

# VOLUNTARY TRUST FUND

## Frequently Asked Questions FAQs

## JOINT PROPOSALS AND REGIONAL CONSIDERATIONS

### 1. Is it possible for States to make joint proposals (e.g. for 2-3 States to present a single proposal together regarding a regional meeting)?

**Answer: Yes;** States may submit joint proposals for a project. However, in Section 1 of the Grant Application Form (1. State Applying for VTF Grant), only one State's name may be inserted. The other State(s) that are involved in the proposal should be listed in Section 4 of the Grant Application Form (4. Supporting/Participating Agencies or Implementing Partner(s)).

Please also note that the funds allocated to a project can only be paid to one State – the State named in Section 1 of the Grant Application Form (1. State Applying for VTF Grant).

### 2. Does the Budget Cap of USD 100,000 still apply to projects involving more than one State?

**Answer: No;** where the project involves more than one State or a group of States, the budget may exceed USD 100,000 (which is otherwise the Budget Cap for projects involving only one State). There is no specific budget cap for projects where more than one State is applying to the VTF under the same project proposal. However, the VTF Selection Committee will determine what is reasonable on a case-by-case basis.

### 3. Is there a limit on the number of proposals that can be submitted by each geographical region?

**Answer: No;** there is no limit on the number of applications for VTF funding that can come from a geographical region.

### 4. Can civil society organizations apply to the VTF?

**Answer: No;** only a State can submit a proposal to the VTF. The VTF Terms of Reference pronounce as follows on eligibility:

*‘Any **State Party** to the ATT requiring assistance in the implementation of the Treaty may submit a project proposal.*

***Signatory States and other States** having shown clear and unambiguous political commitment to accede to the ATT requiring assistance to implement the Treaty may also submit project proposals.’*

### 5. Can a civil society organization that is named as an implementing partner on a State’s project proposal submit the proposal to the VTF?

**Answer: No;** as indicated above, only a State can submit a proposal to the VTF. The VTF Terms of Reference state as part of the eligibility criteria:

*‘Assistance projects required by requesting States may be implemented by or in conjunction with UN agencies, international or regional organisations, civil society organisations or other competent bodies. Applicant must be the beneficiary country /countries’*

This means that civil society organizations can be explicitly named as implementing partners, and could even be named as the Secondary Contact Person in Section 2 of the Grant Application Form (2. Contact Person). But only a State can apply to the VTF Fund and must be the nominated applicant in Section 1 of the Grant Application Form (1. State Applying for VTF Grant).

Civil society organizations may assist States to complete the VTF documentation and fill out the Grant Application Form and the Detailed Budget Form, and be listed as an implementing partner, but the State must submit the application and must be the primary contact for the project.

## 6. Can the VTF funds be paid to an implementing partner – including an NGO or civil society organization?

**Answer: Yes;** VTF funds for a project will be paid directly to the State named in Section 1 of the Grant Application Form (1. State Applying for VTF Grant) unless the State authorizes that the funds be transferred to another entity. However, since the VTF will enter a Grant Agreement with the State (and not the implementing partner), the beneficiary State assumes the entire responsibility for compliance with all terms and conditions imposed on the grant, including reporting obligations.

## THE ROLE OF THE ATT SECRETARIAT

## 7. What is the role of the ATT Secretariat in the VTF project selection process?

**Answer:** The ATT Secretariat will receive and pre-screen all VTF project proposals for compliance with set administrative requirements and eligibility criteria and submit a list to the Selection Committee that indicates proposals that meet the administrative requirements and those that does not. The role of the Secretariat is not to judge the merits or otherwise of VTF proposals but to assess whether each VTF proposal complies with set administrative requirements, including the following:

- Was the proposal submitted *on time* (i.e. before 24h00 Geneva time on 31 March 2017)?
- Was the proposal submitted by a State?
- Is the proposal submitted in the *correct format* (i.e. has the applicant completed the VTF Grant Application Form and completed a Detailed Budget Form)?
- Is the amount of funding sought under the project proposal *within the VTF budget cap* (i.e. is it less than USD 100,000 if the project involves only one State)?

Project proposals that do not meet the administrative parameters set by the VTF process will be automatically disqualified from consideration by the VTF Selection Committee and will not be taken any further.

## VTF SELECTION COMMITTEE MEMBERS

### 8. Can a State that is a member of the VTF Selection Committee apply to the VTF?

**Answer: Yes;** a State that is a member of the VTF Selection Committee may submit a project proposal to the VTF. However, the State must excuse itself (i.e. be absent) from deliberations by the VTF Selection Committee on its proposal if it reaches the selection phase.

## PROJECT DURATION

### 9. How long should the project's implementation period be?

**Answer:** VTF projects shall have an implementation period of one year which starts immediately after conclusion of a Grant Agreement. However, projects of a period longer than one year can be considered if properly motivated.