

**Pacific Disabled Persons  
Organisations Fund  
(Pacific DPO Fund)**

**GUIDELINES**

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## Preface

The Pacific Disabled Persons Organisation Fund (called Pacific the DPO Fund) has been established by the Pacific Disability Forum with funding from NZAID. Its purpose is primarily to support the organisational development of Pacific DPOs and, where they can demonstrate the capacity, to support their project work with persons with disabilities.

These Guidelines have been developed by the PDF Fund Committee after consultation with members. The Fund Committee will report annually to the DPF Annual General Meeting and, based on their experience of managing the fund, make recommendations for changes to the Guidelines to improve the effectiveness of the Fund. Any recommendations must be approved by the DPF AGM before they can be implemented. Any revisions to the Guidelines will be notified on the PDF website, listserv and newsletters.

The PDF Fund Committee welcomes any comments on these guidelines and will consider these during its annual review of them.

PDF thanks NZAID for its support for organisations in the Pacific working to attain the rights of persons with disabilities and to improve their opportunities as expressed in the United Nations Convention of the Rights of Persons with Disabilities and the Biwako Millennium Framework.

The Pacific DPO Fund is one aspect of this support and PDF is committed to ensuring the funds are used well. The PDF hopes that through this Fund, Pacific DPOs will be strengthened in their work and it will provide support and training to Pacific DPOs so that they can access and utilise it effectively.

Setareki S. Macanawai  
Chief Executive Officer  
Pacific Disability Forum

## **Pacific DPO Fund Guidelines**

### **1 Purpose**

The purpose of the NZAID/PDF Pacific Disabled Persons Organisations Fund (called the Pacific DPO Fund) is to:

***improve the lives of persons with disability by supporting the organisational development and project work of Pacific Disabled Persons Organisations (DPOs)***

### **2 Principles**

The ***Pacific DPO Fund*** and the organisational development activities and projects funded from it are guided by a set of principles. All organisations receiving funding from the Pacific DPO Fund are expected to commit to the following principles:

- the self-reliance of persons with disabilities
- focus on injustices to or poverty of persons with disabilities
- the active participation and development of all persons with disabilities throughout Pacific countries
- a partnership approach, working with, rather than for, persons with disabilities
- the sustainability of organisational development activities and projects funded
- the full and equal participation of women as well as men with disabilities.

### **3 Eligibility**

All organisations applying for funds from the Pacific DPO Fund must meet the following eligibility requirements:

- be non-governmental, non-profit and a DPO<sup>1</sup>
- be based in and the activity takes place in an eligible Pacific country (or across eligible Pacific countries)<sup>2</sup>

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<sup>1</sup> The Pacific DPO Fund is primarily for Disabled Persons Organisations that are governed and managed by persons with disabilities themselves. However, in special circumstances, other local organisations supporting persons with disabilities may apply with a letter of endorsement of a national DPO in their country, or from PDF where there are no national DPOs. Such applications will need to show that the application will assist in the development of local DPOs and the active involvement of persons with disabilities.

<sup>2</sup> Eligible Pacific countries are the Cook Islands, the Federated States of Micronesia, Fiji, Kiribati, the Marshall Islands, Nauru, Niue, Palau, Papua New Guinea, Samoa, Solomon Islands, Tokelau, Tonga, Tuvalu and Vanuatu.

- able to demonstrate that the organisation is working to improve the lives of persons with disability through empowerment, awareness raising and reducing inequality
- persons with disabilities (women as well as men) should be actively involved in the governance and management of the organisation. The organisation should also be inclusive of a wide range of persons with disabilities, including groups that may be overlooked
- the organisation should have a plan to meet its purpose and objectives, a transparent organisational structure, clear administrative and financial systems to manage funds received or be applying to fund Organisational Development Activities that will lead to the development of such a plan, structure or systems.

## 4 Criteria and Possible Activities

The Pacific DPO Fund has two separate funding streams, the first for ***DPO Organisational Development Activities*** and the second for ***Projects*** that seek to achieve DPO plans to support persons with disabilities. All applications must meet the following criteria. Examples of eligible activities are provided. Applications are not restricted to these examples.

### ***i) Organisational Development Activities***

#### ***Criteria***

- the DPO must be able to demonstrate that it is committed to the principles outlined in Section 2 of these Guidelines
- the funding must aim to strengthen the capacity of the DPO to do its work and achieve its plans, develop the leadership of the organisation and its members or strengthen the organisation's policies, structures, systems and/or procedures
- women as well as men with disabilities should be involved in the design, monitoring, evaluation and implementation of the project – how this will be done needs to be included in your application
- the activity must be able to be completed within a year of receipt of funding – if completion of the activity is delayed, a request for an extension must be made to the Pacific DPO Committee
- the application must be made on the Pacific DPO Fund ***Organisational Development Application Form***<sup>3</sup> and all questions must be answered

### ***Possible Activities***

- developing the legal identity of an organisation (eg the development of a constitution or trust deed, legal registration)
- building the capacity of DPO staff (eg developing or delivering training programmes, attendance at conferences or courses)
- establishing a governance structure, policies, administrative or financial systems, procedures (eg developing a Strategic Plan, monitoring and evaluation system, or human resources policy)
- developing learning, support and mentoring partnerships with other organisations; such as other Pacific DPOs, which will improve the outcomes for persons with disabilities (eg study tours or secondments to partner organisations)

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<sup>3</sup> There are different forms for applications for Organisational Development Activities and Projects.

- developing physical assets (eg modifications to facilities to meet the access needs of persons with disabilities, purchase of equipment such as adaptive ICT systems)<sup>4</sup>
- developing communication systems or resource materials (eg the development or production of newsletters, web sites, information for persons with disabilities or caregivers)
- increasing membership (eg a programme to attract new members)
- developing and implementing a fundraising strategy
- collecting data (eg the extent, type, causes, challenges of disability)
- undertaking evaluation activities (eg conducting an evaluation particular programmes, review of a strategic plan)

## **ii) Projects**

### **Criteria**

- the project must demonstrate a commitment to the principles outlined in Section 2 of these Guidelines
- the DPO making the application must be able to demonstrate that it has the knowledge, skills and resources to complete the project
- women as well as men with disabilities should be involved in the design, monitoring, evaluation and implementation of the project – how this will be done needs to be included in your application

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<sup>4</sup> Physical assets are equipment, machinery, buildings or vehicles or other items that can be physically numbered and counted. These will only be approved if it can be shown that they will make a significant contribution to the organisation and its programme. The organisation must be able to demonstrate how it will own, maintain and replace the items when necessary.

- the activity must be able to be completed within a year of funding (If completion of the activity is delayed, a request for an extension must be made to the Pacific DPO Committee.)
- the application must be made on the relevant Pacific DPO Fund ***Project Application Form***<sup>5</sup> and all questions answered

### ***Possible Activities***

- specific projects focused on improving outcomes for a particular group of persons with disabilities (eg women, children, vision impaired persons, persons in a specific geographical location)
- awareness raising campaigns (eg working with persons with disabilities to inform them of their rights and access to services, campaigns aimed at overcoming prejudice in the community)
- advocacy campaigns (eg promoting national legislation on disability rights, reporting on adherence to the Biwako Millennium Framework).

## **5 Funding Limit**

An organisation can apply for up to Fiji\$10,000 per application. This is the same for Organisational Development Activities and Projects. Further applications from a DPO will not be considered until all reporting requirements have been met to the satisfaction of the Fund Committee.

## **6 Activities that will not be Funded**

- costs associated with the ongoing running of your organisation (eg salaries, rent, electricity)
- religious activities or projects involving evangelisation

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<sup>5</sup> There are different forms for applications for Organisational Development Activities and Projects.

- activities on behalf of, or that support, particular political parties.

## **7 Management of the Pacific DPO Fund**

### ***Fund Committee***

The Pacific DPO Fund is managed by a five member Fund Committee comprising:

- the Disability Coordination Officer at the Pacific Island Forum Secretariat, who is the Chairperson of the Committee
- three members elected on a biannual basis from the PDF membership at the AGM – these members serve for a period of two years but may be nominated for a second two-year term<sup>6</sup>
- the PDF Programme Officer as an ex-officio member.

### ***Fund Committee Roles and Responsibilities***

The roles and responsibilities of the Fund Committee include:

- to manage the Pacific DPO Fund within the approved allocation by NZAID, with the assistance of the PDF Secretariat
- to assess and approve or decline applications to the Pacific DPO Fund from Pacific DPOs
- to review and provide feedback on the applicants' reports on completed organisational development activities or projects
- to provide advice to specific DPOs, primarily through feedback on their applications and reports and to make recommendations to the PDF AGM on training needs for Pacific DPOs

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<sup>6</sup> It is expected that all members of the Funding Committee will not be replaced at the same time.

- to report to the PDF AGM regarding applications, reporting and general issues surrounding the Pacific DPO Fund and make recommendations as necessary for changes to the Fund's Guidelines, criteria, procedures, etc.
- to provide information to the PDF Secretariat on successful projects and examples of good practice for dissemination
- to develop and submit an annual budget for the Pacific DPO Fund to NZAID via the PDF.

### ***Administrative Support***

Administrative support to the Fund Committee will be provided by the PDF Secretariat, primarily through the PDF Programme Officer, who is an ex-officio member of the Fund Committee. The PDF Programme Officer also acts as the Fund Committee secretary, recording minutes of the meetings and preparing correspondence to DPOs and is the first point of contact for DPOs with enquiries about the Pacific DPO Fund.

## **8 Application Process**

The Fund Committee will hold two funding rounds per year (subject to funds being available) when organisations can submit applications for funding. The dates by which applications must be received will be advised on the PDF website, listserv and/or newsletter. Applications must be received by these deadlines to be considered.

### ***Completing an Application***

Organisations wishing to apply to the Pacific DPO Fund should follow the process shown below:

- carefully read the guidelines and the application and report forms to understand the purpose, eligibility, criteria and overall process that needs to be followed

- request clarification or information from the PDF if there is anything that is unclear
- complete the relevant application form, either for Organisational Development Activities or Projects (see Appendices 1 & 2)
- send the completed application form with ALL questions answered to the PDF by email, fax or post (if emailed, a signed copy must also be posted to PDF). Receipt of the application will be acknowledged by the PDF Programme Officer.

### ***What Happens to the Application?***

- the PDF Programme Officer distributes applications to the Fund Committee ahead of their next meeting and individual members assess the applications against a set of questions (see Appendix 3)
- when the Fund Committee meets, members discuss their assessments and a decision is made by consensus (a vote if necessary) on whether each application should be funded
- all applicants will receive a letter from the Fund Committee Chairperson within two weeks of the meeting, informing them of the Fund Committee decision in relation to their applications. This will indicate if the application has been:
  - a) Approved – If approved, the applicant must agree to the terms of the funding by signing a contract (the Funding Agreement). A template of this is included in Appendix 4. This will be enclosed with the letter notifying the applicant that they have been successful. Two copies of this need to be signed by two authorised signatories of the applicant and returned to the PDF Programme Officer. These will then be signed by the Chairperson of the Fund Committee and one copy returned to the applicant. The funds will be paid over

within two weeks of receipt of the Funding Agreement by PDF and the project can then commence<sup>7</sup>.

- b) Approved in Principle – This means that the Fund Committee has approved your application subject to a satisfactory response to its request for additional information and/or amendment to your application. Once this has been received a contract will be sent for signature and the process follows that in a) above. The applicant may not start the project until the contract has been signed and returned to PDF and the funds received. Funding cannot be used for activities that have already commenced.
- c) Declined – This means that the application has not been approved for funding and the letter from the Chairperson of the Fund Committee will include the reasons why it was declined. Depending on the reasons, it may be possible to re-apply at a later date. This will be specified in the letter.

### ***Conflict of Interest***

If a member of the Committee is associated with a DPO submitting an application, they will take no part in the discussion of that application and decision on whether or not to fund it.

## **9 Reporting Process**

A report must be provided on each approved application to the Fund Committee using the reporting form (see Appendices 5) after the project has been completed and no later than 15 months after the funds have been received.

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<sup>7</sup> It is recommended that you read the '*Monitoring and Evaluation*' and '*Reporting Process*' sections of these guidelines, so you are clear on what you need to do to monitor and report on the funds received.

## ***Completing a Report***

Each organisation reporting on funding should follow the process shown below:

- carefully read these guidelines and the report forms to understand the reporting requirements and overall process that needs to be followed
- complete the relevant report form (either for an Organisational Development Activity or a Project)
- send the completed report form with ALL questions answered to the PDF by email, fax or post post (if emailed, a signed copy must also be posted to PDF). Receipt of the report will be acknowledged by the PDF Programme Officer.

## ***What Happens to the Report?***

- the DPF Programme Officer distributes all reports to the Fund Committee ahead of their next meeting and individual members assess the reports against a set of questions (see Appendix 6)
- when the Fund Committee meets it considers the reports and provides comments to applicants
- The Fund Committee Chairperson informs all applicants of the Committee's consideration of their report within two weeks of the meeting. This will advise whether the report has been:
  - a) Accepted – This means that the report has satisfactorily provided all the information the Fund Committee requires. In this case, the applicant will be advised that it can apply for further organisational development activities or projects.
  - b) Accepted in Principle – This means that the report contains most of the information required by the Fund Committee, but some clarification is required or additional information needs

to be provided. In this situation the applicant will be asked to provide a response to the Fund Committee and it will not be able to apply for future funding until the information has been provided.

- c) Rejected – This means that the report does not contain sufficient information for the Fund Committee to be able to assess it and/or the information provided raises serious concerns about the implementation of the organisational development activity or project (eg it was not undertaken in line with the approved application) and/or it was not carried out in line with the principles and criteria of the Pacific DPO Fund. In this situation the applicant will be asked to submit additional information to allow the Fund Committee to make an assessment or it will be required to provide explanation of why the organisational development activity or project was not carried out in line with the approved application and/or Fund Guidelines. It will not be able to apply for additional funding until the issues have been addressed. If the Fund Committee considers that the funds have been misused, the applicant will be required to pay the money back to the Pacific DPO Fund.

## **10 Monitoring and Evaluation**

Monitoring and evaluation are two different processes undertaken during and after project implementation. Together they provide transparency and accountability to stakeholders, processes for tracking completion of activities undertaken and outcomes achieved and a vehicle for learning lessons through analysis of experience. It is important to develop monitoring and evaluation processes at the planning and design stage. In this way relevant information is identified and can be collected throughout the implementation of the activity/project, that will assist the successful completion of the activity/project and enable reporting on results.

### ***Monitoring***

Monitoring is the process of collecting, analysing, using and reporting information about the organisational development activity or project's progress and initial impacts. It is an ongoing process that continues throughout the implementation of a project in order to efficiently use the resources available to complete project activities and address any problems that arise.

Monitoring addresses the question: ***'Are we doing things right?'***

Monitoring does a number of things:

- it tracks the progress of the activities against plans
- it tracks expenditure against the budget
- it analyses the external environment and initial impacts and helps manage risks
- it ensures intended beneficiaries are engaged and gets feedback from them
- it enables changes to be made to improve performance
- it enables relevant stakeholders to be informed about progress and involved.

Monitoring can be formal (eg regular surveys, monthly financial statements, quarterly check of activities completed against plans) or informal (eg discussion of progress with various stakeholders).

During the lifetime of the organisational development activity or project, monitoring involves regularly asking the following questions:

- Is progress as expected? If not, what is happening and why?
- Is expenditure in line with the budget? If not, why not?
- What changes are needed to improve the performance of the project and achieve the outcomes expected?
- What difference is the activity/project making for the organisation or persons with disabilities?
- Are any negative impacts apparent and how can these be managed?

## ***Evaluation***

An evaluation is a systematic assessment of an ongoing or completed organisational development activity or project: its design, implementation and results. The primary purpose of evaluation is to learn lessons that can be incorporated into future activities. Its primary focus is on the achievement of objectives and wider impacts.

Evaluation does a number of things:

- it assesses the relevance of the project rationale and objectives
- it assesses the efficiency (were the resources used wisely?) and effectiveness (have the activities achieved the objective)?
- it assesses the organisational development activity or project's long-term sustainability and impacts.

Evaluation addresses the question: ***'Are we doing the right things?'***

If the activity or project is being undertaken over a number of years then it is usual to do an evaluation (often called a review) at the mid point of the project. If it is for a shorter duration (say one year) then an evaluation towards the end of the project is appropriate. It is also often helpful to evaluate impacts some time after the project is completed to learn wider lessons and consider issues of sustainability.

There are many ways to evaluate an activity or project. It could involve a final workshop with all the participants involved in the project, asking someone independent to speak to participants and/or stakeholders individually or in groups (eg a representative group of persons with disabilities), sending out questionnaires for completion by key stakeholders, a self-evaluation (by the organisation itself). It is important to develop an M&E plan to determine the information that needs to be collected, the methods to use and who will be involved. Key questions to ask include:

- Is the rationale for the organisational development activity or project still valid? (This is important if there are plans to continue the work beyond the initial funding of the project)

- Did the organisational development activity or project achieve the results it was expected to (the objectives)? If so, what made the project successful? If not, what were the reasons?
- Are the results from the organisational development activity or project likely to be sustainable? (ie Will the activities or benefits continue after completion?)
- Did the organisational development activity or project improve the lives of persons with disabilities through empowerment and reducing inequality?
- Was your organisation able to describe and measure the changes that resulted?
- Did women as well as men benefit from the project and did it reduce gender inequalities?
- What were the major constraints on achieving the desired outcomes and what lessons were learned?

The Pacific DPO Fund application forms ask how the applicant expects to carry out the monitoring and evaluation. The PDF offers training and resource material on monitoring and evaluation. If these processes are new or unfamiliar, it may be useful for DPO members to attend one of these courses or ask PDF for assistance. Alternatively, an Organisational Development Activity grant can be applied for to directly support the development of a monitoring and evaluation system for your organisation.

## 11 Identifying and Managing Risks

All activities and project have some risks. Working with marginalised communities can often mean that organisational development activities and projects are subject to particular challenges. **'Risk'** means the chance of things happening that could impact negatively on the activity or project. Risks can come from both within the organisation and externally. Some common risks include:

- the DPO has no paid staff and it is difficult for volunteers to commit the time necessary (an internal risk)
- the DPO is new and unfamiliar with preparing budgets, controlling expenditure and doing acquittals (an internal risk)

- persons with disabilities may be reluctant to be involved in the project or require training or other forms of support to enable them to be involved (internal and external risks)
- the project site may be difficult to get to, transport cost increases may mean that the budget may need to be extended or other factors mean the timeframe can not be met (an external risk)
- the political situation changes or there is a natural disaster which could impact on the project (an external risk).

Risks arise out of uncertainty. Managing them includes asking the following questions:

- What is the likelihood of something happening that you may not want to happen?
- What are the likely consequences if any one or all of the things that could occur, do happen?

Once risks have been identified through the above questions, it is possible to consider what could be done to manage them if they occur and how to reduce their impact on the activity/project. This information needs to be written down in the application form under the relevant question. When reporting on the activity/project it is also necessary to answer the relevant question on whether the risks actually happened, and if so, how they were managed.

## **12 Cross cutting Issues**

Good development practice includes consideration of a number of cross-cutting issues when planning and implementing a development activity or project. These include human rights, gender equality and sustainability. Each of these is briefly discussed below and it is important to show in your application and reports that how these issues have been considered.

### ***Human Rights***

A 'rights-based approach' to development means bringing together the standards of international human rights with the plans, policies,

procedures and projects of an organisation. International norms and standards are those contained in many international treaties and declarations such as the Universal Declaration of Human Rights and the UN Convention on the Rights of Persons with Disabilities. Integrating human rights and development is underpinned by principles including equality and equity, accountability, empowerment and participation.

Integrating human rights in organisational development activity and project applications to the Pacific DPO Fund means that the applications need to show that the following have been considered:

- that activities/projects are consistent with international human rights conventions
- there is accountability to persons with disabilities as well as donors, sponsors and supporters. Systems need to be accessible, transparent and effective
- that the organisation operates in ways that empower persons with disabilities within the organisation as well as in its work in the wider community
- that persons with disabilities are encouraged to participate in their own development
- that the organisation and activities aim to be non-discriminatory and pay attention to vulnerable groups.

## ***Gender Equality and Women's Empowerment***

Gender equality and women's empowerment is a specific aspect of human rights which recognises that various forms of discrimination against women and girls continue to exist in all societies and that development does not impact equally on women and men. Women and girls with disabilities are doubly discriminated against, because they are female and because they have a disability.

A Gender Equality and Women's Empowerment approach to development means that women and men, girls and boys are equally

able to realise their rights and capabilities; access and benefit from resources and opportunities; live free of fear and violence; and secure better lives for themselves, their families, communities and societies.

Organisational development activities and project applications under the Pacific DPO Fund need to show that they have considered gender equality and women's empowerment and that gender issues will be addressed in their work. This means that all activities/projects are required to recognise and promote the key role of women as well as men in development and decision-making.

Organisational development activities and projects that effectively consider gender equality and women's empowerment will:

- approach gender as a community issue and engage men and boys as development partners alongside women and girls in strategies to redress inequality and ensure equitable community outcomes
- use gender/social analysis at the planning stage of the activity/project
- engage men and women in the identification of gender indicators to measure programme impact at the start of the programme and processes that facilitate their engagement in monitoring programme progress
- monitor impacts using information that describes impacts on men and women, boys and girls separately
- specifically understand and monitor men and women's access and control over resources, participation and decision-making at an individual, household and community level
- understand 'practical' and 'strategic' gender needs and issues and attempt to extend impacts beyond practical gender concerns
- build the capability to engage in effective gender and social analysis

- facilitate effective and meaningful participatory processes that engage participants and create safe spaces for women, girls, men, boys and marginalised members to share and reflect
- demonstrate an awareness of gender roles (productive, reproductive and community) in project development and activity scheduling.

## ***Sustainability***

Sustainability is often considered in relation to the environment. However for organisational development activities or projects to be sustainable, consideration needs to be given to all factors that might potentially undermine them. These include political, social, gender, cultural, organisational as well as environmental issues.

These issues need to be considered at the planning stage of any activity/project application to the Pacific DPO Fund. How any potential negative impacts will be managed, needs to be explained in the application. In a general sense sustainability means the activity/project can continue after the funding has stopped or that the benefits of the activity/project continue.

For organisational development activities, this means:

- that there will be resources (money, expertise) available to maintain facilities developed after the funding has ended
- that there will be resources (money, expertise, spare parts) available to service, maintain and utilise any equipment purchased with the funding
- that any facilities or equipment will not have a negative impact on the environment.

For projects, this means:

- that they are designed taking into account political, social, gender and cultural realities
- that the organisation has the capacity to continue the projects (or their benefits) after funding has ended
- that projects do not have any negative environmental impacts or that these can be effectively managed.

## 13 Preparing the Budget

Each application for either an organisational development activity or a project must include a detailed budget of the expected costs, and this must be directly related to the activities planned. An example for a workshop is shown below. Costs are to be provided in local currency and this need to be specified.

### *An Example*

#### **Training Workshop Budget (2 day, 50 participants)**

Description	Unit Cost FJ\$	Quantity	Total Cost FJ\$	Comments
Accommodation	40 per	30	1200	Accommodation

	night			plus breakfast
Transport Subsidy	30 per person	30	900	For those coming from outside Nadi
Refreshments	10 pp per day	50	1000	Morning & afternoon tea and lunch
Venue Hire	300 per day	2	600	
Stationery	3 per person	50	150	Includes paper, pens, etc.
Resource material	10 per person	50	500	Copying background material for participants
Transport	200	1	200	Bus for field visit
Facilitator	250 per day	1	250	
Subtotal			4,800	
Administration	8%		384	
<b>TOTAL</b>			<b>FJ\$5,184</b>	

### ***Administration Charge***

Applying for and reporting on the Pacific DPO Funding adds to your organisations administration costs. All applications can include up to 8% of the total project costs as an administration charge. The total cost of the project including the administration charge must not exceed Fiji\$10,000 per application.

### ***No Retrospective Funding***

As this is NZ Government funding, the Pacific DPO Fund must comply with their rules and retrospective funding is not permitted. So the Pacific DPO Fund cannot be used to support activities/projects that have already been completed, or costs already incurred.

### ***Quotations***

If a budget item includes purchase of equipment or services at least two quotations signed by the supplier must be included with the application form.