

Re-D Fund

Reimagining Futures for Digital Democracy

APPLICANT PACK

Cohort 2 | Call for Applications

Application deadline: 5 June 2026

A financial support mechanism under the Digital Democracy Initiative (DDI)

Managed by Tifa Foundation

What this pack covers

This document is everything you need to apply for Re-D Fund Cohort 2. Please read it fully before starting your application.

Section	What it covers
1. About the Re-D Fund	Background, purpose, and Cohort 1 results
2. Who can apply	Eligibility criteria and exclusions
3. Thematic focus areas	The five funding tracks
4. Application types	Single, joint, and fiscal sponsor arrangements
5. Grant amounts and key dates	Funding limits and timeline
6. Budget guidelines	How to prepare a strong budget proposal
7. Required documents	Full checklist of what to submit
8. Bank account requirements	How funds are disbursed
9. How to apply	Step-by-step process
10. Safety and support	Protections in place for grantees

1. About the Re-D Fund

The Re-D Fund: Reimagining Futures for Digital Democracy is a grant mechanism under the Digital Democracy Initiative (DDI), managed by Tifa Foundation. It provides financial support to civil society organisations, collectives, and networks working to strengthen digital democracy, expand civic space, and build organisational resilience across East and Southeast Asia.

Across the region, civil society operates within increasingly restrictive environments shaped by state and non-state surveillance, censorship, digital repression, and data-driven targeting of human rights defenders. Recurring challenges identified through the DDI Co-Design processes include:

- High digital surveillance, VPN bans, and criminalisation of online expression
- Device confiscation exposes entire networks
- Severe funding cuts limiting basic organisational operations, digital security, or safehouse access
- Grassroots, migrant, refugee, and stateless communities blocked from traditional donor systems due to documentation or language barriers

- Under-resourced groups lacking basic cybersecurity capacity, exposing them to severe risk

Building on Cohort 1 — which received 105 applications from 150 organisations and selected 60 grantees across Myanmar, Thailand, Cambodia, Malaysia, the Philippines, and Indonesia — Cohort 2 continues this work while expanding reach to communities and geographies that remain underserved.

The Re-D Fund offers grants to seed new or early-stage initiatives, as well as to scale up or replicate existing ones.

2. Who Can Apply

Eligible organisations

You may apply if your organisation:

- Is a non-profit organisation, civil society group, collective, community, or network representing women, youth, informal groups, grassroots groups, or gender minorities;
- Utilises digital technologies to protect civic space and promote inclusive, participatory, and rights-respecting democratic engagement;
- Operates in a closed, repressed, or obstructed East or Southeast Asian country as designated by the latest CIVICUS Monitor and eligible for official development assistance (ODA) listed by the OECD DAC; and
- Is legally registered — or working with a fiscal sponsor if unregistered (see Section 4)

Priority countries: Cambodia, Indonesia, Laos, Malaysia, Myanmar, the Philippines, Thailand, Timor-Leste, and Vietnam. Regional applications working across multiple countries are also welcome.

You must also:

- Have a clear track record of working on digital democracy issues;
- Have at least 3 years of activity, OR have been informally active with community vouching;
- Not be linked to corruption or exclusionary agendas; and
- Agree to do-no-harm and safety protocols

Legal registration documents

For organisations based in Indonesia

Provide one of the following: Akta Notaris + SK Kemenkumham (for Yayasan/Perkumpulan), SK Kemendagri (for Ormas), or equivalent official registration document.

For organisations based outside Indonesia

Submit the legal registration document issued by a notary or the relevant government authority in your country. Accepted forms include Certificate of Incorporation, Certificate of Registration, NGO Registration Certificate, or equivalent. Documents must be in English or accompanied by a certified translation.

If you are unsure whether your documents meet these requirements, contact our Grants Officer at mario@tifafoundation.id before submitting. Do not wait until after submission.

Who is NOT eligible

- Government entities, political parties, commercial for-profit organisations, and social enterprises
- Individuals applying in a personal capacity
- Organisations currently in their implementation period from the Re-D Fund Cohort 1
- Organisations listed on the EU Sanctions List: <https://data.europa.eu/apps/eusanctionstracker/>

3. Thematic Focus Areas

Your application must fall under one or more of the following five thematic areas:

Thematic area	What it covers
Advancing reforms for civic freedoms	Efforts to secure legal and policy frameworks protecting expression, assembly, and association. Includes legal research, advocacy campaigns, policy dialogue, government transparency monitoring, and human rights documentation.
Enhancing civic participation of marginalised groups	Empowering women, youth, gender minorities, ethnic minorities, and grassroots organisations to participate in civic and political processes. Includes capacity building, inclusive dialogue platforms, and accessible digital tools.

Strengthening civic influence	Helping civil society increase visibility, engage policymakers, and drive regional and global discourse. Includes coalition-building, public campaigns, civic education, and advocacy materials.
Fostering holistic resilience	Building resilience against psychosocial, legal, and digital threats. Includes capacity building, resource development for digital safety, and research and monitoring on digital threats.
Expanding civil society resources	Diversifying and broadening the resource base of civil society. Includes fundraising skills, income-generating pilots, shared infrastructure, and civic tech development.

4. Application Types

Choose the type that best fits your situation:

Type 1 — Single Application (Maximum: USD 5,000)

One organisation applies and implements the project on its own. It is fully responsible for all activities, reporting, and use of funds. While the organisation may collaborate with other organisations in implementing the project, it retains decision-making authority over the project's direction and outcomes.

- Must be registered, or have a fiscal sponsor (see below)

Fiscal sponsor arrangements

If your organisation is not yet legally registered, you may still apply as a single applicant by partnering with a registered organisation that will act as your fiscal sponsor.

The fiscal sponsor will:

- Sign the cooperation agreement/MoU with Tifa Foundation
- Receive and manage grant funds on your behalf
- Be responsible for financial reporting and compliance

You may identify a fiscal sponsor before submitting your application, or after your proposal has been shortlisted. Either way, please indicate your fiscal sponsor status in your application form.

Questions about fiscal sponsorship? Contact mario@tifafoundation.id before applying.

Type 2 — Joint Application (Maximum: USD 10,000)

Two or more organisations apply and implement the project together as co-owners in shaping the project's direction. One organisation acts as the lead applicant, taking primary accountability for coordination, financial management, and reporting, but major decisions are made collectively across all applying organisations. All partners must be listed.

- The organisation filling out the form is the **lead applicant** and must be a registered organisation.
- All implementing partners (**co-applicants**) must be listed in the application.
- Co-applicants are not required to be registered organisations.
- The lead applicant signs the MoU with Tifa Foundation, receives all funds, and is primarily accountable for delivery and financial reporting
- Co-applicants share responsibility for activities but report through the lead applicant.
- The names and positions of staff members from applying organisations that are assigned and financially charged to this project must be indicated in the proposed budget file.

Important: Joint applications between a parent organisation and its subsidiary or branch are NOT permitted. For example, an application from Organisation X (national office) together with Organisation X (regional chapter) will be considered a single application and must be submitted as such. If you are unsure whether your organisation qualifies as a separate legal entity, contact mario@tifafoundation.id before applying.

5. Grant Amounts and Key Dates

Grant amounts

Application type	Maximum grant
Single application	USD 5,000
Joint application	USD 10,000

The grants will be disbursed to up to 50 grantees. Funding decisions will be communicated within 3–5 weeks after the application deadline.

Key dates

Milestone	Date
Application deadline	5 June 2026
Funding decisions communicated	Within 3–5 weeks after the deadline
Implementation period	22 July – 23 October 2026 (up to 3 months)
Final report deadline	6 November 2026

Ineligible costs

The Re-D Fund will NOT cover:

- Costs not relevant to programme objective implementation — including personal expenses, non-project operating costs, or items not justified as necessary for implementation
- Any costs prohibited under EU sanctions compliance requirements — payments involving individuals or entities listed under the EU Sanctions Map are strictly ineligible

6. Budget Guidelines

Your budget is a key part of your application. Budgets that are unclear, inconsistent, or not aligned with your proposed activities may affect your overall scoring. Please read this section carefully.

Budget structure

Your budget must follow these rules:

- All amounts must be in USD using the official Excel budget template provided
- Personnel and Office Costs must not exceed 25% of the total budget
- Direct programme costs should ideally exceed 90% of the total budget
- Every budget line must be clearly linked to a specific project activity
- Implementation must align with the 3-month grant period

Budget components

Category	What to include
Personnel costs — Direct	Staff whose work is directly tied to specific activities and outputs (e.g., project coordinator, researcher, MEL officer, media officer)
Personnel costs — Indirect	Staff who support the project overall but are not tied to specific activities (e.g., finance officer, admin officer)
Office costs	Office rent, utilities, internet, electricity, supplies, printing/stationery
Programme costs	Main component of the budget. Must be structured per activity (e.g., 1.1, 1.2), broken down into unit costs (quantity x unit price), and clearly aligned with proposed activities. Includes workshops, trainings, forums, facilitators, participant support, materials, logistics, venue, and content production.

Level of Effort (LoE) for personnel

LoE represents the percentage of time a person dedicates to the project per month. Use it for core staff only — not for activity-based roles such as facilitators, trainers, or consultants, which should be calculated per session or day.

Formula: Unit salary x Project duration x % LoE

LoE rules:

- LoE must reflect realistic time allocation based on actual working days
- If a staff member works across multiple projects, total LoE across all projects must not exceed 100%
- Do not use LoE for activity-based roles — use per session/day/output instead

How to determine % LoE

- Define a standard full-time workload. Example: 20 working days/month = 100%
- Estimate how many days per month are allocated to the project
- Convert into a percentage: days allocated ÷ 20 × 100%

Example calculation:

A coordinator works 16 out of 20 working days per month, for 3 months, at USD 350/month.

% LoE = $16 \div 20 \times 100\% = 80\%$

Cost = 1 person × 3 months × 80% × USD 350 = USD 840

Common LoE errors to avoid

- **X** Declaring 100% LoE for a coordinator who also manages other projects
- **X** Assigning LoE without explaining the time allocation basis
- **X** Overestimating LoE — e.g. showing high % LoE but minimal corresponding activities
- **X** Calculating LoE based on calendar days instead of working days
- **X** Showing LoE % but not applying it correctly in the calculation, or using inconsistent calculations

Maximum allowable rates

Cost category	Maximum rate (USD)
Speaker honorarium	USD 110 / day
Technical consultant	USD 195 / day
Notetaker	USD 65 / day
FGD participant	USD 19 / session
Per diem	USD 57 / day
Local transport (domestic)	USD 19 / day
Local transport (international)	USD 30 / trip
Accommodation (domestic)	USD 52 / night

All costs must reflect fair market value in your country of implementation. **Costs exceeding standard rates require at least two quotations or an official price reference.** Lump sum entries without a breakdown are not accepted.

Unit costs and pricing

A unit cost is the price per unit of a specific item or service. All costs must follow this format:

$$\text{Quantity} \times \text{Frequency} \times \text{Unit Cost} = \text{Total Cost}$$

Principles for unit cost justification

All unit costs must be:

- Reasonable and market-based — reflect fair market value in the country of implementation. Costs exceeding standard market rates must be supported by at least two quotations or an official price reference
- Transparent — every cost must be clearly broken down. Lump sum entries without explanation are not accepted

- Consistent — similar items should use similar rates across the budget. Avoid large discrepancies without explanation

Each budget line must clearly state what the cost is for and how it is calculated. Include a short note — especially for personnel roles, consultant fees, and high-value items. A good justification answers: why is this cost needed, and why is this price reasonable?

Cost categories requiring special justification

Cost category	What is required
Honoraria and consultant fees	Must align with standard market reference rates. If higher than the benchmark, justify expertise, scope, and duration. Include a breakdown (e.g., sessions/days × daily rate).
Travel — especially international	Must be clearly justified as necessary for the project. Provide the purpose of travel and cost breakdown (ticket, accommodation, etc.). Economy class and reasonable rates only.
Equipment and high-value items	Must be essential to project implementation and not already available within the organisation. Provide purpose, usage, and price justification.
Lump sum or package costs	Must be broken down into unit costs. If maintained as a package, provide a detailed explanation of the underlying calculation.

Aligning your budget with your project framework

Your budget must be a direct reflection of your project design. There must be a clear and consistent link between your logframe (activities, outputs) and your budget allocation.

- Each output or activity in your project framework must have a corresponding budget line
- Budget items that are not linked to a specific activity will not be accepted
- If an activity appears in your logframe but has no budget allocation, you must provide a written explanation

The approved budget will be used as the basis for financial reporting and accountability. Only costs clearly included and aligned in the budget will be considered eligible. Misalignment may affect your proposal score.

Common issues to avoid

- **X** Activities listed in the proposal but missing from the budget without explanation
- **X** Budget items grouped as a lump sum without linking to specific activities
- **X** Costs too general without clear connection to outputs — e.g. 'programme support' without further detail
- **X** Overbudgeting certain activities while underfunding others

Asset Procurement & Documentation

If the proposed budget includes the purchase of assets, the following requirements must be fulfilled:

1. Justification (Mandatory)

- Each asset must include a clear justification in the budget notes, explaining its relevance and necessity to the project.
- Required especially for assets used within and after the project period.

2. Eligibility Assessment

- Assets will be evaluated based on relevance, necessity, and cost-effectiveness.
- Long term use assets must demonstrate strong project linkage to be eligible.

3. Procurement Requirement

- Minimum **3 comparable quotations** from different vendors.
- Provide justification for selecting the vendor,

4. Supporting Documents

- Quotations, specifications, and relevant procurement justification must be provided.

5. Asset Register

- All purchased assets must be recorded in an asset register/list.
- The list should include key details (e.g. item name, quantity, purchase date, value, and location/use).

6. Transparency

- Procurement must be documented clearly and conducted fairly.
- Any deviation from standard procurement procedure must be justified.

Budget checklist

Before submitting, check that:

- All required budget categories are included
- LoE is realistic and does not exceed 100% per person across all projects
- Unit costs are justified and reflect local market rates
- Total budget is within the grant ceiling (USD 5,000 or USD 10,000)
- All amounts are in USD
- Budget template format has not been modified
- Every budget line is linked to a project activity

7. Bank Account Requirements

To receive grant funds, your bank account must:

- Be registered in the legal name of your organisation — not an individual
- Be capable of receiving international wire transfers in USD
- Have a valid SWIFT/BIC code
- Be an active account in good standing

Accounts that are NOT eligible

- Regional development banks (BPR) in Indonesia — these cannot receive international transfers
- Mobile wallet or e-wallet accounts
- Personal bank accounts
- Dormant or inactive accounts

What is a SWIFT code?

A SWIFT/BIC code is an international bank identifier used to ensure funds reach the correct bank. You can find yours by contacting your bank directly, checking your bank statement, or looking it up on your bank's website. Always confirm the SWIFT code directly with your bank before submitting — incorrect details may cause failed or delayed disbursements.

Example SWIFT codes for reference

Bank	SWIFT code
BCA (Indonesia)	CENAIJJA
BNI (Indonesia)	BNINIDJXXX
Bank Mandiri (Indonesia)	BMRIIDJA
UOB (Indonesia)	BBIJIDJXXX
Public Bank Berhad (Malaysia)	PBBEMYKL
Metropolitan Bank & Trust (Philippines)	MBTCPHMMXXX
Kasikornbank (Thailand)	KASITHBKXXX

Important rules about your bank account

- The bank account declared in your application must be the same account used for all disbursements
- If your bank account changes after signing the MoU, you must notify the Tifa DDI Project Team immediately and provide updated bank documentation
- Funds can only be transferred to an account registered in the legal name of your organisation
- Dormant or inactive accounts cannot receive transfers — ensure your account is active before submitting your bank details

Bank details you will need to provide

Required information	Notes
Account holder name	Must match exactly the legal name of your organisation
Bank name	Full official name of the bank
Bank branch name and address	Include city and country
Account number	Double-check for accuracy
SWIFT / BIC code	8 or 11 characters — confirm directly with your bank
Account currency	Specify if USD, EUR, IDR, or other
IBAN (if applicable)	Required for transfers to European accounts

If your bank does not have a SWIFT code, you will not be able to receive international transfers. Please contact your bank or consider opening an account at a bank that supports international wire transfers before applying.

8. Required Documents

Prepare all of the following before submitting your application:

- Completed application form (submitted via the online platform)
- Project matrix — **template provided**
- Project budget — **template provided (Excel, in USD)**
- Legal registration document(s) of your organisation
- Organisational profile or brief CV of the organisation
- Organisational chart — required for: single applicants, fiscal sponsor organisations, and lead organisations in joint applications
- Financial Standard Operating Procedures or equivalent financial SOPs
- Bank account identification document
- Reference letter from fiscal sponsor — if applicable
- Conflict of Interest-Free Declaration Form — **template provided**

Download templates here: <https://tifafoundation.id/ddi-document-template>

9. How to Apply

Step	What to do
1 — Read	Read this Applicant Pack fully before starting
2 — Prepare	Gather all required documents listed in Section 8 and prepare your budget using the official template. Download here: https://tifafoundation.id/ddi-document-template
3 — Fill in	Complete the online application form: https://tifafoundation.id/rdfcohort2
4 — Confirm	After submitting, you will receive an email confirmation with a dedicated shared folder
5 — Upload	Upload all required documents to your shared folder
6 — Submit	Ensure everything is uploaded before the deadline: 5 June 2026

Funding decisions will be communicated within 3–5 weeks after the application deadline. Only shortlisted applicants will be contacted for follow-up.

10. Safety and Support for Grantees

The Re-D Fund recognises that many applicants face significant personal, organisational, and digital risks due to the nature of their work. The following safeguards are in place for all grantees:

- Requirement to use secure communication channels
- Confidentiality protections during application and throughout implementation
- Do-no-harm requirements for all applicants and implementing partners
- Option to use fiscal sponsors for organisations that lack the required legal registrations

Applicants are encouraged to disclose the risks their organisation faces as part of the application. This information will be handled with full confidentiality and used only to ensure appropriate support is in place.

Grantees are required to submit one final report at the end of the project period, including:

- A narrative report covering activities, achievements, challenges, lessons learned, and any changes in risk or context
- A financial report detailing the use of funds against the approved budget

Tifa Foundation may also conduct monitoring during implementation, including progress check-ins and verification of activities, to ensure implementation is on track and grantees receive appropriate guidance.

Questions?

Topic	Contact
Project frameworks, application process	debora@tifafoundation.id ; alfiana@tifafoundation.id ; andi@tifafoundation.id ddi@tifafoundation.id
Eligibility, fiscal sponsorship	mario@tifafoundation.id ddi@tifafoundation.id
Budget and financial requirements	malysha@tifafoundation.id ddi@tifafoundation.id
IT technicalities	helpdesk@tifafoundation.id ddi@tifafoundation.id

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