**Concept Note Template for Applicants to Fill Out for:**

**Multi-Year Funding Grants to Women-Led Women’s Rights Organisations**

**INSTRUCTIONS**

Each Applicant Organization must fill in this Concept Note. Please read these instructions and application guidelines carefully and attach required document as evidence to your application. If you have any questions, please contact [grants@creawkenya.org](mailto:grants@creawkenya.org)

Please attach copies of the relevant documents below to your submission email or paper application. Emails more than 5MB cannot be accepted, so you can send documents in separate emails if needed:

* Any letter, bank document, or registration document showing your physical address on it as proof of address (this requirement including having an office is not mandatory for small local women-led organisations operating at county level)
* Organization registration certificate (If applicable).
* A list of Board members/Executive members and their gender (Chairperson, Deputy Chairperson, Treasurer, Secretary)
* A list of staff, volunteers, and members and their gender (male/female)
* A signed Letter of endorsement from a Local Area Chief or Senior local administration officials (with their name and contact information included) confirming that your organisation:
  + Is non-government women’s rights organization.
  + Is not-for-profit (non-commercial)
  + Is non-political (not affiliated with any political group or leader)
  + Has existed for more than 6 months
  + Is led by women (management)
  + Has more than 2/3 female members (Staff and/or group members)
  + Has a main target group/beneficiaries of women/girls
  + Has a physical presence (office, staff, volunteers, beneficiaries) in the Counties targeted by this Call.

Concept Note must be written in: Font type: Calibri, single spaced lines, justified text; font size: 10. **Each Concept Note must not exceed 10 pages excluding attachments. HAND WRITTEN APPLICATION SHALL NOT BE ACCEPTED.**

**YOUR ORGANIZATIONAL BACKGROUND INFORMATION**

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| **Question** | **Answer** |
| **Organizational Name, legal status and physical office** | |
| Name of the Applicant Organisation/Group/Network |  |
| Applicant Organisation’s Physical Contact Address |  |
| Year the organisation started to operate *(month and year)* |  |
| Organisation’s Registration Number (Not mandatory) |  |
| **Organizational Management** | |
| Executive Director / Leader’s Name, title (Ms./Mrs/Mr.) and contact info including email address and phone number |  |
| Number of volunteers |  |
| Organisation’s number of Members (staff and/or group members) (if any) |  |
| Number of Female Paid Staff |  |
| Number of Female Volunteers |  |
| Number of Female Members (if any) |  |
| Do you have bank account? Yes, or no? (NB- Bank Account not mandatory to be eligible)  If yes, please provide details.[[1]](#footnote-1) |  |
| **Organizational Governance** | |
| Does your Organisation have a Board? Yes, or No? (NB- Board not mandatory to be eligible) |  |
| If yes, Chairperson’s name and contact info (Ms./Mrs/Mr.) |  |
| Number of Board members (If applicable) |  |
| Number of women on Board (If applicable) |  |
| **Beneficiaries and Target Groups** | |
| Who are your main target group / beneficiaries? |  |
| In what County does your organisation have active activities? *(constituency(ies), Sub counties, County)* |  |
| **Budget and Annual turnover** | |
| Organization’s highest total budget ever? |  |
| Last year’s annual budget? |  |
| What is your average annual budget? | Kshs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Sources of funding |  |

**MAIN GRANT INFORMATION**

*Please explain your idea for the grant in the table below. DO NOT EXCEED WORDS LIMITS OR TOTAL PAGE LIMIT FOR THE WHOLE DOCUMENT (15 PAGES excluding attachments). Do not attach any other documents other than the ones mentioned above.*

**Amount Requested**

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| **KES.** |

*How much money are you requesting for your women’s rights organisation? Maximum of Canadian Dollar 20,000 or equivalent of USD 15,000 is allowed for 2 years***:**

**Proposed area(s) of operation with this grant funding**

*Where will you implement the project? Sub-County, County (200 words maximum)*

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**Themes the Proposed project addresses**: Please select at least one result area that your application will contribute to.

**Priority Area I:** **Institutional capacity strengthening of your organisation:**

Increased ability of your organisation to create missions, visions and strategic plans that are clear and aligned with priority needs of marginalised and vulnerable women and girls.

Increased ability of your organisation’s leader(s) to make transparent, accountable, sustainable decisions, and to manage internal and external risks.

Increased ability of your organisation to create, monitor and improve basic organizational processes and systems (Resource mobilization, external relations management, HR, financial management, etc.)

**Priority Area II: Capacity strengthening of your organisation to deliver quality services and advocacy to advance gender equality:**

Strengthened ability of your organisation to reach grassroots marginalised and vulnerable groups with high quality services and support to claim rights.

Strengthened ability of your organisation to undertake policy and advocacy activities.

**GRANT REQUEST INFORMATION**

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| **What is the title of the initiative you are seeking funding for?** |
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| **What would you spend the grant money on?** Please refer to the call for proposal on eligible and ineligible activities under section 3.1 and 3.2. *Please explain the activities that you would do with the funds (800 words maximum)* |
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| **Problem statement**  *What is the main problem that the project intends to address and how will the funds applied for addressthe problem? (800 words maximum)* |
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| **Activities**  *What activities will you carry out to address the problem? (800 words maximum)* |
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| **Results**  *What results do you expect to achieve in carrying out the activities above? (800 words maximum)* |
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| **Gender equality**  *To what extent will the achievement of results above promote the rights of women and girls in your area? (600 words maximum)* |
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| **Sustainability of the project**  *What will you do to sustain your organization and its results? (600 words maximum)* |
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| **Proposed Budget**  Please provide your budget using the Budget template attached. Your budget should not exceed USD. 15,000 for a maximum of 2 years. Please refer to the Call on eligible and ineligible cost under section 5.7. |
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**PREVIOUS AND PRESENT WORK**

*Please explain in previous experience in the table below. DO NOT EXCEED WORDS LIMITS OR TOTAL PAGE LIMIT FOR THE WHOLE DOCUMENT (10 PAGES excluding attachments)*

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| **Funding**  How does your organisation currently fund its work? (600 words maximum) Kindly state the name of your funder, amount received and the project they are supporting |
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| **Experience on women’s rights and empowerment work**  *Explain the activities your organization carries out to promote the rights of women and girls – current and past activities. (800 words maximum)* |
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| **Achievements**  *Explain what successes your organisation has achieved that you are most proud of (800 words maximum)* |
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| **Organization Structure**  *Explain your organization structure and provide a list of key members/staff and their positions who will be working under this project (600 words maximum)* |
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**DECLARATION BY THE APPLICANT**

The applicant, represented by the undersigned, being the authorized signatory of the applicant, in the context of the present call for proposals, hereby declares that

* the applicant undertakes to comply with the obligations foreseen in the partnership statement of the grant application form and with the principles of good partnership practice;
* the applicant is directly responsible for the preparation, management and implementation of the project with its partners, if any, and is not acting as an intermediary;
* the applicant and each partner (if any) is in a position to deliver immediately, upon request, the supporting documents stipulated in the Guidelines for Applicants;
* the applicant and each partner (if any) are eligible in accordance with the criteria set out in the Guidelines for Applicants;
* the applicant is not involved in and does not support activities related to terrorism.

**Signed on behalf of the applicant (The person signing should be the designate for signing all contractual obligations) (NB – Electronic Signatures are admissible)**

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| --- | --- |
| **Name** |  |
| **Signature** |  |
| **Position** |  |
| **Date** |  |

1. This is not a mandatory requirement for this call. [↑](#footnote-ref-1)