

## (2) Guidelines and Instructions for Applicants to the IDREAM Project

Thank you for your interest in participating in IDREAM! These are the guidelines and instructions for applying to the project. Read all guidelines and instructions carefully.

**SUBMIT YOUR APPLICATION ONLINE.  
SEE LINK TO ONLINE APPLICATION AND INSTRUCTIONS BELOW.  
DO NOT SUBMIT YOUR APPLICATION BY E-MAIL.**

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### Guidelines

- **Deadline.** The deadline for submission of applications is **5:00 pm (17:00) CST on 18 February 2020**. Late applications will not be reviewed. You are encouraged to apply as early as possible.
- **Applications to be submitted online on SurveyGizmo** (SurveyGizmo instructions and link are below.)
  - **Do not submit your application by e-mail** or by any other method.
  - If you are unable or unwilling to use SurveyGizmo, please contact CVT at the e-mail address below (see “Questions” section at the end of these Guidelines and Instructions) as soon as possible, to discuss an alternative option for submitting an application. CVT will work with you to find an alternative, acceptable option for applying to IDREAM, **but CVT cannot guarantee that this will be possible** within the time frame of the deadline. It is very important to contact CVT as soon as possible.
- **Who should complete the application.** Individual HRDs in exile and their organizations can apply to IDREAM. All applications, including applications from organizations, must identify one individual as the lead applicant to IDREAM. This individual is listed in the first section of the online application.
  - This individual, whether or not they are part of an organization, should be an HRD living in exile as a result of their advocacy work.
- **Individual applicants.** Some questions in the application apply to organizational applicants. If you are an individual applicant, you can leave these questions blank or you can indicate “Not Applicable (N/A).”
- **Your contact information.** Due to security concerns, IDREAM prefers to communicate the status of your application via Signal. Please see the instructions below for obtaining a Signal account *before you start your application online*. Then provide your Signal contact information in your online application. The application requests other means of contacting you as well. Please note: We must have at least one way of communicating with you. It is very important that you provide us with at least one acceptable means of communicating with you (you will be asked to include this information in the online application.) CVT is not affiliated with Signal.
- **Applications must be written in English.**
- **Letters of Recommendation.** You are encouraged (but not required) to attach up to 3 letters of recommendation from partners, networks, or other relevant individuals or organizations that know your work well. These letters should describe how the writer of the letter is familiar with your work or your organization’s work and why that individual is recommending that you participate in the IDREAM project. Letters of recommendation must be written in English.

- **Eligibility Overview.** Key eligibility criteria include, but are not limited to:
  - Applicants must have an established commitment to and track record of activism or advocacy.
  - Applicants must be living in exile from their established residence (country or city/town/district of residence) due to their activism or advocacy work. Competitive applicants will have been living in exile for at least 10 months at the time of application.
  - Applicants must demonstrate an ability to accept, track, and report on funds received over the course of the project.
  - Applicants should demonstrate an ability and willingness to participate in the project throughout the project’s duration (the current end date for IDREAM is September 30, 2021 – in approximately 20 months.)
- **Answer questions thoroughly.** All applicants should respond to all questions based on their own circumstances. The IDREAM review committee must have enough information about the applicant, their advocacy work, their financial background, and their exile in order to determine if the applicant is a good fit for the IDREAM project.
  - It is in your best interest to respond **completely and fully** to all questions.
  - Incomplete applications may be disqualified.
  - In most cases, if a question does not apply to you, you may leave it blank or say “not applicable.” (some questions on SurveyGizmo require answers.)
- **Applicants are encouraged to apply early** to allow for the timely resolution of any technical issues.
- **Review process and timeline.**
  - This application is the first stage of the application process. When applicants submit their application online, **a screen will appear stating that the applicant has successfully submitted the application.** This is your confirmation that CVT has received your application.
  - Applicants who pass the first review stage will continue to the second review stage. All applicants (successful and unsuccessful) will be informed by mid-April of whether they have been accepted into the second review stage.
  - The second review stage includes, among other steps, a phone interview and further financial assessment.
  - Final selection of partners to join the IDREAM project will take place at the end of the second review stage. The second review stage ends in early June 2020. All second stage applicants (successful and unsuccessful) will be notified of their application status at that time.
  - It is expected that there will be many applicants, and approximately 10 partners will be selected to join the IDREAM project. Determination of eligibility and selection of partners to participate in the IDREAM project, including the waving of any requirements or irregularities in applications, is at the sole discretion of the IDREAM application review committee (CVT staff and the donor to the project.) Many factors will be taken into consideration in the selection process, at the sole discretion of the IDREAM application review committee.
  - Due to the large number of expected applications, CVT will not be able to provide detailed feedback on unsuccessful applications.

### Online Application Instructions

- The online application form on **SurveyGizmo** comprises eight sections and will take several hours to complete. You do not need to complete the entire application in one session. The eight sections are:

Section A: Human Rights Defender (HRD) and Organizational Details  
Section B: Resilience  
Section C: Advocacy  
Section D: Integrated Security  
Section E: Financial Infrastructure  
Section F: Technology Infrastructure  
Section G: Partnership Prospects  
Section H: Letters of Recommendation

- **Before starting your application online: Signal Account**
  - **Secure communications:** Security in communications is very important. Before starting your application online, we highly **recommend that you obtain an account through “Signal”** if you don’t already have a Signal account. Then in the first section of the application, please list your Signal account information as one of the ways for us to contact you. You may obtain a free Signal account through this link: <https://signal.org/> **Obtain the Signal account before you start your application.** Note that CVT is not affiliated with Signal.
  - We will contact applicants through Signal to inform them of their application status during the application review process. If we do not have a Signal number for you, we will contact you through another means of communication that you list in the application. Please note, however, that all applicants who participate in the second review stage will be required to establish a Signal account *before starting* the second review stage (unless, due to your circumstances, you are unable to establish a Signal account.)
- Before you start your application online, we recommend that you download the application questions for your reference. The questions are in the attached document, “**(3) IDREAM Application Questions.**” Please note: **do not complete the application offline.** The downloadable application questions document is only intended to help you prepare your responses before completing the application online.
- You do not need to complete the entire application in one session. If you click the "Save and Continue Later" button, located in the bottom right corner of the online application form, you will be prompted to provide an e-mail address. A special link will be sent to this e-mail address. When you are ready to continue with the application, click that special link and continue.
- How the information you provide is being used and stored: Information collected by CVT during this application process will be transmitted and stored in encrypted form by SurveyGizmo. SurveyGizmo is GDPR compliant and CVT has a HIPAA Business Associate Agreement with SurveyGizmo that ensures communication and storage is in line with US privacy laws in relation to protected health information. After the application closing date, encrypted information will be downloaded to CVT information systems and servers which are maintained to a high level of security and undergo regular security audits. A team of 10 to 12 CVT employees will have access to the application data for the purposes of review and partner selection. Information pertaining to a smaller subset of applicants will be shared by secure means with the IDREAM donor for partner selection and confirmation.
- **Link to the online application:** When you have a Signal account (if possible for you to establish one now) and you are ready to begin completing your application online, please click on the following link:

<https://www.surveygizmo.com/s3/5421839/IDREAM-APPLICATION>

## Questions about the Application Process

- Questions about the application process or guidelines may be addressed to: [IDREAMinfo@cvt.org](mailto:IDREAMinfo@cvt.org) . **Please note that e-mails to this address are not encrypted.** While CVT will protect the confidentiality and security of information received by our organization, the use of unencrypted e-mail involves risks that are outside of our control. Use of this e-mail address is at the applicant's discretion. We advise people using this e-mail address to not include details that might place them or their colleagues at risk.
- If you contact us through this e-mail address, we will presume it is acceptable for us to respond to you via unencrypted e-mail.
- **This e-mail address is monitored periodically only.** It is very important that you submit any questions well in advance of the deadline.