**JOINT GENDER FUND APPLICATION FORM**

**1. ADMINISTRATIVE INFORMATION**

|  |  |  |
| --- | --- | --- |
| 1 | Date of submission of application: | Click or tap here to enter text. |
| 2 | Organisation name: | Click or tap here to enter text. |
| 3 | Name and position of contact person: | Click or tap here to enter text. |
| 4 | Province: | Choose an item. |
| 5 | Phone number: | Click or tap here to enter text. |
| 6 | Alternative number | Click or tap here to enter te. |
| 7 | Fax number: | Click or tap here to enter text. |
| 8 | Organisational Email:  (please use organisational email and not personal emails) | Click or tap here to enter text. |
| 9 | Physical address: | Click or tap here to enter text. |
| 10 | Postal address (if different to the physical address): | Click or tap here to enter text. |
| 11 | In no more than five sentences, what does your organisation do? For example, what type of organisation is it, what is your core business, and who are the people you serve? | Click or tap here to enter text. |
| 12 | NPO number (if there is one): | Click or tap here to enter text. |
| 13 | When was the organisation established? | Click or tap to enter a date. |
| 14a | Have you ever been funded by JGF before? | Yes  No |
| 14b | If yes, for which period(s) were you funded? | Click or tap here to enter text. |

**2. REQUEST FOR FUNDING**

|  |  |  |
| --- | --- | --- |
| ***CONTEXT AND PROBLEM STATEMENT*** | | |
| 15 | Describe the context in which you work. For example, urban/rural, demographics, main form of employment, biggest challenges faced by the community, etc. | Click or tap here to enter text. |
| 16 | Why is it important to address women’s land rights in your community? Please describe the issues, how they affect the community, and what the main causes are. | Click or tap here to enter text. |
| 17 | Please describe the work you are already doing that intersects GBV and women’s land rights and the achievements you have made so far | Click or tap here to enter text. |
| ***PROJECT DESCRIPTION***  *Please use this section to give a short overview of the project. You can give more information in the Activity Plan (Appendix).* | | |
| 18 | Please describe the advocacy effort will you focus on? | Click or tap here to enter text. |
| 19 | What specific results or changes do you want to achieve through the advocacy effort you have described? Please list no more than five. | Click or tap here to enter text. |
| 20 | In no more than three sentences, what will you do in order to achieve these results? | Click or tap here to enter text. |
| 21a | How many people will benefit from this project?  *List: Women, Men, Other* | Click or tap here to enter text. |
| 21b | How will they benefit? | Click or tap here to enter text. |
| 22 | Which stakeholders will you involve in the community and how? | Click or tap here to enter text. |

**3. ABOUT THE ORGANISATION**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***STAFF, MANAGEMENT AND GOVERNANCE*** | | | | | | | | | | | | | | |
| 23 | Please list your staff and volunteers, and indicate for each person their position, their gender, whether they are a staff member or a volunteer, and whether they are part-time or full-time. | | **Name** | | **Position** | | | **Gender** | | | **Staff/ volunteer** | | | **Parttime/ fulltime** |
| Click or tap here to enter text. | | Click or tap here to enter text. | | | Click or tap here to enter text. | | | Click or tap here to enter text. | | | Click or tap here to enter text. |
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|  | | | | | | | | | | | | | | |
| 24a | Please list your management team. | | **NAME** | | | | | **POSITION** | | | | **GENDER** | | |
| Click or tap here to enter text. | | | | | Click or tap here to enter text. | | | | Click or tap here to enter text. | | |
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| Click or tap here to enter text. | | | | | Click or tap here to enter text. | | | | Click or tap here to enter text. | | |
| 24b | Briefly describe how the management structure of the organisation works | | Click or tap here to enter text. | | | | | | | | | | | |
|  | | | | | | | | | | | | | | |
| 25a | Please list your board members. | | **Name** | | | | **Position** | | | | | | **Gender** | |
| Click or tap here to enter text. | | | | Click or tap here to enter text. | | | | | | Click or tap here to enter text. | |
| Click or tap here to enter text. | | | | Click or tap here to enter text. | | | | | | Click or tap here to enter text. | |
| Click or tap here to enter text. | | | | Click or tap here to enter text. | | | | | | Click or tap here to enter text. | |
| 25b | Briefly describe the role of the board in your organisation. | | Click or tap here to enter text. | | | | | | | | | | | |
| 26 | What skills do the staff and board bring to the organisation? Please mention any training/mentorship that individuals or the organisation have had. | | Click or tap here to enter text. | | | | | | | | | | | |
| 27 | How often does the organisation meet? Select the most accurate option | |  | | | | | | | | | | | |
| ***MEASURING PROGRESS AND IMPACT*** | | | | | | | | | | | | | | |
| 28 | How do you measure progress and impact in your work? | | Click or tap here to enter text. | | | | | | | | | | | |
| ***NETWORKING, COLLABORATION AND COMMUNITY SUPPORT*** | | | | | | | | | | | | | | |
| 29 | How do you collaborate and network with others (for example, other civil society organisations, and government departments)? Please give some examples. | | **Organisation/group** | | | | | | **How you collaborate** | | | | | |
| Click or tap here to enter text. | | | | | | Click or tap here to enter text. | | | | | |
| Click or tap here to enter text. | | | | | | Click or tap here to enter text. | | | | | |
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| Click or tap here to enter text. | | | | | | Click or tap here to enter text. | | | | | |
| ***FINANCIAL INFORMATION*** | | | | | | | | | | | | | | |
| 30 | Contact details for your Treasurer or Bookkeeper if you have one: | | Name: Click or tap here to enter text.  Contact number: Click or tap here to enter text. | | | | | | | | | | | |
| 31 | Bank details of the organisation: | | Bank name | | | Click or tap here to enter text. | | | | | | | | |
| Name in which the account is registered | | | Click or tap here to enter text. | | | | | | | | |
| Branch name and code | | | Click or tap here to enter text. | | | | | | | | |
| Account type | | | Click or tap here to enter text. | | | | | | | | |
| Account number | | | Click or tap here to enter text. | | | | | | | | |
| 32 | Please describe the financial systems and procedures you have in place, if any: | | Click or tap here to enter text. | | | | | | | | | | | |
| 33 | Do you have any documents or guidelines describing how finances must be managed? Please describe these. | | Click or tap here to enter text. | | | | | | | | | | | |
| 34 | Do you have audited financial statements? | | Yes  No | | | | | | | | | | | |
| 35 | Do you have an annual plan and budget? | | Yes  No | | | | | | | | | | | |
| 36 | Have you received money before? If yes, complete the table: | | Yes  No | | | | | | | | | | | |
| **Received from (funder)** | | **Amount** | | **Purpose (for what?)** | | | | | | **For what period of time?** | | | | |
| Click or tap here to enter text. | | Click or tap here to enter text. | | Click or tap here to enter text. | | | | | | Click or tap here to enter text. | | | | |
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**4. BUDGET AND WORKPLAN**

***ACTIVITY PLAN***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Overall project goal:**  Click or tap here to enter text. | | | | |
|  | **Activities**  ***What is it, when will it take place, who will be involved, how long will it be for etc.*** | **Target groups**  ***Who will be targeted by each activity?*** | **Timeframe**  ***When the activity will happen*** | **Budget**  ***For each activity, indicate how much you are budgeting for it*** |
| **Main result 1:** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **Main result 2:** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **Main result 3:** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

**5. BUDGET**

|  |  |
| --- | --- |
| **Line item** | **Amount budgeted (ZAR)\*** |
| **1. HR/PERSONNEL COSTS (Staff implementing the project)** |  |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. |
| **SUBTOTAL:** | Click or tap here to enter text. |
| **2. PROJECT COSTS** |  |
| **2.1. Result 1** |  |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. |
| **2.2. Result 2** |  |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. |
| **2.3. Result 3** |  |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. |
| **Other Activities** |  |
| Click or tap here to enter text. | Click or tap here to enter text. |
| **SUBTOTAL:** | Click or tap here to enter text. |
| **3. ADMINISTRATION COSTS** |  |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. |
| **SUBTOTAL:** | Click or tap here to enter text. |
| **TOTAL:** | Click or tap here to enter text. |