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

January 2025

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A. Online project applications

1. General information

The Grant Management System (GMS) 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 GMS 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.
- Returning 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.

Complete the on-line application by filling out all fields that apply and by providing all attachments as required. Please note that the size limit for file upload is 4MB.

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

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

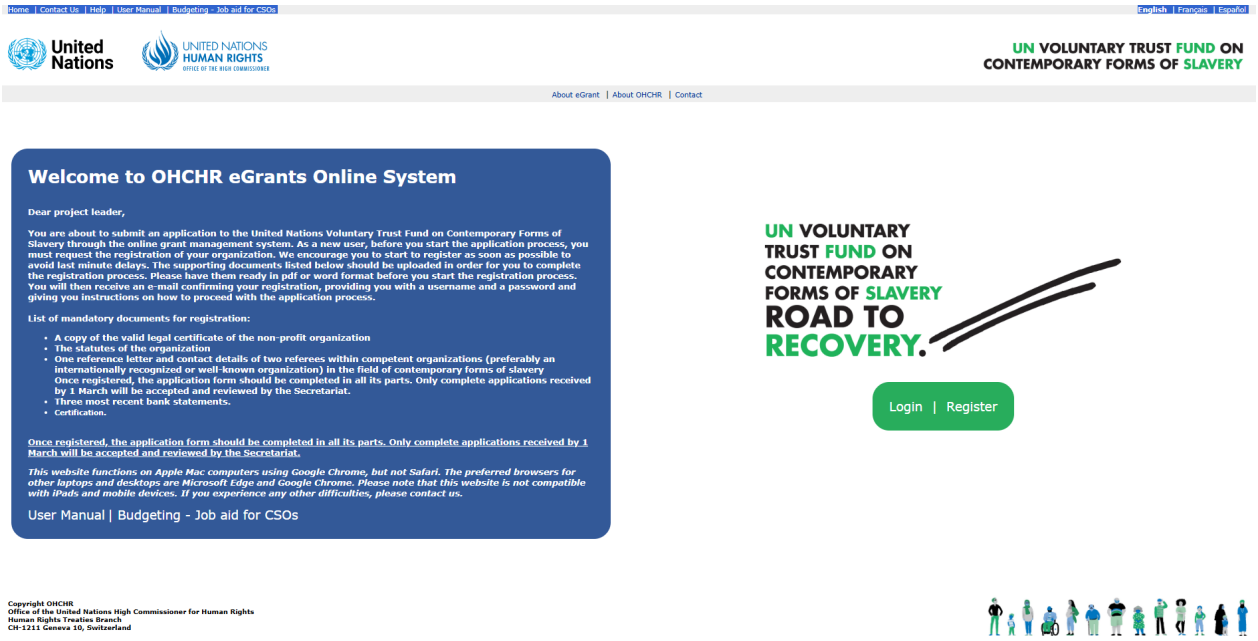
2. First time request: How to register?

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

Step 1 Go to : https://unvfcfs-grants.ohchr.org;

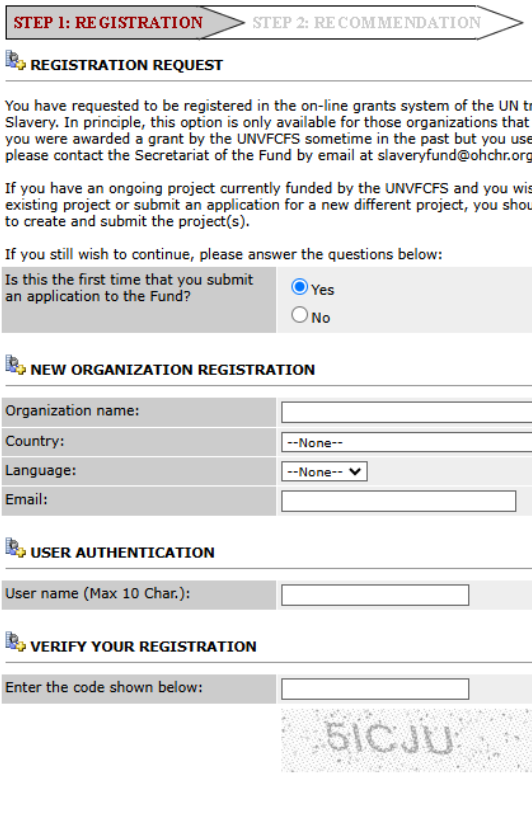
Step 2 Select the language of your choice from the menu at the top of the page; and

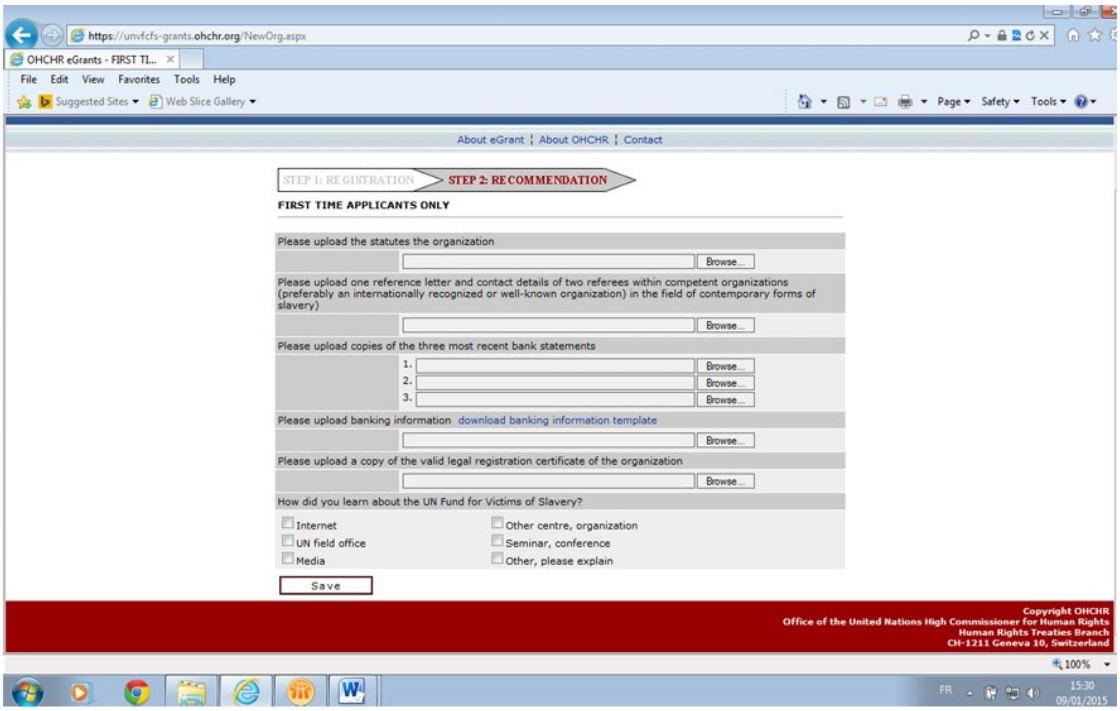
Step 3 Click on the option "register," follow the steps to fill in the two screens and wait for the approval by the Secretariat. You will receive an e-mail confirming your registration, providing you with a username and a password and giving you instructions on how to proceed.



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. If your registration is rejected, you will need to start the registration process again.

- The statutes of the organization;
- A minimum of two reference letters from donors, relevant organizations or experts in the field of assistance to victims of torture;
- A background information note on the organization;
- Bank account document/statement showing the bank account number and the organization's name.; and
- A copy of the valid legal registration certificate of the organization (if available).

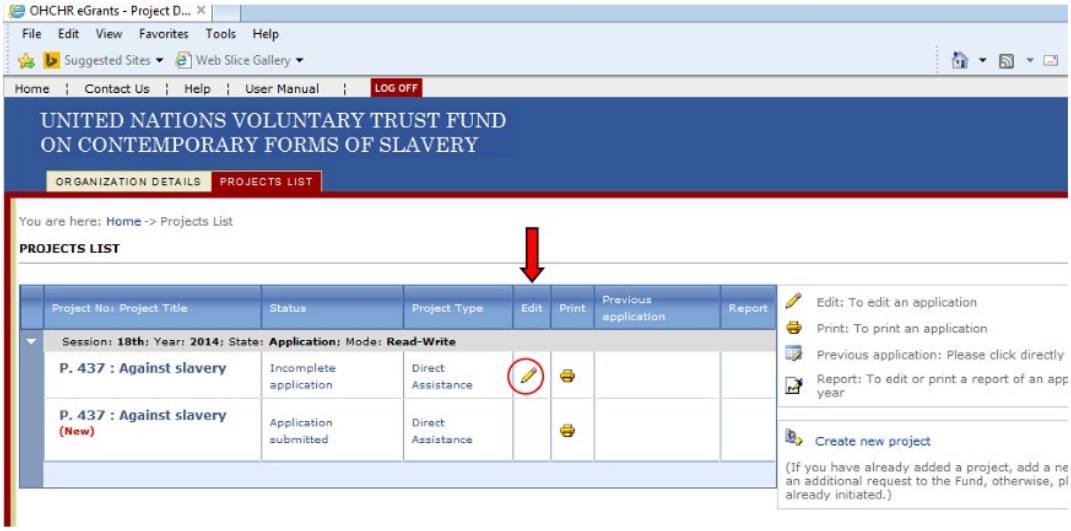




Step 4 Once your registration has been approved, please click on the icon **"New application"**.

- Complete the fields concerning the project details and "**Save**".

- Once you have completed and saved the project 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.



- 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 for direct assistance 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.

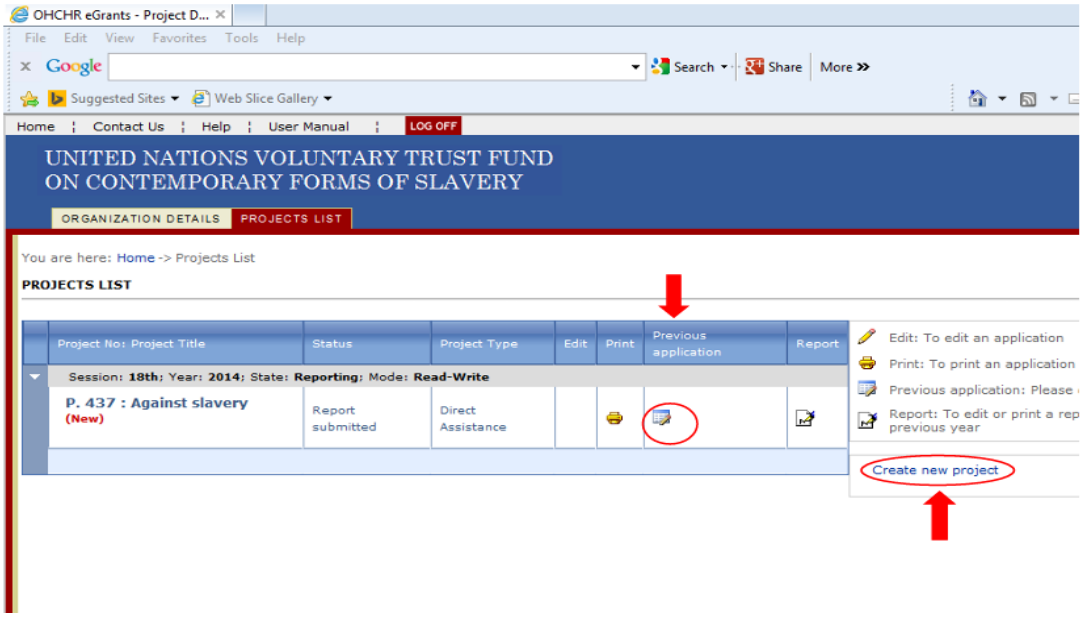
IMPORTANT: Organizations are reminded that they can only submit one application per country.

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.

- **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 "**New application.**" 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.

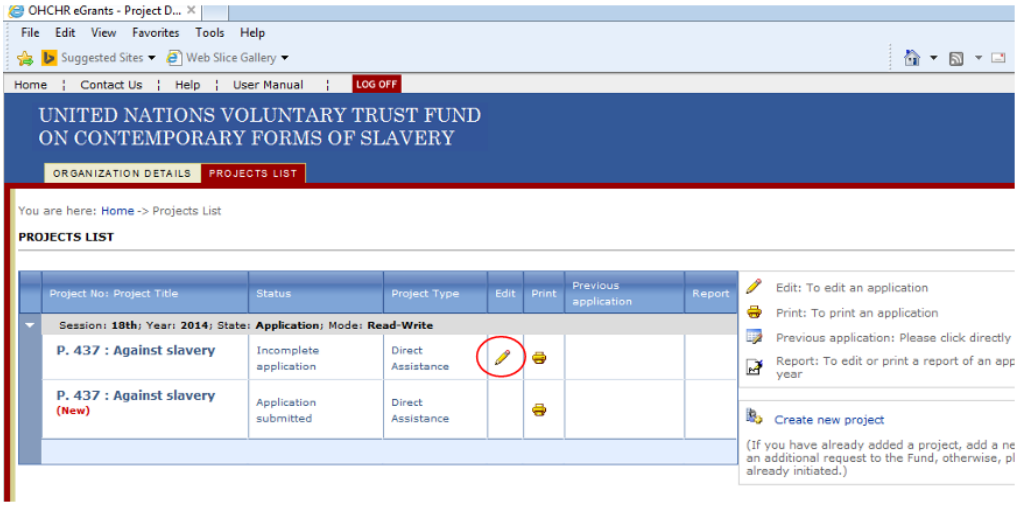
After choosing option 1 or 2, please:

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- 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. A bank account document/statement showing the bank account number and the name of the organization;
2. CVs of the staff involved in the project;
3. Case studies; and
4. In-take form used by your organization

4.1. Organization details

If you are a first-time applicant or a returning grantee, please complete this section.
If you are a returning grantee, please check and update 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. Banking details

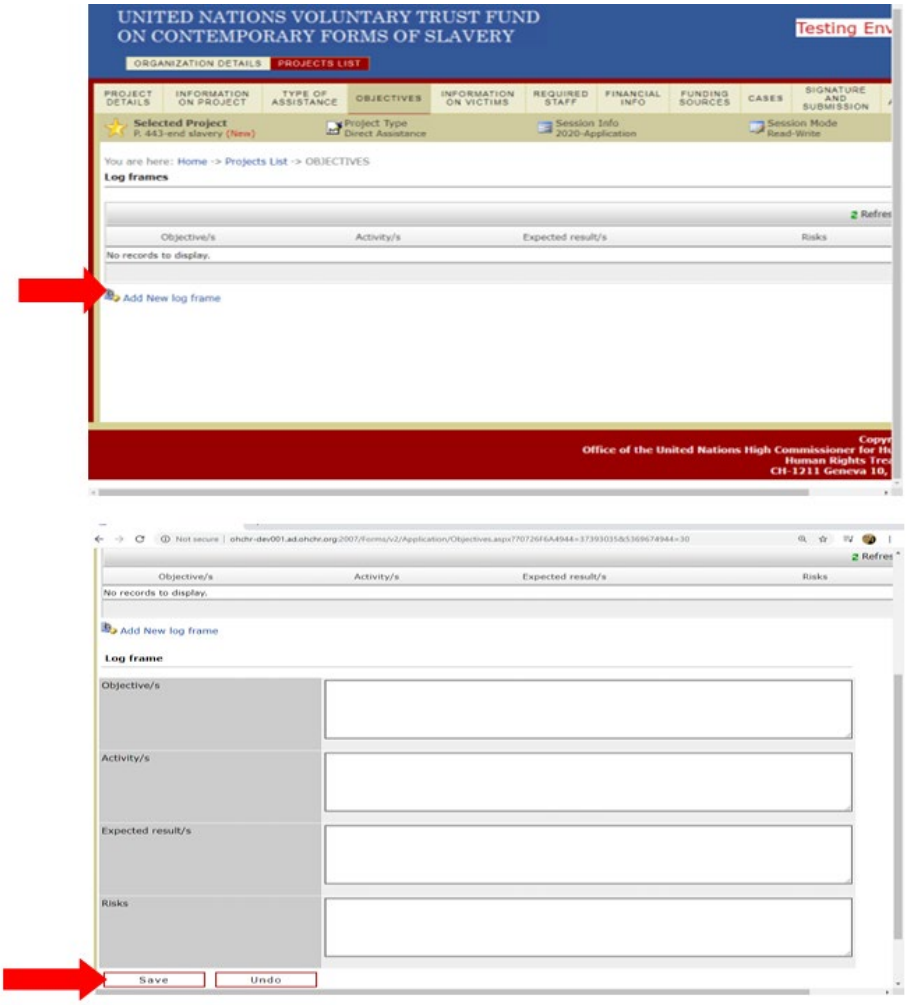
Once this information is saved by the system, you will only need to update it in the future, if applicable. Kindly note, that failure to update banking details of the organization may seriously affect the disbursement of grants and may eventually lead to the cancellation of a grant.

4.3. « Type of assistance » table

After selecting the type of assistance by ticking the appropriate cell (legal, medical, etc.), press the button "**Add new record**" and select a sub-category (by selecting from the dropdown menu proposals, or by writing directly into the cell). Then, save by clicking the "**Save**" button on the left of the screen. 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, and specify the percentage that this activity represents in the project.

4.4. « Objective » table

To insert a new objective, click on "**add new log frame**" 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.



4.5. Information on victims (two tabs)

- Make sure you introduce all details requested, including sub-total by origin (by adding new records) and by target group.
- All numeric data should only be introduced without decimals.
- Write 0 for no value.
- The total number of victims to be assisted indicated in questions 3, 4 and 5 should be equal to the sub-total to be assisted with UNVFCFS grant (in question 2).
- Click on "**Save**" to record the information.

IMPORTANT: For statistical purposes, please fill the table "sub-totals by target group" to the maximum extent possible. Please note that the choices can be multiple.

4.6. 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.

4.7. Financial information – budget

- Insert the total budget of your organization and click on "**SAVE**".
- Provide budget for the proposed project by adding each budget line as a new record and completing 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 Budgeting Job Aid for CSOs available **here**.

4.8. 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.

4.9. Case studies (for direct assistance projects)

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

4.10. 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.

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

B. Online narrative and financial reports on the use of past grants

1. General information

The on-line grant system of the United Nations Voluntary Trust Fund on Contemporary Forms of Slavery is open between **15 January and 1 March every year** to receive reports on the use of grants during the period January-December of the previous year. The deadline for the submission of reports through the on-line grants system is **1 March every year**.

Before starting the on-line report, read carefully the Guidelines of the Fund, which are available on the Fund's website.
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 ohchr-slaveryfund@un.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 grant's website of the Fund https://unvfcfs-grants.ohchr.org/default.aspx 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 refer to the Guidelines regarding the number of case studies to be submitted.

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. Useful tips about applications

- Save frequently while introducing information in each screen to make sure you do not loose information.

- You may need to scroll-down the different screens and sub-screens in order to find the save button. You may also enlarge or reduce the view of your application by moving the dividing line with your mouse.

- 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:
    - Capture server error page by pressing “Print screen” button.
    - Open a word document.
    - Press “Ctrl+C” to copy the page into the word doc.
    - Save it with name “(P. number) - server error (1, 2, 3…)”.
    - Submit IT or server errors as they occur to the e-mail address ohchr-slaveryfund@un.org by indicating the project number and description of the problem.

- If you are not sure of how to fill in a particular section in the application, send a message to ohchr-slaveryfund@un.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.

- 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).