

## **APPLICATION GUIDELINES FOR THE WAAF FUND 2009**

### **A. WHO CAN APPLY:**

Applications are accepted from non-governmental organizations, local associations, and community-based groups.

### **B. WHAT PROJECTS WAAF FUNDS AND HOW MUCH WE FUND:**

WAAF funds projects dedicated to the elimination of FGM. Preference is given to projects undertaken in African countries. Grants range from US\$500.00 to US\$5,000.00 (exclusive of bank transfer charges), depending on the number of applications submitted per year and subject to the exchange rate.

### **C. PROJECT STARTING SCHEDULE:**

Only projects that start from or after April 2010 will be considered.

### **D. PROJECTS EXTENDING OVER MULTIPLE YEARS:**

Applications for projects extending over one year or longer will also be considered. Applications for such projects should describe the entire project, and should be submitted together with a budget proposal for the first year as well as a budget proposal covering the entire project. Applications must be re-submitted for review for the second and subsequent funding years.

### **E. APPLICATION DEADLINE AND REVIEW SCHEDULE:**

Applications should be sent by email, fax, or post, and will be accepted no later than **31 August 2009**. Our review process takes six months, and successful Recipient(s) will be announced in **February 2010**.

Receipt of applications will be acknowledged by email, fax, or post. Applicants should contact WAAF if an acknowledgment is not received within one month of submission.

### **F. APPLICATION FORM AND OTHER DOCUMENTS TO BE SUBMITTED:**

A complete application consists of:

- 1) Fully completed application form (questions #1 – 12) and inclusive of signatures of the officer in charge of project AND the president/director of organization
- 2) Certificate of registration
- 3) Letter(s) of recommendation/references (optional)

**\*Important note:** Applications and supporting documents must be in English. Incomplete applications will not be considered. Please make sure that all questions are fully answered, that the application form is signed, and that all required documents are submitted.

**G. BUDGET:**

When submitting the itemized project budget, we recommend that WAAF's budget form be used. See the sample below. Kindly take the time to review the budget figures and check calculations to ensure that they are correct.

**<Sample Budget Form>**

Exchange rate: US\$1 = 100 (local currency: CFA)

No.	Item	Unit	Qty	Unit cost	Amount (local currency)	Amount (US\$)
1. Training for community leaders						
1-1	facilitator	day	2	1,250	2,500	25
1-2	note book	pcs	30	100	3,000	30
1-3	transportation for facilitator	person	1	500	500	5
1-4	hall rental	day	2	1,000	2,000	20
1-5						
Sub-total					8,000	80
2.						
2-1						
2-2						
2-3						
2-4						
Sub-total						
Total						

**The items and figures entered on this form are mere samples. When compiling your budget application, please delete these entries, fill in your own items and figures, and add new sections where necessary.**

**H. PAYMENT SCHEDULE:**

The funds will be paid in two installments: one-half in March 2010; the remaining one-half upon completion of the project and WAAF's receipt and approval of required documentation (see below #I).

**I. INTERIM AND FINAL PROJECT REPORTS:**

The selected Recipient will be required to submit the following documentation (in English only): 1) one interim project report and 2) a final project report. Submission dates for the reports will be determined beforehand and will depend on the project duration. All reports must consist of narrative, analytical, and financial reports, accompanied with receipts.

Booklets, posters, or other materials produced as part of the funded project should be submitted where applicable. Audio-visual materials such as photographs and videos taken at project sites should also be provided.

**J. TERMINATION OF AGREEMENT:**

WAAF reserves the right to terminate its Agreement with Recipient if and when Recipient fails to comply with the terms and conditions of the Agreement; when Recipient fails to submit required reports and other required materials by the agreed deadline; and/or when the funds remitted to Recipient are used for purposes other than those intended for the funded project. In such cases, WAAF will cease all further payments to Recipient, and Recipient will be required to return to WAAF all payments received.

For further information, please contact us at:

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