ETHIOPIAID
TRANSFORMING LIVES IN ETHIOPIA

Small Grants Programme 2024
IMPORTANT INFORMATION

Please read this information before completing the application form

ABOUT ETHIOPIAID
Since 1989, Ethiopiaid UK has worked in partnership with locally led non-government organisations who impact positively upon the lives of the vulnerable and marginalised in Ethiopia.

WHO WE WILL CONSIDER FOR FUNDING
Our Small Grants Programme provides one off grants only to projects where a small grant can make a significant impact or help leverage further funding from other donors.

We are focused on supporting locally led organisations working on the following priorities:

- Improving opportunities for women and girls
- Improving maternal health
- Eradicating harmful traditional practices and gender based violence
- Education and training for children and young people
- People living with disabilities
- Neglected diseases
- Supporting the most vulnerable
- Emergency relief, recovery and resilience

Grants awarded do not normally exceed £20,000 GBP.

CHECK IF YOU ARE ELIGIBLE
To be eligible to apply your organisation must meet the following criteria:

- be registered as a charity in Ethiopia
- provide last 2 years of audited accounts
- have a safeguarding policy and evidence how it is followed in your organisation
- be willing to commit to Ethiopiaid's own safeguarding policy and code of conduct
- be able to demonstrate how the work funded will continue when our grant ends
- you have NOT received funding from Ethiopiaid within the last 2 years

Please note that we will not consider an application if:

- the amount you are applying for exceeds 50% of your organisation's total income budget for the year
- your project is mainly advocacy work
- you are a political organisation
- you are not a registered charity in Ethiopia

We favour organisations that have not received funding from Ethiopiaid in the last 2 years.

HOW TO APPLY
Please complete all sections of the application form and return to us with the following documents:

- the last 2 years of audited accounts
- your organisation's safeguarding policy
- your organisation's current strategic plan
- a full budget for the project you are applying for

Applications are considered twice a year must be received by the stated deadlines of **22nd April 2024 or 23rd September 2024.**

Due to the volume of applications received we will **not** consider incomplete applications or applications that are sent in an unclear format (individual pages as separate files, untitled/unclear file names etc.).

Email your completed application and supporting documents to *applications@ethiopiaid.org.uk*

HOW WE WILL NOTIFY YOU IF YOU HAVE BEEN SUCCESSFUL
The committee will meet to assess your application within 10 weeks of the deadline.

All applicants will be contacted with our decision, whether successful or not. Due to the volume of applicants, we can only provide limited feedback by email to unsuccessful applicants. The committee's decision is final.

IF YOUR APPLICATION IS SUCCESSFUL
If your application is successful we will confirm this in an email. The next step will be to send you a 'Partnerships Agreement', our 'Safeguarding Policy' and Code of Conduct'. You must read these in full, complete and return to us.

We may also request a reference from another of your organisation's funders.

All grantees must provide Ethiopiaid with an official receipt once funds have been transferred.

Grantees are asked to report back to us mid-way through the project and again at the end of the project. A reporting template is available to guide you.

As part of our annual monitoring and evaluation process we may select your organisation for closer review. Please be aware that if your organisation is selected then we will require your cooperation in accessing documentation and arranging a visit to your project/ offices.

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SMALL GRANTS PROGRAMME APPLICATION FORM 2024

Organisation Name:	**Date of Application:**
Project Title:	

PART A - Your organisation's details

Contact information	
Charity registration date and number	
Registered address	
Website	
Name of person to contact for this application and job title	
Contact telephone number	
Contact email	

About your organisation	
What is the main focus of your organisation's work?	
Your management structure: • How many are on your senior management team? • How many are Ethiopian nationals? • How many are male and how many are female?	
Your Board structure: • How often are Board meetings? • Are meetings minuted? • Number of board members? • How many are male and how many are female? • How many reflect the people/ communities you are working with?	

How many of your team are: • Paid employees? • Unpaid volunteers?	
Financial information:	
Can you provide us with 2 years of audited financial accounts?	
What is the annual budget for the whole of your organisation in ETB? This fiscal year Last fiscal year:	
What are the total administration costs for your organisation in ETB? This fiscal year: Last fiscal year:	
What are the total salary costs for your organisation in ETB? This fiscal year: Last fiscal year:	
Amount requested for this project (ETB)? **Is this the total budget?** **How much will be used for admin costs?** **If there is a funding gap for the project how will you meet it?** **Tell us about other funders approached for this project?** • Who is the funder? • How much have you asked for? • Do you know the outcome of your application?	
Please provide 2 examples of funding secured by your organisation in the last 2 years: **Funder 1** Name of donor: Date of funding: Amount: Project/ activity funded: **Funder 2** Name of donor: Date of funding: Amount: Project/ activity funded:	
Provide details of a funder who is willing to be a reference for your application:	

PART B - The purpose of the grant

<table>
<tr><th colspan="2">Project information</th></tr>
<tr><td>Project title/ name</td><td></td></tr>
<tr><td>Date the project will begin</td><td></td></tr>
<tr><td>Location of the project (woreda, city, zone)</td><td></td></tr>
<tr><td>Which of area of interest does the project meet:

• Opportunities for women and girls
• Improving maternal health
• Eradicating HTPs / GBV
• Education/ training
• People living with disabilities
• Neglected diseases
• Vulnerable people
• Emergency relief and recovery</td><td></td></tr>
<tr><td>Number and type of beneficiaries who will be reached

Please state number of adults or children in each category</td><td>
<table>
<tr><th>Category e.g. men, women, children. mothers, people living with disabilities…</th><th>Number</th><th>Direct or Indirect?</th></tr>
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</td></tr>
<tr><td>Briefly explain why this project is needed?</td><td></td></tr>
<tr><td>What are the main activities being delivered by the project?</td><td></td></tr>
</table>

What changes do you expect to see by the end of the project?	
List the organisations, alliances and networks you will collaborate with on this project.	
Are there any potential challenges you foresee for this project?	
Will this project/ activity continue once our grant has ended? • If yes please explain how it will be funded?	
How will you monitor the success / impact of the project?	
The budget • Please provide the project budget (in ETB) or attach a separate budget sheet with this application.	

PART C - Application declaration

In submitting this application we, the undersigned, confirm that all information provided is accurate and true.

We understand that any attempt to deliberately mislead will result in withdrawal of the grant.

Signed by:	**In my capacity as:**	**Date:**