**EMPOWER TO PLAN**

**A POPULATION MATTERS’ SMALL GRANTS PROGRAMME**

**APPLICATION FORM: FUNDING YEAR 2024-2025**

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| **INSTRUCTIONS FOR COMPLETING THE APPLICATION FORM** |
| * There is no specific word limit for any of the questions in this form, allowing you to provide detailed responses. * The application form is divided into five sections that need to be completed:   + Section 1: Organisational information   + Section 2: Proposed project information   + Section 3: Proposed project budget   + Section 4: Additional documents   + Section 5: Submission guidance * Before each section or question, you will find specific guidance or rationale to assist you in providing the necessary information. Please review these instructions carefully to ensure your responses align with the objectives of the Empower to Plan grant. * **Submission Deadline: 17 May 2024**   Your thoughtful and comprehensive responses to each section will greatly assist us in evaluating your application for potential funding. If you have any questions or need further clarification, do not hesitate to reach out to Shweta Shirodkar, Empower to Plan Programme Coordinator, at [shweta.shirodkar@populationmatters.org](mailto:shweta.shirodkar@populationmatters.org) for assistance. |

## Section 1: Organisational information

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| *In this section, we require essential details about your organisation and the various communication channels you use, both online and offline. Please provide the following information to help us understand your organisation better.* |

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| **Organisation name** | | |
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| **Year of establishment/registration** | | |
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| **Address and country of operation** | | |
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| **Registration type (as in the country of operation e.g., charity)** | | |
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| **Vision** | | |
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| **Mission** | | |
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| **Organisation structure**  *Details can be filled below or sent separately over email as an attachment* | | |
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| **Organisation values** | | |
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| **Organisation objectives** | | |
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| **Details on projects currently being implemented by the organisation.** | | |
| **Project name** | **Brief description** | |
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| **Significant past/present donors or partners** | | |
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| **Bank details**  *Include all bank details that you have provided to international donors in the past.* | | |
| Bank name | |  |
| Address | |  |
| Account name | |  |
| Account number (IBAN) | |  |
| SWIFT code / BIC | |  |
| Bank code | |  |
| Branch code | |  |
| Bank account currency | |  |
| Any other details | |  |
| **Website and social media accounts**  *Please add links, wherever applicable* | | |
| Website | |  |
| Facebook | |  |
| Twitter / X | |  |
| Instagram | |  |
| Other | |  |

## Section 2: Proposed project information

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| *Please provide information about the project you seek funding for with the Empower to Plan grant. We have included guidance for each question to assist you in your response.* |

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| **Project location**  *Specify the precise location where your project will be implemented.* |
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| **Project need**  *Clearly define the specific need or issue that your project aims to address. Tell us about the challenges or gaps within the community or area that your project intends to tackle. You can include relevant statistics, community anecdotes, or other evidence that demonstrates the challenges or gaps within the community.* |
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| **Project story (optional)**  ***This question is optional.***  *If you wish to expand on the previous question and provide more information about the project’s story. You could explain its origin, why it matters, and where it all began. You have the freedom to add any personal or community stories that inspired its development. This question is more about the background and emotional connection to your project.* |
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| **Project objectives**  *What are the project's goals and objectives?* |
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| **Project outcomes**  *Define the intended outcomes you hope to achieve through this initiative. Wherever possible, please quantify the outcomes.* |
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| **Project initiation month**  *Population Matters awards three grants under the E2P Programme each year, with the grant disbursed in the following months: July, October, and February.* |
| * **Preference 1:** *July/October/February* * **Preference 2:** *July/October/February* * **Preference 3:** *July/October/February* * **Any other preference:** *If you have a specific month/timeline for when you would like to initiate your project, and therefore would need the grant to be disbursed accordingly, please specify your alternative preference here.* |

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| **Project activities**  *Please outline the specific tasks and activities your project will perform. Include a description of each activity, its purpose, the timeline for completion, and the staff responsible for implementation and supervision. Please ensure to align these project activities with your most preferred project initiation month (Preference 1).* | | | |
| **Activity**  *Describe the specific activity* | **Purpose**  *Explain the intended purpose of the activity.* | **Timescale**  *Provide the estimated timeline for the activity.* | **Primary implementation and supervisory responsibilities**  *Specify the personnel responsible for implementing and supervising each activity.* |
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| **How will the project meet your need and objectives, and make a meaningful difference?**  *Please tell us how the project's activities are designed to address the needs and meet the objectives you have set. Describe how these efforts will lead to a positive impact within the community or project location.* |
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| **Monitoring and evaluation plan**  *Describe your project's plan to measure progress against the targets you set in “Project outcomes” above.* |
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| **Does your project have a sexual and reproductive health or education benefit/element? If so, please provide details:**  *If your project incorporates components related to sexual and reproductive health or education, provide specific information about these elements and their relevance to your project.* |
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| **Does your project have an environmental benefit/element? If so, please provide details:**  *If your project includes environmental considerations or aims to have a positive impact on the environment, provide specific details regarding these environmental aspects and their significance within your project.* |
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| **Any other details**  *Use this space to provide any additional information or details that are relevant to your project and would further support your application.* |
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## Section 3: Proposed project budget

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| *In this section, we require a breakdown of your project budget. The format provided allows you to list activities, quantity, cost per item, and calculate the total budget.* |

| **Activity**  *As listed in Section 2* | **Quantity**  *For example, number of training/awareness sessions, number of collaterals, number of meetings* | **Cost per item**  *(Currency of the organisation’s bank account)* | **Sub-total**  *(Currency of the organisation’s bank account)* |
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| **TOTAL:** | | | |

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| **Do you already have suppliers in mind for any planned project purchases/requirements and can their reliability be verified? If so, please provide further information below:** |
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## Section 4: Additional documents

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| *Please indicate the availability and attachment status for each document. If a document is not available, you can provide justifications for its absence. For example, a particular document may not be applicable to your organisation. This will help us understand the completeness of your application.* |

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| **Document** | **Available**  **Yes/No** | **Attached with the Application**  **Yes/No** |
| Registration Certificate |  |  |
| Legal certificate or statement from relevant government department which states or highlights the organisation’s ability to receive funds from an international organisation |  |  |
| Past 2 years’ annual and/or management accounts and, ideally, audited accounts |  |  |
| Photos of current projects in action |  |  |
| Safeguarding policy |  |  |
| Organisation Structure (if not detailed in Section 1) |  |  |

## Section 5: Submission guidance

To submit your application, please send this form along with any additional documents your organisation may have via email to Shweta Shirodkar, the Empower to Plan Programme Coordinator, at [shweta.shirodkar@populationmatters.org](mailto:shweta.shirodkar@populationmatters.org).

**Submission Deadline: 17 May 2024**

**THANK YOU FOR YOUR APPLICATION**

**We appreciate your commitment to empowering communities, and we look forward to reviewing your application.**