

## **JSF Seed Fund: Frequently Asked Questions**

Full details relating to all aspects of the Seed Fund can be found in the Guidelines document which is available at [www.jsf-undp.org](http://www.jsf-undp.org) Some of the more common queries that potential applicants may have are as follows:

**Q: Which organizations are eligible to make an application?**

A: Applications are invited from Government ministries and agencies, statutory bodies, the judiciary, research and training institutions, think tanks, universities and Non-Government Organizations (NGOs) or Civil Society Organizations (CSOs) with a valid government registration and with at least five years' experience in the access to justice sector. Applications from CSOs are particularly welcome. Applications may be made solely or jointly.

**Q: How much funding can be applied for?**

A: The Seed Fund has been established to cover initiatives costing between US\$5,000-200,000 which can be implemented within 12 months.

**Q: What are the selection criteria on which applications will be assessed?**

A: The full selection criteria can be found in the Seed Fund Guidelines document.

**Q: Will certain types of proposals be given priority?**

A: Preference will be given to proposals costing between US\$5,000-30,000. Please refer to the full selection criteria in the Guidelines document for more guidance on the specific type of proposals that are being sought and those that will be favored.

**Q: Where can I get an Application Form?**

A: Application forms can be downloaded from the JSF Website at [www.jsf-undp.org](http://www.jsf-undp.org) Hard copies can be obtained from the JSF Project Office at House 10, Road 62, Gulshan 2. Dhaka 1212.

**Q: What is the process for submitting applications?**

A: Applications may be submitted either electronically to [applications@jsf-undp.org](mailto:applications@jsf-undp.org) or by hard copy to the JSF Project Office at House – 10, Road 62, Gulshan- 2. Dhaka 1212. Applications should be addressed to the National Project Director of the JSF Project.

**Q: How will applications be assessed?**

A: Applications will initially be assessed by JSF project personnel in consultation with concerned Government ministries and agencies. External experts may be consulted if required. Proposals that meet the basic criteria of the Seed Fund will then be submitted to the JSF Technical Approval Committee (TAC) for consideration and approval.

**Q: Is any support or guidance available to help design proposals and complete applications?**

A: Yes. JSF project staff can advise potential applicants on formulating proposals and completing applications. Briefings for potential applicants will also be held in the near future. If you would like further advice please Email: [info@jsf-undp.org](mailto:info@jsf-undp.org) or Telephone: +88 02 9888981, +88 02 988913

**Q: What monitoring will there be of successful proposals and what support will be given to organisations that are awarded funding to ensure it is used appropriately?**

A: JSF project takes the monitoring of implementation and expenditure very seriously. Applicants for funding must design a project implementation and monitoring plan and establish project evaluation indicators when submitting proposals. Regular progress reports will be required from organizations that are awarded funding. UNDP or MLJPA personnel may also undertake inspections of initiatives if required. Support may be given to successful applicants in the form of training on budgeting, monitoring or other issues which may be relevant to the specific initiative.

If a beneficiary agency fails to implement a seed-funded programme effectively funding will be withdrawn and the programme will be discontinued. If funding is misused, or institutions fail to report on its use correctly, it will be reclaimed.