

Application Guidelines

Within these application guidelines you will find information about eligibility criteria for accessing the different grants, the various phases of application process, and how your application will be processed.

The Call for Concept Notes

The Women and Girls Fund is seeking **Concept Notes** from Women and Girl Led Organisations (WGLOs) and Movements wishing to access the Advocacy grant and undertake advocacy work promoting gender equality and women's empowerment. **This is the First Call and will only give out Advocacy grants to WGLOs as well as Movements.** All other types of grants (Capacity Development, Swift/rapid response and Research grants) will be made available in the Second Call for proposals in the second quarter of 2025.

1. Advocacy, organisational capacity building and research grant

Under this call for proposals, applicants can submit applications to undertake advocacy projects combining various types of activities: (a) advocacy activities; (b) research activities; and, (c) activities aimed at organisational capacity development. Applicants must however demonstrate the **centrality of the advocacy intervention** in the proposal, with research and capacity development activities playing a reinforcing secondary role.

- **Centrality of advocacy work:** When completing the Concept Note, it is important to keep in mind that advocacy work is to be at the centre of the project.
- **Research activities:** Research to enhance the evidence needed to undertake the advocacy can and should be included as part of the proposal.
- **Capacity development activities:** If the applicant also seeks grants for capacity development activities, the application must be able to show how the proposed capacity development activities will enhance organisational performance and benefit the implementation of the proposed Initiative. The WGLO should have undertaken an Organisational Assessment (An assessment template will be provided at proposal stage) and developed a capacity building action plan. Proposed capacity building activities should be from the developed action plan.

However, applicants are not bound to submit proposals combining the three types of activities. Applications seeking grants to carry out solely advocacy work will also be accepted, provided the applicant can prove that it has sufficient capacity to carry out the planned activities.

The WGF recognises that the WGLOs are at different levels of growth and the funds are therefore offered as follows:

TIER 1: Emerging WGLOs	Emerging WGLOs are requested to submit proposals with a minimum budget of ZMK 100,000. The upper ceiling is set at a maximum of ZMK 250,000.
TIER 2: Intermediate/Growing WGLOs	Intermediate/Growing WGLOs are requested to submit proposals with a minimum budget of ZMK 250,000. The upper ceiling is set at a maximum of ZMK 1,000,000.
TIER 3: Established/Mature WGLOs	Established WGLOs are requested to submit proposals with a minimum budget of ZMK 500,000. The upper ceiling is set at a maximum of ZMK 1,500,000.

The advocacy grants can be used over a maximum period of two years though it is expected that smaller grants would be used within one year. At the end of the first year, extension or renewal of the agreement is subject to overall performance.

2. Social Movement grant

The Social Movement Grant is a dedicated fund designed to support grassroots and collective movements striving for social change, justice, and advocacy. This grant provides financial resources to empower movements in their efforts to address systemic issues, amplify marginalized voices, and foster sustainable community-driven solutions. It is intended to be accessed by movements with clear objectives, collective leadership, and a commitment to driving impactful change in their communities or broader societal contexts.

The social movement grant can be used over a maximum period of one year though it is expected that smaller grants would be used within six months.

Movements are requested to submit proposals with a minimum budget of ZMK 100,000. The upper ceiling is set at a maximum of ZMK 250,000.

Eligibility Criteria

Concept Notes are invited from WGLOs and Social Movements. The following institutions are eligible for funding:

- **Network organisations** – WGLOs that are umbrella organisations and/or membership-based organisations.
- **Individual organisations** – WGLOs operating as independent entities. They may or may not be members of a network organisation.
- **Branches of a larger organisation** – WGLOs that are a branch of a larger WGLO may apply only if they demonstrate that they function independently from their headquarters.
- **Social Movements** – Women and girl led Social Movements are loosely organised but sustained campaigns in support of a social goal, typically either the implementation or the prevention of a change in society's structure or values.

Individuals and the following organisations are not eligible to access funding:

- Government institutions and semi-government institutions
- International organisations registered locally
- International WGLOs
- Political parties
- Organisations promoting a religious agenda
- Organisations running on a for-profit basis

The following criteria are mandatory and have to be met by the applicant, as non-compliance results in rejection of the application. The organisation must:

- Be a **Women and Girl Led Organisation or Social Movement**
- Be non-governmental
- Be a local emerging, intermediate/growing or mature WGLO
- Registration: In the case of the WGLOs, the organization must be legally registered in Zambia. If not registered, the organisation must be applying in partnership with an

- already registered organisation
- Be a non-profit organisation
- If registered, have a bank account operated by more than one signatory
- **Geographic Focus:** The initiative must target communities, and districts in Lusaka and Central province only.
- **Focus on Advocacy:** Concept notes and Proposals must focus on advocacy initiatives that address gender equality and women empowerment.

Phase 1: The Concept Note

Accessing the Concept note form

Concept Note forms will be available in hard copy from FAWEZA and can be downloaded from the FAWEZA website www.faweza.org.zm

Completing the Concept Note forms

It is crucial to complete the forms accurately and free of typographical errors. Applicants should write clearly and concisely, adhering to the specified word limits. All statements must be typed in English; hand-written submissions will not be accepted.

Seeking clarification from the Secretariat

Questions about the Call for Concept Notes may be sent to FAWEZA. Questions should be sent to the following e-mail address: faweza@faweza.org.zm

Answers to questions or clarifications which may be relevant to other applicants will be published on the various websites. Replies will be given no later than five (5) days before the deadline of receipt of Concept Notes.

Submitting the Concept Notes

Alongside three (3) copies of the Concept Note the applicant organisation must provide two (2) copies of the registration certificate. If not registered or if a Movement and applying in partnership with a registered WGLO, or applying under a financial sponsor, the registration certificate of the partner/financial sponsor should be included.

The envelope must indicate the full name and address of the applicant WGLO as well as content of the document (Concept Note/Advocacy grant)

The Concept Note and supporting documents must be submitted via the email address below or in a sealed envelope by registered mail (or courier service) or hand-delivered at the address below:

Postal address:	<u>P.O Box 37695, Lusaka</u>
Address for hand delivery or courier service	FAWEZA National Secretariate Office, Plot 6680, Chiwalamabwe Road, Olympia, Lusaka
Email address:	faweza@faweza.org.zm

Applicants must verify that their application is complete, as incomplete applications will be rejected.

The deadline for receipt of Concept Notes is **21 February, 2025, 17.00 hours**. Applications received after the stipulated date and time will not be accepted by the Secretariat unless justifiable reasons are given for the delay. The Secretariat will acknowledge the receipt of each application and generate a reference number upon submission.

The assessment process

Concept Notes will be assessed by the Secretariat. There are two sets of criteria - mandatory and technical criteria. If any of the mandatory eligibility criteria (as mentioned above) are not met, the application will be automatically rejected.

The Concept Note will also be assessed against a set of technical evaluation criteria. The Concept Note will be given an **overall score of 100** in accordance with the breakdown below. The scores will be added up and applicants scoring fewer than 55 points will be rejected and not invited to submit a full application. They will be informed in writing about the reasons for not inviting them to submit a full application. They may however be offered Capacity Development Support through the Secretariat. Applications will be evaluated based on:

1. Organizational capacity and experience (10 points)
2. Relevance and centrality of the advocacy issue (30 points)
3. Feasibility and clarity of the Concept (30 points)
4. Clear gender equality and/or women empowerment focus (10 points)
5. Clear indication of impacts on women and girls (10 points)
6. Incorporation of intersectionality (disability, age, social status issues) (10 points)

Applicants will be informed of the pre-selection or rejection decision through the Secretariat within two (2) weeks of the submission deadline. The Secretariat cannot be held liable for any delays.

Note: Administrative costs should not exceed 10% of the total budget.

Phase 2: Full proposal

Preparing and submitting the full proposal forms and organisational self-assessment

Guidelines and full proposal forms will be sent alongside notification letters to pre-qualified organisations. The notification letter will also indicate the deadline for submission of full proposals. Guidelines will also be made available on the WGF and the FAWE websites.

All pre-qualified applicants that proceed to this stage will also be required to undertake an organisational self-assessment to determine the adequacy of their financial and management systems.

Applicants will then be required to submit their full proposals including supporting documents within 14 days of the date of notification.

The assessment process

Full proposals will be evaluated by the Grants Review Committee, with a primary focus on technical eligibility during this phase. A critical factor in the evaluation is the adequacy and quality of the proposal.

Award of contract and implementation

Following final approval by the Grants Review Committee, the Secretariat will notify all successful applicants in writing, informing them of the Committee's decision and inviting them for final discussions on contract details. The names of successful applicants will also be published on the WGF website. Unsuccessful applicants will receive written notification of the decision.

A start-up workshop will be organized to familiarize all successful applicants with the values and operations of the WGF.