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# Responsive Fund

# Guidance for Funding Applicants

The UKHIH's Responsive Fund is designed to address emerging humanitarian crises with agility and impact. It aligns with UKHIH's broader mission to support humanitarian innovation and collaboration across sectors. For more information about UKHIH's work, please visit our <https://www.ukhih.org>

This guide provides prospective applicants with essential information on eligibility, application requirements, and assessment criteria.

**Purpose and Scope**

The Responsive Fund aims to:

1. Respond swiftly to emergent crises and humanitarian needs.
2. Support innovative, problem-led approaches to humanitarian challenges.
3. Facilitate sector-wide learning and capacity building
4. Convene actors around emerging challenges.

Although not prescribed, project outputs could include pilot innovations, events, development of tools or resources, small-scale research, ideation processes or other convening activities.

**Who Can Apply?**

We are interested in receiving applications from **‘networked humanitarian actors’**. This may include:

* national or global levels of the humanitarian cluster system,
* membership or network organisations that support joint learning and action,
* entities involved in other forms of humanitarian coordination at national or local levels
* existing partnerships that have been formed in response to a clearly defined and shared humanitarian problem
* Partners already involved in the UKHIH’s Systems Innovation Partnerships of Humanitarian Rapid Research Initiative

The rationale for prioritising networked humanitarian actors is that these entities are likely to already understand common challenges faced by individual humanitarian organisations working on emergency response. Networked actors are often well-versed in the evolving landscape of a particular crisis, including its challenges and opportunities. Their strategic positioning enables them to respond rapidly and effectively in ways that benefit multiple stakeholders, facilitating coordinated efforts and driving meaningful changes in humanitarian response.

**Application Process**

* **Rolling applications:** Applications will be accepted on a rolling basis through to 29th November 2024 or until the fund is fully allocated. However, we recommend that interested parties submit applications as soon as possible.
* **Initial contact:** Applicants are encouraged to contact UKHIH by emailing [alex.ward@ukhih.org](mailto:alex.ward@ukhih.org) in advance of making an application to explore the potential and suitability of their proposals. Interested organisations should provide a brief outline of the proposed project (2-3 paragraphs maximum) and an indication of the costs involved. This is not compulsory, and applications are invited without prior contact.
* **Submission of applications:** Applicants should apply by completing the application form and budget template available on the UKHIH website and submitting to [information@ukhih.org](mailto:information@ukhih.org).

**Application Requirements**

To be considered, applications must demonstrate the following:

* Problem Definition: Clearly outline the nature of the problem you aim to address and demonstrate that this is a common challenge affecting multiple humanitarian stakeholders.
* Scope of Work: Detail the activities that can be feasibly undertaken within 1-4 Months.
* Outputs and Outcomes: Define expected results and their impact.
* Stakeholder Interest: Demonstrate interest from various partners, including those capable of taking sustained action based on the findings.
* Communications and Engagement Plan: Outline strategies for disseminating results and engaging stakeholders where applicable.
* Partnerships: Propose potential partners for the project or criteria for selecting them where applicable.
* Budget: Provide a detailed budget for the proposed work.

**Cost Assessment**

The proposed costs will be assessed against a range of value-for-money factors, including the extent of capacity devoted to the work, day rates, and overhead costs.

Applicants should refer to UKHIH's Eligible Funding Guidelines for details on what costs can be included in the budget. Please note that overheads should not exceed 10% of the total project costs.

**Background Information**

Submissions should also include background information on the applying organisation and any partners involved. This information helps UKHIH understand the context and capacity of the organisations participating in the proposed project.

**Assessment Criteria**

* Relevance to Emerging Crisis: The issue must relate to an emerging crisis, defined geographically or thematically. An 'emerging crisis' typically refers to the initial six months of a crisis affecting a specific region or a significant shift within a prolonged crisis setting. It may also encompass non-geographically bound emerging trends impacting the humanitarian sector.
* Uniqueness of Response: There should be no other donors or actors currently leading work on this specific problem. This criterion ensures that the UKHIH supports non-duplicative initiatives, focusing on problems that might otherwise lack funding in the current landscape. However we are open to leveraging existing partnerships and funding work which would be a useful supplement to existing grants.
* Impact Potential: The proposed work should contribute meaningfully to addressing the problem and provide broader learning.
* Stakeholder Involvement: Where possible, the project should involve the participation of affected populations or multiple humanitarian organisations.
* Local Leadership: Preference for projects led by national or civil society organisations, particularly in Low and Middle-Income Countries (LMICs). This can include organisations that are contracted to an INGO.
* Collaborative Approach: Proposals that involve multiple actors, when feasible.
* Broader Sector Relevance: Consideration of broader humanitarian challenges such as climate change, resource limitations, power imbalances, and ethical practice.

**Funding Details**

Budget: An initial fund of £100,000 is available, with grants ranging from £10,000 to £50,000. Higher funding bids may be considered based on the scope and impact of the proposed project.

Timeline: All funding decisions will be made by December 2024, and projects must be completed by March 2025.

Co-funding: UKHIH would welcome applications that integrate into existing humanitarian research and/or innovative programmatic initiatives funded by other donors.

**Evaluation and Selection**

Proposals will undergo an objective evaluation process:

1. Initial Screening: All proposals will be initially screened for completeness and alignment with the required criteria.
2. Technical Review: Proposals that pass the initial screening will be reviewed in detail by members of the UKHIH Advisory Committee, who will evaluate the technical merits of each submission.
3. Specialist Input: The evaluation process may also include input from other selected subject matter specialists, particularly if the project addresses highly specialised or complex issues.
4. Objective Evaluation: UKHIH will conduct an objective evaluation of proposals against the established criteria, assessing factors such as the relevance, impact potential, feasibility, and broader sector relevance.

**Due Diligence**

All funding is subject to successful completion of Elrha’s due diligence checks to ensure compliance and feasibility. For more information about UKHIH's on-boarding processes, please visit <https://www.elrha.org/support/r2hc/on-boarding/>

For more information or to discuss your proposal, please contact the UKHIH team at [Alex.Ward@ukhih.org](mailto:Alex.Ward@ukhih.org). Final submissions should be submitted to [information@ukhih.org](mailto:information@ukhih.org).

We look forward to receiving your innovative proposals!