

## **Preview of DAPC Grants 2024 Concept Note Application Form**

The UNODC DAPC Grants Programme's Call for Proposals 2024 seeks to provide funding support to not-for-profit organisations working in the area of substance use prevention whose projects are aimed at implementing evidence-based substance use prevention programmes for and with youth. For more details, please read the Call for Proposals, available at <https://www.unodc.org/unodc/en/prevention/youth-initiative/dapc-grant.html>

The information below is meant to serve as a preview of the questions applicant will be requested to fill out during the application process.

### **1. Information about the applicant**

- Name of applicant
- Name of the representative
- Address of applicant
- Country
- Type of organisation
- Date of registration
- Number of years of registration under the relevant Laws of the country where the organisation is registered.
- Place of registration
- Website
- Primary contact person – Name, Title
- Primary contact person – Telephone number
- Primary contact person – Email
- Has the organization previously benefitted from the DAPC grant programme?

### **2. Project overview**

- Project title
- Grant amount requested from UNODC in US Dollars
- Do you have a bank account that's capable of receiving international deposit?
- Location of the project
- Planned project implementation period
- Primary focus of project activities:
  - Substance Use Prevention
  - Treatment of substance use disorders
  - Harm reduction
  - Rehabilitation
  - Youth Empowerment
- Methodologies of project activities:
  - Peer-to-Peer Education
  - Educational Workshops and Seminars
  - School-based activities
  - Community Outreach
  - Parental and Caregiver Involvement
  - Life Skills Training
  - Mental Health Awareness
  - Media Campaigns
  - Sports and Recreation
  - Cultural and Artistic Expression
  - Others:

- **Project Summary**
  - Please describe the current situation and identified problems, and clearly articulate the specific objectives of the project. (Maximum 4,000 characters)
  - Briefly describe the proposed activities and explain how they align with the objectives and expected outcomes of the project. (Maximum 4,000 characters)
  - Please indicate which type(s) of evidence-based prevention intervention(s) and/or policies the project will utilise. (Maximum 4,000 characters)
  - Please explain how the project will target youth as beneficiaries (Maximum 4,000 characters)
  - Please explain how the project will actively engage youth in the development and implementation processes, in particular through peer-to-peer education/interactions. (Maximum 4,000 characters)
- **Activities to be implemented:** Please provide information on 3-5 main activities to be implemented during the project, and their expected outcomes. (Maximum 3,000 characters for each activity)

### **3. Capacity of the Organisation**

- Number of years implementing activities in the area of substance use prevention, youth empowerment and peer-to-peer education.
- Please describe your experience of implementing activities in the area of substance use prevention, youth empowerment and peer-to-peer education, especially elaborating on the impact that your peer-to-peer methodology had on beneficiaries. (Maximum 5,000 characters)
- Please provide descriptions of three (3) recent projects through which you have experience in the area of substance use prevention, youth empowerment and peer-to-peer education, which were funded by international organisations, government donors, or other types of donors. For each project, please provide the below:
  - Name of project
  - Description of the project (include main activities, maximum 1,500 characters)
  - Name of donor
  - Project location
  - Project duration
  - Total cost (in US Dollars)<sup>1</sup>
  - Number of staff involved
  - Outcome of the project (maximum 1,000 characters)

### **4. Preliminary workplan, budget, and written statement**

- **Preliminary workplan:** Please complete the template provided, and upload as a Word document, and save the file name as 'Country\_OrganisationName\_Workplan'.
- **Preliminary budget:** Please complete the template provided, and upload as an Excel spreadsheet, and save the file name as 'Country\_OrganisationName\_Budget'.
- **Written statement:** If you have previously benefitted from a DAPC grant, a written statement must be submitted which explains the justified difference between the proposed and previous project. Please save the file (either in word document or PDF) name as 'Country\_OrganisationName\_WrittenStatement'.

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<sup>1</sup> For all exchange rates (including historical rates), please refer to the UN operational rates of exchange published here: <https://treasury.un.org/operationalrates/OperationalRates.php>  
This includes budgets of previous projects where the exchange rates applicable to the start of the respective project's implementation should be used.

## 5. Self-assessment of eligibility

- Please conduct a self-assessment of the eligibility of the applicant and project with the checklist provided in the form. By submitting the self-assessment, the applicant is declaring and confirming that their response is true and accurate, and is able to provide proof if asked to do so.

### <Applicant>

- The applicant is a non-profit making organisation (CSOs including NGOs, CBOs) from a low- or middle-income country, registered for not less than five (5) years under the relevant Laws of the country where it is registered.
- The applicant is directly responsible for the preparation and management of the project, i.e. not acting as an intermediary.
- The applicant has prior experience of at least five (5) years implementing activities in the area of substance use prevention, youth empowerment, and peer-to-peer education.
- The requested grant amount is less than the organization's annual income from the previous year.
  - Please enter the organisation's annual income from previous year in USD<sup>2</sup>
- The applicant has a bank account capable of receiving international deposit.
- The applicant submitted all application forms and documents in English and electronically.

### <Project Proposal>

- The project proposal does NOT promote non-medical or non-scientific use of controlled substances.
- The project proposal does NOT include harm reduction activities preventing only the consequences of substance use.
- The project proposal does NOT implement only one-off workshops, conferences and seminars.
- The project proposal does NOT establish databases and information systems.
- The project proposal is NOT concerned only or mainly with individual sponsorships for participation in workshops, seminars, conferences, congresses and/or for studies or training courses.
- The project proposal does NOT discriminate against individuals or groups of people on grounds of their gender, sexual orientation, religious beliefs, or lack of them, or their ethnic origin.
- The project proposal does NOT provide funding for terrorist activities, and/or are mainly concerned with endorsing political parties or religious activities.

### <Project Budget>

- The project budget does NOT cover funding for scholarships, sponsorships and school fees, or cash donations.
- The project budget does NOT cover credit or loan schemes.
- The project budget does NOT cover debts and provisions for losses or debts.
- The project budget does NOT cover interest owed.
- The project budget does NOT cover cash donations.
- The project budget does NOT cover salary top-ups and similar emoluments to government employees.
- The project budget does NOT cover items already financed in another framework.

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<sup>2</sup> For the organisation's annual income, the exchange rates applicable to the end of the respective fiscal year should be used, which are published at <https://treasury.un.org/operationalrates/OperationalRates.php>

- The project budget does NOT exclusively or primarily cover expenses for capital expenditure (e.g. land, buildings, equipment, vehicles, etc)
- The project budget does NOT cover currency exchange losses.
- The project budget does NOT cover credit to third parties.