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CONCEPT NOTE

“EMERGENCY SUPPORT TO MEET ADMINSTRTATIVE COSTS”

Introduction:

Voice for Humanity (VFH)-Uganda is registered Local Non-Profit Organization working with refugee and host communities in Adjumani Settlement of Uganda. VFH-Uganda partnered with Go Campaign since July 2022 and has together supported over 210 refugee youths at Adjumani settlement with farming skills and tools. In 2021-2022, the organization also partnered with CRVPF and supported over 400 refugee and host community youths with farming skills and tools for self-reliance. Additionally, with the technical guidance from Go Campaign team, we were able to develop a **FIVE YEAR** strategic plan (2023-2027) with a key focus on building a strong and self-sustaining organization.

The Administrative Cost Request:

Voice for Humanity Uganda requests for a one time grant support of **\$6000** to help us cover the urgent Administrative costs needs over the 4 months period (September-December 2023). Specifically the funds will enable us to cover the costs of Office rent, staff wages, communication costs and assorted office consumables including print paper, copying services, cleaning detergents needed for the continued smooth running of the organization during the current period when there is no running/active project.

Justification for the Emergency Grant Request:

Having presence through an existing office is critical in building community trust and confidence in the organization. We are currently renting an office space within Adjumani settlement in a very accessible and secure place that is known to majority of the stakeholders including our beneficiaries. Keeping this office space requires that we comply with the agreed payment terms with the landlord which regrettably we will not be able to if not urgently supported with emergency funds to meet the rental costs.

Besides Human Resource is a vital engine of the organization's growth and existence, reducing on staff turn-over rate ensures the organization is able to cement its relationship with the communities we serve. The cost of recruiting and training staff is equally expensive therefore maintaining experienced staff over a long period of time reduces on the cost of staff training. Unfortunately, given our staff have family financial obligations to meet; it's difficult to keep them serving in the organization without any modest monthly facilitation. We value the partnership already built with Go Campaign and appreciate the desire of Go Campaign to ensure we grow into a self-sustaining

organization. It's on this trust and confidence that Go Campaign has built on us, that we request for this one time emergency grant to help us keep our existing staff within the organization as we lobby for other funding opportunities.

The organization is taking important steps for self-sustainability as evidenced by our recent acquisition of 10 acres of land that will be used for agricultural purposes to generate income to the organization and also train and provide extra agricultural tools to the youth we work with. We are also writing other grants and launching up online fundraising initiatives through GlobalGiving (a trusted global crowd funding platform). The requested funds will ensure smooth and uninterrupted operation of the organization as we implement our planned sustainability activities over the next six months. This will also go a long way in helping us to maintain our presence, relevance, trust, and confidence in the area of operation while continuing to provide the critical support to our beneficiaries.

Planned Sustainability Plan beyond the six months:

As per our five year strategic plan (2023-2027), the ultimate focus is to undertake organizational sustainability projects that not only provide sustained sources of income to the organization but also enable us continue to support the communities we work with. Already the organization has secured 10 acres of land given by one of the community elders on a free lease hold of 10 years with a potential purchase and total ownership of the land thereafter. The community has already started clearing the land and we plan to carryout Crop Production of mainly Maize and Beans which mature with 3-4 months period. Once harvested, this will not only provide after sale income to the organization to meet its running costs, but will also provide quality seeds that will be given to the youths for multiplication purposes. The farm will become a practical training field for youth. The long term goal is to make it a mixed agricultural farm for demonstration learning to the youths and community members.

We are continuing to write several grant applications to various donors. Already, International Community Access to Child Health (ICATCH) has invited us to submit a full proposal having successfully passed the first phase of the application. Once this goes through which we are confident of, it will provide us with a multi-year funding of \$2000 annually over the next three years including capacity building opportunities. VFH-Uganda has also been accepted as a member of GlobalGiving which now provides us with the opportunity to run ongoing fundraising campaigns which we hope will help us get committed monthly individual donors. We will continue to build our capacity in grant writing and resource mobilization for all our staff so that collectively we do resource mobilization work for the sustainability of the organization.

Budget for Requested Administrative Costs:

S/N	ITEM	QUANTITY	UNITY COST	FREQUENCY	TOTAL COST
1	Office Rent	1	150	4	600
2	Staff Salaries	3	750	4	3000
3	Communication (Internet and Telephone)	1	250	4	1000
4	Assorted Office Consumables (Print Paper, cleaning detergents, sugar, tea)	1	250	4	1000
5	Motor Cycle hire for field technical support and mentorship	1	100	4	400
Total Funds Requested					\$6000