# AWDF Application Guidance

## Who Are You?

| Question | Organisational Information | |
|---|---|---|
| 1. | Contact Information | Please provide the name of your organisation and official organisation address, contact names for the staff member submitting this application and an alternate contact and their telephone numbers and work email addresses, and your organisation's website address and social media. |
| 2. | What country/ies is your organisation registered in? | Country/ies |
| 3. | Is your organisation legally registered | **Please upload you registration certificate** |
| 4. | Are you applying as/on behalf of a consortium or coalition | If you are not applying as a coalition or consortium, please leave this question blank |
| 5. | If you are applying as a consortium/coalition, please provide the names of the other organisations in this proposed project | If you are applying as a coalition or consortium, please provide the names of the other organisations in this application. |
| | Organisational Profile | |
| 6. | What year was your organisation founded? | Year |
| 7. | Briefly describe how and why your organisation was founded and the organisation's vision and mission | We want to understand how your organisation came about, who founded it and their reasons for doing so and also your organisation's mission, vision and objectives. |
| 8. | What are the issues facing women, girls and/or non-binary people in your community that your organisation aims to address | We want to understand what are the specific issues and challenges faced by women, girls and non-binary people in the community that your organisation is working to address. |
| 9. | Please identify a maximum of 3 population groups that will ultimately benefit from your programmes and activities. | Please select only three groups |
| 10. | How does your organisation ensure that the perspectives and leadership of the women, girls and non-binary populations you work with are reflected in your organisational decision making? | We prioritise work that is informed and led by women, girls and non-binary community members and would like to understand the ways in which you involve them in your organisational decision making and processes. |

| 11. | Tell us what the primary areas that your organisation will focus on over the coming years. Please select all those that reflect your upcoming priorities | We are looking to support work that focuses in four primary areas. Please select those that reflect your organisations' priorities and on which you will be working over the coming years. |
|---|---|---|
| | **Organisational Structure** | |
| 12. | | We are looking to understand the leadership of your organisation by name, gender and position in your organisation. We would also like to understand the total number of staff, members and/or volunteers and the gender breakdown. |
| | **Funding and Financial Systems** | |
| 13. | What was your organisation's actual total income for the last three completed/audited financial years? | Please indicate the total verified or audited annual income for 2020, 2019 and 2018.  Upload your 2020 audited accounts.  If you have not yet completed your financial audit for the year 2020, please submit the signed and dated Management accounts for 2020. In addition, please submit your latest audited accounts be it for 2019 or 2018. |
| 14. | We would like to know more about your **confirmed** donor income and sources for the period 2021-2023. If you do not have confirmed funding commitments, please leave blank. | We are looking to understand if you have any confirmed (where contracts have been signed) income for the period 2021-2023 and, if yes, the names of those funders.

If you don't have confirmed funding commitments, please leave this space blank. |
| 15. | Please share more details about your financial and accounting systems, accounting software, policies, and number and qualifications of your finance staff/volunteers | We are looking to understand what your organisational financial and accounting processes are including systems, software, policies and staffing, payments, internal controls, record keeping, financial reporting and auditing.

**If you have done an annual audit, please submit your latest audited accounts** |
| 16. | We would like to know about your payment processes, who initiates and approves payments, and how? What internal controls are in place? | |
| 17. | Please tell us what accounting records you keep to support organisational expenses and how expenses are tracked in line with donor agreements? What internal controls are in place for recording and tracking of expenses? | |
| 18. | What kind of financial reports are prepared and by who, how often and who receives these reports? | |

| | | |
|---|---|---|
| 19. | Does the organisation annually audit its financial statements? If yes, when was the last external audit done? | |
| | **Organisational risks and mitigation strategies** | |
| 20. | Please list the main financial, organisational and/or security risks that your organisation faces. | We are looking to understand your perspective on the financial, organisational and security risks to your organisation |
| 21. | Please list the main mitigation strategies that have been identified to address the organisational and/or security risks identified above. | We are looking to understand your strategies for mitigating against and dealing with the financial, organisational and security risks you have identified in your response above |
| | **Previous AWDF applicant/grantee** | |
| 22. | Have you received funding from AWDF in the past five years and, if yes, how much and what year? | We are looking to understand whether you have previously been a grantee of AWDF and how you were made aware of us as an organisation |
| 23. | If you did receive funding from AWDF and answered yes to the question above during the last five years, what specific changes (outcomes) did the previous work bring about for women and girls (maximum of 5) | |
| 24. | How did you hear about AWDF? | |

**What You Are Planning to Do?**

| | Your proposed project | |
|---|---|---|
| 25. | Under which AWDF theme does your proposed project fit? | Please select one or more of the options provided |
| 26. | Will your proposed project be using any of the following approaches? | Please only select these options if you can demonstrate specifically how you are using them as a key approach in your work. Otherwise, please leave blank. |
| 27. | What specific issues affecting women, girls and non-binary people is your proposed work addressing? | We want to understand what are the specific issues and challenges faced by women, girls and non-binary people in the community that this specific project will be working to address. |
| 28. | Please identify a maximum of three specific population groups that will ultimately benefit from the proposed project. | Please select only three groups |

| 29. | Please specify the number of people who will benefit directly from this proposed work | A **direct beneficiary** is someone who is directly involved with your project and benefits from it. Depending on your project this could be people who participated in your training, women or girls who accessed a service that your project is providing you built or women who received livestock. The important thing is that the direct beneficiaries are connected with the project and, as they are so closely intertwined with your project, direct beneficiaries should be easy to count and describe. For example, women and girls who benefitted from training or took part in awareness creation activities organised by you organisation, or women and girls provided with or supported to access services. |
|-----|------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 30. | Please specify the number of people who will benefit indirectly from this proposed work | An **indirect beneficiary** is someone who is not directly connected with the project, but will still benefit from it. This could be other members of the community or from the area or family members of the participants. Most projects are not planned around indirect beneficiaries, and so they are more difficult to describe precisely. For example, family members of participants directly involved in your project, community members in the area the project is being implemented, society (as long as you can demonstrate specifically how. |
| 31. | Which of the following AWDF outcome/s will your proposed project contribute to? | ☐ Individual behavior change<br>☐ Stronger movements<br>☐ Policy change<br>☐ Shifts in practice |
| 32. | Which of the following approaches will you use to implement this project? | ▪ Awareness raising<br>▪ Service delivery<br>▪ Training<br>▪ Community mobilization<br>▪ Advocacy and influencing<br>▪ Movement building<br>▪ Other |
| 33. | What specific changes (outcomes) will the proposed work bring about for women and girls (maximum of 5) | AWDF defines outcomes as medium-term results created through the delivery of outputs and the contributions of various partners and stakeholders. Outcomes provide a clear vision of what has changed or will change in a particular region, country or community within a period of time. Outcomes should be specific, measurable, achievable, realistic and time bound (SMART). |

| | | |
|---|---|---|
| | | For example, (these are illustrative and are not SMART), women and girls became advocates for their rights, or community members took action against perpetrators of violence against women and girls, or more women were elected to decision making positions in their local areas, or new policies to increase the number of women in local governance system formulated and approved. |
| 34. | What proposed activities will be implemented under the project (listed against each of your outcomes proposed above) | For each outcome (maximum of 5) defined in question above, please list your proposed activities. Outcome 1: activity a, activity b activity c, activity d, activity e, activity f<br>Outcome 2: activity a, activity b activity c, activity d, activity e, activity f<br>Outcome 3: activity a, activity b activity c, activity d, activity e, activity f<br>Outcome 4: activity a, activity b activity c, activity d, activity e, activity f<br>Outcome 5: activity a, activity b activity c, activity d, activity e, activity f |
| 35. | How much are you applying for from AWDF?<br>Please also submit a completed budget.<br>**include link to budget template** | Please provide the total budget amount you are requesting Please complete your budget in the template which can be found here:<br><br>**https://awdf.org/wp-content/uploads/AWDF-Budget-Template-2021.xlsx**<br><br>Please familiarise yourself with the guidance for each specific fund to ensure that what you are requesting is permissible under the selected Fund.<br><br>If you are applying for a LFS Yalla grant you can apply for a maximum of US$50,000 per annum for three years<br>If you are applying for main grants you can apply for up to USD50,000 over one year.<br><br>If you are applying to work in an eligible country in the Middle East region you can only apply under LFS Yalla category. The eligible countries in the Middle East are Lebanon, Palestine, Jordan, Iraq and Yemen<br><br>Please note that Leading from the South grants are primarily to support projects focused on advocacy though you are now able to include costs for service delivery as long as they represent less than 20% of your total budget. |
| 36. | Which fund are you applying for funding from? | Drop down list<br>Select one<br>Leading from the South – Yalla<br>Main Grants |

| | | |
|---|---|---|
| 37. | How long is your proposed project? | Please familiarise yourself with the guidance for each specific fund to ensure that what you are requesting is permissible under the selected Fund.

If you are applying for a LFS Yalla grant you can apply for funding for up to 36 months
If you are applying under the main grants you can apply for funding of up to USD50,000 for 12 months
If you are applying for work in an eligible country in the Middle East region you can only apply under LFS Yalla category
You can also apply to work in multi countries under the LFS grant or under the main grants |
| | **Monitoring, Evaluation and Learning** | |
| 38. | How will you know if your work is successful/ what are your strategies and plans for monitoring, evaluation and learning? | We would like to understand how you will track and evaluate, using what specific tools and approaches what progress and impact your proposed work is having on the communities you are working in, particularly at the outcome level. Also, what your approach is to using, applying findings from your monitoring, evaluation and learning and also how you disseminate learning, including any creative approaches that you have adopted. |
| 39. | Please tell us about similar previous work you have done, how you tracked/assessed progress and impact, what the impact of that work was, what you learned from the work and how that learning has informed this proposed project? | We would like to understand your approach to monitoring, evaluation and learning from your work on a previous similar project, what results you achieved in that work, what you learned from that work and how any previous learning has informed this proposed project. |
| 40. | Please tell us about an achievement by your organisation that you are really proud of (your most significant change story) | What, from your past achievements working with women, girls and/or non-binary people in your communities, are you most proud of and can you tell us about that specific achievement. |
| | **Project risks and mitigation strategies** | |
| 41. | What is your organisation's strategy for adapting your plans and activities in the event of COVID 19 and any other major crises? | We would like to understand your approach and how you will adapt your work in the event of on-going (COVID 19) or other major crisis that may affect your context including but not limited to organisational, management, and project (outcome, output and activity level) adaptations |
| 42. | Does your organisation have policies and procedures for the Prevention of Sexual Exploitation, Abuse and Harassment? | **Please submit a copy of your Prevention of Sexual Exploitation, Abuse and Harassment policy and procedures if you have one.** |

| 43. | Please describe the 3 key challenges or risks to the project that most affect your ability to implement your work, and please explain how these affect your work. | We are looking to understand your perspective on the challenges and risks that may affect the implementation of your proposed project and how they may affect your work. |
|---|---|---|
| 44. | Please list the main mitigation strategies that have been identified to address the challenges or risks identified above. | We are looking to understand your strategies for mitigating against and dealing with the challenges and risks you have identified in response above |
| Signed by contact person authorized to sign on behalf of your organisation: | | |
| Please ensure the person signing has the authority to do so on behalf of the organisation | | |

**Before you submit your application, please ensure you have uploaded all the documents listed in the checklist on the next page and provided the name, designation and contact details for two additional referees. Unfortunately, we are unable to consider applications do not submit all the required documents and information.**

**Checklist**:

| Required Documents |
|---|
| Completed application form |
| Completed project budget (Excel) |
| Your organisation's registration certificate |
| 2020 and 2019 audited accounts or Management Accounts for 2020 plus the most recent organisational audited accounts. |
| Reference letter in support of your application from a donor; an AWDF grantee or an official who is conversant with your work |
| Contact details for two additional referees – either a donor; an AWDF grantee or an official who is conversant with your work |
| **Optional Documents** |
| Prevention of Sexual Exploitation, Abuse and Harassment policy and procedure document |

| Additional Referees | Name and designation | Contact details |
|---|---|---|
| Contact details for first additional referee – either a donor; an AWDF grantee or an official who is conversant with your work | Please insert name, designation and contact details here | Please provide the name, designation and contact details for your first additional referees. Once you have completed this table, please tick the relevant box in the checklist above to confirm. |
| Contact details for second additional referee – either a donor; an AWDF grantee or an official who is conversant with your work | Please insert name, designation and contact details here | Please provide the name, designation and contact details for your second additional referees. Once you have completed this table, please tick the relevant box in the checklist above to confirm. |