



Invitation to participate in Next Step's Capacity Building and Small Grants Program

Dear Sir, Madam,

We are pleased to invite you to take part in [Next Step Association](#)'s NGO Capacity Building and Small Grants Program. The program is supported by United Nations High Commissioner for Refugees ([UNHCR](#)) and it is open to grassroots, community-led organisations working to improve the situation of refugees, asylum-seekers, stateless persons living in Hungary.

What is it exactly?

The Program consists of three parts:

- 1) We offer **capacity building and learning opportunity** for refugee and community-led organizations and groups during training sessions/workshops. During the sessions experts will introduce you to the non-profit context in Hungary; how to write a good proposal; how to prepare a sound budget; how you can map your community's needs; how to reflect on your organization, and other topics tailored to the needs of your group/organization. The sessions will help you develop a project that responds to the needs of the community that you are representing, which you can submit to Next Step.
- 2) **Next Step's Small Grant Program.** In the framework of the Small Grant Program, participating organizations will be able to submit a project proposal and apply for a small grant. All submitted proposals will be evaluated by a panel consisting of experts of experience, professionals with organizational development and NGO expertise and will select **projects for financial support**. The implementation of the winning projects will take place from June to the end of November.
- 3) **Mentoring and support with project implementation:** the implementation phase will be helped by mentors who will follow the implementation process and support the organizations throughout the implementation.

What can you gain by taking part?

- Learning and skills development related to proposal writing, project development and implementation, information about the Hungarian non-profit context and other useful and related insight.
- The possibility to develop a proposal that responds to the needs of your community. If successful, you can be granted a small grant to implement the project.
- Support for implementing your project in case it wins: two mentors will follow the implementation process and will support you with implementing your project.
- Network and connections: you will meet a supporting community, experts of the above-mentioned areas, and other organizations working in areas.

Please note that participation in the training workshops does not guarantee that your proposal will be selected for funding in the Small Grant Program, as there is limited funding available. However, we believe that the skills and the information that you can gain from participating in the training sessions is well worth even if your project does not succeed and can help you with your future proposals.

Why does Next Step do it?

Next Step's Capacity Building and Small Grants Program has two goals. On the one hand, it seeks to empower refugee or community-led organizations that help refugees, asylum seekers and stateless people staying in Hungary through the capacity building & small grant program. On the other hand, the Program will contribute to responding to the key challenges that the communities/constituencies of these organizations face now. These most burning issues, greatest challenges will be identified by the applicant organizations/groups in the preliminary development phase with the help of mentors/experts.

Who CAN apply?

The following organizations and groups are eligible to apply to take part in the program:

- **New or starting NGOs** that have been registered recently (e.g. in the past five years) or started their activities recently to improve the situation of their members (people with refugee status or people of concern)
- **Groups or communities that have been active** (e.g. they have organized at least one event/program), even if they have not been able to register and thus gain legal status yet.

Who CANNOT apply?

- Individuals representing themselves only
- Experienced NGOs that have completed several projects already, as this program targets starting organizations

What do you need to do to take part?

1. **Participate in the ONLINE INFO SESSION on 25 April 2023 between 17-18.30h**, to find out more about the goals, the framework, and the timeline of the program. There will be a Q&A as well where the organizers will answer your questions to help you decide about your participation. To take part in the info session, please fill out [THIS FORM](#) by **12 p.m. on 24 April**. The online link will be sent to you after registration. The language of the session will be English.
2. Discuss with your colleagues and members of your organization whether you would like to take part in the training sessions and the Small Grants Program. If you are all on board, then you will need to apply for the Capacity Building and Small Grant Program by **30 April 2023**. Application form and link will be provided closer to date.
3. If your application has been accepted for participation, then you will be asked to take part in the following workshops:
 - a. **Online kick-off meeting and training workshop on 6 May 2023, 10-12.30h**. The language of the event will be English.
 - b. In-person **training and proposal development workshop I. Planned date: 13 May – All day**. The language of the event will be English.
 - c. In-person/Online **training workshop and proposal development workshop II. Planned date: 20 May**. This is a continuation of Workshop I. The language of the event will be English.

Travel-related expenses for selected participants from outside Budapest will be covered by Next Step. Further information about the location, exact timeframe and agenda will be provided closer to date.

4. To take part in the Small Grant Program as well, you will need to submit a project proposal by 31 May 2023. More details and application form will be provided closer to date.

If you know of other organizations that you think could benefit from this program and works for similar goals, then please forward this call to them!

Please contact Orsolya Polyacsó at orsolya.polyacsko@gmail.com if you have questions.

We hope to welcome you in Next Step's new Capacity Building & Small Grants Program!

Kind regards,

James Peter