**APPLICATION FORM**

**Learn from Innovation Call for Proposals**

**(€25,000 to €200,000)**

**PROJECT OVERVIEW**

|  |
| --- |
| 1. Title of the project |
| 2. Name of the applicant organisation |
| Name and position of the person responsible for the project: |
| Address: |
| Telephone: | Fax: |
| E-mail: | Homepage |
| 3. Short project summary |
| Project duration in months: |
| Financial support requested: |
| 4. The following documents are attached to the grant application: | Yes [X] | No [X] |
| The Project Budget |  |  |
| Applicant Organisation’s Statutes |  |  |
| Applicant Organisation’s Annual Report – if available |  |  |
| Applicant Organisation’s Latest Audit Reports – from the two previous years if available |  |  |
| Additional Documents |  |  |
| Please state the reason for not providing one or more of the abovementioned documents (if applicable) |
| Date  | Signature |
| Place | Name and position |

**ORGANISATIONAL BACKGROUND**

Describe the goal of your organisation, your main programs or activities, your organisation’s most important accomplishments/outcomes, and what is unique about your organisation. ½ page maximum (please attach additional pages if needed)

Tell us how you develop your activities. How do you interact will the target-group and plan your activities with them? ½ page maximum (please attach additional pages if needed)

Please answer the following:

1. Date organisation began:
2. Is the organisation registered?
* Yes – please describe registration
* No
1. Does the Organisation have a trained accountant?
2. Size of your organisation and the total number of full-time and part-time employees including a breakdown by gender

1. Annual budget, main sources of funding
2. Geographical reach, and professional character

1. Provide your organisation’s Board of Directors or similar governing body, the names, and contact information for the Board Chair or President and other members. In addition, provide information on how often the board meets in the last two years.
2. International links and links with other local organisations
3. Previous projects and activities of the applicant organisation
4. Contact details of previous and current funders/donors if applicable

**Self-assessment civil society organisations / potential grantees Voice**

***Innovation and learning***

1. My organisation has a strong capacity to self-assess, learn and develop its approaches and capacities

*Explanation: An indicator for your organisation’s learning capability is that your organisation reflects on its practice and is not afraid to experiment and innovate. Mistakes and failures are seen as opportunities to learn and are not immediately punished. A good monitoring and reporting system that provides the information you need to learn from is in place.*

* 1. My organisation is known for its capacity to self-assess, learn and develop
	2. is developing its capacity to self-assess, learn and develop
	3. is interested but does not have the systems in place
	4. has no systems in place to support self-assessment and learning
	5. does not have any interest to self-assess, learn and develop
1. Is innovation and learning encouraged and on the agenda of your organisation?

*Explanation: Is the atmosphere in the organisation open to experiment and innovate and is it possible to make mistakes and learn from these mistakes? Additionally, is there time and space created, allowing staff members to sit together to discuss and learn from each other?*

a. innovation and learning is not at all encouraged

b. Rarely encouraged

c. Sometimes encouraged

d. Most of the time encouraged

e. Structurally encouraged

1. Does your target population and other actors think the results achieved by the organisation are important? (Relevance)

*Explanation: To what degree has the organisation developed its activities (change agenda and/or services) in interaction and with full participation of target-groups? Is it based on the analysis of needs and demands. Does the organisation adapt its activities when the context and the needs and demands change?*

a. Not at all

b. Rarely

c. Sometimes

d. Most of the time

e. Structurally

1. Is the staff of the organisation knowledgeable and sensitive about the customs, languages and culture of the communities and targeted people they are working with and for?

*Explanation: How many staff-members are from the communities or targeted groups? Do they speak the local language or jargon of the targeted people? Do staff members know the customs and ways of communicating of the targeted people? Have you ever received complaints on this issue?*

a. Not at all knowledgeable and sensitive

b. Rarely

c. Sometimes

d. Most of the time and some staff members from targeted people

e. Very knowledgeable and/ or a considerable number of staff are part of the targeted people

1. Regarding the objective to make the voices heard and lobby and advocate for the rights of the Voice target groups; how would you rate the influencing capacity of your organisation?

A. Very successful Influencer & potential to share expertise with others

B. Very successful Influencer

C. Capacity development gains to be considered for becoming a successful Influencer

D. Considerable capacity development gains to be considered for becoming a successful Influencer

E. Big capacity development opportunities for becoming a successful Influencer

1. Does your organisation have any capacity issues that you would like to have addressed? Have you had a capacity review of your organisation? If yes, are there any capacity issues outlined?

**PROJECT DESCRIPTION**

**Target Group Focus:** Indicate which of the Voice priority groups you propose to support. Please indicate if you are supporting more than one group with this project or you are supporting a group that may be discriminated against because of multiple issues.

|  |  |
| --- | --- |
|  | People living with disabilities  |
|  | Lesbian, gay, bisexual, trans-gender, intersex (LGBTI) people  |
|  | Women facing exploitation, abuse, violence  |
|  | Age discriminated vulnerable groups notably the young and elderly |
|  | Indigenous groups and ethnic minorities |

**Thematic Area:** Indicate which of the Voice priority themes your proposal will address. Please indicate if your proposal is addressing more than one thematic area

|  |  |
| --- | --- |
|  | improving access to (productive) resources (finance, land and water) and employment |
|  | improving access to social services, health and education in particular |
|  | fostering space for political participation  |

**Regions/Countries**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **West Africa** |  | **East-Africa** |  | **South-East Asia** |
|  | Nigeria |  | Kenya |  | Indonesia |
|  | Niger |  | Tanzania |  | Philippines |
|  | Mali |  | Uganda |  | Cambodia |
|  |  |  |  |  | Laos |

**Please describe the Innovation you wish to learn from?** Tell us about the innovative approach that you wish to review. Provide a description of your pilot, including the following:

1. Why was the new approach tried? The degree to which it was research and/or evidence-based
2. The specific goals, outcomes and measures of success
3. A fuller description of the people the project supported (i.e. race/ethnicity, age, socioeconomic status and geographic location) in empowering and in strengthening their lobby and advocacy capacities
4. How it supported the lessening of marginalisation of the target groups and addresses Voice themes

(2 pages maximum – please attach additional as needed)

**Purpose:** Explain why your organisation wishes to learn from this innovation, include the following considerations:

1. How the learning fits within your organisation’s strategic plan
2. What the grant funds will allow you to do differently or more effectively
3. The impact this project would have on your organisation
4. Any other organisations or individuals who are collaborators in this endeavour

(2 pages maximum – please attach additional pages as needed)

**List the Learning Questions:**

**Impact and Dissemination:** How will the target group(s) and others working with the target group gain knowledge through your learning? What do you think others can do with the knowledge gained? Describe in the detail the plan to disseminate the findings how it is expected the target audience will use findings. (2 pages maximum – please attach additional pages as needed)

**Methodology**: Include specifics of the study design, study area (geographic), required preparation for fieldwork (if any), sampling criteria, methods of data collection and data processing and collection. Also, outline any testing or action research you wish to undertake. (2 pages maximum – please attach additional pages as needed)

**Risks** **Assessment:** Describe the risks that could limit the success of the project and your plans to mitigate this risk

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Risk** | **Likelihood** **(L-low, M-medium, H-high)** | **Mitigation Strategy** |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| Etc. |  |  |  |

**Monitoring/Reporting:** This section is for you to describe how you will keep track of your project. (1 page maximum– please attach additional pages as needed)

**Additional Comment:** Use this section to make any additional comment about your proposal. (1 pages maximum – please attach additional pages as needed)

| **Example Annual Work Plan with Summary Activities, Inputs and Expected Results** |
| --- |
| **Description of Activities** | **Inputs Required** | **Timeframe (months)** | **Expected Results** |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

|  |
| --- |
| **Example Governance and Reporting Requirements** |
| **Milestones (or Key Achievements)** | **Project Life Cycle (months)** |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** |
| **Milestone 1: 25% of Contract**Production of agreed Work Plan and Final Budget. | √ |  |  |  |  |  |  |  |  |  |  |  |
| **Milestone 2 (3,4...): % of Contract**Progress Report submission(Agreed key achievements) |  |  |  |  |  |  |  |  |  |  |  |  |
| **Final: 10% of Contract**Final Project Report submission |  |  |  |  |  |  |  |  |  |  |  |  |
| * Milestones will be paid for key achievements completed.
* The 1st Milestone payment will be paid upon award of the contract and completion of a fully costed Work Plan (to the total contract value) which must be agreed by Voice
* Milestone payments will be an agreed % of the total contract value depending upon activities to be completed as per the agreed work plan
* Milestone payments 2 (3, 4...) will only be paid upon acceptance of Progress Reports of previous milestones by Voice
* The applicant should propose milestone payment timeframes in the chart above with a √ (tick) ensuring it aligns with the proposed Work Plan and timeframes at Table A above.
 |