



TCI Micro Grants

Inclusion of People with Psychosocial Disabilities in the Development Processes

Section 1

About us:

Transforming Communities for Inclusion (TCI) is an independent, global Organisation of Persons with Psychosocial Disabilities [OPD] focusing on the monitoring and implementation of all human rights, for persons with psychosocial disabilities. We are guided by the principles of the United Nations Convention on the Rights of Persons with Disabilities (UNCRPD), specifically Article 19 of the CRPD, for realizing the right to independent living and community inclusion. We mobilize persons with psychosocial disabilities and their organizations at national regional and global levels to advocate for inclusion within disability & development.

TCI has a focus on empowering organizations of persons with psychosocial disabilities and for this TCI initiated a program of “**Micro grants**” to build the capacities of its member organizations and facilitate them in building partnerships at a national level with disability stakeholders including the cross disability and government stakeholders for advocacy and inclusion of persons with psychosocial disabilities in the development process.

TCI had completed two highly successful cycles of “Microgrants” in 2020 and 2021. The focus of 2020 cycle was around making a COVID response towards persons with psychosocial disabilities at the national level, whereas, the 2021 cycle focused on conducting SITAN research projects at the national level for identifying barriers faced by persons with psychosocial disabilities in accessing mainstream services and develop on recommendations for advocacy with disability stakeholders. Six micro grants were provided to TCI member organizations in each round.

To learn more about the previous cycles of the TCI microgrants, please visit our website at www.tci-global.org



This year (June 2023 – Nov 2023), TCI is offering another short cycle of **5 Micro grants** with a scope of **USD 5,000** to each organization.

TCI focuses its support on projects that:

- Strengthen the national movement of persons with psychosocial disabilities, including women with psychosocial disabilities, people with neuro diverse, non-binary identities, by building the capacity of emerging leaders and their DPOs in advocating for the inclusion of persons with psychosocial disabilities at the national level;
- Ensure that policies and plans made for disability inclusion (of persons with psychosocial disabilities) incorporate measures for advocacy with multiple stakeholders, using the CRPD, De-institutionalization guidelines, and TCI's Bali Declaration, dissemination of IEC and advocacy materials, and translations, easy to read and other accessible advocacy materials; and
- Strengthen the organizational capacity of OPDs, their governance, development of CRPD compliant community inclusion projects for making communities inclusive, and programs that specifically include the leadership and participation of persons with psychosocial disabilities in building sustainable CRPD compliant community support systems.

Cycle 3 (TCI Micro grants)

TCI is focussing to support projects on De-institutionalization and Community Inclusion of people with psychosocial disabilities for this cycle of Micro Grants. The project must have a country level focus for Transforming Communities for Inclusion, and de-institutionalization of persons with psychosocial disabilities. The projects must have a sheer focus on **building, promoting, advocating and documenting**, inclusive community support systems and services in the light of de-institutionalization guidelines.

Section 3 Application for the Microgrants

Send a brief concept note about the project, and a filled TCI Micro Grants Application form attached with this policy note. While filling the application form make sure you mention purpose of the



organization, proposed work which organization intends to conduct under the micro grant, methodology, advocacy strategies and outcomes, timelines of activities. Also make sure you attached the budget in an excel sheet separately with the application form. The budget for your application must not exceed 5,000 USDs.

Send the final attachments to us in the secretariat for review of your application no later than 20 May, 2023 on secretariat@tci-global.org and tciasia.secretariat@gmail.com

Essential Criteria for the microgrant:

- Organizations have to be a core member of TCI (organization of persons with psychosocial disabilities).
- Projects can be located in TCI member countries from Global South
- Organizations must be eligible to receive foreign funding / and / or have a fiscal sponsor who has agreed to managing the grant.
- Works must have national level outcomes on De-institutionalization and Community Inclusion of persons with psychosocial disabilities
- The project timelines are as follows:
 - Call for applications close by May 15, 2023
 - Confirmation emails to project grantees and by May 22, 2023
 - Kick-off of projects by June 01, 2023
 - Interim report to be submitted by September 10, 2023
 - Final report to be submitted by December 10, 2023

TCI Secretariat will support the next steps, if the concept and details are acceptable and within the framework and scope of the Micro-Grants.

For member organisations applying for the micro grants, please ensure that the following points are covered:

- **Clarity on any limitations/barriers on receiving foreign funding:** Member organisations applying should make sure they do not have any legal regulatory barriers on receiving foreign funding. Please present to the TCI secretariat appropriate documents required from the



government, such as the license to apply and receive foreign funding, organisational capacity to contract and sign an MoU, and execute to complete the works.

Aim to focus on national advocacy, peer support and inclusion needs of persons with psychosocial

disabilities: TCI is looking for a specific focus on national advocacy, focusing on work that is going to further the national emerging leader or DPO, on the inclusion of persons with psychosocial disabilities at national level. In this manner, the submitted application should include measures that incorporate advocacy with multiple stakeholders, use of the deinstitutionalization guidelines, Bali Declaration, UNCRPD, dissemination of IEC and advocacy materials, documentation of best practices, translations of advocacy materials including UN reports, Bali Declaration, DI guidelines, mobilising members, strengthening the organizational capacity of the OPD and its governance, building, promoting, advocating and documenting, inclusive community support systems and services in the light of de-institutionalization guidelines, peer support activities, trainings on peer support and any work that specifically includes the participation and making audible, the voices of persons with psychosocial disabilities.

- **Transparency about any other ongoing funding** – Member organisations applying for the grant must also disclose with complete transparency on any other funding they may have received in this time period from any other organisation for the same works. This is to clarify the extent of need as well as to enable a better partnership and understanding with TCI during this grant period.
- **Clarity on the lockdown conditions in the country**– With most countries under a lockdown to stop the spread of Covid-19 or any other diseases, member organisations must also inform TCI what the conditions of the lockdown in their specific country are including the ability to travel locally for fieldwork, the permits needed to step out of their homes, curfew limitations that might hamper the plans made, relationship status with the local governments and more.
- **Documentation, monitoring and record keeping**–Member organisations applying for the grant must also design or plan for a method to document and monitor the work that is being done. Since most countries under lockdown have had to develop new methods of record keeping, the organisations must inform TCI what method they intend to use and how they plan to monitor the work. The key areas include keeping track of the number of events, number of beneficiaries, outcomes of events and any other relevant details. In case the organisation requires support in this step, they may consult TCI..



Section 4

Guidelines for budget proposal:

- TCI cannot support purchases of hardware and equipment such as computers, cameras, etc.
- TCI cannot support air travel and hotel as of now, and organisations must plan for national level activities, preferably in and nearby their home town
- TCI supports national level activities with a specific focus on advocacy in line with the thematic areas mentioned above in section 2, proposal must clearly specify the activities planned at the national level.
- Applicants must keep in mind the timeframe of 6 months, the budget of 5,000 USD and advocacy that can be realistically achieved in this time. Kindly note, there will be no flexibility in making the submissions of program and finance reports.
- An MoU must be signed between the member organization and TCI which will be facilitated by IDA. The terms and conditions such as the amount of grant, grant period, outcomes, and disbursement details etc, will be specified in the MoU.

Section 5

Checklist of documents that have to be submitted:

1. Registration and Statutes

The organisation will have to provide:

- Item 1.** Registration certificate / permission of license to operate a DPO/NGO
- Item 2.** Samples of foreign currency permission previously obtained or registration document for receiving foreign funds if applicable
- Item 3.** Cancelled bank cheque leaf
- Item 4.** Income tax number/PAN card copy of the grant receiver, any unique identification number of the DPO provided by the government
- Item 5.** Bank account details including details for wire transfers
- Item 6.** Office address, contact details, email id
- Item 7.** List of Board Members, their contact details and dates of their last 3 meetings



Item 8. Authorized signatories detail, their designation, email address, contact number

2. Internal Financial Control Mechanisms

The organisation will have to provide:

Item 9. The most recent annual financial statements signed by the Treasurer/President **Item 10.**

Organisation chart and key staff roles

Item 11. Name, designation, address, email address, contact details of safeguard focal person for the project from the organisation

Item 12. 2-3 photocopies of *used* vouchers from the organisation as samples / OR / provisions of any internal financial control policy being followed by the organization

3. Disbursement

- The disbursement of funds will be done in 3 tranches – one at the beginning of the project phase (40%) and the other in the middle of the project phase (40%). The remaining (20%) of the grant will be retained, and disbursed, when the final report is submitted along with bills, etc.
- If there is a disbursement request in the interim period, the organisation will be liable to provide a reason for the request and the amount requested.
- Expenditure can be booked from 01 June 2023 to 30 November 2023.

4. Financial Reports/documents required

Financial reports will include the following at the time of final reporting:

- Financial statement should build on the budget approved with the contract and showing the expenses for the period reported.
- Variances above +/- 10% should be explained. Major variances should have been discussed on the job with the TCI secretariat authorized person.
- Documentation trail of all expenses should be preserved carefully and submitted at the end of the project period (all supporting, bills, invoices, etc. for validating each and every expenditure).
- Financial statements should be signed by the Partner financial controller/accountant and by the Executive Director / Program Director.



- Copy of workshop/training/event attendance lists.

5. Program documentation

- Applicants will be required to share a detailed workplan to keep record of time frame and activities
- TCI secretariat will seek update from member grantees from time to time, to learn and share, and to support the ongoing work.
- Grantees will be requested to share a mid-term report in the middle of the project and a final report during the completion of the project (template will be shared by TCI secretariat)
- Grantees will be provided with templates of compiling case studies and testimonials where required.
- Grantees shall keep record of pictures, videos and any other materials developed during the micro grant cycle

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