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**WORLD AIDS DAY 2018**

**Application Guidelines**

**1. CONTACT INFORMATION**

1. Name of Organisation
2. Address (Postal and Physical)
3. Telephone and Fax number
4. E-mail address, and World Wide Web address (if any)
5. Contact person’s name and title
6. Who completed this proposal? Please sign and date
7. How did you learn about the African Women’s Development Fund?

**2. ORGANISATIONAL INFORMATION**

1. What are your organisation’s main goals?
2. When was your organisation formed?
3. Who started your organisation and why?
4. Is your organisation local, national, sub – regional, or regional?
5. Who are the main beneficiaries of your organisation’s activities?
6. Is your organisation women-led?
7. Is your organisation a women’s rights organisation? Do you identify as feminist? (please explain)

**3. Activities and / or programs**

1. What are your organisation’s key programme areas?
2. Describe your organisation’s present activities and /or programs
3. How does the project you are applying for fit into those plans?

**4. Structure**

1. State number of board members, staff, volunteers and members if any. How many are women for each category?

**5. Finance**

1. What is your annual operating budget for the last 3 years (please indicate the total amount raised each year)?
2. Who are your donors for the current year?

**6. Grant Request Information**

1. What activities do you plan to conduct on World AIDS Day with funds from the African Women’s Development Fund? Please tell us specifically and clearly what activities the grant will be used for.
2. How much money are you applying for?
3. What are the key messages that you will use for the World AIDS Day activity?
4. What are the objectives of the activity?
5. What are the expected outcomes – what do you hope to achieve?
6. Who do you plan to involve directly (direct beneficiaries)? How they will benefit?
7. How many people do you expect to reach indirectly through the project (indirect beneficiaries)? How they will benefit?
8. Where will the project take place?
9. Provide a detailed budget for the project, if you have prepared the budget using your local currency; please include the US dollar equivalent. Please use the AWDF budget template

***APPLICATIONS SHOULD NOT EXCEED 4 PAGES***

**NOTE:**

* Please attach a reference letter from one of your donors, an AWDF grantee or a government agency or local authority where the project will be implemented.
* You also must complete a financial management form and an outcome form
* If you are awarded a grant, you will be expected to send in a report of your activities that contain concrete outcome(s) of the activities implemented.

**Applications are due by** July 20 2018

**Applications should be submitted by email to:**

The Grants Administrator, The African Women’s Development Fund

Email: [awdf@awdf.org](mailto:awdf@awdf.org) / [shirley@awdf.org](mailto:shirley@awdf.org)

**The African Women’s Development Fund (AWDF) is a grantmaking foundation that supports local, national and regional women’s organisations in Africa working towards the full realisation of women’s rights. AWDF is based in Accra, Ghana.**

Tel: + 233 (0)28 966 9666

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

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