

# Women and Girls Fund

## Research Grant Concept Note Template

### A. Organisation Information

Date				
Organisations Name				
Is your organisation women and/or girl led?				
Are you registered in the country? Under which law?	Yes		No	
	Name the Law:			
No. of years operational				
Organisation Address				
District and/or Province where you operate from currently				
Email Address				
Phone Number				
Contact Person				

### B. Organisations governance details

Does your organisation have a Board?	Yes		No	
Indicate type of Board <sup>1</sup>	Advisory Board	Governance Board	Other type of Board	
If other type of Board, please explain its role and function				
How many members does the Board consist of?	Total number		Malawian based	Non-Malawian based
How many of the total board members are men and how many are women	Women		Men	

### C. About the management and the staff

Does your organisation have an executive Director/ manager?	Yes		No	
Are they male or female	Male		Female	
How many staff members do you have	Total number		Full time	Part time/ volunteers
How many of the staff members are men and how many are women	Women		Men	

### D. Organisational Mission & Vision and objectives

<b><i>In a few sentences, please describe the vision, mission &amp; main objectives of your organisation.</i></b>
<b>Vision:</b>

<sup>1</sup>**An Advisory board:** **Purpose:** Provides non-binding strategic advice, guidance, and expertise to the organization. **Role:** Members act as advisors, offering insights on specific areas like fundraising, advocacy, or program design. They do not have decision-making authority over the organization's operations or policies.

**A Governing board:** **Purpose:** Holds legal and fiduciary responsibility for the organization, ensuring it operates ethically, legally, and effectively. **Role:** Members make key decisions about the organization's strategy, policies, finances, and overall governance. They are accountable for the organization's performance and compliance

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**Mission:**

**Objectives:**

## E. Organisational research experience

If applying as a WGLO, do you have research experience?

If you do not have research experience and are partnering with another WGLO or a research institution, please describe their experience in undertaking research.

## F. Partnership experience

Have you partnered with any WGLOs in the last 2 years	Yes		No	
Will you be partnering with another WGLOs on this research?	Yes		No	
Will you be partnering with a research institution or academic institution on this proposal?				
Are you a member of any network(s) / coalition(s) / forum (fora) etc? These can be local, regional or international.	Yes		No	
If you are a member of any network(s), coalition(s), forum (fora) etc, name them.	1			
	2			
	3			

## G. Research project details

<b>Title of the Research Project</b> <i>(Provide a concise and descriptive title that reflects the essence of the proposed research).</i>	
<b>Locations to be covered in the research</b> <i>(List here provinces and districts to be covered in the research)</i>	
<b>Research Team</b> <i>(Please share details of the research team, including their roles and relevant experience)</i>	

## H. Research context and problem statement

Briefly describe the context and significance of the research. Explain the problem or knowledge gap the research seeks to address. Highlight the relevance of the research to current issues, policies or work to promote gender equality and women empowerment

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## I. Objectives of the research

*Clearly outline the main objectives or research questions. Ensure the objectives are specific, measurable, achievable, relevant, and time-bound (SMART).*

## J. Methodology

*Briefly describe the research design, approach, and methods to be used. Include details on data collection, analysis techniques, and tools.*

*If appropriate, also include details of how you will engage any stakeholders in the research and what methodologies will be used*

## K. Expected outcomes and impact

- Summarize the anticipated impact of the research and highlight the potential beneficiaries and impact of the research.*
- Explain how the outcomes of the research will contribute to knowledge, policy, or practice*

## L. Contribution of research to strengthening advocacy for gender equality and women empowerment?

*How will the research contribute to strengthening advocacy for gender equality and women empowerment? How will the research promote gender equality and women empowerment?*

## M. Including issues of intersectionality

*How has your organization taken into consideration the concept of intersectionality in your research, particularly in terms of addressing how overlapping social identities (such as gender, race, class, disability, etc.) may impact the experiences and outcomes of the individuals or communities involved?*

## N. Budget Information

<b>Organisation Annual Revenue</b> (FY 24/25, please specify currency)	
<b>Proposed Grant Amount</b> (please specify currency)	

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**O. List of required supporting documents**

*[Please ensure that you have provided the following documents as attachments to your Full Application and tick below which ones*

Document		Provided	
		Yes	No
1.	Registration certificate of Applicant (if appropriate)		
2	Registration certificate of Partner organisation (if appropriate)		

Signature	
Position	
Date	