

FORM Y – (GOVERNANCE AND WOMEN’S LEADERSHIP)

COVER PAGE

NGOCC GMU REQUEST FOR GRANT

SECTION I: ORGANIZATION DETAILS

Part A – Contact Details For your Organization.

1. Name of Sub-Recipient: -----
2. Postal Address: ----- Tel. No. -----
----- Fax No. -----
----- Email-----
3. Year formed (dd/mm/yy) ----- Registration No.-----
4. Project Title -----
5. Date of Application: -----
6. Responding to Call for Proposals No-----Dated: -----
7. Name of Officer submitting Application -----Signature-----
NRC No.-----

Part B: Activity of NGO/CBO

8. State what program activities the organization is engaged in -----

9. Annual Organizational Budget/Work plan (K)-----

Part C: Bank Information

10. Account Name: -----
11. Account No. -----
12. Bank Name-----
13. Branch Name:.....
14. Bank Address -----Tel. No.-----
-----Fax No. -----
-----Email-----

Part D: Bank Authorization Details

15. Name of Signatories - Panel A----- Title-----
Panel B----- Title-----
Panel C----- Title-----
Panel D----- Title-----
16. Signatures Panel A-----
Panel A-----
Panel B-----
Panel B-----

Part E: Disbursement Request

17. Amount being applied for(K)-----
18. How long will the project take?.....
19. Proposed Project starting date:-----Completion date: -----
20. Category of Request: -----
21. List names and amounts for co-funding organizations (if any):

SECTION II: Brief Details of the Project (not more than 5 pages in total)

1. Title of Project

2. Background to the Project

- Describe the socio-economic situation of the area (district, village/community) and context in the area where this project will be implemented.
- Define or explain the problem or needs to be addressed by the project in clear and specific terms or manner based on consultations with key stakeholders in your area or what has been written about the area.
- Briefly state if enough data/information is available and indicate the findings of any research that has been conducted in the recent past. The information should not be too old (not more than 5 years ago)
- Identify different development policies of Government institutions, national organizations, NGOs, CBOs, civil society etc. and indicate their views on the problem that has been identified

3. Importance and Justification of Project in Community

- Highlight or bring out the main problem being faced by the beneficiary groups to be addressed by your project and how they are affected.
- Define or explain the problem and the factors that are making the beneficiaries vulnerable.
- How big is the problem (numbers or percentages)? who is affected most?

Ensure that the analysis of the problem should lead to identifying the strategies to address the issue.

4. Main Beneficiary Group(s) and estimated numbers

- How many beneficiaries will this project reach?
- State or tell us who the beneficiaries are. Are they women, men, youths or children (girls and boys)? How many are they? How many women, Men and children?
- Are they elderly women and men, people with disabilities or people living with HIV and AIDS
- How will the beneficiaries benefit from this project?

5. Main objective and specific objectives

State the main objective and specific objectives. They should be very clear. The objectives should be S-M-A-R-T (Specific, Measurable, Achievable, Realistic and Time-Bound)

6. Logical Framework (List of Project outcomes, Outputs and activities)

OUTCOME: WHAT DO YOU EXPECT TO ACHIEVE AT THE END OF THE PROJECT?

NOTE:

In order to ensure the sequences and that there are linkages between the specific objectives, outputs and activities, it is recommended that these are presented in the following way:

PROJECT LOGICAL FRAMEWORK

PILLAR 3: GOVERNANCE AND WOMEN'S LEADERSHIP				
Short Term Outcomes	Indicators	Targets	Means of verification	Assumption
Outcome 3.1. Enhanced academic qualifications and leadership/ Campaigning capacities of potential female leaders	<i>Number of targeted women that have upgraded their qualifications through re-entry in school (60)</i>	60	MO Reports, Evaluation Report, Project Reports	Female potential leaders willing to upgrade their academic qualifications

	<i>% of the trained women that hold a visible, issue-based election campaign (20%)</i>	(20%)		
Output 3.1.1. Functional literacy programmes established and examination centres advocated for by MOs in NGOCC operational areas	<i>Number of MOs providing functional literacy services (4)</i>	4	MO Reports, Evaluation Report, Project Reports	
	<i>Number of people attending literacy programs (210)</i>	210	MO Project Reports,	
	<i>Number of examinations centres (4)</i>	4	MO Project Reports,	
	<i>Number of dialogue meetings held (1)</i>	1	MO Project Reports,	
	<i>Number of MOs supported (5)</i>	5	MO Project Reports,	
	<i>Number of Women reached with governance and women leadership messages. (45000)</i>	45000	MO Project Reports,	
Activities				
3.1.1.1.				
3.1.1.2.				
3.1.1.3.				
3.1.1.4.				
3.1.1.5.				
3.1.1.6.				
Output 3.2.1. Targeted public institutions and political parties oriented in gender mainstreaming at national level	<i>Number of public institutions engaged (20)</i>	20	MO Reports	
	<i>Number of political parties engaged (10)</i>	10	MO Reports	
	<i>Number of people oriented (60)</i>	60	MO Reports	
	<i>Number of gender policies launched by the identified institutions (5)</i>	5	MO Reports	
Activities				
3.2.1.1				
3.2.1.2				
3.2.1.3				
Output 3.3.2. Campaigns on women in politics conducted at national and local levels	<i>Number of MOs working on women in politics (20)</i>	20		
	<i>Number of Women's Elections Campaign Strategy (1)</i>			
Activities				
3.3.2.1				
3.3.2.2				
3.3.2.3				

7. What methods (strategies) will you use to implement the suggested activities e.g. Trainings, meetings, campaigns etc.

8. What Evidence will be there to show that interventions have been done or results that we hope to see after implementation are attained (Indicators).

9. What things that may affect your project from meeting the objectives both from within the organization and outside the organization. (Risks)

Describe the factors that are beyond the control of the project that may affect the implementation, performance and impact of the project.

S/No	What is it that can make you not achieve your objectives? (Details of the risks)	How serious will this affect your project implementation? (Grade Low, medium/high)	How will you overcome this/what will you do to overcome this? (Mitigation of the risk)

10. Explain how this project will continue to run without NGOCC funding (**Sustainability**) which stakeholders will you work with on this project? E.g. Government ministries/ departments, civil society, schools, local traditional leaders etc.

11. What help will you need outside your group (e.g. Facilitators, technical experts (builders, accountants, health workers, Agricultural offices, legal officers, media etc.)

SECTION III: ECONOMIC EMPOWERMENT PROJECTS. This part is for all NGOs/CBOs that have applied under the thematic area of Economic Empowerment

12. Explain what the business is about, what you need to run the business, how will you make profits without putting in more money from the donor from your initial capital, what do you expect to raise, how will you monitor the business.

Complete a **Business Plan** below for your **Income Generating Activity** proposal.

(Insert a business plan format)

13. Budget - List the main Inputs, items or/and services to be procured

ACTIVITIES E.g. Trainings	REQUIREMENTS	QUANTITY	UNIT PRICE (ZMW)	TOTAL (ZMW)	GMU SUPPORT (ZMW)	NGO/CBO CONTRIBUTION (OWN CONTRIBUTION)

	Drama, training, door to door campaign, Meeting. etc.					