

Copy of Primary Grant- Renewal - English

General Information

Welcome to The Global Fund for Children's online application form. Please contact your regional program officer if you have any problems with this application.

Completing this form serves to describe your organization, its funding request, and its organizational aims to The Global Fund for Children. We use information about your organization to comply with US laws and regulations; please double-check your responses for accuracy and completeness. If you have questions about this form, please contact your regional program officer.

Please note that you can save your progress and come back to the application later, but the application cannot be revised after it has been submitted.

Full name of your organization, as registered with the government:

Acronym or commonly used name of your organization, if different from above:

Nongovernmental organization (NGO) registration number:

NGO registration date (MM/DD/YYYY):

Full name(s) of the organization's founder(s): First name: Middle initial:

Last name (Family name):

Full name of the organization's director:

Title:

Email:

Full name of the person completing this proposal:

Click here if same as director: First name: Middle initial:

[No](#)

Last name (Family name):

Title:

Email: First name: Middle initial:

Last name (Family name):

Full name of the person responsible for financial matters:

Title:

Email: First name: Middle initial:

Last name (Family name):

Full name of a second contact (if you have not already named two separate people above):

Title:

Email:

Staff:

Total number:

Number under 30 years old:

Number full-time: Number part-time:

Number of volunteers:

Board members:

Total number:

Number under 30 years old:

Complete mailing address of organization (PO Box or US mailing address is acceptable):

Street address:

City: State:
<None>

Postal code:

Country:
<Select One>

Complete physical address of the organization's headquarters or main program site, if different from above (PO Box is not acceptable):

Street address:

City: State or province:

Postal code:

Country:

Phone number (including country code):

Website:

General email:

What language does your organization prefer to use on applications/forms and for communication?

List the full names of all board members below. First name: Middle initial:

Last name (Family name):

Board member:
Title: First name: Middle initial:
Last name (Family name):

Board member:
Title:

Board member:
Prefix: First name: Middle initial: <Select One>
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Title: First name: Middle initial:

Last name (Family name):

Board member:

Title:

Progress and Changes

Describe the organization's progress and changes during the last year, including:

Changes to the core program, service, or activity that serves children/youth (ages 0-24):

Organizational capacity (participation in training, strategic planning, development of materials, outreach, etc.):

Awards or recognition for your organization:

Programs

Number of children served *directly*

Directly Served - Being served directly refers to those served regularly through face-to-face contact with program staff, often in a one-on-one, small group, or classroom setting. Direct programming is generally targeted to the needs of a specific individual or group.

Number of children/youth (ages 0-24) served *directly* by the organization in the last year:

Explain how the organization counts the number of children/youth served *directly*:

Program Outcome

One way for an organization to monitor and evaluate the impact of its work is through program outcomes. The Global Fund for Children is most interested in short term outcomes that answer the question "What happened as a result of the program?"; this can be changes in attitudes, behaviors, awareness, knowledge, skills, motivation or other indicators of success or well-being in the children/youth the organization serves.

If you have any questions or changes to your outcome, please contact your regional program officer.

Measure your outcome:

Select the same outcome metric that you used last year from the menu of outcomes below. You can find that outcome in the email inviting you to complete this proposal.

program participants who/whose...

What was the actual number of program participants that achieved this outcome?

What is the total number of program participants who received services or participated in activities related to the outcome referenced in your invitation email and selected above?

Click the calculator icon to see the percentage of program participants who achieved the outcome last year.

0%

What is the target percentage of participants you would like to achieve this outcome next year?

Does your organization still collect data (measure) for this outcome this way? Update only if it has changed.

Have there been any issues to measure your program outcome or changes in the program that require a change in the program outcome you reported? If so, please explain and contact your GFC regional program officer:

OCI**Organizational Capacity Index****Purpose**

The Organizational Capacity Index (OCI) is a self-assessment tool developed by the Global Fund for Children (GFC) to help you better understand your strengths and weaknesses as an organization and identify areas for improvement. **Your score does not influence decisions related to the status or amount of your funding from GFC.**

Usage

Based on the information provided in your OCI, you will be able to pinpoint the areas that require your leadership's attention and develop an overall plan to address these issues. Your Program Officer is here to help you and can suggest resources and strategies to assist in developing your capacity. Your Program Officer will track your OCI progress throughout your relationship with GFC and encourages you to do the same to aid you in revising your organizational development plans. Ultimately, GFC seeks to empower you to improve your organizational capacity to offer the best-quality services to as many children as possible.

Layout

The OCI is divided into the eight sections listed below. Within each section, you will find several subsections to help score your organization's capacity. Each of these subsections includes five mutually exclusive statements associated with a capacity level and score. These capacity levels are labeled: Nascent, Emerging, Developing, Strengthening, and Thriving.

1. Planning
2. Fundraising
3. Financial Management
4. Governance
5. Human Resource Development
6. Monitoring, and Evaluation (M&E)
7. Community and External Relations
8. Information Technology (IT)

Instructions

For each subsection, please select one statement that best characterizes your organization now, and write the selected corresponding number from the drop-down below. When you have done this for every subsection within a section, follow the instructions at the bottom of the tool to see the summary and plan for the coming year. For each section, you're welcome to provide comments or explanations if you choose.

You should complete the OCI in a team to generate conversation over your current capacity and how you can improve. At the very least, this team should include the executive director/president/individual overseeing day-to-day operations as well as two staff members from different departments. When possible, GFC encourages you to incorporate board members, volunteers, and any other individuals who may offer additional insights into your operations.

Planning:**Staff Alignment**

- 1 - *Nascent*: We have never spelled out our organization's mission and vision
- 2 - *Emerging*: Only one or two staff members can articulate the organization's mission and vision
- 3 - *Developing*: Around half of our staff members can articulate the organization's mission and vision
- 4 - *Strengthening*: The majority of staff members can articulate the organization's mission and vision
- 5 - *Thriving*: Both our staff and our board can articulate the organization's mission and vision

Pick from drop-down

Strategy

- 1 - *Nascent*: We do not have written work plans; we focus primarily on short-term planning and activities
- 2 - *Emerging*: We have written work plans mostly focused on the next six months to a year
- 3 - *Developing*: We have an annual operating plan outlining program implementation and resource mobilization
- 4 - *Strengthening*: We have a two to three year strategic plan which outlines strategies for building capacity and sustainability as well as the elements mentioned above
- 5 - *Thriving*: We are in the process of implementing at least our second strategic plan that includes the elements mentioned above, and in which we revisit our mission and vision

Pick from drop-down

Monitoring

- 1 - *Nascent*: We do not monitor progress on our written work plans
- 2 - *Emerging*: We monitor progress on our written work plans only when we have problems
- 3 - *Developing*: We regularly monitor progress on our written work plans and update them accordingly
- 4 - *Strengthening*: We have a strategic plan which is connected to our written work plans
- 5 - *Thriving*: Our work plans reflect our strategic plan and are regularly updated with the input of program staff

Pick from drop-down

Budget

- 1 - *Nascent*: We do not know where our program funding will come from for the next six months
- 2 - *Emerging*: We know or have a good idea of where our program funding will come from for the next six months
- 3 - *Developing*: We know or have a good idea of where our program funding will come from for the next year
- 4 - *Strengthening*: We know or have a good idea of where our program funding will come from for the next two or more years
- 5 - *Thriving*: We know or have a good idea of where our program funding will come from for the next two or more years and our budget projections have been accurate for at least the past two years

Pick from drop-down

Comments or Explanation

Fundraising:**Grants**

- 1 - *Nascent*: Our only grant comes from GFC
- 2 - *Emerging*: We have at least one grant besides GFC's, but the majority are small (under 25,000 USD)
- 3 - *Developing*: We have at least two grants besides GFC's, and at least one is mid-sized (25,000-75,000 USD)
- 4 - *Strengthening*: The majority of our grants are at least mid-sized, and we have at least one large grant (75,000-100,000 USD)
- 5 - *Thriving*: The majority of our grants are either mid-sized or large, and we have at least one very large grant (over 100,000 USD)

Pick from drop-down

Donors

- 1 - *Nascent*: We are mostly dependent on one major funding source (e.g. individuals, companies, foundations, local governments)
- 2 - *Emerging*: We have more than one major funding source, but the majority are single-year or one-time donations
- 3 - *Developing*: We have several major funding sources, at least two of which are multi-year donations
- 4 - *Strengthening*: We have several major funding sources, the majority of which are multi-year donations
- 5 - *Thriving*: We have several multi-year donors and we have well-established connections within the donor community at the local, national, and international levels

Pick from drop-down

Diversification

- 1 - *Nascent*: Our organization largely relies on in-kind resources (e.g. volunteer time or donated space and materials)
- 2 - *Emerging*: The majority of our funding is restricted to one or more specific projects rather than general purposes
- 3 - *Developing*: We receive approximately as much funding for general operations as we do for specific projects
- 4 - *Strengthening*: The majority of our revenue is not restricted to specific projects and we are beginning to diversify our sources of income (e.g. income-generating activities, property, endowments)
- 5 - *Thriving*: Our sources of revenue are diversified and composed of long-term grants, income-generating activities, property, endowments, etc.

Pick from drop-down

Planning

- 1 - *Nascent*: We do not have a fundraising plan
- 2 - *Emerging*: We are in the process of developing a comprehensible fundraising plan
- 3 - *Developing*: We have a comprehensible fundraising plan, however we have not yet implemented it
- 4 - *Strengthening*: We have a fundraising plan with demonstrated success in attracting new and diverse donors
- 5 - *Thriving*: We have a fundraising plan which has been successfully implemented and reviewed, and we have updated this plan at least once

Pick from drop-down

Comments or Explanation

Financial Management:

Projections

- 1 - *Nascent*: We do not make annual budget projections
- 2 - *Emerging*: We make annual budget projections, however these projections usually require revision
- 3 - *Developing*: We make annual budget projections which generally reflect our actual income and expenditures
- 4 - *Strengthening*: We make budget projections for the next two to three years which generally reflect our actual income and expenses
- 5 - *Thriving*: We make budget projections for the next four or more years which generally reflect our actual income and expenses

Pick from drop-down

Accounting

- 1 - *Nascent*: We have one or two individuals who handle our finances
- 2 - *Emerging*: We have three or more individuals who handle our finances
- 3 - *Developing*: We have an account officer or consultant whom we employ when we have the available funds
- 4 - *Strengthening*: We have an account officer or consultant who works with us on a biannual or annual basis
- 5 - *Thriving*: We have an account officer or consultant who works with us regularly, at least quarterly

Pick from drop-down

Expenditures

- 1 - *Nascent*: We do not keep records of our expenditures
- 2 - *Emerging*: We keep records of our expenditures, but we do not report on these expenditures
- 3 - *Developing*: We report on our expenditures, but these reports are not reviewed by our governing group or senior staff
- 4 - *Strengthening*: We report on our expenditures, and these reports are reviewed by our governing group or senior staff when problems arise
- 5 - *Thriving*: We report on our expenditures, and these reports are reviewed by our governing group or senior staff at least annually on a regular basis

Pick from drop-down

Audits

- 1 - *Nascent*: We have never been audited
- 2 - *Emerging*: We have been audited at least once by an individual with some accounting experience
- 3 - *Developing*: We have been audited once by an individual with a professional accounting background
- 4 - *Strengthening*: We have been audited two or more times by an individual with a professional accounting background
- 5 - *Thriving*: We have been audited two or more times by at least two different individuals with professional accounting backgrounds

Pick from drop-down

Comments or Explanation

Governance:**Governance and Decision Making**

- 1 - *Nascent*: We do not have a governing group which makes decisions regarding finances, strategy, and direction
- 2 - *Emerging*: We have a governing group that meets only when problems arise or major decisions must be made
- 3 - *Developing*: We have a governing group that meets regularly to make decisions for our organization
- 4 - *Strengthening*: We have a governing group that meets regularly and takes formal notes on its decisions
- 5 - *Thriving*: The results of our governing group meetings are made known to relevant stakeholders

Pick from drop-down

Diversity of Representation

- 1 - *Nascent*: Our organization's founder makes all decisions regarding finances, strategy, and direction
- 2 - *Emerging*: The majority of our governing group comes from the founder's personal network or circle of friends
- 3 - *Developing*: We are actively engaged in diversifying our governing group and attracting members from outside personal networks
- 4 - *Strengthening*: We have a fairly diversified governing group, with around half of these members from outside personal networks
- 5 - *Thriving*: We have a very diverse governing group: members represent a variety of professional sectors and the community served, and they bring a wide range of relevant and useful skill sets and assets

Pick from drop-down

Terms and Length of Service

- 1 - *Nascent*: We have no policies regarding the terms of governing group members
- 2 - *Emerging*: We are in the process of delineating terms and processes for our organization's governing group
- 3 - *Developing*: We have clearly defined and formalized terms of service for our governing group
- 4 - *Strengthening*: Around half of the governing group has been replaced after completing terms of service
- 5 - *Thriving*: The majority of the governing group has been replaced after completing terms of service

Pick from drop-down

Outreach and Fundraising

- 1 - *Nascent*: Our governing group is not actively involved in outreach and fundraising for the organization
- 2 - *Emerging*: Some members are becoming more active with promotion and outreach of the organization
- 3 - *Developing*: All members of our governance group are just beginning to help with fundraising and outreach efforts
- 4 - *Strengthening*: All members of our governance group have been supporting fundraising and outreach efforts two or three times throughout the year
- 5 - *Thriving*: All members of our governance group are regularly active with outreach efforts, fundraising, and most are strong ambassadors for the organization with donors, public, and partners

Pick from drop-down

Comments or Explanation

Human Resources Development:**Compensation**

- 1 - *Nascent*: Our staff members are unpaid or receive small stipends
- 2 - *Emerging*: We have a few paid staff members, but the majority are unpaid or receive small stipends
- 3 - *Developing*: The majority of our staff members are paid, but some may be unpaid or receive small stipends
- 4 - *Strengthening*: Our staff members receive fair and competitive salaries
- 5 - *Thriving*: We offer paid internship and/or fellowship opportunities to young individuals

Pick from drop-down

Specialization

- 1 - *Nascent*: There is very little or no division of responsibilities among staff members
- 2 - *Emerging*: There is some division of responsibilities among staff members, but everyone does a little bit of everything
- 3 - *Developing*: We recruit at least several staff members specializing in one functional area (e.g. programming, fundraising, IT)
- 4 - *Strengthening*: The majority of our staff members specialize in one functional area
- 5 - *Thriving*: Our staff members are considered experts in their areas of specialization

Pick from drop-down

Regulations

- 1 - *Nascent*: We have no formal policies related to human resources (e.g. sick leave, holidays, disability, sexual harassment)
- 2 - *Emerging*: We offer our staff some basic benefits (e.g. holidays, sick leave, maternity) which are a part of our staff members' contracts
- 3 - *Developing*: We are familiar with legal regulations and policies related to human resources in our region and/or country and we take steps to comply
- 4 - *Strengthening*: We have our own policies related to human resources which go beyond the minimum standards of the country or region in which we operate
- 5 - *Thriving*: Our human resources policies are among the best in the region

Pick from drop-down

Staff Development

- 1 - *Nascent*: Our staff members receive very few opportunities to improve their skills
- 2 - *Emerging*: We hold occasional, informal training sessions for our staff members
- 3 - *Developing*: We hold regular, formalized, internal training sessions to help our staff members improve their skills
- 4 - *Strengthening*: We provide opportunities for our high-level staff members to participate in trainings and exchanges with others outside our organization in order to improve their skills
- 5 - *Thriving*: We provide opportunities for all our staff, including young employees, to participate in trainings and exchanges with others outside our organization in order to improve their skills

Pick from drop-down

Comments or Explanation

Monitoring and Evaluation:

Monitoring and Evaluation

- 1 - *Nascent*: We have informal processes to monitor how many children we serve
- 2 - *Emerging*: We keep formal records to monitor how many children we serve
- 3 - *Developing*: We keep formal records to monitor our programs, both in terms of how many children we serve and changes in behavior, skills, attitudes, or the condition of life
- 4 - *Strengthening*: We regularly analyze and report on the results of our services for children
- 5 - *Thriving*: We dis-aggregate the data which we collect in our reports along the lines of gender, age, disability, etc.

Pick from drop-down

Training

- 1 - *Nascent*: Most of our staff members have little to no training in collecting or organizing data
- 2 - *Emerging*: Most of our staff members have some training in collecting and organizing data
- 3 - *Developing*: Most of our staff members have been trained in collecting, organizing, and analyzing data
- 4 - *Strengthening*: Most of our staff members have been trained in collecting, organizing, and analyzing data and have at least three years of experience working in this capacity
- 5 - *Thriving*: Our organization hosts at least one staff member who is considered an expert in collecting, organizing, and analyzing data in addition to most of our staff members having worked in this capacity for at least three years

Pick from drop-down

Learning

- 1 - *Nascent*: We do not discuss the data that we collect
- 2 - *Emerging*: We have informal conversations in which we try to learn from our data, but these are undocumented
- 3 - *Developing*: We formally document our analysis of the data that we collect
- 4 - *Strengthening*: We incorporate our formally documented data analysis into the revision of our work
- 5 - *Thriving*: We share our lessons learned with other organizations

Pick from drop-down

Child Participation

- 1 - *Nascent*: We do not involve our program participants in the collection or analysis of our data
- 2 - *Emerging*: We listen to the experiences of our program participants, and sometimes highlight these in our reports
- 3 - *Developing*: We consider our program participants' responses as valuable data that informs our operations
- 4 - *Strengthening*: We appropriately train and utilize program participants in the collection of data
- 5 - *Thriving*: We utilize the responses obtained by program participants to inform our operations

Pick from drop-down

Comments or Explanation

Community and External Relations:

Visibility

- 1 - *Nascent*: We are not well-known beyond the populations we serve
- 2 - *Emerging*: The local community is involved with our work and views our organization as a valuable resource
- 3 - *Developing*: Other organizations beyond our immediate community view us as credible and support our work
- 4 - *Strengthening*: Regional government and/or large civil society organizations recognize and support our work
- 5 - *Thriving*: National government and/or international civil society organizations recognize and support our work

Pick from drop-down

Collaboration

- 1 - *Nascent*: We rarely participate in networks or collaborate with other organizations
- 2 - *Emerging*: We collaborate with other organizations in our community
- 3 - *Developing*: We participate in at least one large formal network focused on children's wellbeing
- 4 - *Strengthening*: Our staff members receive regular invitations to share our work at conferences, workshops, etc.
- 5 - *Thriving*: We hold leadership roles in networks focused on children's well being

Pick from drop-down

Media Exposure

- 1 - *Nascent*: Our organization has had little or no exposure in the media
- 2 - *Emerging*: Local media and news organizations have written stories about our work
- 3 - *Developing*: Local media report on our work regularly and/or we have received local awards and recognition
- 4 - *Strengthening*: Our organization has received reputable/major awards or recognition at the national level
- 5 - *Thriving*: Our organization has received international awards, recognition, or media coverage

Pick from drop-down

Child Participation

- 1 - *Nascent*: We don't engage in any sort of advocacy aimed at policy change
- 2 - *Emerging*: We engage in advocacy aimed at policy change at the local level
- 3 - *Developing*: We engage in advocacy and have successfully effected policy change at the local level
- 4 - *Strengthening*: We engage in advocacy aimed at policy change at the national level
- 5 - *Thriving*: We engage in advocacy and have successfully effected policy change at the national level

Pick from drop-down

Comments or Explanation

Information Technology:

Hardware

- 1 - *Nascent*: We have only one computer which is shared by staff and is secondhand or more than 5 years old
- 2 - *Emerging*: We have multiple computers, but the majority of them are secondhand or more than 5 years old
- 3 - *Developing*: We have multiple computers and the majority of them are less than 5 years old
- 4 - *Strengthening*: We have multiple computers and the majority of them are less than 3 years old
- 5 - *Thriving*: We have enough computers for all staff members and the majority of them are less than 3 years old

Pick from drop-down

Software

- 1 - *Nascent*: We use computers primarily for word processing
- 2 - *Emerging*: We use computers primarily for word processing and basic accounting
- 3 - *Developing*: We use computers for advanced accounting and database functions
- 4 - *Strengthening*: We use customized software for accounting, database, and/or fundraising functions
- 5 - *Thriving*: We use our customized software to organize and analyze our data and report our findings

Pick from drop-down

Web Presence

- 1 - *Nascent*: Our organization does not have a social media (e.g. Facebook, Twitter) presence or website
- 2 - *Emerging*: Our organization has a social media presence, but does not have a website
- 3 - *Developing*: Our organization has a social media presence and a website hosted by a third-party domain
- 4 - *Strengthening*: Our organization has an active blog in addition to a social media presence and website
- 5 - *Thriving*: Our organization has a website and we own the domain name in addition to having a social media presence and active blog

Pick from drop-down

Internet

- 1 - *Nascent*: We do not have internet access in our office; we rely on outside sources such as internet cafes
- 2 - *Emerging*: We have internet access in our office, but it is not permanent or reliable
- 3 - *Developing*: We have regular, reliable internet connectivity that is accessible on multiple computers in our office
- 4 - *Strengthening*: We have regular and fast internet connectivity, using high-speed or Wi-Fi
- 5 - *Thriving*: We have a network/server for our office

Pick from drop-down

Comments or Explanation

Summary and Targets for Next Year:

Reflect on your capacity levels and the conversations that took place while completing this exercise. GFC does not expect improvement in every capacity area each year; however, we hope this tool will encourage you to consider which areas you can emphasize in your organizational development.

Capacity Level Summary

Now that each sub-section above is complete, click one of the calculator icons so the total score is auto-calculated for each section. Compare each calculated section total against the range of numbers referenced in the capacity index key to determine your organizations capacity in that area.

Capacity Index: 4-6 = *Nascent* | 7-10 = *Emerging* | 11-14 = *Developing* | 15-18 = *Strengthening* | 19-20 = *Thriving*

Planning 0	Fundraising 0	Financial Management 0	Governance 0	Human Resources 0	Monitoring and Evaluation 0	Community and External Relations 0
Information Technology 0						

Moving Forward

Provide details on what steps you can take to sustain or improve your current capacity. Based on the summary of your current capacity, what areas and category do you want to target for improvement next year.

Finances

For the most recently completed fiscal year, what was the total monetary amount (in US dollars) *spent* by the organization (this includes program expenses, operational and administrative expenses, staff salaries, etc.)?

List up to 5 of the organization's major sources of funding in the table below (not including funds from GFC):

Funder name: Country:

Amount (in US dollars):

Funder name: Country:

Amount (in US dollars):

Funder name: Country:

Amount (in US dollars):

Funder name: Country:

Amount (in US dollars):

Funder name: Country:

Amount (in US dollars):

Does the organization receive revenue from any of the following sources?

Please select all that apply:

No Income-generating projects

No Individual donors

No Local businesses

No Local government

No Membership fees

No School fees

No Workshop fees

If you selected any of the above, please describe the activity and revenue amount:

Grant Request

Amount the organization is being invited to request from the Global Fund for Children (in US dollars):

On the next page, you will be asked to upload a detailed budget for the grant amount you are requesting.

Attachments

To upload attachments, click the button below each document description, locate the document on your computer, click open, and then click upload.

Please upload the following attachments:

Proposal Budget:

To prepare your proposal budget, please download and complete the Proposal Budget [here](#).

Organizational Income and Expenditures:

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The following attachments are optional:
<u>Annual Report:</u>
<u>Annual Financial Statements:</u>