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November 14, 2012

Dear Friends,

We hope you enjoy this week's edition of the Newsflash!

Sincerely,

The Firelight Team

(Call for Proposals) United Nations Democracy Fund: Seventh Round of Funding from 15th November 2012 onwards

(Call for Proposals) The Children and Violence Evaluation Challenge Fund Call for Proposals 2012

(Call for Entries) Fetzer Competition for NGOs working on Love and Forgiveness, Call for Entries (Win \$25,000, open to orgs around the world)

(Resource) SAT Training and Practice Manuals: Tips on Writing Skills

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(Call for Proposals) United Nations Democracy Fund: Seventh Round of Funding from 15th November 2012 onwards

The United Nations Democracy Fund (UNDEF) is going to open its Seventh Round of Funding from 15 November 2012 onwards. The Fund will provide grants ranging from US \$50,000 to US \$400,000 for projects that strengthen the voice of civil society, promote human rights, and encourage the participation of all groups in democratic processes.

The primary purpose of this UN body is supporting democracy through empowering civil society. UNDEF projects exist in developing countries, in societies in transition and in challenging environments, and are in six main areas: Community development; rule of law and human rights; tools for democratization; youth; empowering women; and media.

Among these, NGOs and civil society organizations are expected to receive the bulk of funding. Besides, UNDEF allocates 70% of its programmable resources in each funding round for projects that take place in one country while the rest of the 30% is for global/regional projects. This means that local NGOs have better chances of receiving grants for their projects than international organizations working in

different regions.

Applicants from all countries can submit project proposals, but UNDEF will give strong preference to proposals submitted from countries and regions where the challenges of democracy are more critical, such as countries emerging from conflict, new and restored democracies, the Least Developed Countries, Low Income Countries and Middle Income Countries.

Applications have to be submitted online through the UNDEF website.

Deadline for Submission: December 31, 2012.

For more go to: <http://www.un.org/democracyfund/News/NFU09Nov12.html>

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### (Call for Proposals) The Children and Violence Evaluation Challenge Fund Call for Proposals 2012

The Children and Violence Evaluation Challenge Fund has announced its second call for proposals to support rigorous evaluations of interventions aimed at preventing all forms of violence against children in low- and middle-income countries.

A rigorous evaluation implies the use of recognized social research or evaluation methods that help to assess the changes that can be attributed to a specific intervention or that the intervention contributed to. To this end, the Fund is open to a wide range of evaluation methods varying from experimental and quasi-experimental methods to mixed methods and qualitative research.

The proposed evaluations shall focus on understanding the impact of a specific intervention in line with the thematic area and geographical scope of the call and their findings are expected to be used to inform policies and practices in the childprotection sector, thus ultimately contributing to eradicate violence from the lives of the children.

Non-profit organizations/NGOs, universities/research institutes and, exceptionally, for-profit organizations can apply as main applicants. Governments and multilateral organizations are not eligible as main applicants, but can be identified as partners. The application must reflect a partnership between implementers and evaluators. The meaningful involvement of local researchers is strongly encouraged.

Deadline for Submission: December 17 2012.

For more go to: <http://www.evaluationchallenge.org/call-for-proposals-2012-2/>

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(Call for Entries) Fetzer Competition for NGOs working on Love and Forgiveness,  
Call for Entries (Win \$25,000, open to orgs around the world)

## TELL US YOUR STORY

You may be feeding the hungry, building homes, teaching kids, supporting social entrepreneurs, cleaning streams and rivers, making art or embarking on one of a million other noble pursuits. If you are making the world a better place as part of an NGO or nonprofit organization, we want to hear from you.

THINK about the connection between love and action in your work.  
TELL US how your work fosters love and forgiveness in the communities you serve.  
QUALIFY for one of two \$25,000 awards from the Fetzer Institute.  
Enter the competition and show your work to the world in our Global Gallery of Love and Forgiveness -- a showcase of inspiring videos from around the world. BE PART OF THE MOVEMENT by voting for your favorites and rally your friends to do the same. One organization will win \$5000 just for being the MOST LOVED!

The deadline for submissions is January 31, 2013. The sooner you're in the Global Gallery the more views you'll get! Don't wait. The world is watching. Enter the competition today.

The word philanthropy means 'love of humanity.'

Caring and compassion -- LOVE -- is the foundation of all non-profit work.

It is our instinct, as humans, to love others and it is this love that leads us to take action -- to do something to make the world a better place for individuals, society and the world at large.

Love and Forgiveness often aren't stated goals for public service organizations which tend to focus on the more concrete and measurable aspects of their work. But the more clearly we are able to establish and examine the connection between inspiration and action -- between love and labor -- the more effectively we can support, expand and leverage some of most powerful resources in public service -- the transformative powers of love and forgiveness.

That's why the Fetzer Institute is offering two \$25,000 awards -- one for a US-based nonprofit organization, and one for an NGO outside the United States. The Fetzer Institute wants to recognize, celebrate, and honor the good work done by a vast array of public service organizations while deepening its understanding of the connection between the Fetzer mission and the broader NGO/nonprofit world.

Entries will be featured in the Global Gallery of Love and Forgiveness -- a showcase of inspiring videos from around the world. And public voting for the MOST LOVED project will determine the winner of a \$5000 award given by the Fetzer Institute.

Public voting is open from February 1 until February 14, 2013 (that's right -- Valentine's Day). A panel of judges from the Fetzer Institute's NGO Advisory Council and administration will select the winners of the \$25,000 awards to be announced in March of 2013.

Nonprofit organizations/NGOs working for a minimum of 3 years at local, national, or international levels, as well as public/private partnerships performing public service functions on a not-for-profit basis, are eligible for submission to the award. Fetzer is particularly looking for applications from developing countries and countries in conflict and/or transition.

Deadline for Submission: January 31, 2012

For more go to: <http://www.tellusworld.org/faqs>

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(Resource) SAT Training and Practice Manuals: Tips on Writing Skills

## **1. BEING READER CENTERED**

If no one ever read what we wrote to them, we would stop writing. We write for readers – to inform them, to praise them, to warn them, to remind them, and to entertain them, when the occasion demands it. We don't write for ourselves. So, if you are writing on a topic that you are very familiar with, you should avoid writing down everything you know if your readers only need to learn a little of what you know.

Even when you write a short email, you should consider what your readers' needs are, and how much time your readers have to spend on understanding the message of your email. Most readers enjoy reading something that gets straight to the point, and doesn't give information that is irrelevant to them. Even detailed reports can be made more reader centred if we make sure that they contain the information that readers need to have and nothing more.

Being reader centered means:

Choosing the right time to send your message.

Highlighting the main points of your message, whether in an email of three lines or in a report of ten pages, so that your readers don't have to search for these main points.

Considering the expertise and interest readers have in the topic of your message.

Being considerate of the time your readers have available for reading and understanding your message.

Choosing a style and vocabulary to suit the language skills, education level and sensitivities of your readers.

## **2. PLANNING DRAFTING AND REVIEWING**

### **PLANNING**

Planning may at first seem unnecessary. A person writing a short email to her colleagues, inviting them to a meeting during the next tea break, should be able to type up and send off the email in a couple of minutes. It is true that writing an email takes less planning than a report or funding proposal, but it is also true that every document we write needs a certain amount of planning so that we get our point across to our readers in a way that they will understand and find interesting.

Before writing any document, we need to decide: What is the purpose of writing this document? Who will read the document?

Making these two decisions helps us decide what type of document we should write (e.g. a letter or a report), what information should be included in our document (what our readers need to know), and what style we should use (e.g. how formal the document needs to be).

Once we know why we are writing our chosen document, and who we are writing it for, it is important that we list the ideas we need to include that fulfil our purpose and provide our readers with the right information. We also need to organise or put in order these ideas clearly and in a way that allows our readers to follow our reasoning.

Producing ideas by brainstorming

A good way to make sure that all the important points are included in the document is to use the technique of brainstorming. This technique engages the writer or team of writers in thinking intensively about the topic and coming up with as many ideas as possible on the topic. For bigger projects such as writing a funding proposal, brainstorming ideas on, for example why funding is necessary for a particular project, is vital.

### **DRAFTING AND REVIEWING**

As the team members come up with ideas, the ideas are written down in the form of a diagram, such as a flow chart or a mind map or even as a list. Every new idea is recorded. At this stage of the planning no idea is rejected.

A useful way of structuring ideas is to write an outline of the document. An outline presents an overview of the writing, so it is possible to see at a glance if any information is missing, irrelevant to the topic, or is in the wrong place.

An outline consists of the main points of the writing, which can be written as headings, and their supporting ideas. To draw up an outline, you need to follow these steps:

1. Group together ideas that relate to one aspect of the topic
2. Work out which ideas are not relevant to the overall topic and get rid of them.
3. Write down the ideas in order of importance or in a specific pattern such as presenting the big picture first (general information) and then moving to a narrower focus (Specific details)
4. Number the headings and supporting points if necessary.

## **WRITING DRAFTS**

You should expect to produce at least three drafts before you are happy with the final product.

### **The first draft**

In this draft, you need to concentrate mainly on meaning. For this draft, write down the headings from the outline and fill in the main points, supporting details, and examples of each heading. Write each main point and its supporting details as a separate paragraph and use linking words to show how the paragraphs relate to each other.

### **The second draft**

In working on the second draft, focus on the style and flow of the document. Check that each of the paragraphs deals with one topic and that the main points follow each other in a way that will make sense to the readers of the document. If not, reorder the information in the paragraphs (and the paragraphs themselves). The document should be written in a style that is readable and interesting to the readers, and the vocabulary should be plain and accessible to the readers.

### **Further drafts**

With each new draft, you may choose to focus on a different aspect of the writing until you are happy with the final version of the document. At this stage, the document needs to be proofread for spelling errors, grammar mistakes and typos.

## **REVIEWING, EDITING AND PROOFREADING**

Drafting and editing parts of the writing process are cyclical. This means that every new draft is the result of the writer editing the previous draft.

Reviewing for meaning: Look through this checklist as you are editing:

Is the purpose of my document clear?

Will my document make sense to my readers?

Are the main points of the document properly explained?

Have I included the right amount of detail for my readers?

Is all the information in the document relevant to the topic?

Is any information repeated unnecessarily?

Where necessary, have I backed up my main points with:

- Supporting details and examples
- Statistical evidence (in figures and tables)
- Anecdotal evidence (quotes of partners and participants)

Does my report answer the questions it was meant to?

Has my document made it clear what my readers should do next?

Editing for organisation, style and vocabulary

Is my main point at the beginning of my document?

Are my paragraphs in the correct order?

Does each paragraph contain one topic (group of ideas)?

Are the relationships between the ideas in each paragraph shown by the correct linking words?

Are the relationships between the paragraphs shown by the correct linking words?

Have I included headings and sub-headings where necessary?

Does each heading/sub-heading summarize what is written in the section following it?

Have I used plain vocabulary rather than traditional?

Proofreading for spelling and grammar errors and typos

Have I gone through my document slowly and carefully to check for spelling and typing errors?

Have I spelt the names of people and places correctly?

Have I quoted correctly?

Do I make one type of grammar/spelling error more than others? If so, have I paid special attention to fixing this type of error?

Presentation

Have I written my headings in a consistent size and font?

Have I numbered my headings correctly?

Is there an open line after each paragraph that separates the paragraph from the following one?

If my document is typed, have I used one font type and size (except for headings, for which I may have used a bigger font size)?

Is my document clearly readable?

Where I have used references, have I set them out correctly?

### **3. ORGANIZING IDEAS**

We need to organise our ideas so that they make sense to our readers. Take the

example of a car. The different parts of a car, the wheels, engine, chassis, etc., all need to be organised and linked together in a particular way so that the car fulfils its purpose of transporting passengers. In the same way, our ideas need to be organised and linked together so that we can fulfil the purpose of our writing and so that our message is clearly understood by our readers.

Organising ideas may seem like a difficult task but there are ways in which we can provide our readers with signposts that show them what our argument is and how our ideas are progressing.

One way to organize your ideas is to use paragraphs. Paragraphs are the building blocks of a piece of writing. We need to spend some time making sure that each paragraph that we write develops our ideas in the way we want it to. As part of the planning process writers need to group similar ideas together. Each set of similar ideas should be written in one paragraph. This means that all the sentences of the paragraph should relate to the same topic. The topic of each paragraph is usually introduced in the first sentence of the paragraph. The sentences that follow the first sentence expand on the topic in some way, such as giving examples of the topic.

For more go

to: [http://www.satregional.org/sites/default/files/publications/TRAINING%20MANUAL%20NO.%204 Writing%20Skills.pdf](http://www.satregional.org/sites/default/files/publications/TRAINING%20MANUAL%20NO.%204%20Writing%20Skills.pdf)

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As part of the Firelight Foundation's Capacity Building Program, Firelight provides "Newsflashes" to share relevant resources and information with our active grantee-partners via weekly emails and via post on a monthly basis. We hope that by facilitating access to information for grassroots, community-focused organizations, programming for children and families, as well as organizational development, is enhanced. Past editions of the Firelight Newsflash can be found on our website: <http://www.firelightfoundation.org/newsflash.php>.

We welcome your comments, feedback and ideas for upcoming Newsflashes at [newsletter@firelightfoundation.org](mailto:newsletter@firelightfoundation.org).

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