



Ghana Somubi Dwumadie Grants Mechanism Frequently Asked Questions (FAQ)

A. General Questions

How does Ghana Somubi Dwumadie support its partners and interested organisations?

Ghana Somubi Dwumadie supports its granting partners through Grants (funding) and technical support.

Grants (funding) support

A combination of competitive and non-competitive (managed) funding is used to reach and support a variety of stakeholders and to help address diverse issues.

- Competitive funding to deliver projects where results can be assured and innovative approaches to addressing disability and mental health issues that can be tested.
- Managed calls to develop and strengthen alliances and specifically create opportunities to engage civil society organisations (CSOs) / disabled people's organisations (DPOs), the media, the private sector and activist groups more likely to bring high impact results on key issues in disability and mental health.
- Managed support to develop communication products and provide bespoke technical support to partners, including capacity building.

Technical support to funded grants

Ghana Somubi Dwumadie provides technical support via:

- Providing evidence, tools and innovative ways to support civil society organisations (CSOs) to mobilise resources for actions and projects.
- Facilitating alliances are central to our collaborative approach to stimulating citizen action. Ghana Somubi Dwumadie supports formal and informal coalitions of change actors in the disability and mental health arena
- Convenes dialogue on critical and sensitive national issues on disability, mental health and inclusive development: Ghana Somubi Dwumadie has developed a strong convening power, which helps bring together influential individuals.

What are the modes of receiving applications?

For this grants call, the grants programme will accept applications through open competition. Direct solicitation may be considered later in the call.

The Programme will follow a one-stage application process for small grants and a two-stage application process for large grants.

What type of grant does Ghana Somubi Dwumadie give?

- Small grants, one year; continuation or scale-up funding a possibility
- Large grants up to 33 months

How much grant does Ghana Somubi Dwumadie give?

- Small grants up to GHS 200,000
- Large grants up to GHS 600,000 per annum
- Up to 15% of grant amount can go towards organisation overhead expenditure.
- Up to 5% of the entire proposed grants application can be devoted to M&E activities.
- Up to 5% of the entire proposed grants application can be devoted to staff capacity building activities.
- No match funding is required.

What are the current Ghana Somubi Dwumadie target regions that you are accepting proposals from?

National-level projects will be considered, for example, advocacy initiatives which benefit people with disabilities, including people with mental health disabilities, across Ghana.

In addition, targeted regional or district level initiatives will be encouraged where they:

- Build evidence which has a wider impact
- Address specific local gaps or needs
- Cover selected underserved regions including:
 - Northern Region
 - Upper East Region
 - Upper West Region
 - Savana Region
 - North East Region
 - Bono East Region
 - Bono Region

- Volta Region
- Oti Region
- Central Region

A proposal from Regions/Districts other than mentioned above will also be possible, where a specific gap or need is identified and evidenced in the proposal.

Are there any equity considerations with regards to grants approved, so that we don't end up getting all grants coming from a particular region?

Yes the Programme does consider this. Once all grants have been eligibility checked and then the application assessed, a longlist of potential grantees is developed. The senior leadership team and the Ghana Somubi Dwumadie Board review applications on the longlist to take into consideration a range of strategic matters including geographic coverage, type of organisation, spread across the themes, etc.

B. Eligibility

We are a civil society/non-governmental organisation that works with people with disabilities. Can we apply?

Ghana Somubi Dwumadie is primarily interested in **direct** funding to organisations and groups of people with disabilities, including people with mental health disabilities.

If your organisation partners with organisations or groups of people with disabilities, joint applications would be welcome as long as the group or organisation of people with disabilities is the lead applicant (meaning that they are responsible for managing the project and the finances). Applications should demonstrate inclusive and participatory project design.

We are a governmental entity that works with people with disabilities. Can we apply for funding?

No, we cannot provide funds to governmental entities.

Can a for-profit organisation apply for a grant?

In principle Ghana Somubi Dwumadie primary partners are civil society organisations. However, Ghana Somubi Dwumadie or its civil society partners may work with a for-

profit organization including the provision of grant support to achieve specific objectives particularly where they relate to socially excluded groups.

Can individuals apply to Ghana Somubi Dwumadie for funding?

No. Grants are not awarded to individuals but rather to eligible registered organisations who propose implementing projects that fit within Ghana Somubi Dwumadie objectives.

Who are the target grantees for Ghana Somubi Dwumadie Grants Mechanism?

Legally registered Ghanaian civil society organisations (CSOs) and Non-Government organisations in the disability and mental health sector. These include:

- Self Help Groups (SHG)
- Disabled People's Organisation (DPO)
- Women Rights Organisation (WRO)
- Research Organisations/Institutions
- Media Agencies

Can children be supported?

Children may be indirect beneficiaries of the project, however, Ghana Somubi Dwumadie will not fund projects specifically for children.

Can we apply for infrastructure support?

We will not fund large capital or infrastructure costs. Small, and appropriate costs such as IT equipment, can be included within the budget for consideration.

What are some examples of activities that may be eligible for Grants?

We are interested in supporting projects on one of the following themes:

- Evidence-based approaches to improve integration and accessibility of mental health and social services and user-led advocacy initiatives.
- Social behaviour change communication (SBCC) and stigma reduction.
- Studies to generate evidence to inform policy and practice on disability and mental health needs, programmes and interventions, in particular CBR initiatives

Detailed examples are in the Call for Proposals, and these should be read carefully.

C. Application Procedures and Technical Issues

Do we need to use your grant application form?

Yes, you must use the format(s) provided. Please ensure the entirety of the Application Pack is read to ensure you are submitting applications to the best of your organisation's ability.

Do we need to complete all forms on the checklist?

Required documents are indicated in the Application Checklist, which should be reviewed carefully.

What is the deadline for proposals?

The deadline for this Call for Proposals is 5pm, UCT on Monday 18th January 2021. Please visit <https://options.co.uk/work/ghana-somubi-dwumadie-grants-round-two-call-for-proposals> for details about proposal deadlines.

In what languages can proposals be submitted?

Applications can be submitted in English only.

Do you need copies of registration documents? How should we send this to you?

The applicant organisation must submit documents showing that the organisation is legally registered as a non-governmental or civil society organisation in Ghana. The registration should be submitted with your application. A scan or photocopy would be acceptable as long as the originals are available for checking during due diligence.

How do I apply for Ghana Somubi Dwumadie grants?

All applications must be sent by email to grants@GhanaSomubi.com by 5pm on Monday 18th January. The applications must be presented in the application

template/format. Hard copies will not be considered. Further instructions on how to apply can be found in the Call for Proposals.

Can I apply for 2 grants?

Only a small number of applicants will be funded in this round, approximately 3-5 small grants and 6-8 large grants. We recommend that applicants focus on a single, high quality application.

In rare circumstances, Ghana Somubi Dwumadie may fund both a partnership including an organisation, and a separate application by that same organisation, however, this would be unusual and should not be relied upon.

Can I cover 2 thematic areas in one grant application?

We recommend that you focus on one of the three thematic areas and submit an excellent application.

Can a proposal cover all the three thematic areas under the large grant?

The large grant amount is not sufficient to cover all the three thematic areas in detail. We want organisations to focus, prioritise and develop an excellent application on one priority thematic area.

Can an organisation be part of more than one consortium?

No. It is not advisable to be part of more than one consortium. An organisation can partner with others and apply for a large grant and at the same time apply as a standalone organisation

I was awarded a COVID-19 grant. Can I apply to this round?

Grantees of the earlier fast track small grants COVID-19 Psychosocial support programme can apply for grants from this current grants round. Their application will be assessed on its merits along with all other applicants.

Can I apply for a grant now and a grant in the future?

Yes. This Call for Proposals is a standard grants round. In the future we may issue calls for a fast track grants round, focussing on delivering a specific need or issue.

In the future, successful applicants for this round would also be eligible to apply for any fast track grants rounds.

Can we assign the same program staff for fast track and main grants?

No, program staff are to be distinctively assigned to each project.

Will we be asked to cater for our own costs when participating in Ghana Somubi Dwumadie Programme events such as training, meetings, seminars among others?

Ghana Somubi Dwumadie will expect you to budget 5% of project costs towards capacity building activities, and to contribute towards these activities. The nature of exact spend on tailored capacity building and programme provided capacity building will be discussed between the grantee and Grants Team and is dependent on the unique circumstances of each grantee, and their due diligence assessment.

Is technical assistance available?

Yes. There are guidance notes and application guidelines for each call for proposal and these are posted on the Ghana Somubi Dwumadie website

<https://options.co.uk/work/ghana-somubi-dwumadie-grants-round-two-call-for-proposals>

The Programme will held an information session virtually on **13th January** to guide prospective applicants on how to fill and submit applications in response to the Call for proposal. You can watch the information session here:

https://us02web.zoom.us/rec/share/5Mq7AiagWKsnFVmC86Gx0GXJUUsPyIOZVUs492zGkreg35_v5CVbsdnI0EHN7YFM.UDWGI3mDsK66eti

You can also email specific questions to Grants@GhanaSomubi.com

Summaries of some of our key reports and areas of work, including user-led approaches, CBR, research in Ghana and a rapid assessment of the impact of COVID-19 are also available on our website. The full reports are available on request.

Will applicants receive feedback on the status of their application?

All unsuccessful applicants will be notified in writing of the decision.

Shortlisted small grants applicants will be notified to undergo a due diligence exercise.

Shortlisted large grants applicants will be notified to prepare a stage 2 application.

Can you confirm the exact date for the completion of the 2nd stage grant application?

Two weeks (14 calendar days) after you have been notified to submit the 2nd stage application

How transparent is the grant making process?

Screening of the applications will begin a day after the application period has elapsed to assess whether applicants meet the eligibility criteria.

Two (2) Independent Assessors will be constituted to assess/evaluate each application based on a designed assessment and scoring criteria.

The Senior Leadership Team (SLT) of Ghana Somubi Dwumadie will convene a meeting to review the recommendations presented by the Assessors. Having been satisfied with the assessment on all applications the SLT will present their shortlist to the Ghana Somubi Dwumadie Board.

All shortlisted applicants will undergo a due diligence exercise to ensure applicants are in a position to deliver on their projects. The shortlisted applications, together with findings from the due diligence process, will be presented to the Ghana Somubi Dwumadie Board for vetting, final approval and sign off.

Final approval lies with the donor.

Successful applicants will be publicly announced.

What is the stage 2 application?

This only applies to large grant applications, and is by invitation only. Grant applicants may be asked to revise and build on specific areas of work, activities, or due diligence material alongside their submission of a Stage 2 application. This will be determined during the application assessment, and finalised during the strategic review discussion of the Senior Leadership Team.

How long does the application process take and/or how soon can I expect a response from Ghana Somubi Dwumadie?

The length of the review period for a proposal may vary depending on the nature of the project. A decision on applications is usually provided to applicants within a period of six to eight weeks.

When are the selection results going to be published?

Applicants would be notified of the outcome of the selection procedure at the latest four months after the application deadline. During these four months assessment and selection of applications take place, followed by due diligence. Once these procedures are completed, Ghana Somubi Dwumadie publicises the list of approved Grant Partners

How will funds be disbursed to successful applicants?

Ghana Somubi Dwumadie grant agreements describe the terms of reference, payment schedules, and disbursements procedures for each grant. Grant payments are made based on approved financial reports and projected cash needs specific to the project supported.

Funds are transferred directly from Options, UK Office into Partners' approved Bank Accounts.

What is the maximum time a grant can cover?

The duration of a project will vary depending on the type of call and the component that the applicant will apply under. For this call, projects under the Large Grants Component have a maximum duration of 33 months while the Small Grants Component has a maximum duration of 12 months (one year).

Is there a maximum amount an applicant can request for a project?

Yes. There is always a funding ceiling for each call, and this is determined by the nature of the call, the duration and the type of interventions/activities that will be implemented under the project. Each call component has a maximum budget ceiling that Ghana Somubi Dwumadie Grants Mechanism can support.

Requested amounts by grant partners are reviewed based on the reasonableness of proposed cost lines and activities, considerations on value for money, relevance of

proposed activities to the project objectives, etc. Therefore, the awarded grant may be lower than the maximum budget available.

For the large grants, will the 50% cap apply to only one year or the average of three years of the organization?

The 50% cap relates to your previous year's income as spelt out in the application form. For a large grant, we are comparing the GHS600,000 maximum annual grant, with the previous year's income. We want to ensure that organisations have the ability to manage the value of the potential grant and will not be over-reliant on the grant. We want to fund sustainable organisations.

All grants capped at 50% of organisation's annual turnover is a worry to some prospective applicants. This could be a disadvantage to Self Help Groups/Women Rights Group considering COVID-19 and dwindling funding. Can Ghana Somubi Dwumadie reconsider this condition or consider previous 2 or 3 years for the turnover?

As explained above, the programme needs to be assured that applicants can manage the funds and are sustainable. Very small organisations can consider applying for a small grant of GHS200,000 maximum. If this still exceeds 50% of their previous year's income, they can apply for a smaller grant, or consider partnership organisations.

Where there is a temporary reduction in income, perhaps due to COVID-19, affecting the cap, applicants can explain this in the application form for consideration. The Programme's decision will be final.

What percentage of funding/budget will support administrative and remuneration?

Up to 15% towards organisational overhead expenditure

Is match funding/counterpart funding required?

No. Match funding is not required

N.B We strongly advise you not to wait until the last few hours to submit your applications as we might not have enough time to help you before the deadline, and we are unable to accept submission of applications after the deadline. Please write the date on the day of submission on your application.