United Nations Trust Facility Supporting Cooperation on Arms Regulation

UNSCAR

Regulate weaponry – develop community

UNSCAR 2026 CALL FOR PROPOSALS

Frequently Asked Questions

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1. DEADLINE, FORMS, AND ELIGIBLE APPLICANTS

Q: Will applications be accepted after 5:00 pm (EDT), 31 August 2026?

> ***A.*** *For the 2026 Call for Proposals, all application emails* ***must be received and time-stamped no later than 5:00 pm (EDT) on 31 August 2026****. Late submissions will not be accepted under any circumstances.*
>
> *Early submissions are encouraged to allow sufficient time to address any technical or procedural issues before the deadline.*

Q: Can applicants use **previous versions** of the application forms for the 2026 Call for Proposals?

> ***A.*** *No. Applicants* ***must use the latest consolidated Excel form*** *when submitting proposals for the 2026 Call for Proposals. All previous versions of the application form are invalid, and any submission made using an outdated version will not be considered.*

Q: Are States or their national/local authorities eligible to apply for UNSCAR Call for Proposals?

> ***A****. Member States wishing to benefit from UNSCAR-funded projects should work with an eligible organization to design a project proposal, in line with the UN regulations and rules. An application must be submitted under the name of such an eligible organization, indicating "[Organization Name] on behalf of the Government of [Country]" or "[Organization Name] on behalf of the national small arms commission/authority of [Country]." The UNSCAR Team (unscar-unoda@un.org) stands ready to provide guidance to interested national authorities.*

2. REPRESENTATION AND PARTNERSHIP

Q: Can we submit a **joint proposal** with another organization?

> ***A.*** *Only one organization can serve as the lead implementing partner and will be fully and exclusively responsible to UNSCAR for project implementation, reporting and financial accountability, and any fund transfers. Additional partners may be listed in the application form, but any related agreements or arrangements (e.g. fund transfers) should be consulted with and approved in writing by UNSCAR.*

Q: Can proposals be submitted directly by one organization's **country offices**, or only by headquarters?

> ***A.*** *Country offices may submit proposals directly.*

Q: Can one eligible organization submit **more than one proposa**l (e.g. two separate proposals, one for Asia and another for Africa; or one regarding stockpile management and another regarding gender considerations)?

> ***A.*** *Yes, submitting multiple proposals is allowed, but it involves both advantages (opportunities) and disadvantages (risks). In a few past cases, two proposals were selected from the same applicant; in others, neither proposal was selected because support was split between the two proposals. Whether submitting multiple proposals is a strategic decision for the applicant, but past experience suggests that submitting multiple proposals does not necessarily improve the likelihood of selection.*

3. GEOGRAPHICAL SCOPE

Q: Can one proposal be designed and implemented across more than one country, rather than being limited to a single recipient country?

> ***A.*** *Yes, multi-country projects are not only acceptable but may be viewed positively. Proposals that cover a subregion or involve two or three neighboring countries (e.g. Niger and Nigeria) can create added value through subregional cooperation, synergies, improved border coordination, and greater policy alignment. Therefore, applicants are encouraged to consider multi-country initiatives where relevant, as projects targeting multiple countries are well supported.*

Q: Is a project transferring experience across regions (e.g. transferring Western Balkan experience in forensic/crime-scene investigation to another ODA-eligible country) eligible? Can such **inter-regional knowledge transfer** be supported?

A. *Yes, inter-regional cooperation is encouraged, provided there is a clear counterpart in the recipient country (e.g. a government authority or national institution) to ensure national ownership and coordination.*

4. SUPPORT AND ENDORSEMENT FROM RECIPIENT COUNTRIES

Q: Are applicants required to select only recipient countries that have already **submitted PoA national reports** in order to be **eligible** for funding?

A. *It is strongly encouraged that applicants confirm whether the recipient countries have submitted a PoA national report. Lack of submission does not immediately disqualify applications. However, for any proposed projects in recipient countries that did not submit a national PoA report in 2024 or 2026, applicants should provide evidence of support or endorsement from the relevant national authorities. If a proposal is selected, the applicant will be expected to assist the beneficiary State in submitting its national PoA report, particularly for the 2026 and future reporting cycles.*

Q: For a research and capacity-building project **without bilateral support/endorsement from recipient governments**, is national ownership still required?

A. *Yes, the guiding principle of promoting national ownership is important even for research projects. While a project may allocate a significant portion of its budget to research activities, applicants are encouraged to include components that apply research findings and support follow-up activities in beneficiary States. Support from the relevant recipient States will generally be required for such activities.*

Q: Would a project proposal focus on countries with "**fragile, unstable or internationally unrecognized governments**" still be considered for funding?

A. *UNSCAR projects must be supported or endorsed by national authorities or counterparts of Member States. If relevant authorities cannot be identified or fully engaged in the planning of project proposals, such efforts and relevant context should be explained in the application. Without such endorsement, UNSCAR will carefully scrutinize the justification in light of applicable UN policies and practices, with a view to ensuring the guiding principle of national ownership. Alternatively, and if applicable, UN missions may be consulted.*

Q: Can an organization based in **conflict-affected countries or regions (e.g. Ukraine, Palestine, Sudan)** be eligible to submit a proposal if the project is planned to be implemented nationally?

A. *Yes, conflict-affected country/territory-based organizations are eligible, and projects targeting those areas are welcome, especially if they address issues such as the prevention of weapons diversion. However, the security and safety of implementing partners are paramount. UNSCAR has previously cancelled selected projects due to deteriorating security conditions in recipient countries.*

Q: Are letters of support from **local governments** acceptable instead of national authorities?

A. *In principle, UNSCAR expects national-level support (e.g. commissions, authorities, or focal points), but in some cases local authority letters may be considered valid, if local authorities possess the mandate and capacity to support relevant activities and no objection is indicated by national authorities.*

Q: What if a state is unable to provide a formal letter of support at the time of application? Must letters of support be submitted as formal PDFs?

> ***A.*** *While formal letters of support in PDF format are preferred, they are* ***not mandatory at the application stage****. Alternative forms of evidence of support, e.g. emails, meeting notes, or other communications, are acceptable during the initial review. If selected, formal letters may be required to enter into a funding agreement with UNSCAR.*

Q: If supporting a **regional organization** working with its member countries, is national support or endorsement required from those member states?

> ***A****. No. Separate endorsement from individual member countries is not required.*

5. FUNDING CAP: CATEGORY 1 OR 2

Q: Can we include construction or equipment costs exceeding US$50,000 (e.g. $70,000) under Category 2 budgets?

> ***A****. Yes. UNSCAR acknowledges that procurement of machines, equipment, hardware, construction, and field operations may involve substantial costs. Please note that even if procurement-related costs amount to US$50,000 or more, the total project budget must not exceed US$150,000.*

Q: If we plan to include the **purchase of software licenses** in our proposal, would we still be eligible to apply under Category 2?

> ***A.*** *Costs solely related to the '****development*** *of software, or applications for record-keeping' are not eligible for Category 2.*
>
> *While procurement of software licenses is eligible under Category 2 when included as part of a broader procurement package, it should be associated with the procurement of other equipment/facilities.*
>
> *For example, a procurement package, including 2 marking machines, 2 laptops, 2 licenses, and 2 printers totaling $48,000 could be considered part of a Category 2 project with a total budget ceiling of $148,000.*
>
> *Alternatively, if the primary focus is on the development of software/applications, or primarily the procurement of software or licenses, applicants may choose to apply under Category 1, subject to the applicable funding ceiling up to $100,000.*

Q: Can we apply under **Category 2** for a project that combines equipment procurement and upgrading existing weapon-tracing software funded by another donor?

> ***A.*** *Yes, procurement of equipment and software licenses can be included under Category 2. However, UNSCAR does not support ongoing software development or repeated upgrades, except for limited customization of available software solutions. Recipient governments should take responsibility for long-term software maintenance, including future updates and upgrades.*

6. APPLICATION FORM AND LOG FRAME

Q: Should Applicants use the general title of their larger initiative, or create a **unique title** for UNSCAR?

> ***A.*** *Keep titles concise and unique to distinguish projects. Avoid excessively long titles.*

Q: Is there a preferred format/language for the **Theory of Change**?

> ***A.*** *The Theory of Change should clearly show the causal links (**cause and effect**) between resources, activities, outputs, outcomes, and objectives.*

Q: Is it necessary to complete the **Results Framework** at this stage?

> ***A.*** *No, it is not necessary to complete the Results Framework at the application stage. Please complete the **Logical Framework (Columns A-E) only** when applying. The Results Framework reporting section will be used during project implementation and reporting and does not need to be completed at the application stage. Please ensure consistency of information across all submitted documents.*

Q: How should overlapping activities contributing to **multiple outputs be reflected** in the log frame/budget without duplicating costs?

> ***A.*** *Overlapping activities may contribute to more than one output and should be clearly presented in the Logical Framework. Please ensure the total cost is accurately reflected in the budget. Costs in the Log Frame are reflected by activity, while costs in the Detailed Budget are reflected by budget category.*

7. BUDGET AND FINANCE

Q: If **staffing costs** are covered by other organizations, can we list "**ZERO**" in the budget and explain in notes?

> ***A.*** *Yes, this can be acceptable. Please clearly indicate in the budget notes that the staff cost is covered by another entity and that UNSCAR is not being requested to fund this expense.*

Q: Can travel costs for side events be included in the budget?

> ***A.*** *Yes, travel costs for participation in highly relevant side events (i.e. Programme of Action process conferences and meetings) can be included in the budget. Such participation is optional but encouraged where consistent with project objectives.*

Q: How to reflect the **local NGO partners'** costs in the budget?

> ***A.*** *Additional implementing partners should be included in the application. Any fund transfers to additional partners require written approval of UNSCAR, to ensure the traceability of UN funds. Alternatively, local NGO partners can be engaged as consultants or experts, with their associated travel and activity costs listed, rather than transferring funds between partner organizations.*

Q: Can **interpretation** be included in the budget?

> ***A.*** *Yes. Interpretation can be included and should be listed under Operating Costs. The proposed language(s) and cost breakdowns should also be specified.*

Q: Can we include costs for a financial **audit** in the budget, considering we are not a UN agency?

A. *Yes, reasonable audit costs should be included in the budget. These should be proportionate to the overall project size and local standards, and necessary for proper financial accountability.*

Q: Is it acceptable to allocate **0% to indirect costs** and use all funding for direct project costs?

A. *Organizations may claim up to 7% indirect costs but can also set this at 0% and allocate all funds to Direct Costs.*

Q: Is it necessary to reflect **government financial contributions** in the budget?

A. *Additional financial or in-kind support from national budgets is strongly encouraged, as it can strengthen national ownership of projects. Additional contributions from national budgets or through other donors should be reflected separately in the budget, and UNSCAR-funded expenditures must remain separately accounted for.*

8. IMPLEMENTATION TIMELINE AND REPORTING

Q: If the funding agreement is signed early in the year, can the project **start date be delayed**?

A. *Yes, while projects are usually expected to run for a one-year period, project start dates may be delayed by a few months, subject to the final review process and financial procedures. UNSCAR is flexible in the consideration of no-cost extensions (NCEs) where supported by reasonable justifications.*

Q: What is the standard **reporting cycle** for a UNSCAR project?

A. *A reporting cycle follows 6-month periods (e.g., Jan–Jun, Jul–Dec) in a typically one-year project cycle. An interim report is due one month after each reporting cycle, and a final report is due two months after the project implementation period. The final report does not replace an interim report at the last cycle. For projects with a duration of less than or more than 12 months (including under an NCE), consultation with UNSCAR will be required to determine appropriate reporting arrangements.*

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