**Women & Girls Fund (WGF):**

**Concept Note Template for Advocacy Projects**

This document is a concept note template for the Women and Girls Fund (WGF), a fund supporting Women & Girl Led Organisations (WGLOs) in Malawi, Rwanda, and Zambia. This form provides applicants with an opportunity to present a clear and concise description of their organisation and funding idea.

The concept note serves as the first step in a two-stage application process, with selected proposals invited to submit a more detailed application at the second stage.

1. **Organisation Information**

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| --- | --- | --- | --- | --- |
| **Date** |  | | | |
| **Organisation's Name** |  | | | |
| **Is your organisation a women and/or girl led organisation?** |  | | | |
| **Are you registered in the country? Under which law?** | Yes |  | No |  |
| Name the Law: | | | |
| **Date of first registration** |  | | | |
| **No. of years operational** |  | | | |
| **Organisation Address** |  | | | |
| **District and/or Province** |  | | | |
| **Email Address** |  | | | |
| **Phone Number** |  | | | |
| **Contact Person** |  | | | |

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| **Title of the Project/Funding Proposal**  *(Provide a concise and descriptive title that reflects the essence of the project).* |  |

1. **Organisations governance details**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Does your organisation have a Board? | | Yes |  | | No | | | |  |
| Indicate type of Board[[1]](#footnote-1) | Advisory Board | Governance Board |  | | Other type of Board | | | |  |
| If other type of Board, please explain its role and function | |  | | | | | | | |
| How many members does the Board consist of? | | Total number |  | Zambian based | |  | | Non Zambian based |  |
| How many of the total board members are men and how many are women | | Women |  | Men | | |  | | |

1. **About the management and the staff**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Does your organisation have an executive Director/ manager? | Yes |  | No | | |  | |
| Are they male or female | Male |  | Female | | |  | |
|  |  | | | | | | |
| How many staff members do you have | Total number |  | Full time |  | Part time/ volunteers | |  |
| How many of the staff members are men and how many are women | Women |  | Men |  | | | |

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| **Organisational Vision, Mission & objectives**  ***In a few sentences, please describe the vision, mission & main objectives of your organisation*.** |
| **Vision:**  **Mission:**  **Objectives:** |

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| **Organisational Experience**  *In a few sentences, please describe your organisation’s experience working in advocacy. If this would be a new sector for your organisation, please describe how your previous experience relates to this.* |
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| **Partnership experience**  *Partnership was one of the things that the WGLOs said they would like to do, the partnerships should not be forced but should happen because you see value in partnering with other WGLOs.* | | | | | | | |
| Have you partnered with other WGLOs in the last 2 years | | |  | Yes |  | No |  |
| Will you be partnering with another WGLOs on this project? | | |  | Yes |  | No |  |
| Are you a member of any network(s) / coalition(s) / forum (fora) etc? | | |  | Yes |  | No |  |
| If you are a member of any network(s), coalition(s), forum (fora) etc, name them. *Please add rows as needed.* | 1 |  | | | | | |
| 2 |  | | | | | |
| 3 |  | | | | | |

**Partner organisations details**

*(If partnering with another organisation, please provide their details here)*

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| --- | --- | --- | --- | --- |
| Organization's Name |  | | | |
| Are they registered? | **Yes** |  | **No** |  |
| Organization's Address |  | | | |
| District and province they work in |  | | | |
| Organisational Email Address |  | | | |
| Organisations Phone Number |  | | | |
| Contact person |  | | | |
| What role will they play on your project.  *Briefly explain what the partner will be doing on the project* | | | | |
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**Project/Proposal Information**

**Which area of advocacy does the project intend to focus? Choose only one.**

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| --- | --- | --- |
|  | Area of focus |  |
| **1** | Legal change  *(change in a law/s) or by-laws at Local level)* |  |
| **2** | Policy changes  ***(Changes in a policy)*** |  |
| **3** | Government budget change  *(change in budget allocation)* |  |
| **4** | Government implementation change  *change in how a government programme, policy or law or service delivery is being implemented* |  |
| **5** | Norm change  *(Change in the way in which something is being done – e.g. influencing a traditional leader to set laws to stop child marriage)* |  |
| **6** | Community engagement about an issue affecting them  *(Change in the way in which the citizens respond to an issue affecting them )* |  |

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| **Project Context & Problem Statement**  Please provide a short description of the context in which the proposed project will be implemented. What is the problem the project will seek to address? |
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| **Project Activities**  *Please describe the activities that will be implemented to address this problem, and the timeframe for their implementation.* |
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| **Target duty bearers and policy makers**  *Describe which duty bearers/policy makers you are targeting as you undertake the planned activities. If citizens, which citizens, men, women, headpersons Chiefs?* |
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|  |
| etc |
| **Project Impact**  Please state in 1-2 sentences the change, at a high level, that the project will contribute to. This is sometimes referred to as a project goal. | |
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1. **Budget Information**

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| **Organisation Annual Revenue**  (Financial year 2024/2025, please specify currency) |  |
| **Proposed Grant Amount**  (please specify currency) |  |

**List of required supporting documents**

*[Please ensure that you have provided the following documents as attachments to your Full Application and tick below which ones*

|  |  |  |  |
| --- | --- | --- | --- |
| **Document** | | **Provided** | |
|  | | **Yes** | **No** |
| 1. | Registration certificate of Applicant (if appropriate) |  |  |
| 2 | Registration certificate of Partner organisation (if appropriate) |  |  |

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| --- | --- |
| Signature |  |
| Position |  |
| Date |  |

1. **An Advisory board:** **Purpose**: Provides non-binding strategic advice, guidance, and expertise to the organization. **Role**: Members act as advisors, offering insights on specific areas like fundraising, advocacy, or program design. They do not have decision-making authority over the organization’s operations or policies.

   **A Governing board:** **Purpose**: Holds legal and fiduciary responsibility for the organization, ensuring it operates ethically, legally, and effectively. **Role**: Members make key decisions about the organization’s strategy, policies, finances, and overall governance. They are accountable for the organization’s performance and compliance [↑](#footnote-ref-1)