

SPECIAL GRANTS INITIATIVE – WOMEN AS AGENTS OF CHANGE

Application Form

1. Eligibility

a) Please tick one:		Civil Society Organization ---- Commonwealth Association ----
b) Name of applicant organization		
c) In which country is your organization located?		
d) In which country(ies) / region(s) will your project take place?		

2. Contact details of grant applicant

Please provide the contact details of the staff member of your organisation who will be the point of contact for this application.

Title (Ms, Mr, Dr)		
Full Name		
Position		
Organisation		
Address		
Country		
Telephone	Fax:	
Email address	Website address:	

Please note that email will be the primary means of communication by the Foundation.

3. About your organization

Please give us the following information about your organization:

- a) Aims/ objectives, legal status, governance, and history

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b) How many men and women serve on your governing board?	
c) How is your organization funded?	
d) What is your organization's operating budget for the current financial year 2011-2012?	
e) Have you ever applied for or received funding from the Foundation in the past? (YES or NO):	
f) Have you previously applied to the Commonwealth Foundation under a different organizational name? (YES/NO):	
<p>Please also enclose a copy of the most recent brochure, annual report, budget and work plan of your organization.</p>	

4. Your Project	
a) Title of project	
b) Location of your project	
c) Start / End dates	
d) Please provide a brief description of the activity for which funding is requested.	

e) How does the project address the criteria listed in the call for proposals especially with regard to policy development and implementation?

f) How will the project impact on men/ women/ boys/ girls in the project area?

g) What are the main aims and objectives of the project?

h) How will these be achieved?

i) Is this a new area of work or are you building on previous work undertaken by your organization or others?

j) If you are building on previous work then please tell us briefly about your previous work and that of other partners/ government in this area and how your project will add value or complement existing work in the area?

k) What is your organization's track record in this field and why is your organization best placed to undertake this activity?

l) How are project beneficiaries involved in project development and implementation?

m) How would you ensure the participation of women's organizations and networks in the project

Please attach detailed work programme for the project

5. Costs and Budget

a) What is the overall cost of your activity (in GBP Sterling)?

b) Please attach a budget for the total cost of all project activities showing a breakdown of how the Foundation's grant will be spent.

c) Are you seeking additional funds from elsewhere for this project? If yes could you tell us whether you have secured this funding or when you expect to receive it?

6. Evaluation

a) Please tell us how you will determine the success of your project?

b) How will you share the outcomes of the project?

7. Data Protection: The Foundation maintains a database of all applicant organizations for future contact. Please tick one of the boxes below to tell us whether or not you want your details to be kept on our mailing list. I consent to be added to the Foundation's mailing list(Yes/No) -----

How did you hear about the Foundation?

Please tick one: Internet ---- Website ----- Other -----

Completed application forms should be emailed to s.ossman@commonwealth.int or by post to the address below.

Ms Shabinah Ossman
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