

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.

A. Organisation Information

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			

Title of the Project/Funding Proposal <i>(Provide a concise and descriptive title that reflects the essence of the project).</i>	
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B. Organisations governance details

Does your organisation have a Board?	Yes		No	
Indicate type of Board ¹	Advisory Board	Governance Board	Other type of Board	

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

If other type of Board, please explain its role and function					
How many members does the Board consist of?	Total number		Zambia n based		Non Zambian based
How many of the total board members are men and how many are women	Women		Men		

C. About the management and the staff

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		

Organisational Vision, Mission & objectives

In a few sentences, please describe the vision, mission & main objectives of your organisation.

Vision:

Mission:

Objectives:

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.

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	
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strategy, policies, finances, and overall governance. They are accountable for the organization's performance and compliance

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. <i>Please add rows as needed.</i>	1			
	2			
	3			

Partner organisations details

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

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. <i>Briefly explain what the partner will be doing on the project</i>			

Project/Proposal Information

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

	Area of focus	
1	Legal change <i>(change in a law/s) or by-laws at Local level)</i>	
2	Policy changes <i>(Changes in a policy)</i>	
3	Government budget change <i>(change in budget allocation)</i>	
4	Government implementation change <i>change in how a government programme, policy or law or service delivery is being implemented</i>	

5	Norm change <i>(Change in the way in which something is being done – e.g. influencing a traditional leader to set laws to stop child marriage)</i>	
6	Community engagement about an issue affecting them <i>(Change in the way in which the citizens respond to an issue affecting them)</i>	

<p>Project Context & Problem Statement</p> <p>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?</p>

<p>Project Activities</p> <p><i>Please describe the activities that will be implemented to address this problem, and the timeframe for their implementation.</i></p>

<p>Target duty bearers and policy makers</p> <p><i>Describe which duty bearers/policy makers you are targeting as you undertake the planned activities. If citizens, which citizens, men, women, headpersons Chiefs?</i></p>
1.
2.
3.
etc

<p>Project Impact</p> <p>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.</p>

D. Budget Information

Organisation Annual Revenue	
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(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)		

Signature	
Position	
Date	