

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 your 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 not 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 (please add any data and statistics from independent sources and any previous evaluations you

		have done) faced by women, girls and/or gender diverse people in the community that your organisation is working to address.
9.	Please identify a maximum of 3 population groups listed below that will ultimately benefit from your programmes and activities.	
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 gender diverse community members and would like to understand the ways in which you involve them in your organisational decision making, implementation and evaluation 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?	If you have done audits of your accounts, please provide those figures. If you have not yet completed the audit for your 2023 accounts, please provide totals for 2023, 2022 and 2021. If you have not done audits, please provide verified income figures for the last three completed years and indicate whether these were independently verified by means other than audit.
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.	<p>We are looking to understand if you have any confirmed (where contracts have been signed) income for the period 2023-2025 and, if yes, the names of those funders.</p> <p>If you don't have confirmed funding commitments, please leave this space blank.</p>

15.	Please share more details about your financial and accounting systems, accounting software, policies, and number and qualifications of your finance staff/volunteers	<p>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.</p> <p>If you have done an annual audit, please submit your latest audited accounts</p>
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?	
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/or gender diverse 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.	
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?	
32.	Which of the following approaches will you use to implement this project?	
33.	What specific changes (outcomes) will the proposed work bring about for women and girls (maximum of 5)	<p>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).</p> <p>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.</p>
34.	What proposed activities will be implemented under the project (listed against each of your outcomes proposed above)	<p>For each outcome (maximum of 5) defined in question above, please list your proposed activities.</p> <p>Outcome 1: activity a, activity b activity c, activity d, activity e, activity f</p> <p>Outcome 2: activity a, activity b activity c, activity d, activity e, activity f</p> <p>Outcome 3: activity a, activity b activity c, activity d, activity e, activity f</p> <p>Outcome 4: activity a, activity b activity c, activity d, activity e, activity f</p> <p>Outcome 5: activity a, activity b activity c, activity d, activity e, activity f</p>

35.	How much are you applying for from AWDF? Please also submit a completed budget.	<p>Please provide the total budget amount you are requesting Please complete your budget in the template which can be found here:</p> <p>Link to budget template</p> <p>Please familiarise yourself with the guidance for each specific grant type to ensure that what you are requesting is permissible under the selected Fund.</p> <p>If you are applying for an Open grant you can apply for a maximum of US\$75,000 a year for two years If you are applying for a <i>Kasa!</i> grant you can apply for a maximum of US\$30,000 a year for two years If you are applying for a <i>Komboa</i> grant you can apply for a maximum of US\$200,000 for up to two years</p>
36.	Which fund are you applying for funding from?	<p>Drop down list</p> <p>Select one</p> <p>Open Grants</p> <p><i>Kasa!</i></p> <p><i>Komboa</i></p>
37.	How long is your proposed project?	<p>Please familiarise yourself with the guidance for each specific grant type to ensure that what you are requesting is permissible under the selected Fund.</p> <p>If you are applying for an Open grant you can apply for a maximum of 2 years If you are applying for a <i>Kasa!</i> grant you can apply for a maximum of 2 years If you are applying for a <i>Komboa</i> grant you can apply for a maximum of 2 years</p>
	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?	<p>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</p>

		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 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
45.	Your approach to safety and security	We want to know about the measures (including policies, structures and processes) that you have or will put in place to ensure the safety and security of your staff and the communities you work with. This is to ensure that you are better prepared to address risks and threats that might arise and ensure that you do 'no harm' to the communities you work with. We also want to understand how you understand and manage the safety and security of your staff who do that important work.

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
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.