**LEADING FROM THE SOUTH**

**A FUND TO RESOURCE WOMEN’S HUMAN RIGHTS ACTIVISM IN THE GLOBAL** **SOUTH**

**AFRICAN WOMEN’S DEVELOPMENT FUND**

[**www.awdf.org**](http://www.awdf.org)

**APPLICATION FORM | Pamoja grants**

**(US$200,000- US$500,000/year)**

**Submission deadline 3 March 2017**

Please complete the following regarding your organisation, narrative and financial proposal, and attach the additional reference, registration and audit documents indicated in the checklist at the end.

Before completing the application, please refer to the separate **application guidelines** for details on eligibility, thematic focus and grant categories.

Applications should be submitted by email to [awdf@awdf.org](mailto:awdf@awdf.org) with ‘Pamoja grant application’ in the subject line.

1. **Proposal summary**
2. **Name of organisation:**
3. **Title of proposed project:**
4. **Country you are registered in:**
5. **Amount requested:**
6. **Project duration:**
7. **Theme the proposed project addresses:**

* Eliminate violence against women and girls & sustain respect for women’s bodily integrity and autonomy
* Protect full economic rights and justice for women
* Expand democratic space; sustain inclusive governance and equal political participation of women

1. **Country/countries the project will be implemented in:**
2. **Date of application:**
3. **Do you wish your grant to remain anonymous to the public for safety or security reasons? If yes, please explain**:
4. **Contact information**
5. Name of organisation
6. Addresses
   1. Physical address:
   2. Postal address:
   3. Telephone/Mobile :
   4. E-mail address:
   5. Website address:
   6. Skype address:
   7. Twitter account:
   8. Facebook account:
7. Contact person's name:
8. Contact person’s position:
9. Contact person’s telephone number:
10. Contact person’s email address:
11. Contact person’s Skype address:
12. How did you learn about the African Women’s Development Fund?

* AWDF grantee
* Donor
* AWDF website
* Via call for applications
* Other:

1. **ORGANISATIONAL MANDATE**
2. What is your organisation's vision and mission?
3. What are the main women’s rights issues that your organisation works on? Please select all that apply:
   * Violence against women
   * Economic security and justice
   * Climate change and environmental justice
   * Women’s health (including HIV&AIDS, sexual and reproductive rights)
   * Governance, Peace & Security
   * Young women’s empowerment
   * Arts, Culture & Sports
   * Women and technology
   * Other (please specify):
4. In what year was your organisation formed?
5. Who started your organisation and why? [100 words]
6. Where does your organisation work? (please specify countries, regions or local areas )
7. What are the key achievements of your organisation to date? [200 words]
8. **ORGANISATIONAL STRUCTURE**
9. Is your organisation a women's organisation? If not, please explain the role women play in making decisions about your organisation's activities. [200 words]
10. How does your organisation make key decisions? [200 words]
11. What are the roles of the women on your board? [200 words]
12. Please indicate the numbers of your staff, board, advisors, volunteers, and members and provide a breakdown by gender:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Total number** | **No of Women/girls** | **No of Men/boys** |
| **Paid staff** |  |  |  |
| **Unpaid staff** |  |  |  |
| **Board members** |  |  |  |
| **Advisors** |  |  |  |
| **Volunteers** |  |  |  |
| **Members** |  |  |  |

1. **COALITIONS/ NETWORKS / CONSORTIUMS**

If you are applying as a coalition, network or consortium please complete the following information. *If you are applying as an individual organisation please skip this section and go straight to section 6.*

1. Name of the coalition/network/consortium:
2. In what year was the coalition/network/consortium established? :
3. How many members are there in the coalition/network/consortium? Please list all members:
4. What is the main purpose of the coalition/network/consortium? [150 words]
5. Please describe briefly how the coalition/network/consortium is run and governed, including the role of the applicant organisation [up to 200 words]

1. **FINANCIAL INFORMATION**
2. Please indicate your organisation’s total annual income received each year for the past three financial years. This relates to applying/lead organisations (Please indicate the total amount for each year separately in US dollars in the table below).

|  |  |
| --- | --- |
| **Year** | **Total Annual Income USD** |
| 2016 | US$ |
| 2015 | US$ |
| 2014 | US$ |

1. What is your total expected income in US dollars for your current fiscal year?
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 the last audited accounting period, if not itemised in your audit report:
4. Please complete the financial management assessment forms available online [here](http://awdf.org/wp-content/uploads/Questionnaire.doc) and submit them via email with your application.
5. If you are applying as a network/consortium, please indicate the annual income of each network/consortium member in the table below:

|  |  |  |  |
| --- | --- | --- | --- |
| **Network/consortium member** | **Total annual income USD 2016** | **Total annual income USD 2015** | **Total annual income USD 2014** |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |

1. **GRANT REQUEST INFORMATION**
2. What is the title of the initiative you are seeking funding for?
3. Please state the project objectives [200 words]

**The issue you are addressing**

1. What are the injustices against women and girls that you are advocating to change and/or the rights of women you are seeking to advance? [500 words]

**Context of your advocacy**

1. What are the key barriers to change on the issue(s) you are working on? [400 words]
2. Who are the main actors\* and dynamics involved in sustaining the problems/injustices? What roles do they play? [300 words]
3. Who are the key actors involved in challenging the problems/injustices? What roles do these actors play? [300 words]

*\*Actors include institutions, individuals and groups that have a direct influence on the issue being tackled.*

**Strategies and activities**

1. What strategies/approaches do you intend to use to catalyse change and why? [400 words]
2. What actors will you engage through these strategies? Why? [200 words]
3. What activities will you conduct to achieve change? [300 words]
4. If you are applying on behalf of a coalition/network consortium please indicate members involved and roles of each members in the proposed project: [200 words]
5. Do you have experience of working on this issue? Please explain [200 words]

**Risks**

1. What are the key risks associated with this proposal (dynamics or events that could lead to failure, undermine gains or become threats)? How do you intend to prevent or respond to them? Please respond using the table below:

|  |  |  |  |
| --- | --- | --- | --- |
| **TYPE** | **POTENTIAL RISKS** | **Probability (High, Medium, Low)** | **RISK MITIGATION MEASURES** |
| **Financial** | * .. * … * … |  | * .. * … * … |
| **Legal** | * … * … * . |  | * … * … * . |
| **Political** | * …. * … * .. |  | * …. * … * .. |
| **Tech & systems** | * … * .. * . |  | * … * .. * . |
| **Human Resources** | * … * … * … |  | * … * … * … |
| **Reputation** | * … * .. * .. |  | * … * .. * .. |

**Expected change**

1. What changes (outputs) do you aim to contribute to by the end of the grant? [400 words]
2. What changes (outcomes) do you aim to contribute to for the issue as a whole? Please select all that apply:

*Violence against women and girls eliminated & respect for women’s bodily integrity and autonomy sustained*

* More women and girls are aware of and can exercise their rights to bodily integrity and freedom from violence
* More women and girls access necessary support and services that respect their diverse needs and identities
* Public increasingly supports ending VAW
* Duty-bearers improve and put in place laws and policies to prevent and respond to VAW

*Full economic rights and justice for women protected*

* More women are aware of their labour and economic rights and organising in the formal and informal economies
* Public (including policy and decision makers) increasingly recognises African women’s economic contributions and rights
* Duty-bearers improve and put in place policies and laws to protect women’s economic rights

*Democratic space expanded, inclusive governance and equal political participation of women sustained*

* Civil society and donors are more aware of gendered challenges, and support strategies around operating space for women’s rights organisations and defenders
* More women from diverse groups participate in policy and decision-making processes at all levels, including in contexts of conflict/peace-building
* Duty-bearers strengthen and implement laws and policies regarding African women’s political rights and participation

**Monitoring, evaluation and learning**

1. What methods will you use to monitor and evaluate the project? How often will you use them in the course of the project? [300 words]
2. Who is responsible for carrying out these monitoring and evaluation activities? [100 words]
3. What are your key learning questions for this project? How will you use these learnings? [300 words]

**Beneficiaries**

1. What category(ies) of women will you be working with or for? Please indicate below:

|  |  |
| --- | --- |
| **Beneficiary categories** | **Select** |
| Women and girls in general |  |
| Women’s rights activists/ defenders |  |
| Women entrepreneurs/business women (including market women, crossborder traders) |  |
| Women living with HIV |  |
| Women with disabilities |  |
| Women sex workers |  |
| Indigenous/ethnic minority women |  |
| Lesbian, bisexual, transgender women |  |
| Widows |  |
| Orphans and vulnerable girls |  |
| Out of school girls |  |
| Marginalised rural women & girls |  |
| Marginalised urban women & girls |  |
| Women & girl refugees/internally displaced/asylum seekers |  |
| Women in the arts/creative sectors |  |
| Women in politics and decision making |  |
| Women in media |  |
| Women traditional leaders |  |
| Women in technology |  |
| Women in mining affected communities |  |
| Women in agriculture/farming |  |
| Women/girl survivors of violence |  |
| Others (Please specify) |  |

1. How many people do you estimate will benefit directly from this project? Direct beneficiaries are the individuals who participated or benefited from the project activities (inclusive of your membership, people directly served by or enrolled in your programs, among others)

|  |  |
| --- | --- |
| **Category** | **Number** |
| Girls and adolescent girls (under 18) |  |
| Young women (age 18-25) |  |
| Women (age 25 and above) |  |
| Boys and adolescent boys (under 18) |  |
| Young men (age 18-25) |  |
| Men (age 25 and above) |  |
| Trans\* or intersex youth or adults |  |
| ***=Total Direct Beneficiaries*** |  |
| *Please provide any additional comments to your responses above.* | |

1. How many people do you estimate will benefit indirectly from this project? *Indirect beneficiaries are people who may benefit from or will be reached by the project activities, but will not directly be served by or enrolled in the programs*):
   1. Please describe who your indirect beneficiaries are:

**Organisational capacity needs**

*Note that all successful applicants will engage in a capacity needs assessment and may receive follow up capacity building technical and financial support as needed.*

1. From the list below in which areas do you need capacity building support in order to achieve your organisation’s /project objectives? *Please select all that apply.*

* **Systems development** (reviews and evaluations, development of organisational policies, manualsand strategic planning)
* **Governance strengthening** (board/staff development, retreats and trainings)
* **Organisational step change** (change management, identification and recruitment of new/key staff positions, procurement of software/equipment to enable growth)
* **Fundraising** (generating and sustaining diverse financial and material resources)
* **Human resources and staffing** (having clear policies and procedures that define staff roles and responsibilities, performance, and terms of engagement; staff training and development)
* **Financial management** (managing organisational finances effectively, including accounting, budget projections, and preparing budgets and reporting)
* **Monitoring, learning, and evaluation** (measuring and analysing progress and outcomes of the organisation’s work)
* **Marketing/communication** (communicating effectively with internal and external audiences, including with media)
* **Community outreach and networking** (developing or strengthening partnerships and alliances with other organizations and communities)
* **Program delivery** (improving the quality, efficiency and/or scale of the organisation’s program or services)
* **Systems** (technology, information and data management, procedures and protocols for appropriate action and decision making)
* **Others** (please specify):

**Financial and budget information**

1. How much money are you applying for? Please indicate how much you are requesting per year

|  |  |
| --- | --- |
|  | **Amount requested (in US$)** |
| Year 1 |  |
| Year 2 (if applicable) |  |
| Grant Total |  |

1. 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. Please find the project budget template available online [here](http://awdf.org/wp-content/uploads/Budget-template.xlsx) and submit the budget via email with your application.

**Governance and human resources**

1. Please complete the following table with information about your board

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name | Board Position | Gender | Address | Affiliated organisation and designation within the organisation | Board Term |
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1. Please complete the following table with information on your senior and management staff

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Gender | Job title | Full Time/Part time |
|  |  |  |  |
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1. **CHECKLIST OF REQUIRED ATTACHMENTS**

* Organisation’s registration documents
* Reference letter from a donor; an AWDF grantee or an official who is conversant with your work
* Project budget
* Completed financial management forms
* Organisation’s last audited statement of accounts

/end