DDP Grant making procedures

October 2014

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DDP Grant making procedures

The Digital Defenders Partnership has 4 different type of grants to mitigate digital emergencies: Emergency Grants, Direct Support Grants, Strategic Partnerships and linking and learning Grants. This document will provide an overview of the grants, the application process, specific procedures for each grants and information on reporting scheduling and terms and conditions that are specific to the DDP. The document is meant to enable each team member of the DDP to execute its job in line with the DDP requirements.

1. Grant overview

DDP Grants 2014			
Criteria Grant Types			
Emergency Grants	**Direct Support**	**Strategic Partnership**	**Linking & learning Grants**
Project aimed at a pressing emergency. Organisations and individuals can apply	NGO's, technology or emergency responds organizations that have been operational for a min. of two years and have at least 1 audited statement [1].	NGO's, technology or emergency responds organizations that have been operational for a min. of two years and have at least 1 audited statement [2].	Consultants or organization who facilitate specific research or linking and learning needs.
0 > 5.000 USD	5.000 > 50.000 USD	20.000 USD - 400.000 USD	0 > 20.000 USD
Open all year	Open all year	Call for Proposals, open all year, but IC only comes together 4x a year	Solicited
max. 6 months	max. 1 year	max. 2 years	max. 4 months
The Emergency Grants are aimed at direct emergency assistance to an individual or an organisation. It can support legal fees, replacement of equipment, alternative internet connections, and first response to an emergency.	The Direct Support grants are aimed at increasing the capacity of organizations to withstand digital emergencies, try innovative projects that will increase digital emergency response or support larger scale temporary digital emergencies helpdesks	The Strategic Partnership are meant to support specific niches in the digital emergency that are needed to either keep the internet open or protect critical internet users.	The Linking and Learning grants will cover specific request for events that target the end user or focus on field building of the digital emergency sector
Political groups, terrorist organizations and non-peaceful actors are excluded from DDP support.\n\nAfter initial contract, a potential follow-up project will be processed through the standard organization grant	Political groups, terrorist organizations and non-peaceful actors are excluded from DDP support	Political groups, terrorist organizations and non-peaceful actors are excluded from DDP support.	These projects will be commissioned on specific needs identified by the DDP Secretariat
Expected number of grants supported			
12	11	7	4
Max. Time between application and contract			

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[1]Due to the nature of the DDP relatively new organizations will also apply as a potential grantees. These applications will be reviewed on a case to case basis.
[2]Due to the nature of the DDP relatively new organizations will also apply as a potential grantees. These applications will be reviewed on a case to case basis.

24 days	2 months	4 months	Not applicable
Decision-making body grants			
DDP Secretariat	DDP Secretariat	20.000 USD - 250.000 USD Investment Committee	DDP Secretariat
		250.000 USD > Donor Committee and the Investment Committee	

2. Procedures

In the following paragraph the grant selection criteria, grant selection process and reporting criteria are discussed. Please note that DDP will follow the Hivos procedures concerning granting, contracting and M&E protocol, except for the following exceptions.

- *Equipment*: Hivos does not contribute to the strengthening of assets of its partners unless there is an urgent need and a financial relationship for 5 years. For the DDP a choice has been made to support infrastructural, hardware or software development and deployment therefore it will allow the purchasing of equipment. The DDP will only give support for the purchasing of equipment if it directly mitigates and emergency or directly relates to the goals of the programme. Equipment that forms part of tools of the trade like financial and administrative systems that are needed for general running of organisations is excluded from DDP support.
- *Commercial activities*: Hivos does not allow it support to be used to developed commercial activities. In the case of the DDP where an organisation request the support to develop proprietary software, the application will be taken into consideration if this connects to the needs of the target group or the mitigation of specific threats. A request for proprietary software will be assessed on a case to case bases.

2.1. Application process

The application procedure consists of the following elements:

- To start with outreach: Before application can be received communities at risk and relevant groups should be aware of the DDP and its grant making mechanism. There are a number of outreach activities, amongst which: DDP posts information about the grant application possibilities on the DDP website, presents it at relevant events and circulate it within DDP, Hivos and Freedom Online Coalition networks. There is a one pager on the different grants types that exist to distribute offline. In exposure during events or publication of research or guides we include outreach on the emergency and direct support grants. To draw more attention to the Strategic Grants, the DDP has published a first Call for Proposals in mid-2014 for these specific grants.
- It is envisioned that the bulk of the proposals shall be referrals from within the Hivos, DDP and donor network, but in order to allow grantees that may not be within the networks to be considered, DDP opens its application process for everyone via the DDP website. On the DDP website potential grantees will be encouraged to check the relevance of their project with the DDP secretariat prior to handing in a full proposal.

A complete application shall consist of the following elements:

- Emergency grants: application form is available on DDP website. Potential grantees should provide at least two references
- Direct support grants: application form is available on DDP website and requires uploading of a project proposal and budget. The project proposal should explain the following: the goals, objectives, outputs, M&E- and timeline of the project. It should include an explanation of the need of the project, a context and risk analysis, the track record of the organisation or individual, and a confidentiality classification.
- Strategic grants: a statement of interest or a full proposals for strategic grants can be emailed to the DDP secretariat through ddp@hivos.org. The DDP does not require a predetermined format, but the proposal should include the goals, objectives, outputs, distribution plan[3], budget, M&E- and work plan of the project. It should also include a needs assessment, context and risk analysis, track record of the organisation or individual and confidentiality classification.

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[3]Distribution plan. If the DDP support technology development the organization needs to come up with an distribution plan to ensure that the technology will be spread in repressive or transitional environments to the DDPs and potential grant organization's target audience.

2.2. Emergency Grant procedure

Emergency Grants to critical internet users facing an urgent digital emergency in internet repressive environments. These grants provide direct (legal) advice and financial and other support to individuals with emergencies relating to cyber attacks, compromising of accounts and devices and secure connections.

What constitutes an emergency?
An emergency is an urgent need for assistance arising from threats to the individual's or organisation's security. A digital threat can range from cyber attacks to loss of property or equipment and legal proceedings.

Types of emergency support
Emergency grants are intended to provide small and timely financial emergency assistance to individuals and organisations who are suffering from a cyber attack. Emergency grants can provide a maximum of 5,000 USD, run for a maximum period of four months and can be awarded within one week.

The grant can be used for urgent needs such as:
- digital security audits for organisations
- equipment replacement
- secure hosting
- VPN connections
- safe internet connections
- finding legal representation
- payment of legal fees
- other types of urgently needed expenses

Who can apply?
Journalists, human rights defenders, NGOs, activists and bloggers who come under attack because of their online activities in internet repressive and transitional countries and are in need of immediate financial emergency assistance.

The Emergency Grants are meant to give direct support to individuals and organizations who are suffering from a digital threat. They can apply for the maximum of two emergency grants. Please note that the Emergency Grant procedure can also be considered a bridging grant between the urgent need for quick response and the time it takes to go through the standard DDP granting procedures. Emergency Grants are per definition more risky in nature then the standard procedures, due to the compressed time for due diligence. Therefore, approved projects will be time- and money bound (see Emergency Grant criteria's).

2.2.1. Emergency Grant criteria
The following rapid grant criteria and procedure are in place
1) Project falls within the scope of DDP and is aimed at a pressing emergence
2) For both organisation and individual
3) Time and money bound. The implementation of activities cannot exceed a period of 4 months nor exceed a budget of 5.000 USD or 3.800 Euro
4) Analysis of the emergency situation, risks and the needs.
5) Technology (if grant includes a technical component)
   a) Needs assessment; what are the needs, threats and risk using this technological solution?
   b) Security and risk analysis; how secure is the technology?
6) The need and threat of the organisation/individual through the two references they submitted
7) Was the same request submitted to other emergency funds?
8) Level of sensitivity of the project
9) Confidentiality level of the partners and project

2.2.2. Rapid Grant selection process

Emergency Grants			
Initial selection and rejection process			
Step	**Who**	**Action**	**Timeline full proposal is received**
1	Ticketing system	The ticketing system records the basic data, including the applicant, date of receipt and proposal	Automatically
2	JPO/PO	Once a ticket with a new proposal has been created the proposal is put in the Excel file 'potential grantees', which the	2 days

		following data; name applicant, name proposal, date received and status	
3	JPO/PO/PM	The ticket is assigned to the JPO/PO/PM of the DDP team	2 days
4	JPO/PO/PM	If the organization or its application does not meet the DDP's Emergency Grant criteria for support the standard rejection procedure will be followed and the grantee is notified through the ticketing system. After which the ticket is closed in the ticketing system.	2 days See normal procedure 3.4 and see rejection letter in the DDP folder
5	JPO/PO/PM	If, an application is compatible both financially and policy-wise with the DDP emergency criteria, the project proposal and the organization are subjected to a closer examination.	2 days
Assessment and Approval of Proposal			
6	JPO/PO/PM	The rapid grant applicants are assessed by the Emergency Grant criteria.	7 days
7	JPO/PO/PM	Vetting: if it is a new partner for the DDP/Hivos the application is vetted by contacting the two references the potential partner has send and inquiries within our network of trusted partners. If it is a known partner to Hivos/DDP the potential partner will be vetted by reaching out to colleagues and if needed our wider network	7 days
8	PO/PM	The budget is checked according to the FO guidelines. When in doubt check with the FO.	
9	PM with the JPO or PO	Discuss the applications and make a decision within 12 days of receipt of the Rapid Grant application. If approved the **DDP assessment form** is filled out. If the request is deemed sensitive by the DDP criteria (paragraph 3.6) the Donor Committee is approached independently for approval.	12 days
10	JPO/PO/PM	When an application is not approved, a letter of rejection indicating the grounds is prepared. The letter of rejection is sent to the applicant organization through the ticketing system.	19 days
11	Donor Committee	If an application is deemed sensitive by PM, the DDP secretariat contacts every member of the Donor Committee individually. The Donor Committee has to approve or reject the proposal within one week.	19 days
12	JPO/PO/PM	Approved applications are informed	19 days
13	JPO/PO/PM	Approved sensitive applications are informed	24 days
14	BAS	The business partner is prepared in Osiris. Note: *confidential*: if the partner is confidential the JPO/PO/PM in the email to the BAS should classify the level of confidentiality and if all communication and contracts will only happen with encrypted email. If this is the case, the emailbox will be left empty in the business partners file and a note will be made that only encrypted email will be used.	19 days
15	JPO/PO/PM	Contracts: the Hivos general contract procedures are used. The contract intakes are prepared in Osiris, the contracts are created in Jaspers and checked by the JPO/PO/PM for all the necessary information before the contract is send to the BAS. Ensure that the right reporting schedule and specific DDP terms and conditions are included in the contract. These can be found in the section 3.1 and 3.2 and have to be added in Osiris contract field 'document note'. In the title the abbreviation of EG will be used to identify this is an emergency grants.	22 days
16	BAS	Check the contract for all the requirements and prepare the contract for signing by the Head of Bureau	
17	Programme Manager	Contracts is signed by Hivos Head of Bureau Expression and Engagement, and sent to the grantee for signing. The contract will include the payment terms, Hivos general terms and	23 days

| 18 | BAS | Contracts are filed in the Hivos administration system Osiris, I-schijf and the partner hardcopy folder.
Please note that confidential partners are not filled in Osiris | 23 days |
| 19 | BAS | The money is transferred to the grantee, as agreed. This shall be done two weeks of grantees returning signed contract. | 24 days |

2.2.3. When buying equipment

Under the emergency grants there is a possibility that the DDP will pay for the replacement of stolen or compromised phones and / or laptops. To prevent excessive spending on Macbook pro's the DDP have the following maximum amounts per piece of equipment:

Device	Estimated price in Euro
Laptop	700
Desktop	500
Monitor	200
Keyboard	50
Hard disk	60
Safety cord	20
Headset	20
Mobile phone	60
Network cable	10
Power cord	10
Modem cable	10
Anti-virus software	50
Router/modem	40
Access points	70
Installment software Windows	90

2.3. Direct Support Grants

Direct Support Grants are intended to provide small and timely financial support. Direct support grants can provide a maximum of 50,000 USD, run for a maximum period of one year and can be awarded within a minimum of one month.

The grant can be used to:
- Provide temporary helpdesk or other support needed to mitigate a specific digital emergency situation that affects a larger group of independent media, human rights defenders, journalists, bloggers and activists. These emergencies can arise during elections, periods of protest or other politically sensitive times.
- Kick start the digital security of journalists, activists, human rights defenders and blogging organisations by engaging in a security assessment and implementing the subsequent recommendations that focus on infrastructure, incidence response procedures and/or digital security training. The following can fall under infrastructure: web hosting, secure mail hosting, encryption, burner devices, VPN or equipment replacement.
- Test and research a specific threat to the critical internet user in a specific repressive country.

Who can apply?
Human rights defenders-, media- and bloggers organisations that mitigate their own or others' digital emergencies in internet repressive and transitional environments.

2.3.1. Direct Support Grant selection criteria

Grantee applications shall be assessed according to whether their proposed projects meet the following criteria:
1. Project falls within the scope of DDP; is the project rapid response in nature and aimed at keeping the internet open and free and protect its critical users from emerging threats in repressive and transitional environments
2. Assessment of target group needs: has the potential grantee made a sound inventory of the needs of the internet's critical users in repressive or transitional environments?
3. Risk analysis / security assessment
   a. Target group

b.   Implementing organisations
c.   DDP/Freedom Online Coalition
4. Technology (if grant includes technical component)
    a.   Needs assessment; what are the needs, threats and risk
    b.   Is the proposed technology appropriate and does it target the needs of the target group
    c.   Security and risk analysis; how secure is the technology
    d.   Openness of the technology; open source or proprietary
    e.   Usability; who is the intended user group and what are their skills and capacities
    f.   Added value
5. Track record (organisation and/or individual)
6. Outreach/deployment strategy
7. Impact
8. Sustainability and replicability
9. Complementarity
10. Sensitivity of the project
11. Confidentiality level of the partner and project
12. Value for money

2.3.2.   Grant selection process; Direct Support Grants

Direct Support Grants			
Initial selection and rejection process			
Step	**Who**	**Action**	**Timeline full proposal is received**
1	Ticketing system	The ticketing system records the basic data, including the applicant, date of receipt and proposal.	Automatically
2	JPO/PO	The proposal is added to the Excel file 'potential grantees', with the following data; name applicant, name proposal, date received and status	2 days
3	JPO/PO/PM	The ticket is assigned to the JPO/PO/PM of the DDP team	2 days
4	JPO/PO/PM	If the organization or its application does not meet the DDP's Direct Support criteria for support the standard rejection procedure will be followed and the grantee is notified through the ticketing system. After which the ticket is closed in the ticketing system.	2 days See normal procedure 3.4 and see rejection letter in the DDP folder
5	JPO/PO/PM	If, an application is compatible both financially and policy-wise with the DDP Direct Support criteria, the project proposal and the organization are subjected to a closer examination.	2 days
Assessment and Approval of Proposal			
6	JPO/PO/PM	The Direct Support applicants are assessed on the Direct Support Grant criteria.	7 days
7	JPO/PO/PM	Vetting: if it is a new partner for the DDP/Hivos the organization is vetted by inquiries to colleagues and if needed our wider network	7 days
8	PO/PM	The proposal is checked and if necessary additional information is requested from the applicant.	2 months
9	PO/PM	If necessary, information is checked by third parties from the technology field or from a specific region.	2 months
10	PO/PM	Grant application > budgets are assess to see if the budget is normal or is additional questions need to be ask	1 month
11	PM	A decision could be made at this point not to go further, in which case the personalized rejection letter is sent.	2 months
12	PO/PM	The DDP assessment form is filled out and in case needed additional questions are asked to the potential grantee.	
13	PM	The assessment and proposal are given to the PM for review and a decision is made. In case the Direct Support request is deemed sensitive by the DDP criteria (paragraph 3.6) the Donor Committee is approached independently for approval.	2 months
15	JPO/PO/PM	In case of rejection: The grantee is notified through the ticketing system by a letter of rejection. After which the ticket is closed in the ticketing system.	3 months and 2 weeks

16	PO/PM	In case of pending: the PM decide to put the proposal on pending in anticipation of further information or action from applicant. In which case information is communicated to applicant organization. The project can be approved if all necessary information has been given.	3 months and 2 weeks Not applicable for grants <50.000 USD
17	PO/PM	In case the proposal is approved: the PM informs the applicants.	3 months and 2 weeks
18	JPO/PO/PM	A contract is made according to the Hivos procedures. For the DDP contracts the following additional steps need to be done: - Description will start with with the abbreviation for the type of grant: EG, DSG or SG. Followed by the confidentiality status * and then the titel - Document notes: the text under DDP Terms and Conditions contract should be put in here - Under contract schedule, the schedule should be adjusted to the DDP reporting schedule and a budget assessment has to be included. - Check which fund it will be paid from. If the fund is US State Department there cannot be another donor in the same contract	3 months and 2 weeks
19	FO	Budget assessment is done	3 months and 2 weeks
20	Programme Assistant	A contract is prepared and Hivos Head of Bureau Expression and Engagement signs and initials the final documents. Contract is send to the grantee for signing. The contract will include the payment terms, Hivos general terms and conditions, DDP specific terms and conditions, the financial and narrative reporting guidelines, reporting and payment schedule and the pre agreed indicators/milestones. Additional information on the reporting schedule and DDP terms and conditions can be found in paragraph 3.1 and 3.2. The grantee is requested to sign the form and return it.	4 months 2 months for individual grants
21	BAS	Contract are filled in the Hivos administration system Osiris, I-schijf and the partner hardcopy folder. Please note that confidential partners are not filled in Osiris	23 days
22	Financial Officer	Funding commitments are entered in the books.	4 months
22	Financial Officer	The money is transferred to the grantee, as agreed. This shall be done two weeks of grantees returning signed contract.	4 months and 2 weeks

2.4. Strategic Grants

Strategic partnership grants are meant for those organisations that are working to target a specific need and build capacity on this need in the digital emergency response field. Emergency response capacity can be both technical, personal protection and organisational development. The support can only be awarded if it concerns a project in internet repressive and transitional countries.

Who can apply?

Non-profit organisations and professionals working to strengthen the digital emergency field, or working to mitigate threats in a specific repressive country.

2.4.1. Strategic Grant selection criteria

Grantee applications shall be assessed according to their proposed projects meet the following criteria:
13. Project falls within the scope of DDP; is the project rapid response in nature and aimed at keeping the internet open and free and protect its critical users from emerging threats in repressive and transitional environments
14. Assessment of target group needs, has the potential grantee made a sound inventory of the needs of the internet's critical users in repressive or transitional environments?
15. Risk analysis / security assessment
    a. Target group
    b. Implementing organisations
    c. DDP/Freedom Online Coalition
16. Technology (if grant includes technical component)
    a. Needs assessment; what are the needs, threats and risk
    b. Is the proposed technology appropriate and does it target the needs of the target group

c. Security and risk analysis; how secure is the technology
d. Openness of the technology; open source or proprietary
e. Usability; who is the intended user group and what are their skills and capacities
f. Added value
17. Track record (organisation and/or individual)
18. Outreach/deployment strategy
19. Impact
20. Sustainability and replicability
21. Complementarity
22. Sensitivity of the project
23. Confidentiality level of the partner and project
24. Value for money

2.4.2. Grant selection process; Strategic Grants

Organizational grants			
Initial selection and rejection process			
Step	**Who**	**Action**	**Timeline full proposal is received**
1	JO/PO/PM	The initial request is send to the DDP email, the following data is recorded in the Excel file 'potential grantees': name applicant, name proposal, date received and status	1 day
2	PO/PM	The proposal is assigned to the PO/PM of the DDP team	2 days
4	JPO/PO/PM	If the organization or its application does not meet the DDP's Strategic Grant criteria for support the standard rejection procedure will be followed and the grantee is notified through the DDP email account. After which the grantees is put as closed in the Excel file 'potential grantees'.	4 days See normal procedure 3.4 and see rejection letter in the DDP folder
5	PO/PM	If, an application is compatible both financially and policy-wise with the DDP strategic grant criteria, the project proposal and the organization are subjected to a closer examination.	2 days
Assessment and Approval of Proposal			
6	JPO/PO/PM	The strategic grant applicants are assessed on the strategic Grant criteria.	7 days
7	JPO/PO/PM	Vetting: if it is a new partner for the DDP/Hivos the orgnaization is vetted by reaching out to colleagues and if needed our wider network	7 days
8	PO/PM	The proposal is checked and if necessary additional information is requested from the applicant.	2 months
9	PO/PM	If necessary, information is checked by third parties from the technology field or from a specific region.	2 months
10	FO	Grant application > budgets are assess and budget assessment form are filled out and passes it to Programme Manager.	1 month
11	PM	A decision could be made at this point not to go further, in which case the personalized rejection letter is sent.	2 months
12	PO/PM	The DDP assessment form is filled out and in case needed additional questions are asked to the potential grantee.	
13	PM	For applications: Project < 50.000 USD the secretariat decides if the grant is awarded or rejected on the basis of the assessment >50.000 USD the proposal, DDP assessment form, FO assessment and communication with potential partner are placed for review on the DDP own cloud (secure virtual environment accessible by IC and DC). Projects between 50.000 USD and 250.000 USD will be submitted for review to the Investment Committee Projects > 250.000 USD to 400.000 USD will be submitted for review to the Investment Committee and the Donor Committee (see roles and responsibilities of Programme Implementation Plan).	2 months

14	IC/DC	A meeting is set with the Committee and the proposal and assessment forms are submitted two weeks prior to the meeting. During the Committee meetings to proposals are discussed and approved, put on pending or rejected.	3 months Not applicable for grants <50.000 USD
15	PA	In case of rejection: a letter of rejection indicating the grounds are prepared for organizations that are not approved for funding by the DDP secretariat (<50.000 USD) or the Investment Committee and/or the Donor Committee. The letter of rejection is sent to the applicant organization. A copy of the rejected application is kept in the "Rejections" file together with the rejected application.	3 months and 2 weeks
16	PO/PM	In case of pending: Investment Committee and/or the Donor Committee could decide to make their decision pending on a particular applicant in anticipation of further information or action from applicant in which case information is communicated to applicant organization. If an application is approved pending further information the Programme Manager can approve the project if all necessary information has been given.	3 months and 2 weeks Not applicable for grants <50.000 USD
17	PO/PM	In case the proposal is approved: by the DDP secretariat (<50.000 USD) or Investment Committee and/or the Donor Committee, applicant are informed. If the application is approved by either the PM (,50.000USD) or the Investment Committee (50.000 – 250.000 USD) and deemed sensitive by the DDP criteria (paragraph 3.6) the Donor Committee is approached independently for approval.	3 months and 2 weeks
18	JPO/PO/PM	A contract is made according to the Hivos procedures. For the DDP contracts the following additional steps need to be done: - Description will start with with the abbreviation for the type of grant: EG, DSG or SG. Followed by the confidentiality status * and then the titel - Document notes: the text under DDP Terms and Conditions contract should be put in here - Under contract schedule, the schedule should be adjusted to the DDP reporting schedule and a budget assessment has to be included. - Check which fund it will be paid from. If the fund is US State Department there cannot be another donor in the same contract	3 months and 2 weeks
19	FO	Budget assessment is done	3 months and 2 weeks
20	Programme Assistant	A contract is prepared and Hivos Head of Bureau Expression and Engagement signs and initials the final documents. Contract is send to the grantee for signing. The contract will include the payment terms, Hivos general terms and conditions, DDP specific terms and conditions, the financial and narrative reporting guidelines, reporting and payment schedule and the pre agreed indicators/milestones. Additional information on the reporting schedule and DDP terms and conditions can be found in paragraph 3.1 and 3.2. The grantee is requested to sign the form and return it.	4 months 2 months for individual grants
21	BAS	Contract are filled in the Hivos administration system Osiris, I-schijf and the partner hardcopy folder. Please note that confidential partners are not filled in Osiris	23 days
22	Financial Officer	Funding commitments are entered in the books.	4 months
23	Financial Officer	The money is transferred to the grantee, as agreed. This shall be done two weeks of grantees returning signed contract.	4 months and 2 weeks

3. Contract related conditions

3.1. Report Schedule

Narrative reports

The **standard narrative** report schedule is:

QR: 1 December – 1 March	Due: 1-04-2015
QR: 1 March – 1 June	Due: 1-07-2015
QR: 1 June – 1 September	Due: 1-10-2015
AR: 1 January – 1 December	Due: 1-01-2015

The reporting schedule for **emergency or direct support grants** is:
Narrative and financial report at the end of the contract. If the contract is longer than 6 months a quarterly report has to be scheduled half way in the contract period.

Note that:
The DDP wants to make the Quarterly reporting the little burden as possible on the grantees, therefore if a contract starts on 1st of February 2015 the first QR will not be scheduled but the 2nd QR report will cover the period of 1 February – 1 June, due 1-7-2014. Same goes for if the contract ends on 31st of December, the AR will be schedule for 1 January – 31 December and due 31-1-2016

Scheduling payments

The DDP pays it grantees in tranches. The first payment will be made upon return of the signed contract, the other payments will be made upon the approval of the reports. The payment will always be scheduled after the submission and assessment of the report. Therefore there should always be one month in between the submission date of the report and the payment.

Audited report

We are currently in discussion on the audit guidelines with the donors, but the DDP has proposed to stick to the Hivos procedures, which are the following:

- In case a contract with a subgrantee is < € 15.000 no financial report is needed
- In case a contract with a subgrantee is between € 15.000 - € 45.000 a financial report (made by the subgrantee, about the project) is needed
- In case a contract with a subgrantee is > € 45.000 a financial audited statement (done by an external auditor, over the whole organisation) is needed

Financial report
This report is scheduled according to Hivos procedures, and the explanation is in the Hivos reporting guidelines.

3.2. DDP Terms and Conditions contract

The following contract procedures should be added to each contract that is made under the DDP.

The Quarterly Reports are meant to give the DDP a short update on the project and should contain the following: information on the agreed upon indicators in Annex 2, a short narrative on the progress and possibly interesting examples of fulfilled objectives over the said period and a small financial overview on grant spend.

Hivos funding Non-liability: Hivos does not assume liability for any third party claims from damages arising out of this agreement.

Travel: the partner agrees not to fly any other than economy class and use U.S flag carriers where possible for all air travel and all transportation arrangements funded by the DDP under this Agreement.

In the case that equipment is purchased under this contract, Annex III transfer of ownership has to be submitted and updated in the quarterly report and the final narrative report.

In case that a financial audited statement falls under the reporting schedule in this report, the overall organisation financial audited statement can be submitted. Please note that in the case of submitting an organisation financial audit instead of a project audit the audit has to comply to the following: DDP award and expenses under this award have to be stated specifically in the overall organisation financial audit. In addition, when transferring part of the grant to the next following year, this has to be mentioned in the audit.

In case no financial audited statement is scheduled the individual or organisation under this contract should keep proof of receipts for 7 years.

3.3. Memo can DDP exceptions to Hivos procedures

Currently there are four memo's which indicate DDP exceptions to Hivos procedures. These memo's are solutions to specific DDP challenges and can be attached to contracts when this exceptions is needed. They are the following four:

1. PM signing authority fly America act waiver: currently the PM of the DDP does not have the authority to sign for things, this is has the Head of Bureau. There is an exception for the waiver of the fly America act. If the DDP books travel under the USD grant we can only fly American air carriers. There are specific exceptions when you can fly a different airline, these are notes in the fly America act waiver (see hard copy folder contract 1006150 or 1009160). With the memo the PM of the DDP has the mandate to sign the fly America act waivers.

2. Direct support grant for security of the organizations. The memo is asking for the structural exception to the Hivos procedures regarding the extension to the budget of the security audit direct support grants. The Hivos rules related to the budget extension is that contracts cannot be increased for more than 50% of the original contract. However the approach of the DDP to the security audit and kick start of the implementation is that we make a contract for the first step, the security audit. Depending on the outcome of this security audit we can support the kick start of certain activities. This is done from the believe that we do not know what we have to fix until we diagnose the problem. In most cases the audit will be less than the financial support to the kick starting of the recommendations. The direct support grants can never go over 50.000 USD in total, this includes the audit and the kick starting of the recommendations

3. Exception on how to process specific emergency grants under the DDP Osiris with regards to buying of equipment. In certain cases there cannot be a financial trial to the DDP, Hivos will purchase the equipment for the beneficiary. However, we still want to sign a formal contract with this beneficiary. To do this Hivos needs to make an exception to the Osiris procedures. Where the DDP will create an own contract box in the Hivos operational with budget line items for equipment. This own contract box will correspond to partner contracts (not own contracts) in Osiris Project Funding. This will enable DDP to buy equipment and still be able to make a contract with reporting requirements with the beneficiary.

4. Exception to the hardcopy contract rule of Hivos: the DDP has an exception to the Hivos procedures that a contract with a partner needs to have a signed hardcopy. DDP works in very repressive environments, like Turkmenistan, China, Russia, Bahrein or Iran, and can be classified as highly confidential. In the cases where our partner resides in these countries it is advisable that there is no paper and in some cases even financial trial between Hivos and the partner. The exception is that for these situation the soft copy (digital version) will be used as the original contract. This will only be corresponded over encrypted means. This exception will only apply to the high confidentially partners, indicated with *** Please note that the exception memo will only be put on the globe in the contract once the softcopy is received.

3.4. FO guideline budgets grants

Prior to sending the budgets to the FO the PM/PO/JPO do a preliminary check on the budget. There are a few standard rules that we can already ask our potential grantees about if they have not provided enough information. Think of the following, when in doubt check with the FO and also ask the partner the question

1. Salary: is the proposal staff heavy? If yes is there an explanation for this, for instance software development is mostly hours and little other costs
    a. Is it reasonable? When they charge an hourly rate, calculate what this would mean for a monthly salary or Google for other vacancies and check if it is a normal price
    b. Does the partner show how they calculated the total amount per staff member? Is someone full time or is it a % of a total salary. Is this the same for the entire project?
    c. Does the partner have an explanation of the roles and responsibilities and who will do what? Does it match the activities?
2. Does the budget relate to the activities that are planned and is it realistic?
3. Equipment: can be small devices like laptops or phones, for this the DDP has a guideline for a maximum amount per item. If equipment are things like servers or other infrastructural costs, Google the average costs and also check with similar organisations (for instance other secure hosting organisations or fellow funders like OTF) how much these things costs, and if the budget is reasonable.
4. Exchange rate: has the partner taken this into account
5. Unforeseen: as the DDP we have agreed that this cannot be more the 8%

3.5. Confidential guidelines

The Hivos confidentiality guidelines should be followed. For Hivos, Confidentiality means that Hivos will not use any details on this organisation in publications to which third parties have access, such as Hivos Online, the Summary Book or the Partner Organisation Book. However, the following agreements are made specifically for the DDP programme.

Classifying a partner as confidential: A potential partner can indicate in the application process if the project should be treated as confidential. They should give a reason why their project should be confidential and the PO/PM decide if the confidentiality status is awarded. In specific cases the PO or PM can decide that considering the nature of the project, the country where it is executed or the sensitivity of the DDP donors in a specific case the project should be classified as confidential. The level of confidentiality will be indicated by * start for low, ** for medium and *** for high in the description of the contract. In the business partner the email address box will be empty and the BAS will make a note in the comment box that the partner is confidential and email correspondence is solely done encrypted. The email is put in the comment box.

Level of confidentiality: there are different layers of confidentiality; from low, medium and high.
- *Low* means that the project and partner are confidential in the interest of being able to execute a project. In this case it is necessary for the partner to fly under the radar while implementing the project. An indicator for this can be that the project is executed in a repressive internet environment but the partner is based a non repressive country.
- ** *Medium* means that the project and partner are confidential in the interest of being able to execute a project and could run potential risk if connected to the DDP. An indicator could be that the partner is intervening in a emergency situation where the surveillance is increasing during social and political tensions and any connection to a western entity could draw additional attention to the partner and project.
- *** *High* means that there should be no link in the Hivos systems between the business partner and the content of the projects. This applies to projects where an individual or organisations are working in very repressive internet or foreign funding environments, for instance China, Turkmenistan or Russia. For the emergency grants that are highly confidentiality, the DDP can also decide to pay a supplier directly for a service (for example satellite internet connections) or equipment (laptop or phone). While engaging in a contract with the person on the ground.

Please note during contracting: if the partner is confidential and a contract is made, the JPO/PO/PM clarifies in the email to the BAS the level of confidentiality. If it is medium to highly confidential all communication and contracts will only be send by encrypted email. In this case, the emailbox of the business partner in Osiris will be left empty and a note will be made that only encrypted email will be used.

	Confidentiality status		
Classification	The PO/PM should indicate to the rest of the DDP team (JPO/PA/FO) what level of confidentiality this partner and project has		
Item	* Low	**Medium	***High
General	In consultation with the partner it is decided on how much information of the project is public and which information should be treated with care.	Information on this partner is not freely accessible. Documents are only stored digitally in the DDP folder. The physical folder is placed in cabinet that can be locked .	Information on this partner is on a need to know basis. Documents are only stored digitally in the DDP folder. This folder is protected with an additional password The physical folder is placed in cabinet that can be locked and the folder does not carry the name of the partner
Osiris	Both the business partner and the contract is put on confidential. All the regular procedures are followed in this case. In the business partner the email address box will be empty and the BAS will make a note in the comment box that the partner is confidential and email correspondence is solely done encrypted. The email is put in the comment box	Both the business partner and the contract is put on confidential. BP is treated similar to low confidentiality. In Osiris there is a link between the business partner and the project, but no documents are uploaded on the 'globe'. In the assessment no names and unique identifiers of people in a repressive internet country are mentioned.	Both the business partner and the contract is put on confidential. BP is treated similar to low confidentiality. There is no link between the business partner and the project in Osiris. The content of the project is saved in the DDP folder that has a different contract number

Contract	Hard copy is only send in case that the partners resides in safe country	Hard copy is only send in case that the partners resides in safe country. Explanatory memo has to be written if the DDP cannot send the hard copy of the contract.	Hard copy is not send. Memo has to be written explaining this choice
Communication between DDP and partner	Preferably encrypted	Solely encrypted	Solely encrypted
Internal communication	Preferably encrypted	Solely encrypted if possible	Solely encrypted, in case one does not have encryption the proposal or budget is printed.
Communication	Depending on the agreement with the partners, no formal communication, or communication under an alias (like in the case of virtual road)	Depending on the agreement with the partners a general description with no names and unique identifiers could be communicated after the project is finished	No formal communication on these projects.
Reporting	Depending on the agreement with the partners potentially only to the back donors in the Q report. Put the confidentiality status next to the partner description so that the government representatives can keep this out potential FOI requests	Only to the back donors in the Q report. Put the confidentiality status next to the partner description so that the government representatives can keep this out potential FOI requests	Only to the back donors in the Q report. Do not mention names or any unique identifiers in the report. Put the confidentiality status next to the partner description so that the government representatives can keep this out potential FOI requests

3.6. Grant Reporting Requirements

Standard procedure organisations

For contracts the grantee is required to report on pre agreed milestones, provide Quarterly Reports and Annual Reviews, a financial report and/or an annual audited statement.

Grant Reporting Requirements Individuals

Individual grantees will only be supported by the DDP for a project of max. 4 months and a max budget of 5.000 USD/3.800 Euro. A reporting schedule will be agreed upon between the DDP and the individual; concerning mid project reports and a final report on pre agreed milestones, both including a narrative and financial section. Payments will be cut into trances and only paid if the mid project and final narrative and financial report of individuals have been approved. Individual grantees will need to safe their receipts up to 7 years in case of an external audit.

3.7. DDP procedures for sensitive grants

DDP's work is sensitive in nature, it tries to increase emergency support for the internet's critical users like bloggers, cyber activists, journalists and human rights defenders when under threat in repressive and transitional environments. Therefore, each project will be assessed on risk and sensitivity (for risk management see below). Sensitivity assessment is aimed at judging the possible political repercussions of an application for the DDP and the Donors.

The procedure for sensitive grants is that each proposal will be scored by the Programme Manager and/or Investment Committee on a scale of 1 to 5[4]. If an approved proposal:
- scores 1 there are no actions.
- scores 2 or 3 the Donor Committee informed
- scores a 4 or a 5, the proposal will be placed before the Donor Committee for a final approval

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[4]   1 = not sensitive, 2 = semi sensitive, 3 = sensitive, 4 = very sensitive and 5 = extremely sensitive

For the normal procedures (> 50.000 USD) or individual proposals the Programme Manager will receive a proposal and assess the project on it sensitivity on the scale of 1 to 5 and report its findings to the Investment Committee. In the Investment Committee the sensitivity score of an application is discussed. If the project is approved by the Investment Committee but considered sensitive (category 4 and 5) the application will be placed before the Donor Committee before final approval of the project. If the Programme Manager assesses a project as sensitive (category 4 and 5) but the Investment Committee does not deem it sensitive, the Programme Manager has the right to place it before the Donor Committee for a final approval.

For the individual granting procedures and grants < 50.000 USD the Programme Manager will report directly to the Donor Committee if an application is considered sensitive (category 4 and 5) and the Donor Committee will have the final say.

For Rapid Grant procedure, if both the Programme Manage and the Chair of the Investment Committee consider an approved application a category 4 or 5 the Donors are contacted individually for their consent.

The operationalization of the sensitive grant procedure mentioned above is a topic for discussion after the first 6 months in which DDP is running in a meeting between the Donor Committee and the DDP secretariat and if needed adjusted.

3.8. Vetting procedures

Each grant or brokering request the DDP vets to see if the request is legit and the individual or organization are not political groups, terrorist organizations and non-peaceful actors and have a good track record. This is done in three different ways:
1. They are already a partner of Hivos we check with their liaison officer in Hivos
2. They are referred to us by a trusted source or strategic partner. We check the referral with the trusted source or strategic partner and we check in our network
3. They are unknown to us and we check with two independent sources the potential partner submitted and within Hivos, West Asia team, our regional offices or our trusted sources/strategic partners.