

## UN Voluntary Fund for Victims of Torture

### How to submit an emergency grant project application on the Grant Management System (GMS)

For first-time applicants, please follow from Step 1 until Step 2  
For returning and on-going applicants, please follow Step 2

#### STEP 1 – REGISTRATION:

- If your organization has never received a grant from the UN Voluntary Fund for Victims of Torture, please have ready the following documents needed to register your organization in the Grants Management System (GMS):
  - Brief background information about the organization.
  - Copy of the organization's statutes
  - Two reference letters (from donors, relevant organizations or experts in the field of assistance to torture victims)
  - Bank document/statement showing the organization's name.
  - Copy of the valid legal registration certificate of the organization
- Once you have all the requirements, kindly register your organization by uploading the documents on the On-line application System – available here:  
<https://grants.ohchr.org/Default.aspx>



**Welcome to OHCHR eGrants Online System**

The United Nations Voluntary Fund for Victims of Torture was established by General Assembly resolution 36/151 of 18 December 1981 to receive voluntary contributions and distribute humanitarian, legal and financial aid to civil society organisations that support victims and their families to rebuild their lives and to seek redress for the human rights violations they have suffered.

*This website functions on Apple Mac computers using Google Chrome, but not Safari. The preferred browsers for other laptops and desktops are Microsoft Edge and Google Chrome. Please note that this website is not compatible with iPads and mobile devices. If you experience any other difficulties, please contact us.*

User Manual | Budgeting - Job aid for CSOs

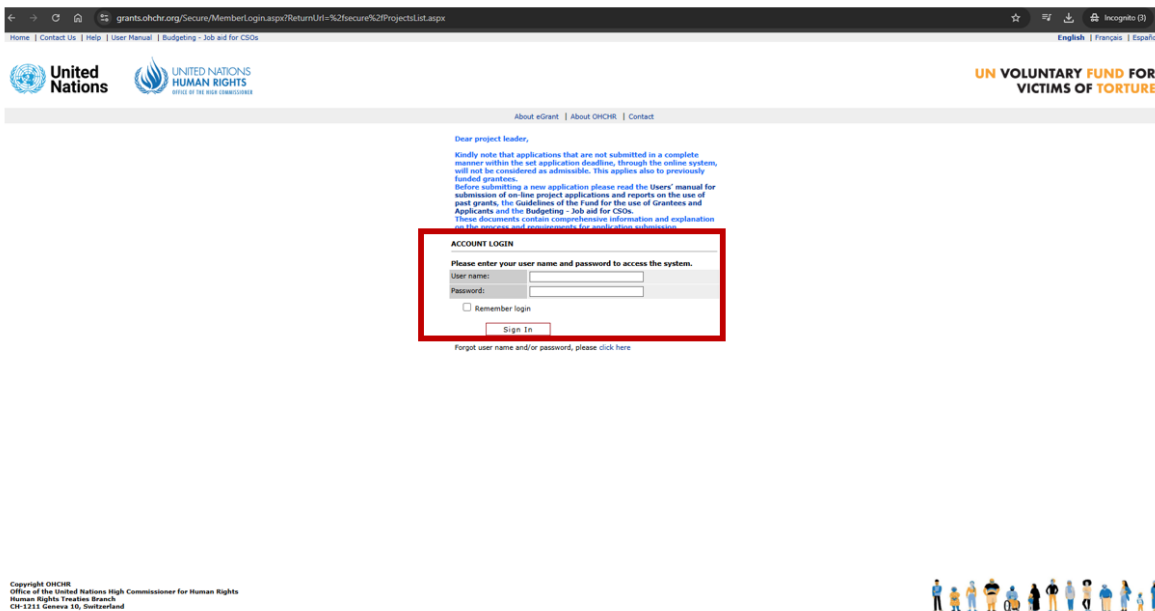


- Once registered, please inform the Fund's Secretariat about your registration (e-mail: [ohchr-unvft-emergency@un.org](mailto:ohchr-unvft-emergency@un.org)).

- The Secretariat will approve your registration, and your organization will receive an automatic e-mail (on the e-mail address shared by the organization during the registration phase) with a username and the link to create a password. Please note that this link is only valid 24 hours, and you are requested to create a password as soon as possible.

## STEP 2 - COMPLETE AND SUBMIT APPLICATION:

- Please log in to the [On-line application System](#).



grants.ohchr.org/Secure/MemberLogin.aspx?ReturnUrl=%2Fsecure%2FProjectsList.aspx

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United Nations

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OFFICE OF THE HIGH COMMISSIONER

UN VOLUNTARY FUND FOR VICTIMS OF TORTURE

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Dear project leader,

Kindly note that applications that are not submitted in a complete manner within the set application deadline, through the online system, will not be considered as admissible. This applies also to previously funded grantees.

Before submitting a new application please read the Users' manual for submission of on-line project applications and reports on the use of past grants, the Guidelines of the Fund for the use of Grantees and Applicants and the Budgeting - Job aid for CSOs.

These documents contain comprehensive information and explanation on the process and requirements for online applications.

**ACCOUNT LOGIN**

Please enter your user name and password to access the system.


User name:

Password:

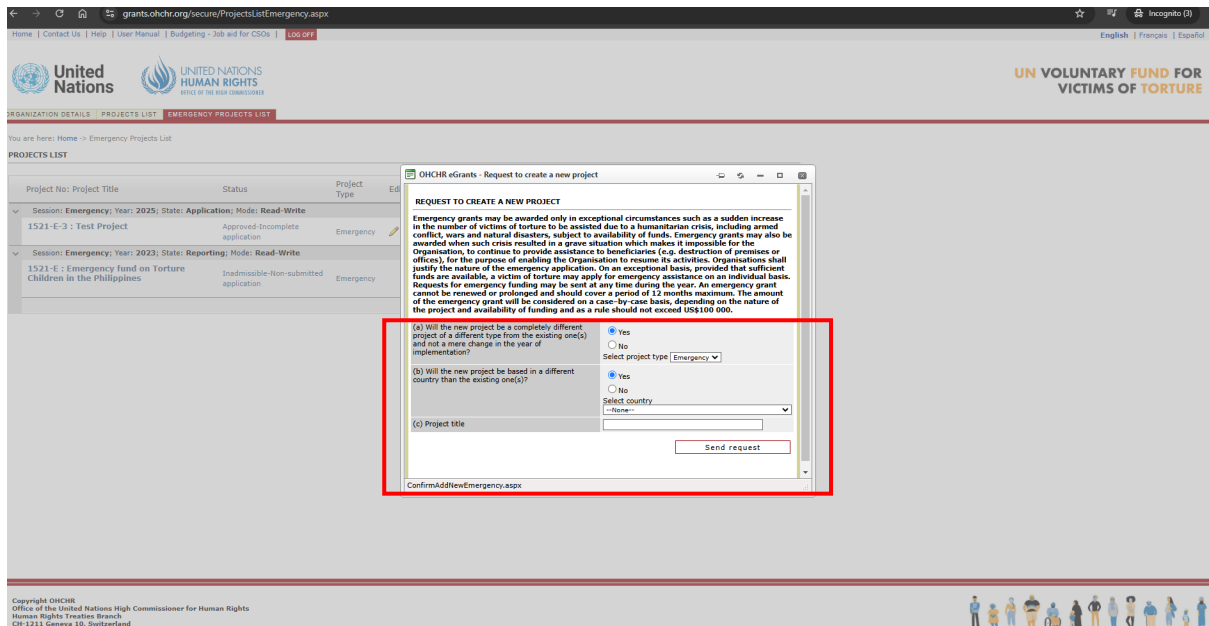
Remember login

Forgot user name and/or password, please click here

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Human Rights Treaty Branch  
CH-1211 Geneva 10, Switzerland



- Click on **Emergency Projects List** from the menu then click the **create a new emergency project** to start the application process.
- Provide the information needed in the online application form and click the button “send request” to submit the application . The Fund’s Secretariat will receive the request and approve it. You will receive an e-mail confirming the approval.



The screenshot shows the OHCHR eGrants interface. At the top, there are navigation links for Home, Contact Us, Help, User Manual, Budgeting, Job aid for CSOs, and Log out. The main header includes the United Nations and OHCHR logos, and the UN Voluntary Fund for Victims of Torture logo. Below the header, there are tabs for ORGANIZATION DETAILS, PROJECTS LIST, and EMERGENCY PROJECTS LIST. The 'PROJECTS LIST' tab is active, displaying a table with columns for Project No., Project Title, Status, and Project Type. The table contains three rows of project data. A modal window titled 'OHCHR eGrants - Request to create a new project' is open, showing a 'REQUEST TO CREATE A NEW PROJECT' form. The form includes a detailed explanation of emergency grants and a series of questions: (a) Will the new project be a completely different project of a different type from the existing one(s) and not a mere change in the year of implementation? (b) Will the new project be based in a different country than the existing one(s)? (c) Project title. There are radio buttons for 'Yes' and 'No' for questions (a) and (b), and a dropdown menu for 'Select project type' and 'Select country'. A 'Send request' button is located at the bottom of the form. The footer of the page contains copyright information for OHCHR and a row of small human icons.

Note: Once submitted, please inform the Fund's Secretariat about your registration (e-mail: [ohchr-unvft-emergency@un.org](mailto:ohchr-unvft-emergency@un.org)).

- Upon approval, you can proceed to complete and submit your project application (a template of the same application form, in word format, can be requested from the Fund's Secretariat).

If you have questions related to your project application, please do not hesitate to contact the Fund's Secretariat: [ohchr-unvft-emergency@un.org](mailto:ohchr-unvft-emergency@un.org)

For technical questions related the on-line system: [ohchr-unvft-emergency@un.org](mailto:ohchr-unvft-emergency@un.org)