Fund for Gender Equality Grant Application 2011-2012

Phase II: Focus: Africa, Asia and the Pacific, Latin America and the Caribbean, and Europe and Central Asia[1]

Please review the Fund for Gender Equality 2011-2012 Call for Proposals carefully before completing this application. Please note that this is only a sample form **to help you prepare** for the online application period. **You will be able to submit your online application from March 12th to March 23rd, according to the schedule below. (Visit: http://www.unwomen.org/how-we-work/fund-for-gender-equality/ for updates):**

March 2012: Call for Proposals announced for eligible countries in Africa, Asia and the Pacific, Europe and Central Asia and Latin America and the Caribbean regions (English, French and Spanish). Online application opens **March 12th - March 23rd, 2012.** Grants announced **October 2012**.

Please note that **all required fields** are marked with a red asterisk (*). Applications with missing data in required fields will be considered incomplete and withdrawn from consideration.

I. General Programme Information

* A. Programme is led by (select one)
☐ An individual governmental agency
☐ A women-led non-governmental organization (NGO)
☐ A partnership between a governmental agency and a women's NGO
☐ A partnership between two women's NGOs
☐ A partnership between two governmental agencies

For partnerships, please note that funds can be disbursed to a maximum of two legally registered lead organizations that meet the Fund's criteria (see Call for Proposals), but the programme can include additional "non-lead" partners[2] in question II. C. below.

* B. Programme Information	
Programme Title	
English translation of Programme Title (if applicable)	
Programme Scope (select one)	☐ Local (municipalities or communities within a single country) ☐ National (country-level issue/policy/etc.) ☐ Regional (regional issue/policy/etc. in a single region) with a *maximum* of 4 countries)

[1] Please note that Phase I of this Call focused on the Arab States Region and was launched in October 2011. Successful grantees from this region will be announced on March 1st 2011.

[2] Multilateral organizations (UN organizations, international financial institutions, etc.), global organizations, NGOs that are not led by women, individual public authorities or private citizens, and private sector entities **are not** eligible for funding.

Programme Country (write one) i.e.: where proposed programme will be implemented	
Additional Countries (separated by commas) i.e.: maximum of 3 additional countries for multi-country programmes or for regional network programmes.[3]	

* **C. Grant Request**	
Grant Duration (choose one)	☐ 1 years ☐ 2 years ☐ 3 years
Total Grant Request Amount (in US dollars)[4]	

Applicants must show a track record of managing incomes commensurate with the grant request. Grant request amounts per year should not exceed 60% of an organization's previous income. A calculation is provided in the budget section below.

II. Lead/Co-Lead Eligible Organizations & Additional "Non-Lead" Partners

*** A. Lead Organization**

*Please note that if you are applying in partnership (lead and co-lead), you must enter the same information from your partner (co-lead organization) in section E. (below)***.**

Additional "non-lead" partnerships can be formed (see section below) however, UN Women Fund for Gender Equality contracts will be signed with lead and co-lead partners only. Thus successful lead and co-lead grantee partners will be accountable for the management and outcomes of the grant programmes.

BEFORE COMPLETING THIS SECTION, PLEASE READ THE RULES AND REGULATIONS BELOW REGARDING LEGAL STATUS REQUIRED OF APPLICANT NGOS.

Does the organization have a legal status in the programme country?[5]

☐ Yes (Please proceed to fill in the section below)

[3] For **regional women's networks**: the network must be legally registered as a non-governmental organization/association in at least one of the countries of programme implementation. The scope of programme implementation for networks (in terms of number of countries) depends upon the network mission and proposed programme. If the network projects results of regional scope, it must specify how and in which countries the projected results will be achieved and it must focus its work in a maximum of 4 countries for the duration of the proposed programme.

[4] US$200,000 to US$1,000,000 distributed over 1 – 3 years. Enter amount without any periods, commas, symbols or spaces. Please round up to the nearest dollar.

[5] **Lead and co-lead non-governmental women's organizations** must be legally registered in their respective home countries. For **multi-country programmes**, lead and co-lead women's NGOs who plan multi-country implementations may implement programmes in a maximum of 4 countries. For **regional women's networks**: the network must be legally registered as a non-governmental organization/association in at least one of the countries of programme implementation. The scope of programme implementation for networks (in terms of number of countries) depends on the network mission and proposed programme. If the network projects results of regional scope, it must specify how and in which countries the projected results will be achieved and must focus its work in a maximum of 4 countries for the duration of the proposed programme.

☐ No			
* Organization name[6]			
* Address		City	
* State or Province		Country or Territory	
* E-mail		Website	
* Telephone number (include country and city code)		Fax number (include country and city code)	
* Contact Person	Title	☐ Ms. ☐ Mrs. ☐ Mr. ☐ Dr.	
	First Name		
	Last Name		
	Job Title		
	E-mail		

* Type of Organization (check one)	Governmental Agency: ☐ Ministry (specify) ☐ Secretariat for Women's Affairs ☐ Presidential Commission ☐ Electoral Commission ☐ Municipality ☐ Autonomous Government ☐ Federal Government ☐ State/Provincial Government ☐ Parliament/Legislative Assembly ☐ Other (specify)	Women's Non-Governmental Organization (NGO)[7][8]: ☐ Women's Community-based organization ☐ Women's National NGO ☐ Women's Regional NGO ☐ Women's labour association or union ☐ Women's agricultural cooperative or association ☐ Women's fund ☐ Women's Network/Coalition (specify) ☐ Other type of women's NGO (specify)

* For governmental agencies: Please indicate how many women are in positions of leadership in your governmental agency?	
* Is or has the organization partnered with any UN agencies in the past? ☐ No ☐ Yes:	
Year(s)	Agency(ies)
Year(s)	Agency(ies)
Year(s)	Agency(ies)
Year(s)	Agency(ies)
Year(s)	Agency(ies)
* Has the organization received funds from UN Women or other UN agencies in the past? ☐ No ☐ Yes:	

[6] Please spell out the name of your organization completely. **Lead and co-lead non-governmental women's organizations** must be legally registered in their respective home countries. See footnote above.

[7] Women must comprise at least 50% of leadership positions in the applying non-governmental organization's staff and board. The required attachments for women's NGOs include a list of leadership positions on staff and board, disaggregated by gender.

[8] The Fund for Gender Equality seeks to fund local efforts and partnerships. Organizations with global and/or international scope, even those with local offices in eligible countries, are not eligible (e.g. International NGOs with country chapters around the world and/or with local boards, grantmaking organizations that fund in more than one region). In addition, international organizations with headquarters in the United States or Western Europe are **not** eligible.

Year(s)	Approximate total amount (US dollars)	Agencies:
Year(s)	Approximate total amount (US dollars)	Agencies:
Year(s)	Approximate total amount (US dollars)	Agencies:
Year(s)	Approximate total amount (US dollars)	Agencies:
Year(s)	Approximate total amount (US dollars)	Agencies:

B. Co-Lead Organization[9] (leave blank if no co-lead).

Does the organization have a legal status in the programme country?[10]

☐ Yes (Please proceed to fill in the section below)
☐ No

Organization name[11]			
Address		City	
State or Province		Country or Territory	
E-mail		Website	
Telephone number (include country and city code)		Fax number (include country and city code)	
Contact Person	Title	☐ Ms. ☐ Mrs. ☐ Mr. ☐ Dr.	
	First Name		
	Last Name		
	Job Title		
	E-mail		
Type of Organization (check one)	Governmental Agency: ☐ Ministry (specify)	Women's Non-Governmental Organization (NGO)[12] [13]: ☐ Women's Community-based organization	

[9] Please note that the same organization cannot be listed as both lead and co-lead.

[10] **Lead and co-lead non-governmental women's organizations** must be legally registered in their respective home countries. For **multi-country programmes**, lead and co-lead women's NGOs who plan multi-country implementations may implement programmes in a maximum of 4 countries. For **regional women's networks**, the network must be legally registered as a women's non-governmental organization/association in at least one of the countries of programme implementation. The scope of programme implementation for networks (in terms of number of countries) depends on the network mission and proposed programme. If the network projects results of regional scope, it must specify (in the programme section of this application) how and in what countries will that impact be achieved and must focus its work in a maximum of 4 countries for the duration of the proposed programme.

[11] Please spell out the name of your organization completely. **Lead and co-lead non-governmental women's organizations** must be legally registered in their respective home countries. See footnote above.

[12] Women must comprise at least 50% of leadership positions in the applying non-governmental organization staff and its board. The required attachments for women's NGOs include a list of leadership positions on staff and board, disaggregated by gender.

[13] The Fund for Gender Equality seeks to fund local efforts and partnerships. Organizations with global and/or international scope, even those with local offices in eligible countries, are not eligible (e.g. International NGOs with country chapters around the world and/or with local boards, grantmaking organizations that fund in more than one region). In addition, international organizations with headquarters in the United States or Western Europe are not eligible.

	☐ Secretariat for Women's Affairs ☐ Presidential Commission ☐ Electoral Commission ☐ Municipality ☐ Autonomous Government ☐ Federal Government ☐ State/Provincial Government ☐ Parliament/Legislative Assembly ☐ Other (specify)	☐ Women's National NGO ☐ Women's Regional NGO ☐ Women's labour association or union ☐ Women's agricultural cooperative or association ☐ Women's fund ☐ Women's Network/Coalition (specify) ☐ Other type of women's NGO (specify)

For governmental agencies: Please indicate how many women are in positions of leadership in your governmental agency?

Is or has the organization partnered with any UN agencies in the past? ☐ No ☐ Yes:

Year(s)	Agency(ies)
Year(s)	Agency(ies)
Year(s)	Agency(ies)
Year(s)	Agency(ies)
Year(s)	Agency(ies)

Has the organization received funds from UN Women or other UN agencies in the past? ☐ No ☐ Yes:

Year(s)	Approximate total amount (US dollars)	Agencies:
Year(s)	Approximate total amount (US dollars)	Agencies:
Year(s)	Approximate total amount (US dollars)	Agencies:
Year(s)	Approximate total amount (US dollars)	Agencies:
Year(s)	Approximate total amount (US dollars)	Agencies:

C. Additional "non-lead" Partners[14] (list all additional *non-lead* partners that will participate in programme implementation and check off their organization type)
It is recommended that your proposed programme include a moderate amount of non-lead additional partners.

Organization/Agency Name	Organization Country	Government Agency	NGO	Other
		☐	☐	☐
		☐	☐	☐
		☐	☐	☐
		☐	☐	☐
		☐	☐	☐
		☐	☐	☐
		☐	☐	☐
		☐	☐	☐

[14] Leads and co-leads may list additional non-lead partners, but only lead(s) are, per the terms of contract with UN Women Fund for Gender Equality, accountable for the management of the awarded grant. Additional Non-lead partners cannot receive any direct grant disbursement from the Fund for Gender Equality. These funds may be executed directly from lead(s) organizations to non-lead partners in accordance with the programme plans. The Fund highly encourages the use of a Memorandum of Understanding among partners to define roles, responsibilities, and lines of accountability.

III. Programme Grants: FGE Definitions and Focus (Please choose only one type of Programme Grant)

Women's Political Empowerment Grants:

To increase women's political participation, leadership, and influence in the decisions that affect their lives, including through leadership trainings and education and with a focus on youth.

Women's Economic Empowerment Grants:

To increase women's **access to** and **control over** resources and assets – including land, water, technology, and viable employment – while also addressing the disproportionate burden of unpaid care work on women and girls, with particular emphasis on holistic and environmentally sustainable development approaches.

*** A. Programme Grant Focus (based on the definitions above, please select only one type of grant)[15]**

☐ Women's Economic Empowerment

☐ Women's Political Empowerment

*** B. Please provide a one-paragraph summary in English of your programme.** Include the names of the lead and co-lead organizations, the location (country/region) and the number of women you expect to reach. Please be specific about the goal that you are trying to achieve with respect to either: women's political or economic empowerment. *Please note that these paragraphs will be made public should your programmes be selected.*

[15] The Fund for Gender Equality understands that there are strong linkages between economic and political empowerment (and other areas). However, please choose the type of grant that your programme is most associated with. While only a selected pool of semifinalists will move to the next phase where they will be asked to elaborate targets, indicators, baselines, output and outcomes for their programmes, at this concept note application level, please try to be as specific as possible in terms of the targets and goals that your programme is aiming to achieve and to describe how they are associated with either women's political or economic empowerment.

C. Secondary Focus Area: in a bullet-point list, please list any major secondary focus areas within the programme area you identified above (e.g. **For Economic Empowerment** : women's land, property and inheritance rights; food security and sovereignty; climate change and green economy; domestic workers' rights; the care economy; etc. **For Political Empowerment**: electoral policies, women in politics; women's citizenship; leadership, etc.))

* **D. Constituencies/ Primary Implementing Actors:** Who are the primary implementing actors of the proposed programme? (Please be as specific as possible, i.e. policy makers, political activists, indigenous women, etc.)

* **E. Constituencies/ Primary "beneficiaries"**: Which groups of women are expected to directly benefit from the programme through its activities? (Please be as specific as possible in regards to the populations of women living in situations of marginalization that you expect will directly benefit through your programme activities, i.e. migrant workers, women from specific ethnic or racial groups, women/girls with disabilities, etc.) Please make sure to specify **how many** women your programme will reach by the end of your grant? (E.g. 10,000 Indigenous women)

* **F. Main characteristics of Primary "Beneficiaries" (select all that apply)**

Age	Social-Economic Level	Location
☐ Girls (0-9)	☐ Low	☐ Urban
☐ Adolescents (10-19)	☐ Medium	☐ Rural
☐ Young women (20-30)	☐ High	☐ Nomadic
☐ Women aged 31 to 59)		
☐ Women aged 60 and above		

* **G. Implementation Strategies** (from the following list, **rank a *maximum* of 5** strategies you will use to achieve your programme goal.) ***Only rank the major strategies you will use.*** *Each of these strategies should be crafted to achieve a larger outcome. You will have the opportunity to talk about how the strategies will lead to something during the narrative section.*

	Enter rank where 1 is the top strategy. Maximum of 5. **Leave all else blank**
1. Trainings/capacity development for individuals (specify for whom and the type of training/capacity) [16]	
2. Trainings/capacity development for institutions	
3. Fostering networks/coalitions	

[16] Please note that programmes that use training/capacity development strategies need to clearly explain in the narrative section the type of change that will result from training/capacitating women or other populations. The Fund is interested in understanding the larger end goal of trainings. Please be clear about how trainings and capacity building programmes serve as a means to a larger end, and not simply as an end in and of itself.

4. Media/journalism/entertainment media/television
5. Use of international human rights principles
6. Public outreach/awareness raising
7. Research, data collection, analysis
8. Promoting gender-responsive budgeting
9. Advocacy/lobbying
10. Access, use and promotion of ICTs/ technology
11. Mainstreaming gender in policies, laws, or programmes
12. Convenings (conferences, meetings)
13. Movement building
14. Arts (drama, popular theater, poetry, comedy, music)
15. Media, information production and dissemination
16. Income-generating (cooperatives, etc)
17. Nontraditional alliances (e.g., with men and boys, religious groups, employers, etc.)
18. Promoting corporate responsibility
19. Service provision
20. Campaigns
21. Intergenerational dialogues/empowering young political leaders
22. Other (specify)

IV. Application Narrative

Please answer the following questions, keeping in mind that your proposal narrative must clearly articulate how your proposed programme will: 1) Contribute to advancing **either** women's economic empowerment or women's political empowerment; 2) Impact existing power dynamics in order to accelerate change towards women's political and economic empowerment

Please ensure that your responses to the following 4 questions adhere to the specified word count.

* **A. Programme Context and Analysis:** Advocates for gender equality and women's rights face many critical and urgent issues in your region and worldwide. Describe the issues you have chosen to tackle and the local context that necessitates such work. (750 words)

- Why do consider these issues critical?
- Please describe the history and context (social, political, economic, etc) of this/these issue(s) in your community/country/region?
- How has your organization/partnership specifically engaged with these issues?
- How does your work in this area challenge unequal structures of power and change life conditions for women and girls?

* **B. Programme Description:** Describe your best idea for achieving economic or political empowerment for women. (750 words)

- Why do you think this is the best idea? How does this proposed programme contribute to the cause of gender equality on a local, national, or regional level? (The scope of your programme should be reflected in part I of this application.)
- What is your proposed programme's overarching goal?
- Describe your proposed strategies (a maximum 5 from Section III H of the Grant Application) to achieve your overall goal.
    - The Fund for Gender Equality is particularly interested in the innovative use of technology and its role in advancing women's economic and political empowerment. If your programme has a technological component (this can include anything from strategies to increase access to technology, to the use of social media (like Facebook or Twitter); cell phone technology to share and disseminate information; the creation of radio programmes, videos or podcasts; or the creation of databases or knowledge sharing platforms). please make sure to describe any applicable activities in your response to this question.
- Describe the challenges that you expect to encounter and how you plan to mitigate them. Be as specific as possible.

* **C. Programme Results:** Describe 3-4 specific results that your programme aims to achieve by the time of its completion. (750 words)

- How will your overall work result in the shifting of gender relations on a local and/or broader level? Expected programme results should describe specific structural, cultural and/or institutional changes that you hope to achieve. How will your work transform the life conditions of your major constituencies and challenge unequal gendered power relations in your local context?

Once you have answered the question above, you may elect to write a ½ to 1 page narrative on the question below. **Please note that this question is not mandatory**, however we welcome the opportunity to gain insight into essence of your program's impact in

human terms. • Please give us a narrative that will illustrate the lived implications of your work. You may write include testimonies of past "beneficiaries" of your organization. (Please feel free to use story telling techniques or write in other creative genres for this portion of the question.)
* **D.** Describe the key networks/stakeholders/groups/communities with which you will partner for the implementation of your proposed programme and explain why. (500 words) • Historically, how have these key networks/stakeholders/groups engaged with the programme issue area? • How do you anticipate working collectively with these networks/stakeholders/groups? • How do these partnerships complement or build upon previous efforts/initiatives?

V. Budget Information

In this section, enter all dollar amounts in US dollars without any periods, commas, symbols or spaces. Please round up to the nearest dollar. Total grant request amounts should be consistent in question B and C and should match the request amount entered in Section I of this application.

* **A. Total Budget of Proposed Programme**[17] (**in US dollars**)	Year 1	Year 2	Year 3	TOTAL
Total programme budget				

* **B. Grant Request**[18] (**in US dollars**)	Year 1	Year 2	Year 3	TOTAL
Grant request for lead organization				
Grant request for co-lead organization (leave blank if no co-lead)				
Total grant request				

* **C. Detailed Budget for Grant Requested** (**in US dollars**)	Year 1	Year 2	Year 3	TOTAL
Personnel Expenses				
Direct Programme Costs[19]				
Monitoring (including baseline data collection and travel)[20]				

[17] Please note that the total budget of the proposed programme should reflect the grant amount you are requesting from the Fund for Gender Equality in addition to any outside funding (if applicable) that the programme intends to use for programme implementation.

[18] $200,000 – 1,000,000 over 1 – 3 years. Final grant amounts may be less than requested grant amounts. Please note that all final grant totals were based on the Fund's absorptive capacity analysis of the financial records of successful grant applicants; the total budget available for this grant cycle; as well as the grantee's track record.

[19] Direct programme costs are all costs that are incurred for and can be traced, in full, to the activities, projects and programmes of an organization in fulfillment of its mandate and any other inputs necessary to achieve the results and objectives established for programmes and projects. The Fund for Gender Equality will ***not*** support the acquisition of infrastructure such as the purchase of land, property, acquisition of office space, construction or repair of existing building or offices, including for example, the building and furnishing of service facilities, shelters, or other homes.

[20] UN Women recommends that 2-3% of the total budget be allocated to ongoing monitoring, baseline and end line studies.

Evaluation[21]				
Legal Audit[22] (if applicable)				
Financial Audit (at least one per year)[23]				
FOR PARTNERSHIPS ONLY Partnership Costs (meetings, travel, infrastructure)				
Communications and Public Relations				
Equipment[24]				
Administrative[25]				
Training[26]				
Other[27]				
Total FGE Request				

* **D. Matching Contributions from government applicants only**[28]	Year 1	Year 2	Year 3	TOTAL
Government financial contribution (in US dollars)				
Total Contribution				

* **E. Lead/Co-lead Income from the previous 3 fiscal years**[29]: (in US dollars)	2008	2008	2010
Lead organization total income			
Co-lead organization total income (leave blank if no co-lead)			

V. Required Attachments

[21] UN Women recommends that 10% of the total budget should be allocated for evaluation purposes.

[22] All grantees with grants above $750,000 will be required to conduct one complete legal programme audit during the lifetime of the programme. The Fund for Gender Equality strongly recommends that this audit be conducted once 70% of programme implementation funds have been expended.

[23] All grantees will be required to submit a copy of their yearly certified organizational financial audit over the course of programme implementation. Please note that these audits must show that FGE funds have been separately identified).

[24] A list of any equipment valued at over $1,500 should be provided to the Fund's Secretariat and each item should be properly marked and inventoried. This equipment remains UN WOMEN's property until the end of the programme's life. Purchase of any equipment over the threshold of $30,000 must first be approved by the Fund's Secretariat and details must be provided to ensure a transparent procurement process. Further details regarding the transfer or sale of such equipments at the end of the programme will be provided at a later date.

[25] The rate of indirect costs (Administrative Costs) shall be fixed at 7% of the total of the budget.

[26] 5% of total programme budget should be reserved for Training costs.

[27] It is recommended that the "Other" category not be more than 1-2% of the total budget. Organizations are encouraged to plan accordingly for possible unforeseen costs arising during the project implementation in the budget.

[28] Applications submitted with a government entity as a lead or co-lead are **required** to provide proof of a financial contribution to the programme (in US$) that matches (or exceeds) the grant amount requested from the Fund for Gender Equality. When the contribution exceeds the matching required amount, the application will receive priority. Proof of required matching contribution document is required as an attachment. In-kind contributions do not count as part of the required matching contributions.

[29] Please note that information included in this section must match the external audited financial statements submitted by women's NGOs.

(Important note: Please take at least a day to upload the required attachments into the online application. Grant applications without these required attachments will be automatically disqualified. It is recommended that you apply the first week of the open application period (see schedule for each region on page 1 of this grant application), not in the last week when it might be too late for you to compile and translate the required attachments).

The following attachments are required for all applications and must be uploaded through the Fund's online application. Note:

- All attachments must be submitted *in one of the Fund's eligible languages (English, French, Spanish)*. Applicants **must** provide translations into English of these required attachment documents. Note that the rest of the application will not need to be translated, only the attachments.
- Accepted attachment formats include: .doc, .xml, .pdf and .jpeg.
- Please note that you can only upload two files per section. If you have multiple documents please merge them into one.
- Applications without these documents will be withdrawn from the application process.

All Applicants:

1. One **letter of endorsement** from a country-level gender equality/ women's empowerment coordination mechanism (governmental, non-governmental or multi-stakeholder) or United Nations Office, including a UN Country Team or Gender Theme Group where applicable. UN Women country/sub-regional/regional offices **will not** be providing letters of recommendation.

Governments Only:

2. **A statement of commitment to or proof of matching funds** to be applied toward programme implementation (applies to all government agencies as lead and/or co-lead). Should be signed by the relevant agency. *Government agencies without identified commitment will be automatically disqualified.*

Women's NGOs only:

2. **List of leadership positions** on staff and board, disaggregated by gender
3. **Articles of incorporation** or other proof of legal registration (see lead/co-lead Section II. Re: legal registration guidance footnotes)
4. **Independent/External *audited* financial statements** for the past **two fiscal years**.