

FORM Y – (WOMEN’S ECONOMIC EMPOWERMENT)

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 1: WOMEN'S ECONOMIC EMPOWERMENT				
Short Term Outcomes	Indicators	Targets	Means of verification	Assumptions
Outcome 1.1 Increased number of women in NGOCC operational areas that own and have control over land	Number of targeted women with land records in their own name	200	MO Reports	Willingness by women to access land
	- Number of targeted women that report having control over land	200	MO Reports	

	- Number of targeted women whose names are on the land records together with their husbands	200	MO Reports	
Output 1.1.1. National campaign on women's land ownership implemented	Number of traditional leaders engaged	200	MO Reports	Traditional leaders are willing to engage
Activities				
1.1.1.1.				
1.1.1.2.				
1.1.1.3.				
1.1.1.4.				
Output 1.1.2. Social accountability mechanisms on land ownership by women developed and implemented in NGOCC operational areas	Number of people sensitised (women & men)	3000	MO Reports	Traditional leaders are willing to sign social contracts
	Number of traditional leaders that have signed a social contract	20	MO Reports	
Activities				
1.1.2.1.				
1.1.2.2.				
1.1.2.3.				
1.1.2.4.				
Outcome 1.2. Increased proportion of women in NGOCC operational areas accessing finance/credits and extension services for productive purposes.	- Number of targeted women that have received finance/credit through village banking	250	MO Reports	Willingness by women to access finance/credit and extension services
	- Number of targeted women that have received finance/credit through financial institutions	100	MO Reports	
	- Number of targeted women that have received extension services	8000	MO Reports	
	- % of targeted women utilising finance/credit for productive purposes	15%	MO Reports	
Output 1.2.1. Linkages and Referral Systems for women to access finance/credit services created in NGOCC operational areas	<i>Number of financial institutions engaged (15)</i>	15		
	<i>Number of women referred to finance/credit services (100)</i>	100		
	<i>Number of people trained (60)</i>	60		
Output 1.2.2.	<i>Number of institutions providing extension services, cooperatives or associations engaged (15)</i>	(15)		
	<i>Number of women referred to extension services (150)</i>	(150)		
Output 1.2.3. Community/village savings model promoted by MOs in NGOCC operational areas	Number of functional community/village savings groups	250	MO Reports	Willingness by women to participate in the savings groups
	Number of MOs that have set up community/village savings groups	25	MO Reports	

	Number of women trained in community/village savings	1000	MO Reports	
Activities				
1.2.3.1.				
1.2.3.2.				
1.2.3.3.				
1.2.3.4.				

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 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)
Total in ZMW - (Max. GMU Contribution according						

to category ceiling)

NOTE:

Administrative support when listed down should be calculated as follows:

- Category 1 - 10% of the total budget
- Category 2 - 20% of the total budget
- Category 3 - 25% of the total budget

COMMUNITY BASED ACTIVITY PLAN

OBJECTIVE 1:

Output 1:

WHAT (ACTIVITIES TO BE DONE)	METHOD (What Strategy or what are you going to use to carry out this activity e.g. Drama, training, door to door campaign, Meeting. etc.	WHEN (date or month you will do this activity)	WHO (responsible? person)	WHY (reason for doing this activity)	HOW (evidence To show that activity was done)	TOTAL BUDGET