



# PWL at SPC Grants 2022

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## GUIDELINES FOR APPLICANTS

The purpose of this Guidelines for Applicants is to provide simple, easy-to-follow guidance on how to submit an **Expression of Interest** and, if eligible, later a **Proposal** to the Pacific Women Lead (PWL) at the Pacific Community (SPC) grants call. You must read the guidelines carefully and follow the instructions provided. They tell you who can apply, how much can be applied for, what can and cannot be included in the costs, and how to apply.

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## 1. INTRODUCTION

### 1.1 The Pacific Community

The Pacific Community (SPC) is the principal scientific and technical organisation in the Pacific region, proudly supporting development since 1947. We are an international development organisation owned and governed by our 27 member countries and territories.

SPC has our headquarters in Noumea, New Caledonia, and has regional offices in Fiji, the Federated States of Micronesia and Vanuatu, as well as offices in the Solomon Islands and France. SPC works across the Pacific and has staff in nearly all of our Pacific Island country and territory members.

SPC works for the well-being of Pacific people through the effective and innovative application of science and knowledge and is guided by a deep understanding of Pacific Island contexts and cultures. For more information about SPC and its work, visit the website: <https://www.spc.int/>.

### 1.2 Human Rights and Social Development Division

The Human Rights and Social Development (HRSD) Division at SPC provides culturally and contextually grounded technical assistance to advance human rights, gender equality, social inclusion, youth development and cultural development – together termed human rights and social development.

Our vision is for just, equitable and resilient Pacific Island societies.

For more information about HRSD and the work that we do, visit the website: <https://hrsd.spc.int/>

### 1.3 Pacific Women Lead at SPC

Pacific Women Lead (PWL) is at the centre of SPC's regional work for gender equality, serving as secretariat to the Pacific Women Lead Governance Board and providing technical, convening, and funding support to government ministries, civil society, and other partners.

A part of SPC's Human Rights and Social Development (HRSD) division, PWL at SPC supports the implementation of key regional gender equality commitments. These are outlined in the Pacific Leaders' Gender Equality Declaration, the Pacific Platform for Action on Gender Equality and Women's Human Rights, and the outcomes of the Triennial Conference of Pacific Women.

The overarching goal for PWL is that **Pacific women and girls, in all their diversity, are safe and equitably share in resources, opportunities and decision-making with men and boys.**

The PWL at SPC programme uses a transformative approach to gender equality and is grounded in Pacific values and principles. It works toward achieving three outcomes:

- Women's leadership promoted.
- Women's rights realised (incorporating women's health, women's safety including ending violence against women and girls, and women's economic empowerment).
- Pacific regional partners increase the effectiveness of regional gender equality efforts.

For more information about PWL at SPC and the work that we do, visit the HRSD website:

<https://hrsd.spc.int/pacific-women-lead>



## 1.4 Grants at SPC

SPC's grant activities are guided by the principles of **high ethical standards** (accountability and transparency, freedom from perceived impropriety and influence, no conflicts of interest, confidentiality and proprietary information), **risk management** and **social and environmental responsibility** and are carried out under our [Grant Policy](#).

Any grant awarded by SPC must comply with the following principles:

- **Co-financing:** applicants must support the implementation of actions either by contributing their own resources (i.e. staff time) or by providing funding from third parties (in the form of public or private assistance obtained elsewhere).
- **Non-retroactivity:** In no circumstances will SPC award a grant for actions that are already completed.
- **Non-cumulation:** the total amount awarded in the grant agreement is a maximum amount. The amount cannot be increased or accumulated in any circumstances.
- **No-profit rule:** no grant may give rise to profits (i.e. income and expenditure for the action must balance). The no-profit rule applies to the action and not necessarily to the grant beneficiary.

At SPC, grants can be awarded to grantee partners through a competitive call for proposals. A **multi-stage call for proposals** awards a grant through pre-qualification of applicants on the basis of calls for expressions of interest (EOI), and then provides for a capacity development stage – proposal design and submission – during which SPC supports applicants that have met the EOI criteria, followed by a formal call for proposals. The multi-stage call for proposals provides a fair chance for organisations to access grants through a process that allows them to receive support in preparing proposal documents and submission.

The **multi-stage call for proposals process** proceeds as follows:

- A **Call for Expressions of Interest (EOI)** containing detailed instructions and templates to enable applicants to submit a compliant EOI is launched. This Call for EOI: sets out the overall timetable; confirms the eligibility criteria to receive funds; explains the administrative arrangements for submitting EOIs; and indicates how applicants can request further information.
- Potential applicants that have submitted an EOI and **met the eligibility criteria** for receiving funds will be invited to participate in **information and capacity development sessions**.
- SPC will then issue a **closed Call for Proposals**. SPC will send the Call only to those prospective applicants who submitted an EOI that was deemed eligible.
- Invited applicants will have to **submit a full proposal** (including Concept Note, Budget, Social and Environmental Responsibility questionnaire and Project Risk Assessment) in response to the closed Call for Proposals. Templates will be provided for guidance. Applicants responding to the Call will have their proposals assessed by SPC in accordance with the eligibility and evaluation criteria, detailed later in this document.
- Applicants will be **awarded a grant** if their project meets the requirements set out in the Call, depending on the funds available.

For further information or enquiries about SPC's grant activities, please visit the Grants page on our website: <https://www.spc.int/grants>.



## 2. PWL at SPC GRANTS

### 2.1 Purpose

PWL at SPC grants aim to support partners to **implement Pacific regional gender equality commitments and contribute to PWL at SPC outcomes:**

1. Women’s leadership is promoted
2. Women’s rights are realised
  - a. Women’s health (including sexual and reproductive health)
  - b. Women’s safety (including ending violence against women and girls)
  - c. Women’s economic empowerment
3. Pacific regional partners increase the effectiveness of regional gender equality efforts.

The region’s **key gender equality commitments** are:

1. Pacific Leaders’ Gender Equality Declaration: <https://bit.ly/3FtxOkv>
2. Pacific Platform for Action on Gender Equality and Women’s Human Rights: <https://bit.ly/3fbMLgw>
3. Outcomes of the 14<sup>th</sup> Triennial Conference of Pacific Women: <https://bit.ly/3NiqQAu>

While contributions to implementing these key regional gender equality commitments are eligible for support, the PWL at SPC grants are **focused on addressing gaps in the implementation of the Outcomes of the 14<sup>th</sup> Triennial Conference of Pacific Women**. These Outcomes include three priority areas: **women’s economic empowerment, gender-based violence, and gender-responsive climate justice**; and four cross-cutting themes: **women in leadership and decision-making; crises and disasters**; sex-, age- and disability-disaggregated **data and statistics**; and **intergenerational dialogue** to ensure the perspectives of Pacific youth are heard.

### 2.2 Grant Streams

#### A. Support to Pacific Island governments

PWL at SPC is offering direct funding and technical support to Pacific Island member governments (Stream A). This support will be determined in collaboration with member governments and is **not included in these Guidelines**. For further information, email: [pwl@spc.int](mailto:pwl@spc.int)

#### B. Grants for civil society and other organisations

PWL at SPC is offering multi-year grants (up to 2 ½ years) of between AUD 100,000 and AUD 500,000 in financial support to: civil society organisations including women’s groups; social enterprises; academic or research institutions; and national and regional coalitions for their gender equality initiatives (Stream B). **These Guidelines are for applicants under Stream B.**

Stream	Value	Duration
A – Pacific Island member governments	<i>Not included in these Guidelines (email: <a href="mailto:pwl@spc.int">pwl@spc.int</a> )</i>	
B – Civil society and other organisations	AUD 100 000 – 500 000	Up to 2 ½ years



### 2.3 Duration and Location

Projects supported under this Call are expected to start in **2023**. Projects may last for up to **2 ½ years**. All project activities and deliverables are expected to be completed by **31 December 2025**.

Projects may be implemented in any of SPC's member Pacific Island countries and territories (PICTs) and/or at a Pacific regional level.

### 2.4 Reporting Obligations

The grantee partner will be expected to provide SPC with:

- a. financial reports on expenditure of the grant
- b. narrative reports on progress towards outcomes, and outputs and activities implemented.

The grantee partner will be required to keep supporting documents for acquittals, and make them accessible to SPC or SPC's auditors, for the time specified in the grant arrangement. The types of supporting documents that are required to be kept will be specified in the grant agreement.

Specific reporting requirements will be decided in the grant agreement, based on the results of the capacity assessment of the potential grantee partner.

### 2.5 How to apply

The Expression of Interest is done by completing the online form accessible here:

<https://form.typeform.com/to/gpsPXHb7>. If you are unable to access the online form, you may request a Word version of the EOI form by sending an email to: [pwl@spc.int](mailto:pwl@spc.int)

EOI submissions are due by **11:59 p.m. on 6 December 2022 (Fiji time)**.

Further details on eligibility, the stages in the grant process, and what can be supported are found in the sections below.



### 3. ELIGIBILITY AND EVALUATION CRITERIA

To be able to receive funds, applicants must ensure that they meet the criteria set out in this section.

Close attention must be paid to the eligibility and evaluation criteria as applicants must meet these criteria if they want to be considered for a grant.

#### 3.1 Eligibility criteria

	<p><b>Grant Stream B:</b>  <b>Civil society organisations and other groups</b> including women’s groups, social enterprises, academia, and research institutions, and national and international coalitions</p>
<b>Process for application</b>	<p>SPC multi-stage Call for Proposals:</p> <ol style="list-style-type: none"> <li>1. Call for Expressions of Interest (EOI) – <b>eligibility criteria applies</b></li> <li>2. Capacity building and grant information sessions</li> <li>3. Call for Proposals – <b>evaluation criteria applies.</b></li> </ol>
<b>Eligibility Criteria</b>	
<b>Budget</b>	<p>To be eligible, project proposals will need to have a budget within the specified range:</p> <ul style="list-style-type: none"> <li>• Minimum: AUD 100,000</li> <li>• Maximum: AUD 500,000.</li> </ul>
<b>Experience with donor funds</b>	<p>To be eligible for grants, lead applicants must have had experience in managing donor funds in the period since 1 January 2015.</p>
<b>Duration</b>	<ul style="list-style-type: none"> <li>• Minimum: <i>none</i></li> <li>• Maximum: 2 ½ years.</li> </ul>
<b>Location</b>	<p>Grants will only cover projects in:</p> <ul style="list-style-type: none"> <li>• the Pacific region</li> <li>• SPC member Pacific Island countries and territories (PICTs).</li> </ul>
<b>Programme alignment</b>	<p>Proposed projects <b>must align with at least one</b> of the PWL at SPC outcome areas:</p> <ul style="list-style-type: none"> <li>• Women’s leadership</li> <li>• Women’s rights (incorporating economic empowerment, access to health, and women’s safety including ending violence against women and girls)</li> <li>• Effectiveness of regional gender equality efforts.</li> </ul>
<b>Regional alignment</b>	<p>Proposed projects <b>must align with at least one</b> of the regional gender equality commitments detailed in the:</p> <ul style="list-style-type: none"> <li>• Pacific Leaders’ Gender Equality Declaration</li> <li>• Pacific Platform for Action on Gender Equality and Women's Human Rights</li> <li>• Outcomes of the 14<sup>th</sup> Triennial Conference of Pacific Women.</li> </ul>
<b>Focus: Triennial Outcomes</b>	<p>Proposed projects which focus on addressing gaps in the implementation of the Outcomes of the 14<sup>th</sup> Triennial Conference of Pacific Women will be <b>highly regarded</b>.</p> <p>These Outcomes include three priority areas:</p> <ul style="list-style-type: none"> <li>• women’s economic empowerment</li> <li>• gender-based violence</li> </ul>





	<ul style="list-style-type: none"> <li>gender-responsive climate justice.</li> </ul> <p>And four crosscutting themes:</p> <ul style="list-style-type: none"> <li>women in leadership and decision-making</li> <li>crises and disasters</li> <li>sex-, age- and disability-disaggregated data and statistics</li> <li>intergenerational dialogue to ensure the perspectives of Pacific youth are heard.</li> </ul>
<b>National alignment</b>	Proposed projects which align with Pacific national priorities for gender equality, where possible, will be <b>highly regarded</b> . These priorities may be found in national policy documents.
<b>Expected approaches</b>	<p>In order to achieve the purpose of this call for grants, proposed projects should:</p> <ul style="list-style-type: none"> <li><b>Present a clear commitment to gender equality and women’s empowerment.</b> Organisations governed and led by women, with women filling most leadership positions would be highly regarded.</li> <li><b>Be inclusive and promote diversity.</b> This means beneficiaries should not be arbitrarily excluded on the basis of disability, age, geography, ethnicity, religious belief, sexual orientation, gender identity and gender expression. Grantee partners should make particular effort to reach women and girls in all their diversity, including those in rural, remote or otherwise marginalised communities.</li> <li><b>Be sustainable and seek to have long-term impact</b> in Pacific communities.</li> <li><b>Be collaborative.</b> Joint initiatives for gender equality between grantee partners, including civil society organisations and Pacific Island governments will be highly regarded.</li> <li><b>Seek to be transformative.</b> Proposed activities should be designed to ‘shift the dial’ to accelerate gender equality in the Pacific. Grantee partners may use innovative approaches, grounded in Pacific good practice, to shift social norms that underpin gender inequality.</li> </ul>
<b>What may be funded</b>	<p>These grants are intended to cover the costs of implementing proposed projects, including associated core costs. The types of costs and activities that may be covered include but are not limited to:</p> <ul style="list-style-type: none"> <li>human resources: project staff, and contribution to core staff and management</li> <li>core costs: proportional contribution to operational/running costs to enable activity implementation</li> <li>activity costs: including associated travel, workshops, training and other convenings, support to beneficiaries, technical advisory support, and other associated costs</li> <li>capacity building, learning and development</li> <li>communications: including information/education/communication materials, awareness campaigns, design, audio-visual production, and other related costs, as well as behaviour change initiatives</li> <li>monitoring and evaluation</li> <li>research and innovation: including researcher fees, fieldwork costs, and publication</li> <li>advocacy: including for progressive policy and legislative change</li> </ul>



	<ul style="list-style-type: none"> <li>• services for survivors of gender-based violence, including case management, counselling, capacity development and related data management</li> <li>• gender mainstreaming</li> <li>• travel and registration fees for international conferences may only be supported as a component of a broader project.</li> </ul>
<p><b>What will NOT be funded</b></p>	<p>The following costs are ineligible under these grants:</p> <ul style="list-style-type: none"> <li>• construction of new buildings</li> <li>• purchase of vehicles</li> <li>• one-off travel proposals that are not a component of a broader project</li> <li>• scholarships</li> <li>• loans</li> <li>• cash transfer programmes.</li> </ul>
<p><b>Who can apply?</b></p>	<p>Applicants must be:</p> <ul style="list-style-type: none"> <li>• a duly-registered organisation for at least 12 months or a Statutory or State institution;</li> <li>• based in an SPC member Pacific Island country or territory (PICT);</li> <li>• duly-registered organisations based in other SPC member countries may apply as part of a regional or international coalition, which must include one or more Pacific Island organisations with a significant role in the project.</li> </ul> <p>For further information regarding SPC member countries and territories, refer to Annex 1.</p> <p>Types of applicants that may be supported:</p> <ul style="list-style-type: none"> <li>• registered civil society organisations or other non-profit entities, including women’s groups and social enterprises</li> <li>• research/academic institutions</li> <li>• statutory or state institutions, such as parliaments, courts and national human rights institutions</li> <li>• national, regional or international coalitions – where one partner organisation acts as the lead applicant to take on contracting, financial and reporting responsibility of the grant. The lead applicant will have to meet all the eligibility criteria, and will submit the EOI and Proposal, if shortlisted.</li> </ul> <p><b>An organisation can only be lead applicant for ONE Expression of Interest.</b> However, organisations may be project partners in more than one EOI.</p> <p><i>Note: SPC will provide direct funding and technical support to Pacific Island member governments under a separate grants process. This support will be determined in collaboration with member Governments and is <b>not included in these Guidelines</b>. For further information email: <a href="mailto:pwl@spc.int">pwl@spc.int</a></i></p>
<p><b>Special Requirements</b></p>	<p>Any grant awarded by SPC must comply with the following principles:</p> <ul style="list-style-type: none"> <li>• <b>Co-financing:</b> applicants must support the implementation of actions either by contributing their own resources (i.e. staff time) or by providing funding from third parties (in the form of public or private assistance obtained elsewhere).</li> </ul>





	<ul style="list-style-type: none"> <li>• <b>Non-retroactivity:</b> In no circumstances will SPC award a grant for actions that are already completed.</li> <li>• <b>Non-cumulation:</b> the total amount awarded in the grant agreement is a maximum amount. The amount cannot be increased or accumulated in any circumstances.</li> <li>• <b>No-profit rule:</b> no grant may give rise to profits (i.e. income and expenditure for the action must balance). The no-profit rule applies to the action and not necessarily to the grant beneficiary.</li> </ul>
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### 3.2 Evaluation Criteria

	<p><b>Grant Stream B:</b>  <b>Civil society organisations and other groups</b> including women’s groups, social enterprises, academia, and research institutions, and national and international coalitions</p>
<b>Evaluation Criteria</b>	<p>The following criteria will be used to evaluate proposals:</p> <ul style="list-style-type: none"> <li>• Alignment to Pacific Women Lead outcomes</li> <li>• Alignment to the Outcomes of the 14th Triennial Conference of Pacific Women and/or other key regional gender equality commitments</li> <li>• Alignment to national gender equality priorities, where relevant</li> <li>• Pacific best practice for gender equality initiatives</li> <li>• Promotion of inclusive, collaborative and/or innovative approaches</li> <li>• Demonstrated experience in managing donor funds.</li> </ul>



## 4. GRANT PROCESS

### 4.1 Grant process map



### 4.2 Call for Expressions of Interest

Before submitting a full proposal for SPC funding, all potential applicants must first express their interest in these grants. The Call for Proposals will then be restricted to applicants who have passed through the Expressions of Interest (EOI) stage.

Prior to expressing your interest in these PWL at SPC Grants, please ensure that you have read these Guidelines and that you meet the eligibility criteria for receiving a grant.

The EOI is done by completing the online form accessible here:

<https://form.typeform.com/to/gpsPXHb7>. If you are unable to access the online form, you may request a Word version of the EOI form by sending an email to: [pwl@spc.int](mailto:pwl@spc.int)

At this stage, SPC will not ask you to develop a full proposal but simply to provide general information about your organisation, your objectives, and the type of activities for which you would like to receive funding.

All EOIs must be received by SPC no later than **11:59 p.m. on 6 December 2022 (Fiji time)**. SPC reserves the right to exclude any EOI not received by the deadline or submitted in a format other than that prescribed.

Applicants may request clarification before submitting their EOI by sending an email to [pwl@spc.int](mailto:pwl@spc.int)

SPC will then carry out preliminary checks on applicants who have expressed interest. SPC will assess applicants to ensure they meet the EOI eligibility criteria. Applicants who meet the criteria will be invited to attend information sessions/capacity building workshops before submitting a full proposal under a closed call for proposals.



SPC will send an acknowledgement of receipt to applicants. SPC will be able to provide feedback to unsuccessful applicants upon request.

#### 4.3 Grant information sessions

Applicants who submit an EOI and meet the eligibility criteria will be invited to attend capacity building and grant information sessions. Applicants are strongly encouraged to attend. These sessions will provide support to short-listed applicants in the development of their full proposals.

#### 4.4 Call for Proposals and Awarding of Grants

After the EOI process and the capacity development and grant information sessions, SPC will issue a closed Call for Proposals to shortlisted applicants. This means applicants shortlisted following the EOI will be invited to submit a detailed project proposal, including a concept note for their project and a budget.

Submission details including deadlines, formats, process, and the evaluation criteria will be defined in the Call for Proposals. A technical committee will review complete submitted proposals and make recommendations for the awarding of grants.

An organisational capacity assessment and some due diligence checks will be undertaken between the applicant and SPC before the final selection of grants.

Once the final selection of grants has been made, SPC will make public information about the successful applicants who will receive a grant, including their name, the name of their project, and the amount of the grant.

Unsuccessful applicants to the closed Call for Proposals will be notified, and feedback will be provided on their submissions, if requested.

SPC and the grantee partner will sign a grant agreement setting out the terms of SPC's financial support to the project. The grantee partner must report regularly to SPC on the implementation of its project, including any problems encountered. The grant agreement will also define the technical and financial reporting obligations to SPC, including any grant management measures requested by SPC based on the capacity assessment.

Your participation in the grants call confirms your acceptance of SPC's conditions of participation in the Call for Proposals process.



## 5. GRANT WRITING TIPS

To prepare you for the next steps in submitting your Expression of Interest (EOI), below are some grant writing tips. You may also like to draw on your own experience or do additional research on what makes a strong EOI for tips and pointers on putting together a clear, concise, and focused EOI.

### Tips

- Write in clear, simple language – avoid jargon.
- Spell out acronyms. Assume we do not know what they mean.
- Make sure you are eligible to apply. Read all the eligibility criteria before starting an application.
- There are word limits for many of the questions, so it is a good idea to check your word count as you draft your application.
- Answer every question.
- Ensure that your budget estimate is as accurate as possible – check and check again.
- Ask someone who does not know what your project is to read the application before you submit it to ensure it is clear and easily understood.
- If you are unsure about anything – do not guess, please contact us at [pwl@spc.int](mailto:pwl@spc.int) or [grants@spc.int](mailto:grants@spc.int)



## ANNEX 1: SPC MEMBER COUNTRIES AND TERRITORIES

To be eligible for a PWL at SPC Grant, applicants must be a duly-registered organisation for at least 12 months or a Statutory or State institution, based in either: an SPC member Pacific Island country or territory (PICT); or other SPC member countries (who may apply as part of a regional or international coalition, which must include one or more Pacific Island organisations with a significant role in the project).

Refer to the following lists that differentiate the two groups of SPC members.

### SPC member Pacific Island countries and territories

- American Samoa
- Cook Islands
- Federated States of Micronesia
- Fiji
- French Polynesia
- Guam
- Kiribati
- Marshall Islands
- Nauru
- New Caledonia
- Niue
- Northern Mariana Islands
- Palau
- Papua New Guinea
- Pitcairn Islands
- Samoa
- Solomon Islands
- Tokelau
- Tonga
- Tuvalu
- Vanuatu
- Wallis and Futuna

### Other SPC member countries

- Australia
- France
- New Zealand
- United Kingdom
- United States of America