**AWDF GRANT APPLICATION FORM**

##### In order to consider your request, please write your project proposal, paying attention to the application guidelines. *The final application should be no more than 12 pages long.*

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:**
* ***Body and Health Rights:*** Eliminate violence against women and girls & sustain respect for women’s bodily integrity and autonomy
* ***Economic security and justice:*** Protect full economic rights and justice for women
* ***Leadership, Participation and Peace:*** Expand democratic space; sustain inclusive governance and equal political participation of women
* ***Post COVID 19 Response & Advocacy***
1. **Country 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. **ADMINISTRATIVE INFORMATION**
5. Name of organisation’s Director:
6. Addresses
	* Physical address:
	* Postal address:
	* Telephone/mobile:
	* E-mail address:
	* Website address:
	* Skype address:
	* Twitter account:
	* 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?
	* Internet
	* AWDF website
	* AWDF grantee
	* AWDF partner
	* AWDF staff member
	* AWDF board member or advisor
	* Another civil society organisation
	* Donor
	* Email announcement
	* Via call for applications
	* Other (please specify)
13. Have you received grants from AWDF previously?
* Yes
* No

Please provide information regarding your previous grants.

| **Project name** | **Grant ID** | **Key Outcomes** |
| --- | --- | --- |
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1. **ORGANISATIONAL INFORMATION**

1. What is your organisation's vision and mission?
2. 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):
3. In what year was your organisation formed?
4. Who started your organisation and why? [100 words]
5. Where does your organisation work? (please specify countries, sub-regions or local areas)
6. What is your organisation most proud of? [200 words]
7. **ORGANISATIONAL STRUCTURE**
8. Is your organisation a women’s rights organisation? If yes what is your approach to women’s rights? [200 words]
9. 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** | **No. transgender/ gender non-conforming** |
| **Paid staff** |  |  |  |  |
| **Unpaid staff** |  |  |  |  |
| **Board members** |  |  |  |  |
| **Advisors** |  |  |  |  |
| **Volunteers** |  |  |  |  |
| **Members** |  |  |  |  |

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. Please attach a copy of your registration certificate.
2. Please attach a reference letter (preferably from a donor or AWDF Grantee)
3. Please indicate the name and contact information (Email address and telephone number) for a second referee here:
4. **GRANT REQUEST INFORMATION**
5. What is the title of the initiative you are seeking funding for?
6. Please state the 3 key project objectives [200 words]
7. Please describe the main activities of the project you are seeking funding for and how these will address the injustices/ opportunities you have named above [400 words]
8. Why are you undertaking this project? What are the injustices against women and girls that you are working to change and/or the rights of women you are seeking to advance through this initiative? [400 words]
9. What are the key barriers to change on the issue(s) you are working on? And the opportunities? [400 words]
10. Does your organisation have past experience working on these issues? Please explain [200 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:

**Results**

1. What do you expect to have done (outputs) by the end of the grant? [400 words]
2. What changes (outcomes) do you aim to contribute to through this project? [400 words]
3. **MONITORING, EVALUATION AND LEARNING**
4. 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]
5. Who is responsible for carrying out these monitoring and evaluation activities? [100 words]

What do you hope to better understand and to learn as you implement this project? Please describe this by indicating your top three learning questions [300 words]

**Risks**

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?

1. Risks for the proposed initiative [200 words]
2. Risks for your organisation [200 words]
3. **FINANCIAL INFORMATION**

1. Please indicate your organisation’s total annual income received each year for the past three financial years. (Please indicate the total amount for each year separately in US dollars in the table below).

|  |  |
| --- | --- |
| **Year**  | **Total Annual Income USD** |
| 2017 | US$ |
| 2018 | US$ |
| 2019 | 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.
4. Please complete the [budget template](https://awdf.org/wp-content/uploads/Budget-Template-Main-Grants-2020.xlsx) and the [financial management assessment form](https://awdf.org/wp-content/uploads/Financial-Management-Assesment-Form-2020.doc) available online here and submit them via email with your application.
5. **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

***We will prioritise proposals which arrive complete with all the information we have asked for. All applications should be sent via email to*** ***proposals@awdf.org******; copying*** ***awdf@awdf.org***

The African Women’s Development Fund

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