

# GRANT REQUEST SHEET

## For project or general support

### A. contact information

#### Organisation

1. Name
2. Postal Address / Zipp Code
3. Country
4. Phone number
5. Fax number
6. Email address
7. Website

#### Contact person

8. First Name / Last name
9. Position
10. Email address

### B. your organisation

#### Purpose and activities of the organisation

1. What is the mission of your organisation/group?
2. Please give a brief history of your organisation. Please include the date your organisation was founded and the names and brief backgrounds of the founders.
3. Who are the beneficiaries or target groups of your work?
4. How does your work contribute to the advancement of women's rights in your community, country and/or region?
5. Please mention local, regional, national and international women's organisations and networks with which you collaborate.
6. Are you a women's organisation? If not, how are women involved in your organisation? Specifically, please explain the role women play in decision-making within the organisation.
7. Please provide information on the leaders of your organisation. Please include names and brief backgrounds of current leaders.
8. Please describe briefly the past and present activities of your organisation. Please include the positive changes or successes accomplished. If you are just starting, please explain what positive changes for women your organisation hopes to make.
9. Has your organisation/group applied for a grant to Mama Cash in the past? If yes, did the organisation receive the requested grant?
10. How did you come to know about Mama Cash?

## Financial information of the organisation

11. If your organisation has existed for more than two years, please provide a detailed organisational budget history (income and expenditure) for last two years. Please include your annual budget for last year (one figure).
12. If your organisation has existed for less than two years, please provide a planned budget (income and expenditure) of what your activities will cost for the next year.

Note: Please note that if your group has existed for more than one year, to be considered for funding, you must include financial history of the past two years and a planned budget.

13. Please provide the names of organisations that have supported you and the amounts received from each of them along with years. If you present this in your local currency, please include the exchange rate of your local currency to euros.

## C. Project information

1. Are you applying for general/institutional support, or for a specific project support?
2. If you are applying for a specific project grant, what is the title of your project?
3. Describe the current situation or problem that you want to address through this project or general support grant.
4. What are the objectives of this project/general support?
5. In working towards the above objectives, which of the below categories of social change would you try to address through your project/general support? Please describe briefly if possible. Please select as many as applicable to your project.
  - (a) Shift in Definition: Do you want to make a change in the manner in which individuals or the community sees or defines the issue?
  - (b) Shift in Behaviour: Do you want to make a change in the behaviour of individuals or the community towards the issue?
  - (c) Shift in Engagement: Do you want to make a change in the degree to which the community participates or engages in the issue?
  - (d) Shift in Policy: Do you want to make a change in a policy or institutional mechanism or practice with respect to the issue?
  - (e) Maintaining Past Gains: Do you want to maintain an existing situation that is sought to be changed by the government or other stakeholders?
6. What approach/es will you use in your project to achieve the change/s you have mentioned above? Please select as many approaches as applicable.
  - (a) Public education/organising/awareness raising
  - (b) Advocacy/public policy/legal action
  - (c) Skill building and training/leadership development
  - (d) Linking/networking/coalition building
  - (e) Organisational capacity building
  - (f) Research/documentation
  - (g) Sports activities
  - (h) Service delivery
  - (i) Others. [*please specify!*]

7. Within the approach/es selected above, please describe the specific activities that will be undertaken. Please also provide the timeframe of the activities.
8. Describe the people or groups (beneficiaries) – both direct and indirect - who will benefit from this project. If possible, please try to include information on the number of people that will be reached, age group (0-10, 11-20, 21-40, 41-60, above 60), gender (male/female/both), economic status (low/middle/high income), geographic location, etc.
9. How are the beneficiaries involved in the design, implementation and/or evaluation of this project/general support?
10. Describe how you plan to monitor the implementation of your activities.
11. Describe how you plan to evaluate your work after project completion. Please provide indicators for the various planned activities, based on which you will evaluate the project.
12. What are the follow-up activities after project completion?
13. Do you foresee any obstacles that you may encounter during the course of the project? If yes, please describe how you plan to deal with these obstacles.

### **Project Budget**

14. What is the total amount required for this project/general support? If possible, provide the amount in Euros.
15. What is the amount you are requesting from Mama Cash? If possible, provide the budget in Euros.
16. Did you approach other funds/organisations for grants to support this same project? If yes, please list the other funding sources, the amounts requested and the status of these requests. If not, why?
17. What do you plan to do if you receive only partial support for this project?

## **D. References**

Please provide three references from outside your organisation. Please include their name, occupation and contact information (postal address, phone and fax numbers and email address).

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### **You can send this grant request sheet:**

**By mail:** Mama Cash  
Strategic Grantmaking Department  
P.O. Box 15686  
1001 ND Amsterdam  
The Netherlands

**By email:** [info@mamacash.nl](mailto:info@mamacash.nl)

**By fax:** +31(0) 20 689 46 47

