

PRIME MINISTER'S OFFICE
WOMEN AND CHILDREN SOLIDARITY PROGRAMME

Applicants are requested to read these guidelines prior to submitting their project proposals.

1. NGO's should ensure that they provide all information correctly as outlined in the **format for application**. Incomplete applications will not be considered.

2. Applications should be supported by relevant documents (copy of registration certificate, quotations and any other information deemed necessary).

3. The Women Children Solidarity Programme will not entertain projects relating to operational/ administrative expenses of the NGO's.

4. NGO's should ensure that they have sufficient funds to meet at least 15% of the total cost of their projects. (*in kind or in cash*).

THE WOMEN AND CHILDREN SOLIDARITY PROGRAMME

(Set up under para. 205/6 of Budget Speech 2007/8

Terms of Reference

1. SPECIFIC OBJECTIVES

- (i) To work on priority areas with the ultimate aim of diminishing all forms of violence against women & children;
- (ii) To provide relief and support to children who are victims of child abuse including neglect and violence against children;
- (iii) To educate the visually and hearing impaired; and
- (iv) To assist children with debilitating diseases and serious ailments.

2. ELIGIBILITY CRITERIA FOR BENEFICIARIES

Applicant NGOs will have to satisfy the following criteria:-

- (i) be registered with the Registrar of Associations;
- (ii) the leading partner should have a proven track record of activities/experience relating to women/children for at least 2 years and/or the staff should have a proven track of experience;
- (iii) exhibit transparency of action;
- (iv) have a permanent address;
- (v) have a sound financial management;
- (vi) be working directly with victims of violence (*this includes child abuse and neglect in dysfunctional families in deprived areas*); and
- (vii) have a partnership approach to the problem identified.

3. BENEFICIARIES OF THE PROGRAMME

- Duly registered NGOs.

4. MODUS OPERANDI OF THE PROGRAMME

- (i) The Programme will finance projects based on a partnership approach among NGOs and/or with other stakeholders;
- (ii) The partners will enter into an agreement for the purposes of the project;

- (iii) A dedicated joint bank account will be opened for receipt of funds under the programme;
- (iv) Funding is to be given to NGO's for the benefit of the victims and not for the operational/administrative costs of the NGOs;
- (v) Beneficiaries should not apply for funding in respect of the same project component from other organisations;
- (vi) Any Governmental Organisation/Local Authority participating in the project should act as facilitator;
- (vii) The participation of the Private Sector must be encouraged to promote Corporate Social Responsibility; and
- (viii) The Programme will fund projects to the tune of a minimum of Rs 100,000 and up to a ceiling of Rs 1m.

5. IMPLEMENTATION AND MONITORING

- (i) A phased implementation schedule in the project write-up will enable a systematic follow-up on the projects;
- (ii) A proper monitoring of the projects should be carried out to ensure the target groups are effectively being the ultimate beneficiaries under the Programme.
- (iii) The situation will be evaluated regularly to assess progress made; and
- (iv) A Project Completion Report will be submitted to Prime Minister's Office by the Responsible Officer of the NGOs.

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APPLICATION FORM

1. Details on Organisations

- 1.1 Name of heading NGO : Name of other Partners: :
(i)
(ii)
- 1.2 Address : Address :
- 1.3 Registration No./Date : Registration No./Date :
(A copy of registration certificate should be submitted) *(A copy of registration certificate should be submitted)*
- 1.4 Tel No. : Tel No. :
- 1.5 Fax No. : Fax No. :
- 1.6 E-mail : E-mail :
- 1.7 Name of Responsible Officer of the NGO's/Position : Name of Responsible Officer of the NGO's/Position :
- 1.8 Contact details : Contact details :
- 1.9 Tel. No. : Tel. No. :
- 1.10 Mobile No. : Mobile No. :
- 1.11 Brief Description of NGO : Brief Description of NGO :
- 1.12 Aims and Objectives : Aims and Objectives :
- 1.13 Types of activities catered for by the NGO: *(Specific experience in the area)* : Types of activities catered for by the NGO: *(Specific experience in the area)* :
- 1.14 Other details (Staff/Volunteers) : Other details (Staff/Volunteers) :

2. Finance

2.1 Annual Budget of the NGO:

2.2 Summary of assistance received from NGO Trust Fund or other sources of income, if any, for the past 3 years (Grant in aid, Ad hoc assistance, micro project etc.)

Year	Grant in aid	Adhoc financial assistance	Micro project/CDP

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PROJECT PROPOSAL

1. Project Details

- 1.1 Project Title and Objectives
- 1.2 Project description (*to provide as much details as possible*):
- 1.3 Full justification of project
- 1.4 Duration of project
- 1.5 Beneficiaries (*specify number*)
- 1.6 Expected impact on beneficiaries/target groups

2 Project cost and funding

- 2.1 Detailed cost of project (*to submit quotations if applicable*)
- 2.2 Calendar of Expenditure (*to be confirmed by main committee*)

Date	Particulars of Expenditure	Adhoc financial assistance	Micro project/CDP

- 2.3 Other sources of funding
- 2.4 Contribution of the NGO in the project
- 2.5 Outcome
- 2.6 To what extent is the community involved in the project
- 2.7 How will the project be sustained in the future?

3. Additional information

3.1 Has the NGO obtained funds from any funding agency other than the Women & Children Solidarity Programme? If yes, please specify name of funding agency, nature of project, amount received and whether project has been completed.

Year	Funding Agency	Nature of Project	Amount received
2006			
2005			
2004			

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3.2 Has the NGO already applied for assistance for the same project to any other further agency?

<u>Name of Project Officer</u>	<u>Organisation</u>	<u>Signature</u>

To be cosigned by all partners.