### AWDF GRANT-MAKING GUIDELINES

AWDF is a grantmaking foundation that supports local, national and regional organisations in Africa working towards women’s empowerment and the promotion and realisation of women’s rights. By specialising in grantmaking and tailored capacity building and movement building programmes, we work to strengthen and support African women’s rights organisations.

* AWDF funds work in six thematic areas:
* Women’s Human Rights
* Governance, Peace & Security
* Arts, Sports and Culture
* Health & Reproductive Rights
* Economic Empowerment & Livelihoods
* HIV&AIDS

AWDF funds programs that promote women’s leadership and increase their capacity to make transformatory choices.

### Who can apply?

AWDF supports women led initiatives that meet the following criteria:

* Organisations can be local, national, sub-regional or regional African women’s organisations, from any part of Africa.
* Organisations applying to AWDF for the first time should send accompanying reference letter from one person in an official capacity such as an AWDF grantee, your organisation’s donors, organisations that you partner with to implement your programmes, or state officials that have engaged with your organisation’s work.
* All organisations must provide the name, contact details including email address, and telephone numbers of two referees that AWDF can contact for recommendations. These can be AWDF grantees, your organisation’s donors, organisations that you partner with to implement your programmes, or state or other officials that have engaged with your organisation’s work.
* AWDF funds women-led, women’s organisation as a priority. We will consider applications from mixed gender organisations in exceptional circumstances , and only where the organisations have:
* a track record of work on women’s rights,
* women involved in their governance in a significant manner,
* a stated commitment to women’s rights/gender equality in their organisational mission, vision or values,
* the project applied for will be managed by a senior woman in the organisation.

**What types of projects do we support?**

* AWDF will award grants **for projects related to any of the thematic areas** specified above.
* We will also award grants to organisations **for capacity development** focusing on
* **Systems development** (reviews and evaluations, development of organisational policies, manualsand strategic planning)
* **Governance strengthening** (board/staff retreats and trainings)
* **Organisational step change** (recruitment of new/key staff positions, procurement of software/equipment)

##### Frequency of grant making

AWDF awards grants in two cycles each year. Applications can be sent in at any time.

##### Size of grants

Organisations can apply for grants from $8,000 to $50,000. Kindly note that most grants awarded will be for less than the maximum.

**Criteria for the review of grant applications:**

* Applying organisations should have been in existence for at least three years.
* Organisations have to produce evidence (relevant certificates) to show their legal existence. Please upload a copy of your registration certificate.
* Applying organisations should have basic organisational systems and structures in place (for example constitution, strategic plan, annual workplan, financial statement, audit reports)
* Applying organisations should be able to demonstrate how they conduct monitoring and evaluation. For medium to large organisations, we also prefer to see an organisational monitoring and evaluation plan.

Applying organisations should be able to demonstrate how they would sustain the project (or their organisation’s work in the case of core funding) after the grant from AWDF ends

* The organisation should have the ability to manage and account for funds in a transparent manner.

**The AWDF will not support the following**:

* Organisations that aim to convert people to any religious belief
* Political parties or women’s wings of political parties
* Individuals
* Government departments
* Scholarships and fellowships for academic studies
* Women’s organisations that are not led by women

##### How to apply

Interested organisations must complete an online application form and attach all the required documents. Applications can be submitted in English or

 French. In a situation where organisations are unable to upload their applications online, AWDF will accept the applications via email. Organisations are however strongly encouraged to apply online.

##### Grant Application Guidelines

In order to consider your request, please submit a grant proposal using the following guidelines:

**CONTACT INFORMATION**

1. Name of organisation
2. Address ( **Physical & Postal**)
	1. Physical address:
	2. Postal address:
	3. Telephone :
	4. E-mail address:
	5. Website address (if any)
3. Contact person's name and position and email address
4. Please upload a reference letter from preferable a donor, an AWDF grantee or a government authority.
5. How did you learn about the African Women’s Development Fund?

 **ORGANISATIONAL INFORMATION**

**1. What is your organisation's purpose?**

1. What is your organisation's vision, mission and goals?
2. What would you describe as the key areas of work for your organisation, Please tick
	1. Women’s human rights
	2. Economic empowerment & livelihoods
	3. Climate change and environmental justice
	4. Women’s health (including HIV&AIDS, reproductive rights)
	5. Governance Peace & Security
	6. Young women’s empowerment
	7. Arts, Culture & Sports
	8. Women and tech
	9. Other (please specify)
3. In what year was your organisation formed?
4. Who started your organisation and why?
5. Please describe your organisation and its activities
6. Where does your organisation work? (please specify countries, regions or local areas )
7. Who are the main beneficiaries of your organisation's activities?
8. If you are a mixed gender organisation please describe:
	1. your track record of work on women’s rights,
	2. your organisational framework/approach to women’s rights/gender equality,
	3. Who will be managing the project applied for? (Please specify gender and their positions in the organisation).
9. Please attach a copy of your registration certificate

 **2. Structure**

1. Is your organisation a women's organisation? If not, please explain the role women play in making decisions about your organisation's activities.
2. How does your organisation make key decisions?
3. How many board members or advisors do you have?
4. How many of your board members or advisors are women?
5. What are the roles of the women on your board?
6. How many staff members do you have?
7. How many of your staff members are paid?
8. Do you have volunteers? If yes how many volunteers do you have?

 **3. Activities and/or Programs**

1. Describe your organisation's past activities in relation to the project you are applying for
2. Have you received grants from AWDF previously?
3. If yes, Please describe:
	1. Project Name:
	2. Grant ID:
	3. Please mention 3 key outcomes of that grant.

**4. Financial Situation**

1. Please indicate your total annual income received each year for the past three financial years. (Please indicate the total amount for each year separately).
2. Please upload a set of audited accounts/financial statement for your last financial year. The audited accounts/financial statement should include sources of funds for your activities and details of income and expenditure.
3. Please list your sources of funds for last audited account if not itemised in your audit report
4. Please complete the financial management assessment forms here.

 **GRANT REQUEST INFORMATION**

1. Why are you seeking a grant from the African Women’s Development Fund?
2. Please state the project objectives.
3. Why is this project important? How will it contribute to advancing women’s rights in your region/country/community?
4. Please tell us specifically the activities to be undertaken under this project, and upload a workplan **and** monitoring and evaluation plan.
5. How much money are you applying for?
6. Provide a detailed budget for the project. If you have prepared the budget using your local currency, please include the US Dollar equivalent and exchange rate used.
7. How many people will benefit directly from this project?
8. How many people will benefit indirectly from this project?
9. What are the changes/expected outcomes you intend to see at the end of this grant?
10. Describe the difference that a grant from AWDF will make for your organisation and your community
11. Please describe your approach to monitoring, evaluation and learning.
12. From the list below in which areas would you require capacity building support in order to achieve your organisation’s /project objectives?
* **Systems development** (reviews and evaluations, development of organisational policies, manualsand strategic planning)
* **Governance strengthening** (board/staff retreats and trainings)
* **Organisational step change** (recruitment of new/key staff positions, procurement of software/equipment)
* **Others please specify**