



AFRICAN WOMEN'S DEVELOPMENT FUND

AWDF GRANTMAKING GUIDELINES

The AWDF funds local, national, sub-regional and regional organisations in Africa working towards women's empowerment. AWDF is an institutional capacity-building and programme development fund, which aims to help build a culture of learning and partnerships within the African women's movement. In addition to raising money and awarding grants, AWDF aims to strengthen the organisational capacities of its grantees.

AWDF funds work in six thematic areas:

- Women's Human Rights
- Governance, Peace & Security
- Arts, Sports and Culture
- Health & Reproductive Rights
- Economic Empowerment & Livelihood
- HIV&AIDS

These thematic areas have been chosen because they feature very highly on the agenda of the African women's movement. AWDF will prioritise programs that empower women with skills, information, sustainable livelihoods, opportunities to fulfil their potential, and the capacity to make transformatory choices with the aim to promote women's leadership and development in Africa.

Who can apply?

AWDF supports women led initiatives that meet the following criteria:

- Organisations can be local, national, sub-regional or regional African women's organisations, from any part of Africa.
- Those organisations applying to AWDF for the first time should send accompanying reference letter from two persons in official capacity such as Local magistrates, Member of Parliament, Donors.

- National or regional civil society organisations may apply for a women-specific project, but will have to demonstrate that there are women involved in their governance, and that the project will be managed by a senior woman in the organisation.

What types of projects do we support?

- AWDF will award grants **for projects related to any of the thematic areas** specified above.
- We will award grants to national and regional organisations **for aspects of organisational growth and development** such as strategic planning, developing fundraising strategies, communications systems, governance systems and retreats .
- AWDF in specific circumstances will award grants to support the capacity development of the organisations.

Frequency of grant making

AWDF awards grants in two cycles each year. Applications can be sent in at any time.

Size of grants

Organisations can apply for grants from \$6000 to \$40,000. Kindly note that most grants will be for less than the maximum. Grants for \$20,000 and above will be required to provide audit report conducted by a reputable audit firm.

Criteria for the review of grant applications:

- Applying organisations should preferably have been in existence for at least three years.
- Organizations have to produce evidence (relevant certificates) to show their legal existence

- Organizations should show how the project proposal fits into the organisation's overall strategy for the area of work or community in which it is located.
- Organisations have to demonstrate how their work fits into either a local, national or regional strategy for the empowerment of African women.
- Applying organisations should have basic organisational systems and structures in place. For example Constitution, Strategic plan, audit reports. Etc...
- The organisation should have a clear evaluation and sustainability plan for the project
- The potential to raise additional funding.
- Ability to manage funds and account for them in a transparent manner.

The AWDF will not support the following projects:

- Organisations that aim to convert people to any religious belief
- Political parties or women's wings of political parties
- Individuals
- Government departments
- Scholarships and fellowships for academic studies
- Women's organisations that are not led by women

How to apply

Interested organisations should send in their proposals to the AWDF secretariat in Accra, Ghana, using the grant application guidelines. Applications can be sent in English, French, or Portuguese, by email, or post. **Please note that we accept applications by email,**

Grant Application Guidelines

In order to consider your request, we need basic and specific information about your organisation, its composition, and its purposes. We need to know how your organisation believes its work can be supported with a grant of \$6,000- \$40,000 from AWDF. Please write your project proposal using the following guidelines:

CONTACT INFORMATION

1. Name of organisation
2. Address (Physical & Postal)
 - 2.1 Physical address:
 - 2.2 Postal address:
 - 2.3 Telephone and Fax number:
 - 2.4 E-mail address;
 - 2.5 World Wide Web site address (if any)
3. Contact person's name and title and email address
4. Who completed this proposal? Please sign and date.
5. Two (2) reference letters
6. How did you learn about the African Women's Development Fund?

ORGANIZATIONAL INFORMATION

1. What is your organisation's purpose?

- a. What are your organisation's main goals?
- b. What would you describe as the key areas of work for your organisation, Example: women's human rights issues, economic empowerment
- c. When was your organisation formed?
- d. Who started your organisation and why?
- e. What are your organisations geographic coverage areas? In which countries does your organisation work?
- f. Who are the main beneficiaries of your organisation's activities?
- g. What are your organisational strengths, weaknesses, opportunities and threats? (Maximum 1 page)

2. Structure

- a. How does your organisation make decisions?
 - a.1) Does your organisation have a staff, a board, advisors, or volunteers?

- a.2) How many of each and what are their roles?
- a.3) How many are paid?
- a.4) How many are women? What are their positions?
- b. Is your organisation a membership organization? If so, how many members does it have? How many are women? What are their positions?
- c. Is your organisation a women's organization? If not, please explain the role women play in making decisions about your organisation's activities.

3. Activities and/or Programs

- a. Describe your organisation's past activities and/or programs.
- b. Have you received grants from AWDF previously?
- c. If yes, Please describe:
 - 1. Project Name:
 - 2. Grant ID:
 - 3. What were some of the key outcomes you achieved?, please mention three
- d. Describe your organisation's present activities and/or programs.
- e. What are your organisation's plans for the future?

4. Financial Situation

- a. Please include your budget for your current financial year
- b. What sources of funds does your organisation have for the next twelve months? (Please list sources and amounts.)
- c. Enclose a set of audited accounts for your last financial year. If these are not available, a financial statement signed by your Treasurer and one other officer or member. The audited accounts/financial statement should include sources of funds for your activities and details of income and expenditure.

GRANT REQUEST INFORMATION

- 1. How much money are you applying for?
- 2. Why are you undertaking this particular project?
- 3. For what purpose are you seeking a grant from the African Women's Development Fund? State project objectives and anticipated impact.
- 4. Please tell us specifically the activities under this project, and include an activity and monitoring plan.

5. Clearly describe organisational / project sustainability plan
6. How will this grant enable your organisation to achieve its strategic objectives?
7. What are the changes/expected outcomes you intend to see at the end of this grant?
8. How will the grant benefit the women you wish to work with? How many women will benefit?
9. Provide a detailed budget for the project. If you have prepared the budget using your local currency, please include the US dollar or Euro equivalent

Please include the following information:

- a) A copy of your most recent annual report and financial statement
- b) Brochures/leaflets describing the work you do
- c) Relevant photographs, press clippings, posters, videos (if available)

Kindly note that these will not be returned to you, so you should only send information which you are willing to part with. Whilst we will accept applications by email and fax, we still expect a hard copy by post. We receive a lot of applications, so we will prioritise those proposals which arrive complete with all the information we have asked for. All applications should be sent to:

The African Women's Development Fund

Office: AWDF House, 78 Ambassadorial Enclave East Legon

Post: P.M.B CT 89 Cantonments, Accra, Ghana

Email: awdf@awdf.org or grants@awdf.org

Website: www.awdf.org

Tel : + 233 289 669666