to a national, ethnic, religious or linguistic minority;
- ▶ Fluent in English. Other language skills, including Spanish, French or Arabic are highly desirable;
- ▶ University degree, preferably in law, political science, and international relations or in other disciplines related to human rights; and
- ▶ Minimum of five years' work experience in the field of minority issues; research and drafting skills are highly desirable.

How to apply?



A call for applications is published each year on OHCHR's Minorities Fellowship website and remains open for one month.

Only fully completed applications are taken into consideration.

Send with a motivation letter and two recommendation letters to:

- ▶ E-mail: minorityfellowships@ohchr.org (must be signed, scanned, and sent as a single document, otherwise will not be considered);
- ▶ Fax (+41 (0) 22 917 90 08) indicating "Senior Minorities Fellow Position;" or
- ▶ Post to the address provided in the *Contact us* section of this Guide, indicating "Senior Minorities Fellow Position / Indigenous peoples and Minorities Section".

For queries, e-mail: minorityfellowships@ohchr.org.

To learn more about this Position, visit:



www.ohchr.org/EN/Issues/Minorities/Pages/Fellowship.aspx

5. Fellowship Programme for People of African Descent

What is it?



The Fellowship Programme for People of African Descent was launched in 2011 in the context of the International Year for People of African Descent. The Programme provides participants with an intensive learning opportunity to deepen their understanding of the United Nations human rights system, instruments and mechanisms, with a focus on issues of particular relevance to people of African descent. It also equips participants to better contribute to the promotion and protection of civil, political, economic, social and cultural rights of Afro-descendants in their respective countries.

How does it work?



The Programme consists of sessions, lectures and workshops, and lasts for about four weeks. It is usually timed to coincide with the sessions of the UN Working Group of Experts on People of African Descent, so that fellows may attend and observe the Working Group's session and gain a better understanding of its mandate and work. The Programme is conducted in English. The selection of fellows reflects a gender and regional balance.

The Programme provides a stipend to cover modest accommodation and other living expenses for the duration of the Programme, as well as a return ticket to Geneva and basic health insurance.

Who can apply?



Candidate profile:

- ▶ African descendant living in the diaspora;
- ▶ Minimum of four years of experience related to the human rights of people of African descent;



- ▶ Fluent in English; and
- ▶ Nominated by an organization working on issues related to people of African descent or minority rights.

How to apply?



- ▶ Completed application form found on OHCHR's website bearing the original signature of both the candidate and nominating organization;
- ▶ Curriculum Vitae;
- ▶ Personal statement (maximum 500 words) in which the candidate explains his/her motivation for applying, and how he/she will use what they learn to advocate for the protection and promotion of the human rights of people of African descent;
- ▶ Official letter of support from the nominating organization or community; and
- ▶ Copy of the applicant's passport.

Send to:

- ▶ Email: africandescent@ohchr.org (documents sent in a single email); or
- ▶ Fax: **+41 (0) 22 928 90 50**.

For queries, e-mail: africandescent@ohchr.org.

To learn more about the Fellowship, visit:



www.ohchr.org/EN/NewsEvents/Pages/IYPADFellowshipProgramme.aspx

6. Fellowship Programme of OHCHR Humanitarian Funds²

What is it?



The Fellowship Programme of the OHCHR Humanitarian Funds aims to provide young professionals from non-governmental organizations working in the field of contemporary forms of slavery and/or torture the opportunity to gain first-hand working experience and knowledge of the UN Human Rights system and

² OHCHR Humanitarian Funds include the United Nations Voluntary Fund for Victims of Torture and the United Nations Voluntary Fund on Contemporary Forms of Slavery.

with OHCHR's work on contemporary forms of slavery and/or torture. It is expected that Fellows return to their organization and strengthen the organization's capacity.

How does it work?

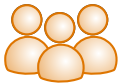


The Fellows contribute to the work of the United Nations Voluntary Trust Fund on Contemporary Forms of Slavery and the United Nations Voluntary Fund for Victims of Torture through:

- ▶ Analysing projects applications and liaising with applying organizations;
- ▶ Analysing narrative, financial and audit reports on the use of previous grants; and
- ▶ Conducting substantive research and analysis on developments concerning contemporary forms of slavery and torture in specific countries.

The Fellows receive financial support from OHCHR in the form of a monthly stipend for the duration of the programme to cover their basic living expenses.

Who can apply?



Candidate profile:

- ▶ Extensive knowledge and working experience on human rights issues, in particular in relation to contemporary forms of slavery and/or torture, nationally or internationally;
- ▶ At least two years' professional experience in a human rights organization or related field;
- ▶ Supporting letter from their organizations and be committed to sharing the knowledge and experience obtained during their fellowship to colleagues upon their return;
- ▶ Knowledge of the United Nations system will be considered an asset; and
- ▶ Fluent in English, and French or Spanish.



How to apply?



Updated information on the status of Fellowship Programme of OHCHR Humanitarian Funds will be made available regularly on OHCHR website, on the pages dedicated to the United Nations Voluntary Trust Fund on Contemporary Forms of Slavery and the United Nations Voluntary Fund for Victims of Torture.



www.ohchr.org/EN/Issues/Slavery/Pages/Callforapplication-Fellowship.aspx



www.ohchr.org/EN/AboutUs/Pages/FundsAndGrants.aspx

For queries, e-mail:

slaveryfund@ohchr.org and/or unvfvf@ohchr.org.

7. Fellowship Programme for National Human Rights Institutions Staff

What is it?



The OHCHR Fellowship Programme for the staff of National Human Rights Institutions (NHRIs) was launched in 2008. The Programme aims to provide participants with knowledge and practical experience of the UN Human Rights system, and OHCHR's work with and for NHRIs.

How does it work?



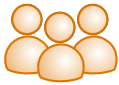
The Programme is hosted by OHCHR National Institutions and Regional Mechanisms Section in Geneva. Subject to availability of Funds, the Programme hosts up to four fellows per 6-month duration. The selection of fellows is aimed at reflecting a regional balance.

Fellows receive periodic briefings on the human rights system and relevant thematic issues, and undertake project-based assignments. They assist the International Coordinating Committee of National Human Rights Institutions (ICC) secretariat in the preparation of ICC Bureau and

annual meetings as well as servicing the ICC Sub-committee on Accreditation.

OHCHR provides financial support to the fellows in the form of a monthly stipend during the Programme to cover modest accommodation and other living expenses in Geneva.

Who can apply?



Candidate profile:

- ▶ Employee of a NHRI accredited with “A” status;
- ▶ Experience working on NHRI-related issues, nationally, and, ideally, regionally and internationally;
- ▶ Committed to sharing the knowledge and experience obtained during the Programme with colleagues within their NHRI upon their return; and
- ▶ Fluent in English and/or French. Knowledge of other UN languages is an asset.

How to apply?



Along with the application forms available on OHCHR’s website, candidates should provide the following documents:

- ▶ Motivation letter;
- ▶ Curriculum Vitae; and
- ▶ Letter of support from their NHRI, in which it commits to provide a round trip air ticket to Geneva, health insurance and continue to pay the regular salary to the applicant during the entire Programme.

Send applications within the established deadline, with a cover letter, indicating “Fellowship for National Human Rights Institutions Staff” to:

- ▶ E-mail: nationalinstitutions@ohchr.org, or
- ▶ Fax: + 41 (0) 22 928 90 18;



- ▶ Post to the address provided in the *Contact us* section of this Guide, indicating “Fellowship for National Human Rights Institutions Staff / National Institutions and Regional Mechanisms Section”.

For queries, e-mail: nationalinstitutions@ohchr.org

To learn more about the Fellowship, visit:



www.ohchr.org/EN/AboutUs/Pages/FellowshipNHRISStaff.aspx



Contact us

Postal communications should be addressed to the relevant Fund or Fellowship, see list below:

- ▶ United Nations Voluntary Fund for Victims of Torture
- ▶ United Nations Voluntary Trust Fund on Contemporary Forms of Slavery
- ▶ United Nations Voluntary Fund for Indigenous Populations
- ▶ Subcommittee on Prevention of Torture (SPT) - Special Fund of the Optional Protocol to the Convention against Torture/Secretariat - Human Rights Treaties Division (HRTD)
- ▶ Indigenous Fellowship Programme/Indigenous Peoples and Minorities Section
- ▶ Senior Indigenous Fellow Position / Indigenous Peoples and Minorities Section
- ▶ Minorities Fellowship Programme / Indigenous peoples and Minorities Section
- ▶ Senior Minorities Fellow Position / Indigenous peoples and Minorities Section
- ▶ Fellowship Programme of OHCHR Humanitarian Funds
- ▶ Fellowship for National Human Rights Institutions Staff/National Institutions and Regional Mechanisms Section

All the above are at the following address:

**Office of the United Nations High Commissioner
for Human Rights
UNOG-OHCHR - 1211 Geneva 10 - Switzerland**

Telephone and fax numbers, as well as e-mail addresses are listed in the respective sections of this Guide.

OHCHR's Civil Society Section can be contacted at:

**civilsociety@ohchr.org
Telephone: +41(0) 22 917 9656**



www.ohchr.org/EN/AboutUs/Pages/CivilSociety.aspx



The Civil Society e-mail broadcast system provides updates and guidance on all human rights mandates and mechanisms as well as information and deadlines of applications for funds, grants and fellowships. To subscribe, visit the civil society webpage or

<http://goo.gl/O8snt>



Made of paper awarded the European Union Eco-label, reg.nr FI/11/1, supplied by UPM.

**A Practical Guide for Civil Society
HUMAN RIGHTS FUNDS, GRANTS AND FELLOWSHIPS**

Office of the High Commissioner for Human Rights

Palais des Nations

CH 1211 Geneva 10 – Switzerland

Telephone : +41 (0)22 917 90 00

Fax : +41 (0)22 917 90 08

www.ohchr.org



**UNITED NATIONS
HUMAN RIGHTS**
OFFICE OF THE HIGH COMMISSIONER