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**UN Trust Fund to End Violence against Women**

# **2023 Call for Proposals**

# Project Concept Form

Please review the Call for Proposals document and Eligibility Checklist (Annex 1) before completing this Form through the Online Application System.

**I. Organization Profile**

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| **Organization Information** | | | |
| Organization name\* |  | | |
| Address |  | City |  |
| State or Province |  | Country or Territory |  |
| E-mail |  | Confirm E-mail |  |
| Telephone number  (including country code) |  | Website | |

\*Do not use acronyms. In case there is more than one organization applying, only include the name of the organization that will be responsible for project management and contractual obligations (the “lead” organization). There will be an opportunity to list names of co-applicant later.

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| **Organization Contacts** | | | |
| Provide the names and key information for at least two contact persons for your organization. One of them must be an individual with the legal authority [Legal Representative] to sign documentation on behalf of the organization. Include email addresses that will remain active for at least one year as all application updates will be sent via email. | | | |
| **Primary contact person** | | **Secondary contact person** | |
| First Name |  | First Name |  |
| Last Name |  | Last Name |  |
| Job Title |  | Job Title |  |
| E-mail |  | E-mail |  |

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| **Organization Details** | |
| *Provide information and affix supporting documents that will enable us to assess your organization’s mission, profile and composition.* | |
| **Type of Civil Society Organization (select one)** | |
|  Women’s rights\*   Youth/girls rights   Human rights   Humanitarian   Organizations of persons with disabilities (OPD) |  LGBTIQ+   Development   Faith-based   Other (Specify) |

\* To be considered a “women’s rights organization”, the applicant must demonstrate its core work is in the field of women’s rights, gender equality, the elimination of violence against women and/or girls, or sexual and gender-based violence. The organization’s official mission and vision statements must reflect its commitment to pursuing gender equality and empowering women and girls.

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| **Evidence for Women’s Right Organizations:**  The official mission and vision statements of the organization must reflect its commitment to pursuing gender equality and empowering women and girls. Provide evidence in the forms of by-laws, articles of association, statutes, constitution and organigrammes that enable the UN Trust Fund to ascertain whether the organization is a Women’s Right Organization. |
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| **Type of organization (select one)** | |
|  Community-based   Local / sub-national   National |  Regional   International\*   Network/Coalition |

\* INGOs should select “International”, including national chapters or country offices

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| **Is your organization’s work primarily focused on ending violence against women and/or girls (EVAW/G)?** | Yes  No |

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| **Insert your organization’s mission and/or vision statement as it appears in its constitution/articles of association.**  Provide translations where necessary. (Maximum 100 words) |
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| **Is your organization governed and led by women\*?** | Yes  No |
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\* To be considered “women-led” the organization must demonstrate that it is governed and led by women. For the UN Trust Fund, this requires evidence that a minimum of 61 per cent of leadership positions across various decision-making levels in the organization (management, senior management and board levels) are held by women. Kindly attach evidence to this effect (a list of all staff and board, with gender and position).

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| **What percentage of leadership positions in your organization are held by women?**  (e.g. President, Executive Director, Board Members, Senior Managers, etc.) (select one) | | |
| 0 to 20 per cent | 41 to 50 per cent | 61 to 80 per cent |
| 21 to 40 per cent | 51 to 60 per cent | 81 to 100 per cent |

\* Please include best approximation. This should include women in leadership positions across various decision-making levels in the organization (management, senior management and board levels) and not all personnel that are women.

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| **Is your organization led by and for the marginalized women and girls it serves (i.e., constituent-led)\*?**: | | Yes  No |
| If YES, please select the group of constituents (select one) | | |
| Women / girl survivors of violence  Women/girls living with HIV and AIDS  Lesbian, bisexual, transgender, queer/questioning, and intersex  Women/girl refugees and/or internally displaced (IDPs)  Indigenous women/girls  Women/girls with disabilities  Women/girls from minority ethnic groups | Women/girls experiencing racial discrimination and/or injustice  Self-identified sex workers  Women and girls in the lowest income groups  Women/girl migrants  Women human rights defenders/ gender advocates  Other (describe in 10 words or less) | |
| If YES, please explain: how is your organization led by and for the group of people it serves (e.g., constituent-led)? (Maximum 200 words) | | |
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\*To be considered a “constituent-led organization” the organization must demonstrate that it is led by members of the group it represents and/or sets priorities driven by its constituents’ lived experiences and based on a strong understanding of their needs. For example, organizations of people with disabilities, organizations of indigenous women, associations for lesbian, bisexual and transwomen (LBT), survivors-led organizations, refugee-led and refugee/IDP-focused organizations, and girl-led and girl-centered organizations. To be considered a “constituent-led organization”, the organization must be representative, meaning that the constituent group must be/represent a majority of the overall staff, board, and volunteers in all levels of the organization.

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| **Has your organization previously received funds from the UN Trust Fund to End Violence against Women?** | No  Yes  Year(s)  Amount (in US dollars) |

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| **List your major donors** (Maximum 60 words) |
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| **Organization Capacity** |
| **Which year was your organization legally established?** |
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| **Is your organization officially registered or does it have a legal basis/mandate as an organization?** | Yes  No |

\* The lead applicant must be **officially registered or have a legal basis/mandate** as an organization. If the lead applicant is not legally registered in the country of implementation, it must submit a legal registration document of at least one of its co-implementing partner(s) that is registered in the country of implementation (in addition to its own legal status/registration document).

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| **Annual organizational expenditure (in US dollars) \*** | 2020 | 2021 | 2022 |
| **Estimated resources spent on ending violence against women programming (in US dollars)** | 2020 | 2021 | 2022 |

\* The information should be provided in US dollars and not in local currency. It should match with and be verifiable against the financial statements submitted as required attachments. The information should be provided in US dollars and not in local currency. Enter amount without any periods, commas, symbols or spaces. Please round up to the nearest dollar.

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| **Does your organization have certified financial statements for the last three fiscal years?**  Please also attach the last three certified financial statements. | 2020  Yes  No    Drag & Drop File(s) Here to Upload OR Browse File(s) | 2021  Yes  No    Drag & Drop File(s) Here to Upload OR Browse File(s) | 2022  Yes  No    Drag & Drop File(s) Here to Upload OR Browse File(s) |

\* A **certified financial statement** is one that has been reviewed, approved and signed by the person authorized to sign financial documents for the organization. This can be someone from within the organization or an outside firm, as delegated to sign as the designated official of the organization.

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| **Technical expertise and experience in the field of ending violence against women and girls** (Maximum 750 words)   1. Explain your organization’s history and experience working on ending violence against women and/or girls. List and provide examples of the most impactful project(s) on ending violence against women and/or girls you have implemented. 2. Please provide information on your specific experience and expertise working to address **violence** ***against most marginalized women and girls*** (General Window) and/or ***crises affected women and girls*** (Special Window), depending on the window you are applying under. 3. Provide details of the number of staff with technical expertise on EVAW/G and explain their role within the organization. |
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| Provide the CV (resume) of at least one staff member with EVAW/G technical expertise and experience. Please also share the organigram of your organisation, and the list of EVAW/G projects implemented by your organization. |
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| **Organizational capacity in project and financial management** (Maximum 750 words)   1. Describe the expertise and experience available in your organization in (1) project management; (2) data collection, monitoring and evaluation; and (3) financial management and accounting. 2. How will you ensure your organization has the capacity to meet quality project management standards? If you identified any gaps, explain how you plan to strengthen your organizational capacity. 3. How will the proposed strategies, project activities and budget outlined in this grant application help build organizational capacity and resilience for your organization? |
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| **The UN Trust Fund may share your organization’s profile and information contained in your project concept with other donors.**  The purpose of information sharing is to increase visibility of and raise funds for the important work being done globally by organizations to address violence against women and girls. Please indicate whether your organization consents to this information being shared. |
| Yes, I consent to the information provided being shared with other donors. |
| No, I do not consent to the information provided being shared with other donors. |

**II. Project Profile**

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| **Project Overview** |

*This section contains basic information about your project.*

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| **The UN Trust Fund invites proposals in the following areas. Please indicate the category your application falls under:** (select one) |
| * This proposal responds to the ***general funding window*** on addressing violence against *marginalized* *women and girls and those experiencing intersecting forms of discrimination*. |
| * This proposal responds to the ***special window*** on addressing violence against women and girls affected by crisis. |

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| **Country(ies)** **and/or territory(ies) of implementation** |  |

\*You must select a minimum of one and a maximum of ten countries and/or territories listed in the Organization for Economic Co-operation and Development Assistance Committee’s (OECD DAC) list of official development assistance (ODA) recipients.

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| **List the state(s)/region(s)/province(s) or district(s) where the project will be implemented** (Maximum 100 words) |  |

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| **Project Title** |  |

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| **Project Duration** | 4 years |

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| --- | --- | --- | --- |
| **Project Start date\*** (day/month/year): | --/--/---- | **Project End date** (day/month/year) | --/--/---- |

\*The estimated start date cannot be before 01 August 2024 (01/08/2024)

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| **Total project budget** (in US dollars) |  |

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| **Lead partner**\* |  |

\*If awarded a grant, the applicant (lead organization) will be accountable for the management of entrusted funds and will be responsible for ensuring its co-implementing partners understand and comply with the requirements and obligations pertaining to managing a UN Trust Fund grant.

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| **Co-Implementing partners**\* (Maximum 50 words)  Please list all the co-implementing partners of the project, starting with the applicant organization [add a row for each co-implementing partner by clicking on “add more”, with a maximum of 4 in addition to UN Women] |
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\* The applicant organization (whose contact details are provided in the proposal) may work with co-implementing partners to complement its expertise and outreach capacity and build the capacities of women’s rights grassroot organizations. The lead applicant can partner with up to four co-implementing partners who can receive a portion of the funding.

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| **Does the project require government registration or approval?** | Yes  No  If yes, provide estimated timeline in months |

Please note this information is only requested to provide a realistic assessment of the project start date and has no impact on the selection process.

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| **Forms of violence** | | |
| **Form(s) and manifestation(s)\* of violence against women and girls in various settings that will specifically be addressed by the project** (you may select a maximum of four)  Please ensure that your selection of forms of violence clearly align with the project focus. | | |
| **Violence in the family**   * Intimate partner violence * Non-partner violence * Violence against the girl child (violence related to exploitation; non-spousal violence) * Harmful practices * *Early/Child marriage* * *Forced marriage* * *Pre-natal sex selection* * *Female Infanticide* * *Female genital mutilation/cutting* * *Dowry-related violence* * *So called ‘honour crimes’* * *Maltreatment of widows* * Violence against domestic workers * Other (Specify) | **Violence in the community**   * Femicide * Sexual violence by non-partners (rape/sexual assault) * Sexual harassment and violence in public spaces/institutions * *Violence in schools* * *Violence in the workplace* * *Violence in public spaces* * *Technology-facilitated violence and online violence* * *Other (specify)* * Trafficking in women and girls * Other (Specify) | **Violence perpetrated/condoned by duty bearers or at societal level**   * Custodial violence * Forced sterilization/ pregnancy/ abortion * Conflict-related sexual violence * Sexual and gender-based violence in crisis settings (during and in the immediate aftermath of conflict, or following natural disasters, etc.) * Sexual and gender-based violence in refugee/internally displaced persons (IDP) camps * Sexual Exploitation and Abuse * Other (Specify) |

**\***Form(s) and manifestation(s) of violence against women in various settings are aligned with the “In-depth study on all forms of violence against women: report of the Secretary-General” (<http://www.un.org/womenwatch/daw/vaw/SGstudyvaw.htm#more>). See pages 37-47 for definitions.

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| **Beneficiaries and partners** | | |
| **Primary Beneficiaries and Partners (Women and Girls):** Select up to FOUR (and at least one) groups of women and/or girls targeted by your project as rights holders, beneficiaries, and/or agents of change. Your Project Concept must explicitly state how you will address the needs of each specific group/s you check a box for and how they will benefit from your project. Applications focusing on selected groups with clear explanation of how the project will engage specifically with these groups are preferred to applications trying to target too many groups. As/when people fall into more than one category (have multiple identities), you should also explain these intersections across groups in the Project Concept Section. | | |
| Women / girl survivors of violence  Women/girls living with HIV and AIDS  Lesbian, bisexual, transgender, queer/questioning, and intersex  Women/girl refugees and/or internally displaced (IDPs)  Indigenous women/girls  Women/girls with disabilities | Women/girls from minority ethnic groups  Women/girls experiencing racial discrimination and/or injustice  Self-identified sex workers  Women and girls in the lowest income groups  Women/girl migrants | Women human rights defenders/ gender advocates  Other category 1 (describe in 10 words or less)  Other category 2 (describe in 10 words or less) |
| **Age Groups of Primary Beneficiaries and Partners (Women and Girls):**Select the age groups of the primary beneficiaries and partners your project aims to target. You must select at least ONE category and you may select all that apply to the project. Please note that the UN Convention of the Rights of the Child defines 'children' as persons up to the age of 18. If your project intends to work with anyone under 18, the proposal must describe the ethical and safety considerations for doing so and the protocols your organization will put in place (e.g. in Ethical and Safety Protocols section). You will also need to show a specific strategy for working with girls as this is an intersecting category of age and gender. Similarly, if you work with elderly women, please explain how their specific needs will be taken into account. | | |
| 0-9 Years  10-14 Years  15-17 Years | 18-19 Years  20-50 Years  51-59 Years | 60-64 Years  65 Years and Older |
| **Estimated number of Primary Beneficiaries:** | |  |

|  |  |  |
| --- | --- | --- |
| **Secondary Beneficiaries and Partners (all genders):** Select up to FOUR (and at least one) groups of people targeted by your project as secondary beneficiaries and/or key partners such as agents of change, duty bearers, key stakeholders or project participants. If you are working with more than four of these groups, please select the four that you consider are most critical to your strategic approach. | | |
| Human rights defenders/activists/ allies  Members/leaders of faith-based organizations  Traditional leaders and/or actors (e.g. chiefs, healers etc.)  Health professionals (e.g. doctors, nurses, health workers, etc.)  Men and/or boys (in general, e.g. as agents of change)  Members/leaders of Civil Society Organizations and Non-Governmental Organizations  Members/leaders of the community and/or community -based organizations/groups | Members/leaders of youth groups  Media professionals (e.g. journalists)  Education professionals (e.g. teachers/educators)  Students (primary, secondary, or tertiary)  Police (e.g. law enforcement, detectives, regular uniformed police)  Other uniformed personnel (e.g. military, peace-keeping officers, etc.)  Judicial and legal personnel (e.g. judges, prosecutors, lawyers, etc.)  Government officials (e.g. district councillors, policy makers, etc) | Parliamentarians  Private sector/ business owners/employees  Social/welfare/humanitarian workers  Family members (e.g. parents, husbands, mothers-in-law)  Community volunteers (e.g. as community mobilisers)  Other category 1 (describe in 10 words or less)  Other category 2 (describe in 10 words or less) |
| **Estimated number of Secondary Beneficiaries:** | |  |

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| **Project Description** |

*This section contains your project summary as well as relevant links to the UN Trust Fund’s strategic and thematic results areas.*

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| **Primary** **level of proposed project intervention** (select one) | | | |
| Community | Local | Sub-national (i.e. province, state) | National |
| Regional | Cross-regional |  |  |

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| **Primary** **settings of proposed project intervention** (select all that apply) | | |
| Urban setting | Peri-urban setting | Refugee / IDP camp setting |
| Rural setting | Other (please describe) |  |

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| **Will the proposed project be implemented in a crisis setting?** | Yes  No |
| If YES, please describe the crisis and how it affects the women and girls targeted by the project (150 words) | | |
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| **UN Trust Fund Strategic Results Areas:** Select up to FOUR (and at least one) results areas that best represent the key results the project aims to achieve. If successful for a grant, applicants will report against these results once a year. | | |
| **1. Improved access for women and girls to essential, specialist, safe and adequate multisectoral services.**  ***Improved access to adequate and safe specialist support services*** for survivors and women and girls at risk of violence (e.g. shelters, helplines, psychosocial support, etc)  ***Improved essential service provision*** for survivors and women and girls at risk of violence (e.g. through health, social, welfare, justice services)  ***Cases of violence reported by women and girls are being more effectively reported, handled*** and/or referred, investigated and/or prosecuted  ***Improved access to justice for survivors in cases of violence*** (e.g. through legal aid, support to access court, institutional improvements to enhance the justice process)  ***Improved access to information, goods and/or resources*** to help prevent and respond to violence against women and girls (e.g. access to knowledge on services available, or access to resources in crisis situations) | **2. Improved prevention of VAW/G through changes in behaviour, practices and attitudes**  ***Social norms, behaviours, attitudes and practices in the community are transformed*** or improved to better protect women and girls from violence (e.g. through community mobilisation, group education, public campaigns, etc.)  ***Environments / public spaces are made safer*** from violence for women and girls (e.g. initiatives to prevent sexual harassment and all forms of violence in schools, work environments, transport hubs, etc.)  ***Women and girls are empowered through improved resources, skills and capacities*** to escape from and prevent VAW/G (e.g. through life skills training and other economic and social empowerment initiatives)  ***People are supported in their interpersonal relationships to prevent VAW/G*** (e.g. through skills development in interpersonal communication and shared decision-making in the household)  ***Women and girls have increased capacities to exercise leadership in efforts to end VAW/G*** (e.g. as agents of change, human rights defenders, community leaders, etc. taking an active and often public role in EVAW/G etc.) | **3. Increased effectiveness of legislation, policies, national action plans and accountability systems to prevent and end VAW/G**  ***Local, sub-national or national government institutions design and/or implement reforms, strategies and/or policies*** to prevent or respond to VAW/G (e.g. reforms within the justice system to meet the needs of the most marginalised women)  ***Local, sub-national or national guidelines, protocols and/or standard operating procedures are developed or strengthened*** to deliver essential services for survivors and women and girls at risk (e.g. protocols on case management are revised to align with international standards)  ***Institutional partners have increased capacities to develop or implement national and/or local multi-sectoral strategies, policies and/or action plans*** on ending violence against women and girls (e.g. government officials have improved capacities/knowledge/skills draft an action plan inclusive of the needs of the most marginalised women)  ***Legislation relating to ending violence against women is developed, better implemented or improved*** (e.g. work with institutional partners leads to amendments or improvements to laws to criminalise VAW/G)  ***Accountability systems are in place and/or improved*** to hold Government to account for commitments on ending violence against women (e.g. through civil society, multi-stakeholder taskforces or other mechanisms to hold duty bearers to account) |

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| **Alignment with the UN Trust Fund’s Strategic Plan and Outcome Areas:** |
| Please select only ONE of the three outcome areas below that best represents the PRIMARY focus and fits best with the overall goal of the project proposed: |
| Outcome 1.Improved access for women and girls to essential, safe and adequate multi-sectoral services to end VAW/G |
| Outcome 2.Improved prevention of VAW/G through changes in behaviour, practices and attitudes |
| Outcome 3. Increased effectiveness of legislation, policies, national action plans and accountability systems to prevent and end VAW/G |

**III. Project Concept**

Please provide information specific to the window you are applying to:

**(a)** **General Window: addressing violence against marginalized women and girls and those experiencing intersecting forms of discrimination.**

In your Project Concept, it is crucial to clearly describe:

* which groups of marginalized women and girls you are working with and why;
* the specific forms of violence you plan to address and the rationale behind this selection;
* the geographical areas where your work will take place;
* how your chosen strategies will bring about positive change in the lives of the women and girls you seek to reach;
* how the strategies you plan to use will bring change in the lives of the women and girls you seek to reach
* how your organization is uniquely equipped to work with these groups and address their needs based on your organization’s history and experience.

**(b) Special Window: addressing violence against women and girls affected by crisis.**

In your Project Concept, it is crucial to clearly describe:

* the ongoing crisis in your context;
* how it impacts marginalized women and girls in particular and how it drives violence against them;
* the specific groups of women and girls you intend to work with and your reasons for this choice;
* the specific forms of violence you plan to address and the rationale behind this selection;
* the geographical areas where your work will take place;
* how your chosen strategies will bring about positive change in the lives of the crisis-affected women and girls you seek to reach; and
* how you have experience and are equipped to work with and respond to these groups and their needs.

**Note for Multi-Country proposal**: please explain clearly the added-value of your multi-country project and how it proposes impact beyond national-level impact. Multi-country proposals can include activities building connections and advocating for change across multiple countries, strengthening regional feminist movement building and/or contributing to the development of knowledge, tools or resources that can be used in different countries, for sub-regional, regional and international level impact.

**INGOs**: Please explain the added value of your organization and how you will engage with and strengthen the capacities of local WRO/CSO partners on programming and/or coordination in a mutually enabling manner.

More information can be found in the Frequently Asked Questions (FAQs) and tips for application writing.

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| **Project Summary** (Maximum 500 words)  Provide an overview of your proposed project. Start with the women and girls you intend to work with and for **(who)**, followed by the challenge or situation they are facing (**why**) in their setting (**where**). Conclude with the set of actions you propose to change their situation (project’s interventions, the **how**) and the end results you aim to realize (the project goal, the **what**). |
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| **Problem Analysis & Project Rationale** (Maximum 750 words)   1. Describe the **forms of violence** your project intends to address in your **context** of intervention. 2. Who are the **marginalized** **and/or crisis-affected women and girls** your project intends to work with? What **unique** **problems** do they encounter and what **needs** do they have? How are they experiencing multiple forms of marginalizations? 3. How does your project fill **critical gaps to end violence against women and girls** in the project location(s)? |
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| **Project Results** (Maximum 750 words)   1. **State your project goal.** Your goal should describe the **significant** and **long-term positive changes** in the lives of women and girls, in particular most marginalized women and girls, by the end of the project. 2. State the **main expected** **results** that will contribute to this goal.   When talking about results, specify who (individual, community, institution) is likely to experience the positive change and whattype of change your intervention is likely to affect (for instance, improved quality of services for survivors, improvements in how institutions handle and support survivors of violence, or shifts in community attitudes, beliefs, and norms).   1. List and briefly describe the **main activities** the project will carry out to achieve the above results. |
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| **Project Strategies & Evidence** (Maximum 500 words)   1. What **strategies, methodologies and/or tools** will you use to implement the project? 2. Describe your experience using these strategies, methodologies and/or tools and the **evidence available** to explain why this project is likely to work in your context. This can include research papers and/or your own experience using these strategies and tools. |
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| **For those applying for multi-country projects ONLY** (Maximum 500 words)   1. How does your proposed multi-country project provide **add value and impact beyond the national level**? 2. Please describe the **synergies and collaborative efforts across countries** that will lead to greater impact than could be achieved through separate national-level projects. |
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| **Ethics and Safety & Survivor-Centred** **Approach** (Maximum 500 words)   1. How will your organization ensure the safety, dignity, and well-being of all **project beneficiaries**, and more particularly of children, at-risk women and girls, and survivors of violence? 2. How will you ensure the safety and well-being of your **staff**? |
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EVAW Programming Principles can be found [here](https://www.endvawnow.org/en/modules/view/14-programming-essentials-monitoring-evaluation.html).

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| **Risk Analysis & Mitigation Measures** (Maximum 750 words)   1. Provide an assessment of **external risks** related to your context (political and economic instability, conflict, environmental hazard, compounded crisis, etc.). 2. Provide an assessment of **risks related to your interventions and/or organization** (resistance or backlash from community/duty bearers, etc.) 3. Explain **how you plan to assess, monitor, and mitigate these risks.** |
|  |
| **Partnership Strategy** (Maximum 750 words)   1. List the **partners you will engage** with (other local CSOs, INGOs, government bodies, private sector, researchers, networks and smaller grassroots organisations), and include information on your current relationship with them (longstanding, new, to be established, etc). 2. What will be the **role of each partner** in the project? What is their experience in that area? 3. How do you plan to make sure that your **partnerships are fair**, **beneficial** to everyone involved, and truly **meet the needs** of the women and girls your project is meant to support? 4. If applicable, explain how your project will build or **strengthen women’s movements** and **strengthen capacities** of women’s rights organizations, including those representing marginalized groups, for impact at the national, regional and/or international levels? 5. For multi-country projects: How will you **collaborate and coordinate** among the countries and partner organizations? |
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| **Transformative Approach & Project Sustainability** (Maximum 500 words)   1. Describe how the project plans to use a **transformative approach** to create lasting change by addressing and challenging existing norms, structures, and practices. 2. Describe how the results achieved through this project (including capacities, services, partnerships, etc) will be **sustained over time** and maintained after the project ends. |
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| **Monitoring, Evaluation & Learning** (Maximum 300 words)   1. Describe your **monitoring and learning approaches**. What kind of monitoring, evaluation, research or listening tools and systems will be used at the beginning, during and end of project implementation? 2. How will you use this learning to adjust your project to ensure it meets its objectives and the needs of the beneficiaries? 3. How will beneficiaries participate in the monitoring, evaluation and learning journey of this project? |
|  |

**IV. Project Budget**

See Annex 3 – Project Concept Budget Form & Budget Guidelines.

**V. Required Attachments**

1. Legal registration

Attach the valid official registration of your organization as proof of legal status. This is a basic requirement and your application will not be considered without it. If you - as the lead applicant - are not legally registered in the country of implementation, you must submit the legal registration document of at least one of your co-implementing partner(s) that is registered in the country of implementation (in addition to your own legal status/registration document). For multi-countries projects, you need to provide the legal registration documents of your co-implementing partners in the respective countries of implementation.

1. Certified Financial Statements

Attach the certified financial statements for the previous three fiscal years – including **2020, 2021, 2022**. This is a basic requirement and your application will not be considered without these documents. A **certified financial statement** is one that has been reviewed, approved and signed by the person authorized to sign financial documents for the organization. This can be someone from within the organization or an outside firm, as delegated to sign as the designated official of the organization.

1. Evidence of being a women’s rights, women-led and/or constituent-led organization

Attach supporting documents (constitutions, by-laws, organigrammes) to help us determine whether your organization is a women’s rights, a women-led, and/or a constituent-led organization.

1. Evidence of specialized knowledge and expertise on ending violence against women and/or girls (VAW/G)

Attach supporting documents showcasing your technical expertise and experience in the field of ending violence against women and/or girls, including an explanation of your organization’s history and experience working on this issue and the number and CVs of staff with the requisite EVAW/G skillset. Submit organigrams, CVs, list of EVAW/G projects implemented and reference letters to attest to your EVAW/G experience. Organizations are expected to have at least five years of relevant programming experience in the field of ending violence against women (except in the case of recently established, younger organizations).

1. Two references demonstrating a track record of working on ending violence against women and/or girls (VAW/G)

Organizations are expected to have at least five years of relevant programming experience in the field of ending violence against women (except in the case of recently established, younger organizations). Provide at least two donor/customer references for which similar service has currently or previously been provided by your organization.