# Application for a small grant 2021

# Application instructions

**Step 1: Register to Share-Net International website**

To apply for a Small Grant you need to be a registered user on our Share-Net International website. If you are not a registered user yet, please register via: <http://share-netinternational.org/register/>

Important notice:

Your user registration can take up to 24 hours to be processed during weekdays. Make sure you register in time! If you encounter any problems, please contact Charlotte van Tuijl via [info@share-netinternational.org](mailto:info@share-netinternational.org).

**Step 2: Upload your proposal**

Please upload this application form as an attachment via <http://share-netinternational.org/grant-post/>.

*We recommend using Google Chrome or Firefox.*

# Webinar & Writeshop

A **webinar** will be organised for members to learn more about the specific requirements and eligibility criteria of the call. Please register for this webinar [here](https://us02web.zoom.us/meeting/register/tZclfuqhqz8jE9F9iQEMCiYJYSNr5nR6TSSl). Questions regarding the small grants call or application form can be submitted in advance here.

A **write shop** will be organised for interested members to strengthen their small grant proposal writing skills. Please register for the write shop before the **12th of March 2021** via this [link](https://us02web.zoom.us/meeting/register/tZEvcuquqDsrEtfPh10QexngaLIYoy29j5kq).

# Application form

## Lead applicant

|  |  |
| --- | --- |
| Name |  |
| Position held |  |
| Organisation |  |
| Work address |  |
| Telephone number(s) |  |
| Email address |  |
| Website |  |

## Partner appicants (Add as many as necessary)

|  |  |
| --- | --- |
| Name |  |
| Position held |  |
| Organisation |  |
| Work address |  |
| Telephone number(s) |  |
| Email address |  |
| Website |  |

## the knowledge product

|  |  |
| --- | --- |
| Title of the project |  |
| Objectives of the knowledge product (include objectives from the small grants call) |  |
| Proposed duration (in months, max. 6.5 months) |  |
| Proposed starting date (no earlier than 19th of May 2021) |  |

## full project proposal

*Clearly state the purpose of the proposal and show how it meets the Small Grants Funding Criteria, as stated in the call (up to 2000 words, excluding executive summary). Show that the content of the knowledge product is based on evidence and lessons learned (include references in the proposal).*

* 1. Executive Summary (up to 350 words)

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* 1. Justify which SRHR problem will be addressed, why and for which specific target group? (up to 200 words)

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* 1. Explain in what way this project uses innovative approaches or addresses unheard perspectives. (Up to 200 words)

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* 1. What is the expected product that will lead to improving policy and/or practice? (up to 300 words)

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* 1. How does the knowledge products contribute to changes in policy or practice, who will use it and what is the likelihood of achieving success? (up to 350 words)

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* 1. Upon the full development of your knowledge product, how will it be implemented and in which context? (up to 300 words)

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* 1. How will the results be disseminated and in which country/countries? How will this facilitate the update of the knowledge product to improve policy and/or practice? (if possible link to the Share-Net country hubs) (up to 200 words)

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* 1. What are the roles of the different partners involved? What about complementarity? (up to 250 words)

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* 1. Please include a time plan for the development and implementation of your knowledge product.

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* 1. Please explain how you will monitor the uptake of the knowledge product. (up to 200 words)

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## Budget

Please check the eligibility criteria for the budget precisely as described in the small grants call. Not eligible costs will be deducted from the grant.

|  |  |
| --- | --- |
| Staff costs  Specify   1. Names and/or tasks 2. Time investment per name/task 3. Actual cost/unit cost per name/task | € |
| Equipment and other materials (specify) | € |
| Travelling and subsistence (specify) | € |
| Other expenses (specify)  *N.B. overheads and office accommodation costs are ineligible.* | € |
| Total costs | € |

## Statements

**Statement by the financial administration**

*I, the undersigned, being the financial administrator of the requesting organisation, certify that*

* *the financial aspects of this proposal have been reviewed and agreed,*
* *the staff salaries quoted are correct and in accordance with the normal practice of this institution,*
* *the organisation/individual is able to receive funds from outside their country of residence (please check this* [*link*](https://eeas.europa.eu/headquarters/headquarters-homepage/423/sanctions-policy_en)*)*
* *the organisation has a bank account that can receive EUROs.*

|  |  |
| --- | --- |
| Name financial administrator |  |
| Position in organisation |  |
| Telephone number(s) |  |
| Email address |  |
| Place and date |  |
| Signature |  |

**Statement by the requesting organisation**

*I, the undersigned, being the authorised representative of the requesting organisation, certify that the information supplied in this proposal is correct and complete.*

|  |  |
| --- | --- |
| Name authorised representative |  |
| Position in organisation |  |
| Place and date |  |
| Signature |  |

## Financial information lead applicant

This information is required to be able to make payments of the lump sum.

**Client financial information**

|  |  |
| --- | --- |
| Company name |  |
| Invoice address |  |
| Area/ZIP Code |  |
| City |  |
| Country |  |
| VAT-Number (EU-countries only) |  |
| Company registration number |  |

**Bank information of the client**

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| --- | --- |
| Name bank |  |
| Bank account number (IBAN) |  |
| Currency of bank account | EUR |
| BIC/ SWIFT code |  |
| Bank Address |  |