



WOMEN AND DEVELOPMENT FUND

Guidelines

- The Women and Development Fund (WDF) is a programme administered by the World YWCA to fund small projects submitted by national YWCAs on their own account, on behalf of their local branches and/or in partnership with other relevant organisations. The general objective of this Fund is to empower women; that means to support activities which will address in a realistic and concrete way women's problems and needs.
- The World YWCA must provide regular financial and narrative reports to the donors of the WDF, therefore national associations participating/accessing the WDF are required to submit timely reports and to provide accountability.
- The funding for the WDF comes from EZE in Germany; HorYzon jointly with Bread for All in Switzerland, and other donors.
- Project applications may be submitted by national associations on their own behalf, on behalf of their local branches or in partnership with other relevant organisations.
- Project applications, signed by the President and General Secretary of the national association, **must** be received by mail or fax.
- Applications may be submitted at any time.

How to apply:

1. Identify specific needs of women in the community.
2. Develop a project that will address the needs identified.
3. Complete the application form clearly and concisely in English, taking into account the WDF Criteria, and **include a budget with figures quoted in both US\$ and the equivalent in local currency, stating the exchange rate used**. Be sure that the application is signed by the National President and National General Secretary.
4. Send your application to the World YWCA at the address on the front page of this document.

Procedure at the World YWCA:

A committee meets regularly to discuss and make decisions on all applications received, based upon the WDF criteria. Decisions taken by the committee are communicated to the national association. The decision will be one of the following:

- The application **has been approved** for funding and the money requested will be forwarded as soon as possible.
- The application **has been approved in principle**, but needs more clarification before the funds will be sent. The national association will be requested to provide more information and this must be sent to the World Office **no later than one month** after it was requested. If no answer is received within this period, then a new application must be submitted.
- The application does not meet the criteria that govern the WDF and **has therefore been rejected**.

An interval of approximately three months is required to process applications and forward monies requested. Therefore the starting date of the project should take this into account.



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Criteria

Grants from Women and Development Fund are a **maximum amount of US\$ 6,000**

1. Project aims and activities should be consistent with the WDF's general purpose of empowering women. Examples of project areas: income generation, adult education, literacy, primary health care, HIV/AIDS awareness raising, women's sexual and reproductive rights, economic, social, cultural and labour rights, violence against women and other projects that encourage women to be self-reliant.
2. The project should be designed to include specific and identifiable groups of women in order to improve their standard of living. Examples of groups: women in shanty-towns or rural areas, low-income workers, trade-unions, battered women, refugees, migrants and internally displaced women, and other groups of women who are disadvantaged.
3. Participants should be involved in the concept, planning and implementation of the project, with the goal of taking management control at a targeted and reasonable time.
4. The project should aim at giving women opportunities to participate fully and equally in the decision-making structures of the project alongside YWCA staff and volunteers.
5. The project application must include a clear plan on how the project will continue (if appropriate) after the funding period ends.
6. The project should use technology appropriate to the area (i.e. local raw materials and products) and methodology appropriate to the group of women (i.e. participatory).
7. Projects should be new initiatives, with the possibility of one renewal after the initial grant, upon receipt of a new application.

We encourage you to:

- Include the participation of young women under the age of 30.
- Include cash or in-kind contributions from participants and your YWCA.
- Share experience, information, and expertise gained from the project with other YWCAs and groups.