

# TRAVEL REQUEST SHEET

## 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/group

### The purpose of your organisation/group

1. What is the mission of your group/organisation?
2. Who are the beneficiaries/target groups of your work?
3. Please, mention local, regional, national and global women's organisations, and networks with whom you collaborate?
4. How does your work contribute to the advancement of women's rights in your community/ country/ or region?
5. Has your group/organisation applied to Mama Cash in the past? If yes, did the organisation receive a grant ?

### The structure of your organisation

6. Please, give a brief history of your organisation (include the date when your organisation was founded and the name(s) of your founder(s).
7. Are you a women's organisation? If not, how are women involved in your organisation? Specifically explain the role women play in decision making within the organisation.

### Activities

8. Please, describe briefly your organisation's present and past activities and the changes/successes of the activities. If you are just starting, please explain what changes your organisation hopes to accomplish.

### Financial information

9. If you have been in existence for more than two years, please, provide a detailed organisational budget (income and expenditure) of the last two years.
10. If you have not been in existence for more than two years, please provide a planned budget of what your activities will cost for the next year.
11. Please, provide the names of organisations that have supported you and list the amounts they have given you. If you present this in your local currency, please give us the exchange rate of your local currency to Euros.

\*\*\*Please, be aware that, if your group is in existence for more than 1 year, you must include a financial history and a conversion rate for your currency to Euros to be considered for funding!!

## C. Travel information

### General information:

12. Which meeting/event is the travel grant needed for? (Please, provide name of the event, location and **dates**).
13. What is the purpose/goal of this meeting/event?
14. For which member in your group/organisation is the travel grant for and, why this particular person?
  
15. What do you expect will be the added value and impact of your participation in this meeting/event, on the achievement of the goal/mission of your group/organisation?
16. What will be the impact of your travel on the situation of women? Please be as specific as possible, using concrete examples.
17. What are the follow-up activities for your group/organisation after this meeting/event?

### Travel expenses

18. What is the total amount of money need for this travel? What is the amount you request from Mama Cash? (If possible, provide a budget in Euros)
19. Did you approach other funds/organisations for grants concerning this same travel grant/ costs? (if yes, please list the other funding sources and the amount you requested)

\*\*\*\* Attached you will find a suggested format for your budget. This is intended only as a guideline. Please complete a budget that best represents your travel grant.

## D. References

20. Please, send us three reference persons (from outside the organisation) and include their occupation and contact information (postal address, phone- and fax number 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

