# Information Packet

Dear Prospective Applicant,

FAWCO and The FAWCO Foundation launched the 2022–2025 Target Program addressing the environment and the impact on women and girls, at the virtual Interim Meeting on March 5, 2022.

This meeting kicked off the Education and Awareness Raising Campaign addressing the Target Issue *Our Natural Environment: Empowering Women and Girls to Ensure a Sustainable Future*. Now it's time to begin the process of selecting the next Target Project.

We are seeking applications for transformative projects that focus on the environment and improve the lives of women and girls. In general, these projects could tackle the loss of biodiversity, the climate crisis, or waste pollution.

- Some specific examples, but not limited to these, are the preservation of plant or animal species, mitigation of desertification or flooding, promotion of native plants or regenerative agriculture, and reduction of waste in our atmosphere, land, and water.
- Also, consider how a project may improve the lives of women and girls. Polluted water kills 1.8 million people, mostly children; women represent 80% of those displaced by climate disasters, and 700 million suffer from hunger.
- A transformative project for women and girls could elevate their health and well-being, educate and introduce new skills and in the process, reduce inequalities.
- The Target Project is an investment in the future of women and girls in harmony with nature.

Enclosed you will find an introduction to the Target Program, a sample of the Application Packet including a timeline, and more. Please share these documents with the organization you wish to nominate as a candidate. This packet outlines our goals and expectations for a successful Target Project. When you are ready, you can request the official application using the link at the end of this document.

This is an exciting time for our team! We are raising awareness about the vital role the environment plays in the lives of women and girls, and now we begin the selection process for a new Target Project. Join us!

Visit the FAWCO website to learn more about the Target Program for Environment, sign up for the Target Program Bulletin and follow the Blog: Our Sustainable Future. Together, we can empower women and girls for a sustainable future!

Please direct questions to the Target Selection Chair Tharien van Eck at target-application@fawco.org.

# INTRODUCTION TO FAWCO, THE FAWCO FOUNDATION AND THE TARGET PROGRAM

FAWCO, a 501(c)(3) nonprofit, was created in 1931 as an international federation of independent organizations whose mission is:

- ★ to build strong support networks for its American and international membership;
- ★ to improve the lives of women and girls worldwide;
- ★ to advocate for the rights of U.S. citizens overseas;
- ★ and to mobilize the skills of its membership in support of global initiatives for education, the environment, health, and human rights.

The FAWCO Foundation, a 501(c)(3) nonprofit, was created in 1967 as a dedicated financial steward for FAWCO Member Clubs to support FAWCO's commitment to global initiatives.

In 2009, FAWCO and The FAWCO Foundation launched the Target Program to unite all Member Clubs to support a single global initiative. Target Programs follow a three-year cycle of issue awareness and education, project selection, fundraising, project monitoring, review, and evaluation.

As a recognized United Nations NGO with special consultative status with ECOSOC (UN Economic and Social Council), we enable our members to coordinate, collaborate and participate in making positive social change. The Target Program demonstrates the power of FAWCO Member Clubs working together toward a common goal to increase knowledge and awareness of the global issues impacting women and girls.

At the virtual FAWCO Interim Meeting held on March 4–6, 2022, *Our Natural Environment: Empowering Women and Girls to Ensure a Sustainable Future* was announced as the overarching theme for the FAWCO Target Program 2022–2025. With the Education and Awareness-Raising Campaign launching, we are ready to identify a Target Project.

# SAMPLE OF THE TARGET PROJECT APPLICATION

In the following pages you will find an outline of what you can expect in the application. Please read carefully. When you are ready, you can request the official application using the link at the end of this document.

For those who have submitted project proposals in the past, you will notice some changes to the application and the process. These include moving to a two-phase process, a request for additional documentation to both verify information and assess protection policies, and templates to help ensure standardization of information that is being provided.

These changes are the result of an in-depth review of the application done by a Review Committee. The committee surveyed both applicants and members of the Selection Committee following the selection process for the last Target Project to assess their experience with the application and selection processes. Then, with support from an external independent human rights center, the application was compared with those from other international grantmaking organizations.

Based on best practice research, revisions to fine-tune elements of the Target Project application for clarity and accountability were recommended and adopted. The Review Committee believes that these changes represent a significant advancement to the Target Project selection process by providing more transparency to applicants and standardization of information gathered to assist the Selection Committee as they assess the projects.

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# TARGET PROGRAM TIMELINE

**EDUCATION AND AWARENESS RAISING**
Increase our knowledge of the issues related to *Our Natural Environment: Empowering Women and Girls to Ensure a Sustainable Future* for the duration of the Target Program, March 2022–2025.

**TARGET PROJECT SELECTION AND FUNDRAISING**
Actionable investment to empower women and girls through *Our Natural Environment: Empowering Women and Girls to Ensure a Sustainable Future*.

## *2022*

| | |
|---|---|
| March 5 | Announcement of Target Program • Environment<br>Launch of Education and Awareness Raising Campaign:<br>*Our Natural Environment: Empowering Women and Girls to Ensure a Sustainable Future*. |
| March 7 | Information Packet regarding the Selection Process is available. FAWCO/FAUSA Members may request an official application to nominate a project proposal. |
| July 31 | Project proposal submission deadline for Phase I |
| September – December | Target Selection Committee review period |
| October 12 | Applicants will be notified whether or not their project will advance to Phase II. |
| November 3 | Project proposal submission deadline for Phase II |

## *2023*

| | |
|---|---|
| January 9 | Shortlisted proposals announced and project summaries published |
| February 1-15 | Voting by FAWCO Member Clubs |
| March | Target Project announced – Launch of Fundraising Campaign |

## *2025*

| | |
|---|---|
| February 28 | Fundraising Campaign ends |

## INSTRUCTIONS • READ THE MATERIAL IN FULL

- A Project Folder will be created for each project proposal in the FAWCO Google Drive. The Target Project Selection Chair and one other member of the Selection Committee will have administrative access to this folder.

- The Project Folder will contain subfolders for Phase I and Phase II.
  The FAWCO/FAUSA member/s submitting the project proposal and the person responsible for completing the application on behalf of the organization will have access to these folders during the current phase.

    - Each subfolder will contain the relevant material for each phase including a checklist and templates.

    - All requested material must be uploaded to the proper subfolder by the deadline for each phase.

- Submitting documents
    - Submit all the information as requested in The Checklist.
    - All information should be provided in English.
    - Documents should be submitted as .pdf files unless otherwise specified.
    - The title of documents should clearly indicate the project name or abbreviation and the information being provided (i.e. "SAFE_1st_Reference.pdf").
    - Image files should either be .jpeg or .png format.
    - Do not submit additional documents or materials (such as films, audio files, photos). These will not be considered by the Selection Committee.

*Google Forms* will be used to collect the responses to the application questions. Here are a few helpful tips:

- ➢ Assign one individual who will be responsible for completing the online form. They will require a stable internet connection to complete the application questions. This can only be done online.

- ➢ You will need to have your responses ready to enter into the Form when you begin because you will be required to respond to each question in order to proceed to the next section. The questions for each Phase are provided in the Subfolder.

- ➢ Please answer the question asked clearly and concisely.

- ➢ Please adhere to word limits.

- ➢ For fiscal reporting, provide the country currency and US dollar exchange rate as of July 1, 2022, using the OANDA Currency Converter.

- ➢ After you click SUBMIT, you will receive your responses by email AND have the ability to return to the Form to edit your responses.
- ➢ You may make changes up until midnight (your time zone) on July 31, 2022.

*You will find your personal link to the Google Form in the Checklist.*

Spreadsheet templates created using *Google Sheets* are provided to standardize how information is submitted. Please use the templates where provided. Here are a few helpful tips:

- ➢ You may work in the Templates online if you have a stable internet connection. Alternatively, you can download the Templates as Excel spreadsheets and complete them offline. You will then need to upload the file when you are finished. Please note, Microsoft Excel is the only compatible format. If you do not have this software, you must complete the spreadsheet online using *Google Sheets.*
- ➢ Please rename the file by removing 'Template' and adding the 'Project Name'.
- ➢ For fiscal reporting, provide the country currency and US dollar exchange rate as of July 1, 2022, using the OANDA Currency Converter.

Submission Deadlines

- Phase I
  - Midnight (your time zone) on July 31, 2022.
  - Access to the subfolder will be closed as of 8:00 CET on August 1, 2022.
- Phase II
  - Midnight (your time zone) on November 3, 2022.
  - Access to the subfolder will be closed as of 8:00 CET on November 4, 2022.

For questions or assistance completing the Target Project Application, please contact target-application@fawco.org.

# GUIDELINES AND SELECTION CRITERIA

FAWCO and The FAWCO Foundation are seeking applications for transformative projects that focus on our natural environment and empower women and girls to create a sustainable future for all. In general, these projects could tackle the loss of biodiversity, the climate crisis or waste pollution. Some specific examples, but not limited to these, are the preservation of plant or animal species, mitigation of desertification or flooding, promotion of native plants or regenerative agriculture, and reduction of waste in our atmosphere, land, and water. Also, consider how a project may improve the lives of women and girls. Polluted water kills 1.8 million people, mostly children; women represent 80% of those displaced by climate disasters, and 700 million suffer from hunger. A transformative project for women and girls could elevate their health and well-being, educate and introduce new skills and in the process, reduce inequalities. The Target Project is an investment in the future of women and girls in harmony with nature.

Projects can be proposed by both FAWCO and FAUSA members.

The Target Project application process will be done in two phases as outlined in the above timeline.

- Phase I will focus on an overview of both the organization and the project, project funding, and budget, as well as protection policies.
- Phase II will focus on governance, budget and accountability, fundraising, and awareness-raising.

The project budget should be approximately $140,000 over two years.

To ensure your project is adequately evaluated, it is to your advantage to answer each question fully.

Proposals will be evaluated by a Selection Committee, who will announce a shortlist of 3 proposals in early January 2023, for which Member Clubs will vote. The proposals will be evaluated on the following criteria:

- The project's impact on the Target Issue: *Our Natural Environment: Empowering Women and Girls to Ensure a Sustainable Future*.
- The project should be easy to understand, communicate and promote.
- The project should have clear and specific goals and objectives, with a clear plan that includes monitoring and reporting systems to ensure the project meets its stated goals.
- The project should meet community needs and involve local leaders in planning, implementation, and operation. Projects from grassroots-level organizations are encouraged to apply.
- The project should support the UN Sustainable Development Goals, with particular emphasis on targets outlined in goals SDG6, SDG7, SDG11, SDG12, SDG 13, SDG14, or SDG15.
- The project budget should be well developed with adequate detail to assure a thorough understanding of project costs and be in line with the established fundraising goal of $140,000.

- Projects which can draw a tangible connection between donations and services or products provided are preferred.
- The project should be realistic and attainable within the 2-year timetable of the Target Project Fundraising Campaign.
- The project goals and objectives should be sustainable beyond the Target Project's termination in 2025.
- The organization carrying out the project must be able to demonstrate the ability to deliver effective programs with measurable outcomes in response to community needs, financial stability, and strong leadership.
- The Environment should be an important part of the organization's overall mission.
- Organization staff must be willing to share content about the project's impact for use in The FAWCO Foundation fundraising campaign to encourage member-based fundraising activities as well as to attract corporate donors.

*If you are considering nominating a project, please mark your calendar for March 16, 2022. Two information sessions will be offered to review the application and answer your questions. To accommodate different time zones, you may choose from these two times: 2 pm CET and 7 pm CET. You can register for either session on the FAWCO website.*

# PHASE I • APPLICATION QUESTIONS

Project Name
Name of the Organization overseeing the project

## *Contact Details*

Please provide the following information for the person who is submitting this application:

- Full name
- Select the FAWCO Club/FAUSA that you are a member of? (drop-down menu)
- Email address
- Mobile Phone (include the country code)

Please provide the following information about the person at the nominated organization who will be responsible for and/or supporting this application:

- Full name
- Title
- Email address
- Phone (include the country code)

## *Project Summary*

1. Project Name
2. Short Abbreviated Name of the Project
3. Name of the Organization overseeing the project
4. Country/Countries where the project will be implemented
5. Proposed time period of the project
6. Funding (for the following questions, please give the figures in US dollars)
    a. What is the total amount of funding needed for the project?
    b. What amount of funding are you requesting from FAWCO?
    c. If more than 20% of the overall project budget is being funded by other organizations, please indicate who they are and how much they are contributing.
7. Summary of the proposed project (500 words)

## *Organization Details & Overview*

1. Full Legal Name of the Organization
2. Short Abbreviated Name of the Organization
3. Year the organization was established
4. Country/ies of Operation
5. Organization's Status (check all that apply)
    a. Non-profit organization
    b. Non-governmental organization
    c. Community-based organization
    d. Self-help group
    e. Faith-based organization

    f. Education establishment
    g. Other (Please indicate)
6. The total annual budget (in USD) of the Organization for each of the past two (2) years – 2020 and 2021.
7. Provide a succinct summary of the organization's mission statement (500 words).
8. Give examples and descriptions of projects (maximum 3) the organization has carried out during the past 5 years (250 words each). For each, please provide:
    - Project title, dates, locations, amount spent, and funding sources
    - Impact achieved
    - Explain any obstacles encountered and how they were resolved.

## *Protection Policies*

The following questions address matters related to how the organization works with beneficiaries and volunteers.

1. Does your organization work with children or vulnerable persons? If so, please provide a copy of your child/vulnerable persons protection policy? yes/no
2. Does your organization work with volunteers? If so, please provide a copy of your volunteer policy? yes/no
3. Does your organization have a policy addressing media and the use of images? If so, please provide a copy. yes/no

## *Project Overview*

1. Context: identify and define the problem the project seeks to address (300 words)
2. Describe the proposed population served and how community needs will be addressed (300 words)
3. What are the proposed activities? (200 words)
4. List the objectives of the proposed activities (300 words)
5. List the proposed outcomes and impact (300 words)
6. Explain how this project addresses the Target Issue: *Our Natural Environment: Empowering Women and Girls to Ensure a Sustainable Future* (200 words)
7. Explain how the project addresses the UN Sustainable Development Goals (https://sdgs.un.org/goals), Specifically the target goals of SDG6, SDG7, SDG11, SDG12, SDG 13, SDG14, or SDG15. (100 words per SDG)
8. Sustainability: How will the project be maintained beyond the duration of the Target Project granting period? (i.e., How can long-term local community ownership be ensured after the project is complete?) (300 words)
9. Will there be other partners (local community organizations, donors, governmental agencies) involved in the project? If so, please describe their roles and responsibilities. (200 words per partner)

## *Project Budget/Funding*

You will be asked to submit a Detailed Project Budget. Please do so using the provided template, following the guidelines outlined on the checklist.

1. There will be fluctuation in the amounts of funds raised by FAWCO, which will result in variable quarterly distribution amounts. Does the organization have sufficient financial resources to operate with variable quarterly distribution amounts? yes/no
2. Explain the minimum quarterly funding necessary to meet the project's goals (200 words)
3. Are there specific payment milestones that are needed to carry out this project? (e.g., is seed money needed to launch the project? Does a certain amount of funding need to be provided by a certain date?) (200 words)
4. Would there be a need for any additional funding to complete the project? List any other sources of funding for the project and provide their respective percentage of the total project budget. (100 words/source)

## *Thank you!*

You have completed the questions for Phase I.

After you click SUBMIT, you will receive your responses by email AND have the ability to return to the Form to edit your responses. You may make changes up until midnight (your time zone) on July 31, 2022.

# SIGNATURE PAGE

## *In signing this statement the Project Organization:*

- Acknowledges that their project _Replace with Project Name_ is being proposed for selection as the Target Project for the FAWCO Target Program 2022–2025.
- Acknowledges that they have read this Statement of Agreement - Sample and agree to these terms should they be selected as the Target Project.

## *The application is being submitted by:*

Name of applicant _____

Full name of FAWCO Member Club / FAUSA _____

Date _____

Applicant Signature _____

## *On behalf of,*

Name of Project/Organization Representative _____

Name of Organization _____

Date _____

Project Representative Signature _____

# PHASE I • REQUESTED INFORMATION

Organization Documents

1. Organizational chart
2. Certificate of Incorporation
3. Proof of Liability Insurance
4. Audited Financial reports for the last two (2) years (2020 and 2021). If audited reports are not available, please provide reviewed reports.
5. Organization's current year budget (2022)
6. Protection policies:
    a. Child / Vulnerable Persons Protection policy
    b. Volunteer policy
    c. Media/Image policy

    If you do not have these policies in place, please find guidance to develop them on the next page.

Project Documents

1. Registration/license to operate in the country of project implementation
2. Detailed Project Budget (Template provided)

Signature Page

If you are unable to provide any of the above items, please provide an explanation why not.

## *Child / Vulnerable Persons Protection Policy*

If you do not have a policy in place, please reference these sites for developing one:

- https://www.unicef.org/supply/documents/policy-conduct-promoting-protection-and-safeguarding-children
- https://eurochild.org/uploads/2020/11/Eurochild_Child_Protection_Policy.pdf
- https://www.caritas.org/wordpress/wp-content/uploads/2019/02/Caritas-Internationalis-Children-and-Vulnerable-Adults-Safeguarding-Policy.pdf

## *Volunteer Policy*

If you do not have a policy in place, please reference these guides for developing one:

- https://www.volunteer.ie/wp-content/uploads/2017/07/Developing-a-Volunteer-Policy-for-your-organisation.pdf
- https://www.councilofnonprofits.org/sites/default/files/documents/Model%20Vol%20Handbook%20policies%20and%20proc.pdf
- https://cdn.ymaws.com/www.volunteertoronto.ca/resource/resmgr/Online_Resources/Workbook/Volunteer_Handbook_Final.pdf

## *Media / Image Policy*

If you do not have a policy in place, please reference these sites for developing one:

- https://www.unicef.org/media/reporting-guidelines
- https://www.photographerswithoutborders.org/code-of-ethics
- https://www.wateraid.org/uk/sites/g/files/jkxoof211/files/ethical-image-policy-january-2021.pdf
- https://media.msf.org/Docs/MSF/Media/TRMisc/1/f/c/9/MSFMSC5608.pdf?d63652301670

# PHASE II • APPLICATION QUESTIONS

Project Name
Name of the organization overseeing the project
Organization's website
On which social media platforms are you active?
Facebook / Instagram / Twitter / LinkedIn / Other

## *Organization Representatives*

Please submit a CV for each of the individuals named below.

Provide contact information for the individual/s responsible for overseeing the organization.

- Full name/s of responsible person/s
- Title/s
- Email Address/es
- Phone number/s (include the country code)

Provide contact information for the individual/s responsible for the implementation of the project.

- Full name/s of responsible person/s
- Title/s
- Email Address/es
- Phone number/s (include the country code)

Provide contact information for the individual/s responsible for financial oversight of the project.

- Full name/s of responsible person/s
- Title/s
- Email Address/es
- Phone number/s (include the country code)

## *Organization Overview*

1. Does your organization have a formal partnership with the government? If yes, please briefly describe. (200 words)
2. List and describe the organization's affiliations and partnerships with other NGOs, non-profits, communities, religious organizations. (200 words per partnership)
3. Please list the names of all persons appointed and their titles to the Board of Directors and/or other advisory committees.
4. Organization staff
    a. Number of staff globally
    b. Number of staff in-country
    c. What is the gender breakdown (total number male:female) of staff in-country?
    d. Will any of the current staff person/s be involved in this project? yes/no
    e. If yes, indicate the staff members' roles in relation to this project.

5. Volunteers
    a. Does your organization have a volunteer program? yes/no
    b. Do volunteers work in-country? yes/no/not applicable
    c. Are volunteers allowed to work with children or other vulnerable persons? yes/no/not applicable
    d. If yes, please describe your volunteer program with specific reference to volunteer selection/eligibility and training. (200 words)

## *Organization and Project Accountability*

Templates for the following are provided in the Project Folder.

1. Simple Logic Model
2. Project Timeline
3. Risk Assessment
4. Minimum Financial Standards Scoresheet
5. MEAL Plan (plan for monitoring, evaluation, accountability, and learning)

## *Fundraising, Awareness Raising and Promotion*

All funds for this grant will be provided through fundraising efforts. It is therefore important that we are able to effectively promote the project and raise awareness about the issues the project addresses.

1. Describe how you would work with the Target Program Chair to promote and raise awareness of this project to FAWCO Member Clubs. (500 words)
2. Would it be possible to arrange a site visit for FAWCO/FAUSA members? yes/no/maybe

## *Thank you!*

You have completed the questions for Phase II.

After you click SUBMIT you will receive your responses by email AND have the ability to return to the Form to edit your responses. You may make changes up until midnight (your timezone) of November 3, 2022.

## PHASE II • REQUESTED INFORMATION

CVs of the following persons

1. The person/s overseeing the organization.
2. The person/s responsible for the implementation of the project.
3. The person/s responsible for financial oversight of the project

A digital image of the organization's logo (file specifications: high resolution/300 dpi; file type: .jpg or .png).

If your organization has partnerships with government agencies, please provide relevant agreements and/or letters of support for this application.

Two letters of references from either a donor, partner organization, non-profit, NGO, or other government entity. If possible, please provide at least one international reference.

Simple Logic Model (Template provided)

Project Timeline (Template provided)

Risk Assessment (Template provided)

Minimum Financial Standards Scoresheet (Template provided)

MEAL Plan (plan for monitoring, evaluation, accountability, and learning) (Template provided)

If you are unable to provide any of the above items, please provide an explanation why not.

# STATEMENT OF AGREEMENT - SAMPLE

This is an agreement between The FAWCO Foundation, FAWCO, and Organization Name , hereinafter referred to as *Project Organization.*

The purpose of this agreement is to clearly define the roles, responsibilities, and deliverables of each party as they relate to the Target Project period from 2023–2025.

**Target Program Overview**

In 2009, FAWCO and The FAWCO Foundation launched the Target Program to unite all Member Clubs in supporting a single global initiative. As a recognized United Nations NGO with special consultative status to ECOSOC (UN Economic and Social Council), we enable our members to coordinate, collaborate and participate in making positive social change. The Target Program demonstrates the power of FAWCO Member Clubs working together toward a common goal to increase knowledge and awareness of the global issues impacting women.

At the FAWCO Interim Meeting on March 4–6, 2022, Our Natural Environment: Empowering Women and Girls to Ensure a Sustainable Future, was announced as the overarching theme for the FAWCO Target Program 2022 – 2025. Target Programs follow a three-year cycle of issue awareness and education, project selection, fundraising, project monitoring, review and evaluation:

| | |
|---|---|
| March 2022 | Education and Awareness begins on the Environment theme |
| March 2023 | Target Project announced & Fundraising Campaign launched |
| February 28, 2025 | Fundraising Campaign ends |

**Selected Target Project**

The FAWCO member clubs voted in February 2023 that the Project Organization's project will support our common goal for Our Natural Environment: Empowering Women and Girls to Ensure a Sustainable Future.
Project Name:

Organization Name: (FULL LEGAL NAME and Nicknames)

Address of Organization: (Legal Address)

Telephone Number: (country code and number)

Organization Website: (organization.org)

**Target Project Financial Overview:**

Please provide a project breakdown to address the functions/categories for the funding request.

- Project goals and objectives:
- Project milestones and timeline:
- Project monitoring and reporting system:
- Specific use of funds received:

## Fundraising Goal:

The Fundraising Goal for the Target Project is: $ 140,000

The FAWCO Foundation will strive to attain the financial goal for the Target Project; however this statement of agreement ***does not*** act as a guarantee that the proposed amount will be raised. The FAWCO Foundation cannot be held responsible if the goal is not met.

## Project Organization Deliverables

- The Project Organization shall assign a single point of contact for all inquiries and information. The Project Organization shall not make direct contact with any FAWCO Member Club. If the single point of contact changes, the Project Organization will immediately inform the FAWCO Target Chair.
- The Project Organization will participate as requested with The FAWCO Foundation Target Fundraising Coordinator to develop and implement a fundraising strategy. The Project Organization staff will share content about the project's educational value for use in The FAWCO Foundation fundraising campaign to attract donors and to enable club-based fundraising activities; including examples of past fundraising campaigns.
- A Project/Organization executive or authorized representative must be present at the March 2023 FAWCO Biennial meeting (location to be announced) to present the Target Project goals and impact, meet the FAWCO membership (donor base) and launch the fundraising campaign. The Project Organization is responsible for their travel costs for this trip.
- The Project Organization will provide media permission rights to FAWCO to use the materials presented in their monthly reports; FAWCO marketing materials, mailings, and newsletters for Member Club updates; and websites of FAWCO, The FAWCO Foundation, and FAUSA.
- **Project Status Reporting:**
    a. The Project Organization will submit Monthly Status Reports on the project to the FAWCO Target Chair. This should include photographs, testimonials from staff and participants, impact, etc.
    b. The Project Organization will submit an Annual Report every January through project completion.
    c. The Project Organization will submit a Final Report to the FAWCO Target Chair within 6 months of project completion.
- **Financial Reporting:**
    a. The Project Organization will submit quarterly and semi-annual Financial Reports (January and July) outlining the use of the funds to the Target Chair through project completion.
    b. The Project Organization will submit a complete project accounting, which will serve as the Final Financial Report, to the Target Chair within six months of project completion.

**Deliverables from The FAWCO Foundation**

- In 2023, per the timeline, The FAWCO Foundation will initiate a two-year fundraising campaign to support and coordinate the FAWCO Member Clubs' fundraising efforts for the Target Project.
- This campaign will be managed by The Target Fundraising Coordinator and the monies will be administered by The FAWCO Foundation Treasurer.
- The FAWCO Foundation Treasurer will disburse funds to the Project Organization in US dollars.
- Funds collected during the duration of this agreement will be disbursed on a quarterly basis within thirty (30) days after the end of each calendar quarter in the most cost-effective method (check or bank transfer).
- The final payment is estimated to be made in April 2025.

**Deliverables from FAWCO**

- The Target Program is managed by the FAWCO Target Chair. The FAWCO Target Chair will act as the single point of contact for the Project Organization. If this contact changes, FAWCO shall immediately inform the single point of contact for the Project Organization.
- FAWCO will offer the Project Organization an opportunity to present at the 2024 Annual Meeting (location to be determined).
- FAWCO is responsible for promotional support and advocacy of the Project Organization's mission among FAWCO and FAUSA members, partners and the outside community through its publications and media.
- FAWCO will grant the Project Organization permission to post in the FAWCO Facebook (closed) group during the Target Project cycle (2023–2025). FAWCO retains the right to review and remove any inappropriate content.
- FAWCO will add the Project Organization single point of contact to the distribution list for the Target Bulletin.

**Key Contacts:**

| The FAWCO Foundation | FAWCO | The Project Organization |
|---|---|---|
| Treasurer<br>Email<br>Tel:<br>Skype: | Target Chair<br>Email:<br>Tel:<br>Skype: | NAME, Single Point of Contact<br>Email:<br>Tel:<br>Skype: |

**Publicity Clause:**

The Project Organization grants use of their name and logo to FAWCO, The FAWCO Foundation, and FAUSA for use in our internal and external publications, promotional materials and digital media for the duration of the Target Program. Additionally, the Project Organization agrees that The FAWCO Foundation, FAWCO and FAUSA may continue to use their name and logo in the Target Program archive upon completion of this Target Program cycle.

The Project Organization must obtain prior approval for use of The FAWCO Foundation and FAWCO names, logos or specific organizational content.

All parties' signatures below indicate agreement to adhere to the provisions listed in this document and submitted to The FAWCO Foundation.

**Project Organization Representative's signature:**

_____ Date: _____

NAME: _____ Position: _____

**The FAWCO Foundation Representative's signature:**

_____ Date: _____

NAME: _____ Position: _____

**FAWCO Representative's signature:**

_____ Date: _____

NAME: _____ Position: _____

**Attachments:**

Application

Signature Page

**INFORMATION REQUIRED FOR PAYMENTS TO BE MADE TO**

**PROJECT ORGANIZATION**

Tax ID Number:

Project Organization payment information:

Check information:

Make check payable to:

Address to mail check:

Telephone number:

Bank transfer information:

Beneficiary Name:

Beneficiary Address:

Beneficiary Bank Name:

Bank Address:

Bank Account Number:

IBAN Number:

Swift Code:

**NOTE:** *If any of the above information changes, please notify The FAWCO Foundation Treasurer immediately to avoid delay in payment.*

## *FAQs • Frequently Asked Questions*

**Q. Explanation of terminology used in FAWCO: What do all these terms mean?**

**A.** This should help:

| | |
|---|---|
| **Target Program** | The full program cycle includes several phases: Target Issue Selection, Target Project Selection, Target Issue Education and Awareness, Fundraising, and Review. Cycles will run consecutively to provide a one-year break between fundraising phases. |
| **Target Focus** | The overarching goal of all Target Programs is to improve the lives of Women and Girls. |
| **Target Issue** | A specific issue which addresses the Target Focus: education, environment, health, or human rights. |
| **Target Project** | This is the project we support through fundraising. |
| **Target Issue Education and Awareness** | Educating and promoting awareness of the Target Issue. |

**Q. You say that the project must benefit women and girls. Our project includes boys and men. Are we automatically disqualified?**

**A.** Resolution # 1 of FAWCO's Resolutions and Recommendations establishes our commitment to improve the lives of women and girls worldwide, especially in the areas of education, environment, health and human rights. As such the Target focus is Women and Girls. However, we will support programs that include boys and men as part of the solution.

**Q. What are the UN Sustainable Development Goals?**

**A**. The UN Sustainable Development Goals (SDGs), sometimes referred to as the 2030 Agenda, build on the success of the Millennium Development Goals (MDGs). They outline 17 new goals for all countries to take action through 2030 with the aim to end all forms of poverty, fight inequalities and tackle climate change, while ensuring that no one is left behind. The Target Program 2022–2025 is focused on SDG6, SDG7, SDG11, SDG12, SDG 13, SDG14, or SDG15.
Learn More with this 3-minute video outlining the 17 SGDs:
https://www.youtube.com/watch?v=RpqVmvMCmp0

**Q. If I've submitted a proposal for the Target Project before, can I do it again?**

**A.** Yes, you may.

**Q. Can a club nominate two or more projects?**

**A.** Applications are submitted by individual members of FAWCO Member Clubs and FAUSA. This could result in multiple entries from within a single FAWCO Member Club or FAUSA.

**Q. Can I nominate two or more projects?**

**A.** Yes, you may. But, it is not recommended for an individual to submit more than one proposal. The application is long and detailed, and you should be fully committed to your proposal, not wavering between two or more options. If you find yourself considering more than one project, perhaps ask yourself the following questions:

- Which project am I most passionate about?
- Which project fits best to FAWCO values (empowerment and inspiration of women and girls)?
- Which project will best inspire creative and successful fundraising among the Member Clubs?

If you think that both projects are worthwhile to be submitted, consider asking someone else to lead one of the two project applications.

**Q. I don't have a history of working with this project/organization, can I nominate them?**

**A.** Yes, you may. However, experience shows that previous involvement with the project/organization offers a deeper understanding of their work.

**Q. Can I nominate a project/organization that FAWCO has already supported (i.e., past winner of a Development Grant)?**

**A.** Yes, you may.

**Q. Do I have to submit everything all at once?**

**A.** No, you do not. However, everything must be submitted by the deadlines.

**Q. How do I submit the application form, as well as other required information?**

**A.** Each applicant will be assigned a Project Folder in the FAWCO Google Drive. Access to this folder will be limited to you, the applicant, a representative from the project, and the Selection Chair. A Google Form will be used to collect your application responses and Templates will be provided using Google Sheets (or Microsoft Excel) for completion. Requested documents must be uploaded to this folder.
Further information is provided in the Instructions above and in the application.

**Q. What if I don't have all the information for the proposal right now?**

**A.** The deadline for Phase I is July 31 at midnight in your time zone. The deadline for projects that are included in Phase II is November 3 at midnight in your time zone. Answer each question as fully as you are able to in order to meet the deadlines.

**Q. Can we submit a video, image or audio file as part of the proposal?**
**A.** No, we will not consider this information in the evaluation process. The only exception is the organization's logo.

**Q. Can we insert links in the proposal, such as reference to research articles, etc., or to the social media pages of the organization?**

**A.** No. We ask for this and additional information only when we know which project has been selected.

**Q. How are projects selected?**

**A.** A Selection Committee will review each proposal and evaluate it based on the criteria outlined above in Guidelines & Selection Criteria. The strongest 3 proposals will be presented to Member Clubs for voting. Member Clubs may vote for one of the shortlisted proposals. The winning proposal will be announced at the Annual Meeting in March 2023.

**Q. Is there more than one phase in the application?**

**A.** Yes, this cycle we have moved to a two phase-process. The deadline for Phase I is July 31 at midnight in your time zone. The deadline for projects that are included in Phase II is November 3 at midnight in your time zone.

**Q. I've never completed an application like this before. Are there any tips you can offer?**

**A.** Sure, we found this handy and succinct guide online. It was published in February 2012 by Dr Jocalyn Clark, Senior Editor, PLoS Medicine Consultant for Grand Challenges Canada. The Key Ingredients of a Good Grant Proposal, as well as Top 10 Tips for Successful Grant Writing.

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*You can request the Official Application using this link*
*https://forms.gle/2jNwyyf1WaQkADnq9*

FAWCO
Target Program
Environment