**APPLICATION FORM FOR **

**TRAVEL AND EVENT PARTICIPATION GRANT**

**GRANT CRITERIA**

Thank you for your interest in applying to the Global Fund for Women. Below please find a general description of the Global Fund and an application questionnaire for groups that are requesting funds for travel to and participation in events such as conferences, trainings, workshops, or other gatherings that bring together and build the capacity of women’s rights activists. Because our funding for such travel grants is so limited, **priority will be given to previous grantees** of the Global Fund for Women that do not have access to other funding sources.

**OVERVIEW**

Global Fund for Women invests in women’s groups that advance the human rights of women and girls. We strengthen women-led groups based outside the United States by providing grants ranging from $5,000 to $30,000 per year for operating and project expenses. First-time grant awards generally range from $5,000 to $13,000 per year. We value local expertise and believe that women themselves know best how to determine their needs and propose solutions for lasting change.

**APPLICATION CRITERIA**

**Please note that your group MUST meet all the following criteria to be eligible for a grant:**

* It is based in a country outside the United States. We do not accept requests from U.S.-based organizations.
* Its primary focus is advancing women’s equality and human rights, with these goals clearly reflected in its activities.
* It is a group of women working together. We do not accept requests from individuals.
* It is governed, directed, and led by women. Women must fill all or most of the leadership roles.

Groups do not need to be registered non-governmental organizations (NGOs) to qualify for funding.

**Priorities:**

We make the greatest impact for women’s rights when we focus on the issues that make a vital difference for women and girls. When women and girls are free from the fear of violence—when they are empowered—when they control decisions about their own bodies—they soar. To maximize our impact in defending and expanding hard won gains in women’s rights, Global Fund’s grantmaking will focus on three critical areas:

**Zero Violence**

We fund and advocate for women’s and girls’ participation, empowerment, and peace building while challenging laws, policies, cultures, and behavior that perpetuate violence, discrimination, and abuse.

**Economic & Political Empowerment**

We support women’s efforts for economic independence and meaningful livelihoods. We also support advocacy for economic and legal reform and women’s equal participation in local and national elections and economies. We support democracy movements and efforts to secure land, labor, and property rights.

**Sexual & Reproductive Health & Rights**

We support campaigns, direct services, advocacy, and education to influence attitudes and achieve policy change that secures women’s and girls’ full access to sexual and reproductive health and rights.

Global Fund receives over 2,500 proposals each year and is able to award about 500 grants annually, with only 6 percent of these grants going to travel and event organizing.. Unfortunately, we do not have the resources to provide funding to all the groups that meet our criteria. We do, however, give priority to women’s groups that might particularly benefit from our support. These include groups that:

* Do not have access to funds from larger donor agencies.
* Are located in a region or country that has limited access to funding resources.
* Are working on issues that are difficult or controversial for women to raise in their communities, yet are critical to the realization of women’s human rights.
* Are organized and **led** by women from marginalized populations, including but not limited to: refugees; rural women; economically disadvantaged women; women with disabilities; lesbian, bisexual and transgender (LGBTQI) populations; sex workers; women affected by military occupation; women in conflict and post-conflict regions; girls and young women; and women from ethnic, religious, and cultural minorities.
* Actively include the perspectives of those served by or benefiting from the group’s activities.

**In addition, please note that Global Fund for Women does NOT fund the following:**

* Individuals
* Scholarships
* Government entities
* Groups without a strong women’s rights focus
* Groups based and working primarily or only in the U.S.
* International organizations proposing projects with local partners
* Groups whose sole purpose is to generate income or to provide charity to individuals
* Groups headed and managed by men, without women in the majority of leadership positions
* Political parties or election campaigns
* Women’s branches/departments/projects of mixed gender organizations

**Exceptions:**

Women-focused projects within mixed-gender organizations may occasionally receive support from Global Fund if they work with marginalized groups: for example, women within groups of people with disabilities or women within LGBTQI organizations.

**REVIEW PROCESS**

**Please note that these types of requests must be received at least 8 weeks before the beginning of the event and that funds for these kinds of grants are limited.** We have application forms available in five languages: Arabic, English, French, Russian and Spanish and have capacity to process applications in other languages. You may submit an application by e-mail, fax, or post. After you submit an application, a notice of receipt will be sent within 2 weeks of its arrival at the Global Fund. Urgent requests for support to organize meetings, conferences, and networking of women or for women’s participation in local, regional, or international meetings and conferences will be considered outside of our normal grant cycle, due to their time-sensitive nature. Please note that these types of requests must come from organizations, not individuals. **A group may only have one proposal of any type under consideration at a given time. In addition, please note that the Global Fund is not able to award a grant to all the deserving groups that apply and that we are also often unable to award the total amount requested.**

**E-mail application according to the following regions:**

Asia Pacific: asiapac@globalfundforwomen.org

Europe and Central Asia: eca@globalfundforwomen.org

Latin America and the Caribbean: lac@globalfundforwomen.org

Middle East and North Africa: mena@globalfundforwomen.org

Sub-Saharan Africa: ssafrica@globalfundforwomen.org

**Global Fund for Women**

**800 Market Street, Seventh Floor, San Francisco, CA 94102, USA**

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**www.globalfundforwomen.org**

**APPLICATION FORM FOR TRAVEL AND EVENT PARTICIPATION GRANT**

**Thank you for applying to the Global Fund for Women. We look forward to hearing from you and learning more about your group.** Please briefly answer the following questions so we can better understand your work. Please do not send us additional materials such as audited financial statements, NGO registration papers, articles of incorporation, organizational by-laws, staff CVs, CD-roms, or videotapes.

**CONTACT INFORMATION**

1. What is the name of your group? If your group has recently changed its name, please provide us with the former name and explain the reason for the name change.
2. Please provide current contact information (mailing address, telephone, fax, e-mail, website) and, if used by your group, social media pages (Facebook page, Twitter Account, YouTube channel etc.). For the mailing address, include the district, state, or province as applicable, as well as the country. For fax and phone numbers, include country and city codes.
3. Please share with us the name(s) and title(s) (e.g., Director, Coordinator, etc.) of all the leader(s) in your group. If possible, please also identify the gender (male, female, transgender, other) for each person.
4. Please provide the name and title of the primary contact person for this grant application, and provide their email address and Skype ID if available.
5. a. How did you learn of the Global Fund for Women’s grantmaking program?

b. Has your group ever applied to the Global Fund for Women before?

**GROUP INFORMATION**

1. Please tell us when and why was your group formed, and by whom.
2. What is the mission of your group, and how does it relate to the issues you seek to address?
3. Please describe the main activities of your group in two to three paragraphs, and explain how these activities relate to advancing women’s human rights.

**EVENT INFORMATION**

1. Where and when is the event taking place?
2. a. Please describe briefly the nature of the event your group plans to attend. Will this be a conference, a training, a workshop, or some other type of event?

b. What are the main themes and goals of the event?

1. If your group is attending a meeting or conference, will you be presenting or speaking at this event? If so, what is the title and the main messages of your group’s paper or speech?
2. In addition to the proposed presentation, please describe how your representatives plan to engage during the event.
3. Please tell us more about the person or people from your organization who plan to attend this event. Why is it important for them versus other individuals from the organization to attend?
4. Why is it important for your organization to participate in this event? How will your participation in the event contribute to the work of your organization(s)?
5. Please describe how you will integrate learnings from this event into your future work.
6. Please describe your plans to disseminate the knowledge and experiences acquired to interested stakeholders after the event.

**GRANT REQUEST INFORMATION**

1. Grants range from $5,000 to $30,000. The average grant size is approximately $6,000. What is the total amount of money you are requesting from the Global Fund? Indicate the currency. Please give one total figure as well as a breakdown by major categories of expenses.

2. How much money have your organization secured from other sources to attend this event, and what are those sources?

**FINANCIAL INFORMATION**

1. What is your fiscal period/year?

2. Please provide organizational financial statements for the most recently completed fiscal year. These statements should indicate the currency in which they are prepared and should include:

a. A listing of total revenue, including all sources of funding, such as membership fees, members’ contributions, income-generating activities, individual donations, private donations, grants, etc.

b. A listing of total expenses, including all projects and all operating/administrative expenses. Please list total figures as well as a breakdown by major categories of expenses.

3. Please give your budget for **this** year. Please tell us the total amount of money your group plans to spend overall this year, including all projects and all operating/administrative expenses and provide a breakdown of this figure by major categories of expenses.

4. Please list your confirmed and potential sources of funding for this year, including: membership fees, members’ contributions, income-generating activities, individual donations, private donations, grants, etc.

**REFERENCES**

1. a. Please provide a contact name and email address for one or two women’s organizations in your community or country that know your work well.

b. Please describe your collaboration with these particular organizations.

1. a. If you have received funding from any national or international donors within the last four years, please indicate the size of the grants received from these donors and the year they were awarded.

b. Please provide us with a contact name and email address for one or two.