



Application



Annex I

POWER TO CHANGE FUND

Application Guidelines to Member Associations

9th February, 2009

Only affiliated World YWCA Member Associations may apply

Purpose of the Power to Change Fund

- To develop the leadership and collective power of women and girls around the world to achieve justice, peace, health, human dignity, freedom and a sustainable environment for all people.

The Fund responds to the three goals of the World YWCA Strategic Framework:

- *Leadership development:* To build the leadership of women and girls to develop the most effective solutions to the issues affecting their lives and communities (with a specific focus on young women)
- *Advocacy & services:* To promote the social, economic, cultural, religious and political rights of women and girls through advocacy and related programmes and services.
- *Good governance and accountability:* To ensure YWCAs function at the highest level of organizational accountability, effectiveness and efficiency (with a focus also on mutual partnership and self reliance)

The Fund will focus on World YWCA advocacy priority areas: HIV and AIDS; sexual and reproductive health and rights; violence against women; women in peace building; and economic justice.

The Fund will prioritise grants to Member Associations who:

- Relate their grant application to the purpose of the Power to Change fund and the World YWCA strategic framework and priority areas .
- Present a well-designed project with a clearly articulated plan for achieving the goals.
- Relate their grant application to the overall strategy and long-term planning of the Member Association.
- Include a plan for monitoring and evaluation and impact.
- Seek to uphold the World YWCA Standards of Good Management and Accountability
- Present a clear and complete budget in USD and local currency
- Promote the inclusion of young women as participants and implementers
- Intend to share and replicate learnings with YWCAs and other partners

Grant amount: USD 10,000 to USD 25,000 – maximum one grant per year per Member Association

The completed application form must provide all information required by World YWCA, and should include a detailed budget with adequate provision for staff and administration.

Applications must be accompanied by the following supporting documents

- Strategic plan (at least one year) and overall annual budget
- Last annual report (narrative and financial)
- Minutes from last national meeting
- Organisational profile showing inclusion of young women

Reporting: the Member Association will be required to send a six month narrative and financial report, and a final financial and narrative report to be completed no later than two months after the end of the funding period (usually one year).

Cooperation agreement - Member Associations whose projects are approved must sign and return a cooperation agreement which will include the project budget as an annex. 80% of the grant will be sent upon receipt of the signed cooperation agreement, and the remaining 20% upon receipt of a satisfactory six-month report.

Application cycle

Call for Proposals	Deadline for applications	Results announced	Agreement signed
1 July	31 October	23 December	31 January
1 January	31 March	31 May	30 June

World YWCA, 16 Ancienne Route, CH-1218 Grand Saconnex/Geneva, Switzerland
Tel: (41 22) 929 60 40 Fax: (41 22) 929 6044
Email: worldoffice@worldywca.org Web site: <http://www.worldywca.org>
Bank: UBS S.A., P.O.Box 2600, CH 1211 Geneva 2, Account no. C0-797'187.1

APPLICATION FORM

PART I. ORGANISATIONAL INFORMATION (1 PAGE)

1. Name and address of Member Association
2. Project title:
3. Date of application:
4. Name and address of partner organisation: (if this is a joint project)
5. Name and designation of Project Coordinator
6. Is this project part of a larger programme? If yes, please describe.
7. Are you applying for funding for this project from any other source? If so, please give details.

PART II: PROJECT SUMMARY (1-2 PAGES)

1. Describe briefly the national or local context and issues relevant to the project
2. State the location of the project and reasons for selecting this location
3. Describe the issues that the project seeks to address
4. How are beneficiaries and participants involved in the design of the project? How are the young women beneficiaries and participants involved in the design of the project?
5. Provide a summary of expected key results or outcomes of the project
6. State the estimated duration of the project (start date and end date)
7. State the total cost of the project (including from other sources)
8. State the amount requested from the Power to Change Fund, in USD (funding range USD 10,000 – USD 25,000 –maximum one grant per Member Association per year)

Part III: PROJECT PROPOSAL DETAILS (3-4 PAGES)

1. State the overall goal and objectives of the project.
2. State the justification of the project. What is the current situation in the community or the country that the project is trying to address?
3. Project elements or components
4. Who else is trying to address the same problems, and how will the YWCA partner with these other organizations?
5. How does the project address capacity building, training, advocacy, skills building, procurement etc.
6. Who are the main beneficiaries of the project? Please give estimated number of:
a) women: b) young women aged 30 or under: c) men: d) children:
Total: Will the community at large benefit? If so, what is the estimated outreach:

7. Results Chain /Matrix for Monitoring Project Activities *. Please fill the table below.

Example

Overall Goal: to improve health and well being of women and children

<i>Objective</i>	<i>Activity</i>	<i>Measurable results expected in the project period</i>	<i>Indicators achievement for of goals</i>	<i>Impact/Outcome</i>
To provide clean water	Train personnel Designate 2 places for water taps Procure materials Drill and construct well	2 water points erected Feeling of well being and security among target group	Water points in operation, water quality tested	Fresh water available in community, less disease, healthier and happier women and children

Objective	Activity	Measurable results	Indicators achievement for of goals	Impact/Outcome

8. Are there any external risks which might delay or disrupt project activities? How do you plan to respond to these risks?

** Definition of terms*

- Goal: Desired results and impact. Overall goal should be in line with the Member Association's strategic plan.
- Objectives: these are strategic as a focus for action to achieve the goal
- Activity: a specific action or series of actions which are undertaken to achieve the objective. Activities have a time frame with start and end dates.
- Measurable results: these can be material/quantitative (increased income, construction of well) and immaterial/qualitative (feeling of well being, more leisure time, children able to play outside)
- Indicator: A measure of performance toward the achievement of planned objectives
- Impact/Outcome: the effect achieved through implementation of activities to achieve goals. That is the quality and intended change produced by a programme

Outline in detail the **Plan of Action** (usually a one-year period, but not less than 6 months). Using this table, list the different activities for the project in the order in which they will take place (if, for example your project starts in April, write down the first activity and put a line under the month of April, and a line under June if this activity continues into June). Indicate the person responsible for carrying out the activity. Continue on a separate paper if necessary.

[illegible]

PART IV. MANAGEMENT, MONITORING AND EVALUATION (1-2 PAGES)

1. Who has responsibility for the management and the monitoring of the project? What method will be used to monitor the project i.e. periodic reports, activity reports, field visits etc?
2. How will young women participate in the implementation and monitoring of the project?
3. Who will prepare and submit the final report, and what means will be used to make sure that staff and volunteers contribute to the learning from the project?
4. Who will evaluate the project? What criteria and method will be used? How will the participants assess their part in the project?
5. Will the project continue after the period of funding is over?
6. If yes, please provide details, indicating how the project will continue and how it will be funded (Will the project be self-reliant? What other sources of funding will be available?)
7. Are there any plans to share and replicate the learnings from the project with other YWCAs/partners? If so, please give details.

PART V. PROJECT BUDGET

Figures must be in USD and local currency, stating the exchange rate used. The budget must include income or in-kind contribution

	Local Currency	USD
Income		
World YWCA		
Other sources		
Expenditure		
<u>Recurring expenses</u>		
<i>(eg. Technical support –personnel: transportation, rent, office expenses)</i>		
<u>Capital expenses</u>		
<i>(eg. equipment)</i>		
Total		
Administration/Coordination (10%)		
Contingencies (2%)		
<u>Total</u>		

In-Kind Contributions (eg. facilities, volunteer labour etc.)

Signatures:

National President

National General Secretary

Name (printed):

Name (printed):

Date:

Date:

Application form to be submitted to:

World YWCA, 16 Ancienne Route, CH-1218 Grand Saconnex/Geneva, Switzerland

Tel: (41 22) 929 6040 Fax: (41 22) 929 6044

Email: worldoffice@worldywca.org Web site: <http://www.worldywca.org>

Supporting documents to be submitted with application (latest versions):

- **Strategic plan (at least one year) and overall annual budget**
- **Last annual report (narrative and financial)**
- **Minutes from last national meeting**
- **Organisational profile (showing inclusion of young women)**

YWCA POWER TO CHANGE FUND SIX MONTH REPORT

Name of the Project:

Period covered by this report:

Funds received: US\$

Date received:

Please answer the following questions.

1. Referring to the original application form, please complete the table below with details of activities undertaken so far and results achieved. Please include number of participants, gender, and how many were young women aged 30 or under.

Objective	Activity	Measurable results	Indicators for achievement of goals

2. Were there any unanticipated results, either positive or negative?

4. What activities are planned for the next six months?

5. Please list all "in-kind" (space, labour) contributions

Signature:

Name :

Position:

Date:

YWCA Power to Change Fund
SIX MONTH FINANCIAL STATEMENT OF PROJECT
(to be submitted after the first six months of project funding)

PROJECT:

Period covered by this report:

A financial statement in US\$ with the equivalent in local currency and the exchange rate that was applicable must be attached to the narrative report. The statement must correspond to the original budget and relate to the project. Please give a clear breakdown of all expenses and income.

	Local Currency	USD
Income		
World YWCA		
Other sources		
Expenditure		
Capital expenses		
(materials, equipment, office expenses)		
Recurring expenses		
(Technical support -personnel, transportation, rent of building)		
Total		
Administration/Coordination (10%)		
Contingencies (2%)		
Total		

**YWCA POWER TO CHANGE FUND
FINAL REPORT**

(to be submitted no later than two months after end of funding period)

Name of the Project:

Period covered by this report:

Funds received: US\$

Date received:

Please answer the following questions.

1. Referring to the original application form, please complete the table below with details of activities that have taken place and the results and impact. Please include number of participants, gender, and how many were young women aged 30 or under.

Objective	Activity	Measurable results	Indicators achievement goals	for of	Impact/Outcome

2. Were there any unanticipated results, either positive or negative? What did you learn because of this grant? Will you make any changes based on these results?

3. Please provide some first hand accounts (stories) from women who took part in the project activities to support changes in well being of members of the target group. Please send photographs.

4. Will the project continue now that the one-year period of funding is over? If so, how? (is it self supporting, do you have support from other donors?).

5. Please list all "in-kind" (space, labour) contributions

Signature:

Name :

Position:

Date:

YWCA Power to Change Fund**FINANCIAL STATEMENT OF PROJECT**

(to be submitted upon completion of the one year the funding period)

PROJECT:

Period covered by this report:

A financial statement in US\$ with the equivalent in local currency and the exchange rate that was applicable must be attached to the narrative report. The statement must correspond to the original budget and relate to the project. Please give a clear breakdown of all expenses and income.

	Local Currency	USD
Income		
World YWCA		
Other sources		
Expenditure		
Capital expenses		
(materials, equipment, office expenses)		
Recurring expenses		
(Technical support -personnel, transportation, rent of building)		
Total		
Administration/Coordination (10%)		
Contingencies (2%)		
Total		

If there is a negative balance please state how the amount will be found. If there is a positive balance, state the plans for using this surplus. (Use a separate piece of paper if necessary)