

Project Application

Giving Women is a Swiss -based association of members that brings together like-minded women interested in philanthropy to pool their knowledge, expertise and professional experience to support projects to improve the lives of girls and women.

MOTIVATION LETTER

As a first step in the project application process, please provide us with a letter setting out the reasons for which you would like to apply for project support from Giving Women. This motivation letter should describe your project and how it relates to Giving Women’s mission to improve the lives of girls and women in need. Please include the areas of support you are requesting from Giving Women. Please limit your motivation letter to a maximum of 2 pages.

Upon receipt, we will review the motivation letter and inform you whether we would like you to submit a detailed project application.

DETAILED PROJECT APPLICATION

Please fill in the form below (in French or English) describing your main activities and how Giving Women can contribute to your work.

Please attach the following additional documents:

- organisational chart, **(if available)**
- annual financial reports for the project and organisation of the past two years **(required)** (including audited accounts - **(if available)**),
- detailed budget for the project for this year and next year, **(required)**
- the project’s logical framework, **(if available)**
- the strategy/business plan of the organisation/project, **(if available)**
- most recent annual report, **(if available)**
- any other documents you feel would help the selection committee to evaluate your projects

Projects that are selected following the GW evaluation process will be presented to all our members at a Project Evening in Spring or Autumn, in order to establish working groups (“Project Circles”) for each of the selected projects to collaborate to realise agreed objectives.

Organisation	
1. General Information	
1.1 Name of the organisation	
1.2 Legal status	
1.3 Name and email of founder/ director	
1.3 Name, role and email of main contact person	
1.4 Telephone	
1.5 Website	
1.6 Head office address:	
1.7 Swiss address (if applicable)	
1.8 Date Organisation established	
1.9 Geographical area(s) of operation	
2. Vision and Mission	

2.1 Vision	
2.2. Mission statement	
2.3 History and background of organisation. What was the catalyst for the creation of the organisation?	
2.4 List the main objectives of the organisation	
2.5 Describe the main strategy to achieve said objectives	
2.6 Describe the lessons learned from one key success and a failure of your organisation	
Project	
3. Description of project being presented to GW	
3.1 Starting date of project	
3.2 Location of project	
3.3 Describe the problem your project aims to address.	
3.4 List the key objectives of the project	
3.5 Describe your strategy used to achieve this.	
3.5 Describe the main activities undertaken to achieve said objectives	
3.6 Do you collaborate with other stakeholders? (Government, NGO's, local community, donors, etc.)	
3.7 What is the nature of your collaboration?	
4. Project outcomes	
4.1 Who are the target beneficiaries (direct and indirect)?	
4.2 How are they benefitting?	
4.3 How many people benefit from the project (direct and indirect)?	
4.4 Percentage women/girls benefitting?	
4.4 How does your project make a difference to the larger community?	

4.5 Do you measure project outcomes? (attach M&E Framework and report or log frame, if available)	
4.6 List the main expected project outcomes (specifically related to girls and/or women).	
4.7 What are the results to date	

5. Governance and management	
5.1 Governance of Organisation Describe the governing bodies and their roles and responsibilities (e.g. how often they meet, decision-making process)	
5.2 Organisational Management: Key positions: Name(s): Brief biographies: Position held since:	
5.3 Project Management (if different): Key Position(s) Name(s): Brief biographies: Position held since:	
5.4 Organisation Staff Number of employees (full / part time): Number of volunteers:	
5.5 Project Staff Number of employees (full / part time) Number of volunteers:	
6. Finances and funding	
6.1 Organisation's Financial statements of last 2 years (attach audited accounts if available)	
6.2 Organisation's budget for current year	
6.3 Project budget	
6.4 Project Funding (Who are your main funders and since when?)	
6.5 How much of the project budget has been secured?	
6.6 Is your organisation subject to an external audit?	

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6.7 What is your fundraising strategy?	
7. Sustainability	
7.1 Is the project time-bound?	
7.2 How do you see evolution of the role of the organisation in addressing the said problem over the medium to long term?	
7.3 Do you have plans for continuity and financial sustainability of your activities	
8. Collaboration with Giving Women	<i>Please note, the more specific you can be, the better we can evaluate our potential to support your project.</i>
8.1 Have you identified areas where your project requires support / strengthening?	
8.2 For which of these areas are you requesting Giving Women's support?	
8.3 What type of assistance do you expect from Giving Women? Provide details and a clear timeframe. Please list three main objectives/needs, which Giving Women members can support.	
9. Availability to Present at GW project evening	
9.1 Availability to present the project in person or via video conference at the Project Evening (May / November) and to participate in a Project Circle	
Any other comments?	

Please send the completed form and any additional information by email to: contactinfo@givingwomen.ch