

# giving women

## Project Selection Process





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# 1. What is Giving Women?

Giving Women is a membership association, which seeks to build a community of informed women philanthropists who together pool their time, knowledge, professional experience, financial resources and ideas in order to be more informed and effective givers. Through identified projects, we form a bridge between women in need of support and women in a position to support them.

We are convinced that every woman and girl in the world has the right to health, safety and equality. To realise this vision, Giving Women's mission is to build a community of informed women philanthropists and to make a meaningful difference in the life of women and girls.

Giving Women makes an impact on the lives of women and girls in need through project support. Our members support selected projects in many different areas responding to the needs of our projects. These areas may include **capacity building** (e.g. transfer of knowledge, skills or technical procedures to reinforce staff capacity to reach project goals), **technical support** (e.g. collaboration with the Project Owner to develop business or communication strategies, to design promotional or other communication materials, to review or to develop M&E tools or systems, etc.), **practical advice** (e.g. governance issues, legal queries, networking support, etc.), or other forms of **non-monetary** support such as developing a fundraising strategy.

This support is provided by our diverse and engaged membership on a voluntary basis. Through Project Circles, members offer their time, expertise and skills to the selected projects. A Project Circle (PC) is a group of Giving Women members who collaborate to support a project sourced, screened and presented at a Giving Women project evening. Such projects, hereafter Giving Women Projects, have been screened by Project Selection subcommittee and vetted by Giving Women Evaluators prior to said project evenings.

Please note that Giving Women is not a grant maker and that we do **NOT** support our projects financially.

Twice a year, we invite organisations to submit their projects. Eligible projects will undergo a screening process in accordance with Giving Women's selection and evaluation criteria (see section 4 below). The selected projects are then presented to our members at a Project Evening, where Project Circles are formed. The project circle will then work with the project for approximately 12-18 months, towards achieving up to 3 specific objectives defined during the first two month inception phase..

The following document explains in detail the entire selection process and defines the terms of engagement, i.e. what a successful projects can expect in terms of support, and what GW expects in return.

Should you have any remaining questions, please contact us at [contactinfo@givingwomen.ch](mailto:contactinfo@givingwomen.ch)



## 2. The project selection process

Giving Women organises two project selection rounds per year - in May and November. The application deadlines for each round are announced on our website.

([www.givingwomen.ch](http://www.givingwomen.ch) )

The following table reflects the entire selection process, which is explained below.

																						2 months after PC starts	12-18 months after PC starts
Activity/Timeline (Weeks)		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20		
	<b>Deadline for Project Motivation Letters - 3 Aug</b>	■																					
	PSS take decision on which projects should submit applications		■																				
	Projects invited to send in a full application form			■	■	■																	
	<b>Deadline for project application forms</b>					■	■																
	PSS members evaluate app forms						■	■															
	PSS decides which projects to evaluate							■															
	<b>Projects are evaluated</b>								■	■													
	PSS reviews the evaluations										■												
	<b>PSS takes decision on which projects will finally be accepted</b>											■											
	If necessary, final questions and clarification requested from the projects												■										
	Final decision on project selection													■									
	Project Owners and Evaluators are informed of decision and invited to the project evening														■								
	Project Presentations are prepared															■							
	<b>Project Evening - 16 Nov</b>																■						
	Orientation Meeting																	■					
	Project Circle starts																		■				
	2 months inception phase																			■			
	End of Project Circle																				■		

### The Selection Phase

One selection round - from the project application deadline to the project evening - takes approximately 15 weeks.

The Project Selection Subcommittee (PSS), composed of Giving Women members, is responsible for initiating, coordinating and finalising the entire project selection process. This committee takes the decision whether a project is selected or not.

Projects have to first submit a motivation letter briefly describing their projects and how they think Giving Women can support them. If the project meets the selection criteria, we will then invite them to submit a more detailed application form as well as other supporting documents mentioned in the form before the deadline.

The Project Selection Subcommittee will be given between 2 to 3 weeks to review the applications and to make a first selection based on our selection criteria (2.1). If a project does not fulfil the criteria, it will not be considered. Applicants will be informed about this decision after the first Project Selection Subcommittee meeting. It might be possible that some questions, that may influence the decision, need to be clarified. In that case, a member of the subcommittee will contact directly the Project Owner (the

person who has submitted the application on behalf of the project). As time is tight, we expect the Project Owner to be as responsive as possible during this time to ensure sufficient time to consider them within this selection round. Unresponsive project will be reserved for the next selection round.

### The Evaluation Phase

Those projects that have been selected after the first selection meeting will undergo a deep evaluation. Giving Women evaluators are GW members who volunteer their time to undertake this important task.

The evaluators will be given approximately 2 weeks to complete the evaluation. During this period, we expect the Project Owner to be as responsive as possible as the evaluator will need their input to complete the evaluation.

Once the evaluations are finalised, the Project Selection Subcommittee will be given 1-2 weeks to review evaluations. During the Second Project Selection Subcommittee meeting the final decisions on whether a project is accepted is taken. Should any questions, that may influence the decision, arise, the Project Owner will be contacted by a member of the PSS.

Those projects which have not successfully passed the evaluation phase will be informed immediately. The Project Selection Subcommittee may consider that your project needs to achieve certain objectives before Giving Women can take it on and we may recommend you to re-apply again in the future.

### The Project Evening

Giving Women presents the projects that have been selected to its members during a project evening. During this evening, a GW Project Circles (PC) is formed to support each project. As mentioned above, a Project Circle is a group of members who are interested in a certain project and who can contribute their expertise based on the needs of the project. This group will work with the project for approximately 12-18 months to achieve up to 3 specific objectives defined by the PC during the inception phase.

The project evening takes place 3-4 weeks after the Project Selection Subcommittee makes the final decision. It is important that the Project Owner, or another member of the organisation, is able to attend this event and to present the project personally. In case no person can attend the evening, we will ask you to prepare a video-presentation.

The Project Owner is responsible for preparing a PowerPoint presentation using a template provided by Giving Women. The Evaluator of the project or another member of the PSS will help the Project Owner in this task, answering any question he/she may have and ensuring that the presentation meets the expectations of the GW members.

### 3. Starting a Project Circle

After the Project Evening, GW members will be given 1-2 weeks to decide whether they want to join a Project Circle. After this period, a first orientation meeting with the members of the new Project Circle will take place, during which the members will discuss formalities such as appointing the Coordinator, working procedures, etc. Project Owners are **not** expected to attend this meeting.

After this meeting, a meeting (or a conference call) with the Project Owner will be organised to better discuss the 3 objectives for the year, clarify open questions and to come up with a working plan.

#### 2-months inception period

Once the Project Circle has started, Giving Women gives the members of the Project Circle 2 months to decide whether it makes sense to continue working with this project or not.

This decision will depend on whether the communication and collaboration between the Project Circle members and the Project Owner works well enough to ensure a result-driven process. It will also strongly depend on whether the objectives that have been set at the beginning are realistic.

One of the selection criteria requires that the project should not expect grants. If, at a later stage, the members of the Project Circle realise that this is the main objective of the Project Owner, the Project Circle will not continue after this 2-months inception period.

#### Visibility on the website

Once Giving Women takes on a new project, we announce it on our website, with a brief description, a link to the website, its logo, and the type of support we are providing.

We expect from the organisation/project we support to include our logo and a link to our website on theirs. For this, the Project Owner will be expected to sign the Terms of Engagement after the final decision on whether the project has been accepted or not has been taken.

## 4. Project Selection Criteria

PLEASE NOTE: The membership of Giving Women offers its time, expertise and skills to the selected projects. It also provides an access to networks of philanthropists and funders *but, at the present time, does not make direct grants.*

To be eligible to present a project for review by the Giving Women project selection subcommittee, the organisation and project should meet the following selection criteria:

### The Project:

1. The project has a direct impact on the lives of women and/or girls in need.
2. The project has been implemented for a minimum of 12 months and aims at financial sustainability.
3. Possible project themes include:
  - a. **empowerment** of women and/girls through **education** (including vocational training)
  - b. **empowerment** of women through **technology**
  - c. livelihood creation for women leading to women's **economic empowerment**
  - d. improved access to **health** for women and girls
  - e. **innovative project** outside themes a, b, c and d
4. The project is looking for input or support from GW members in the following ways:
  - a. **capacity building** (transfer of knowledge, skills or technical procedures to reinforce staff capacity to reach project goals),
  - b. **technical support** (e.g. collaboration with the Project Owner to develop business or communication strategies, to design promotional or other communication materials, to review or to develop M&E tools or systems, etc.),
  - c. **practical advice** (e.g. governance issues, legal queries, networking support, etc.), or
  - d. other forms of **non-monetary support** and/or (reasonable and feasible) **fundraising** support (e.g. advise or collaboration on grant application writing, events or sales).

### The Organisation:

5. The organisation has been legally registered for a minimum of two years.
6. The organisation is non-denominational and non-political
7. The organisation is open to a constructive debate around the pre-mentioned areas as well as medium and long-term vision and strategy.
8. Availability of the founder/director to respond to the Giving Women evaluator, present the project at the Giving Women Project Evening (May or November) and represent the project in the Project Circle that would be formed.