

# IEF Application Process



Digital  
Defenders  
Partnership



## Stage 1: IEF Application

- Do the IEF eligibility check
- Submit your IEF application through [grants.digitaldefenders.com](https://grants.digitaldefenders.com) (please use secure email only)
- Activate the applicants' account on the application system
- The applicant can edit the application if it was submitted as a draft. The applicant cannot edit a final application submission



## Stage 2: Response and Screening

- A Project Officer (PO) will be appointed to follow up the submission
- First response may take up to 14 days (2 weeks)
- All communication will be carried out within the application system and the applicant will receive a message notification of any updates and changes in through email
- PO will screen if the application meets DDP's IEF mandate
- Applications that do not fall under DDP's mandate will be rejected and/or referred to our partners and network



## Stage 3: Review and due diligence

- The PO will review the application on quality and due diligence criteria
- The applicant may need to provide extra information and edit the application, in case there are questions about the proposed activities or budget. The PO will enable the edit button.
- The PO will check the submitted references, as well as conduct internal referencing.



## Stage 4: Determination

- In case the application does not meet quality or due diligence criteria, it will be rejected.
- In case the application meets all criteria and all information has been provided, the application will be discussed within the DDP team, after which a final determination follows.

- A successful applicant will get a notification of approval
- The applicant fills out and returns required pre-contract forms



## Stage 5: Approval



- The PO will review the application on quality and due diligence criteria
- The applicant may need to provide extra information and edit the application, in case there are questions about the proposed activities or budget. The PO will enable the edit button.
- The PO will check the submitted references, as well as conduct internal referencing.



## Stage 6: Contracting and Payment Process

- Grantee to confirm fund receipt
- Grantee start to implement the activities
- IEF contract period is 4 months maximum. Should a grantee require an extension, a formal request before the end date of the contract should be sent to relevant PO. PO will review the request and determine whether contract extension can be approved.



## Stage 7: Implementation



- Grantee sends the final report, as per the due date mentioned in the contract.
- PO and Finance Officer will review and if applicable, approve the final narrative and financial reports

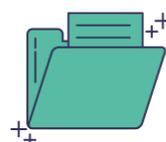


## Stage 8: Final report



## Stage 9: Final Payment

- Final payment will be processed upon approval of final reports
- Payment process can take up to 3 weeks



## Stage 10: Contract closing

- Grantee to confirm fund receipt
- Re-applying to DDP grants within 12 months is not possible