**Annex I: COVID-19 Small Grant Expression of Interest Form**

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| **Civil society organisation details** | |
| **Organization name and registration number. Please submit proof of registration.** |  |
| **Mandate/mission statement of CSO** |  |
| **CSO staff focal point and alternate** | **Focal point**  Name:  Title:  E-mail:  Phone:  Other contact information  **Alternate focal point:**  Name:  Title:  E-mail:  Phone:  Other contact information |
| **Project details for small grant** | |
| **Proposal title** |  |
| **Small Grant Amount** | (*Please provide the amount in local currency ensuring it is between $5,000 to $15,000 USD, UN Women will calculate the USD amount.*) |
| **Duration and proposed start date** | 6 months.  Proposed start date:15 October 2020 |
| **Background** | *(Please provide a brief background, no more than 1 page, on the context you work in, the communities that you work with and key priorities. Please describe the potential or actual impact of COVID-19 on gender-based violence / women and girls).* |
| **Thematic Focus and Priorities** | *(Please list up to three priority thematic areas for the Small Grant e.g. GBV essential services, disability rights, SRH/J, economic rights/empowerment, indigenous rights, LGBTQIA+/SOGI, rural, youth etc.)*  1.  2.  3. |
| **Geographical focus** | *(Please provide information on the geographical area that the small grant will cover. Be as specific as possible)* |
| **Main objectives** | *(Please describe the main objectives of the small grant. List* ***at least one*** *and* ***up to three objectives****.)*  Objective 1:  Objective 2:  Objective 3: |
| **Key activities, time frame and results** | *(For* ***each objective****, please list* ***at least one*** *and* ***up to three activities*** *that the project will undertake, a description of the activity in 1 to 2 paragraphs, the timeline to implement the activities and the main results of each activity. For the timeline, list when key actions will take place over the six-month period.)*  Objective 1:   1. Activity 1.1:    1. Description:    2. Timeline:       1. Month 1:       2. Month 2:       3. Month 3:       4. Month 4:       5. Month 5:       6. Month 6:    3. Result(s): 2. Activity 1.2    1. Description:    2. Timeline:       1. Month 1:       2. Month 2:       3. Month 3:       4. Month 4:       5. Month 5:       6. Month 6:    3. Result(s):   Objective 2:   1. Activity 2.1:    1. Description:    2. Timeline:       1. Month 1:       2. Month 2:       3. Month 3:       4. Month 4:       5. Month 5:       6. Month 6:    3. Result(s):   **Sample**  Objective 1: To strengthen advocacy for women and girls in light of the impact of COVID-19   1. Activity 1.1: Co-create an advocacy plan to address the impact of COVID-19 on women and girls    1. Description: In partnership with three other civil society organisations/networks (X, Y and Z), we propose to host a multi-day workshop to co-create an advocacy plan to advance the rights of girls with disabilities, including gender-based violence survivor’s access to counselling and health services. The collective of organisations have been working together to advance a diversity of rights for girls with disabilities. Resourcing is needed to allow for thought partnership so the organisations can come together and vision way forward. The workshop will then lead to development of the plan to be shared across all organisations to advance the work.    2. Timeline:       1. Month 1: Prepare for the workshop, including invitations, venue etc.       2. Month 2: Host the workshop       3. Month 3: Write up an advocacy plan to be shared with all organisations       4. Month 4:       5. Month 5:       6. Month 6:    3. Results:       1. Advocacy plan drafted and shared with all involved organisations 2. Activity 1.2: Launch of key asks/one advocacy activity based on the advocacy plan    1. Description: After the workshop, one activity will be planned to launch the way forward. Depending on the determined activity, this may be a press briefing, a webinar or coordination for advocacy on a specific piece of legislation or policy. Funds will support development of resources/talking points and/or securing of materials/venue to host the activity.    2. Timeline:       1. Month 1:       2. Month 2:       3. Month 3:       4. Month 4: Advocacy activity planning       5. Month 5: Advocacy activity planning       6. Month 6: Advocacy activity implemented    3. Results:       1. Press briefing, talking points and communications materials for social media |
| **How will the activities support the development or strengthening of the your CSO’s capacity?** | *(Please share in up to 1 page)* |
| **Budget** | *(Please fill out the budget template below in your local currency. Add more / adjust rows as appropriate.)* |

\*\*Samples in red for explanation purposes only.

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| **Project title:** | | | | | |
| **Specify national currency: Fiji Dollar** | | | | | |
| **Budget line description** | **Unit quantity** | **Unit cost (in local currency)** | **Time unit (months, days or lump sum)** | **Total cost (in local currency)** | **Brief description** |
| **Objective 1:** To strengthen advocacy for women and girls in light of the impact of COVID-19 | | | | | |
| **Activity 1.1:** Co-create an advocacy plan to address the impact of COVID-19 on women and girls | | | | | |
| Workshop venue and catering | 1 | 10,912 | Lump sum | 10,912 | 3 day workshop room rental for the full day plus breakfast and lunch catering package for 3 days |
| Printing and stationary | 1 | 436 | Lump sum | 436 | Flip charts, print outs, markers, pens, notebooks, sticky notes, craft materials |
| Transportation for participants | 36 | 20 | Roundtrips to workshop venue | 720 | 12 participants, 3 days of round trip travel to venue, 20 FJD transport credit per day |
| **Activity 1.2:** | | | | | |
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| *Sub-total objective 1* | | | |  |  |
| **Objective 2:** | | | | | |
| **Activity 2.1:** | | | | | |
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| *Sub-total Objective 2* | | | |  |  |
| **Objective 3:** | | | | | |
| **Activity 3.1:** | | | | | |
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| **Activity 3.2:** | | | | | |
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| *Sub-total Objective 3* | | | |  |  |
| ***Grant total (sum of all sub-total amounts) in national currency*** | | | |  |  |
| ***FOR UN WOMEN ONLY, DO NOT FILL IN***  ***Total cost in USD based on UN operational exchange rate*** | | | |  |