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tomorrow's
challenges
today

Women and Girls Fund



Women and girls Fund

Research Grant Application Guidelines

General information

Thank you for taking an interest in the **Women and Girls Fund (WGF) Research Grant**. Everything you need to know about putting in a full proposal for this grant is contained in these application guidelines. Please read them carefully before you submit your application. The purpose of this grant is to fund high-quality research that addresses significant issues and contributes to meaningful advocacy outcomes.

Phase 1: The Concept Note

Accessing the Concept note form

Research Grant Concept Note forms can be downloaded from the WGF website (<https://womenandgirlsfund.com>) as well as from the FAWE Rwanda Chapter website: <https://fawerwa.org/>

Completing the Concept Note forms

It is crucial to complete the forms accurately and free of typographical errors. Applicants should write clearly and concisely. All statements must be typed in English; hand-written submissions will not be accepted.

Seeking clarification from the Secretariat

Questions about the Call for Concept Notes may be sent to FAWE Rwanda Chapter. Questions should be directed to the following email address: rwanda@womenandgirlsfund.com

Answers to questions or clarifications which may be relevant to other applicants will be published on the various websites. Replies will be given no later than five (5) days before the deadline of receipt of Concept Notes.

Submitting the Concept Notes

- The Concept Note and supporting documents must be submitted via the email to the following email address: rwanda@womenandgirlsfund.com
- If not registered or if a Movement and applying in partnership with a registered WGLO a research institution or an academic institution, or applying under a financial sponsor, the registration certificate of the partner/financial sponsor should be included. The envelope must indicate the full name and address of the applicant WGLO as well as content of the document (Concept Note/Research Grant).
- The deadline for receipt of Concept Notes is Monday **10th November, 17.00 hours**. Applications received after the stipulated date and time will not be accepted by the Secretariat unless justifiable reasons are given for the delay.

The assessment process



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Research Grant Concept Notes will be assessed by the WGF. There are two sets of criteria - mandatory and technical criteria. If any of the mandatory eligibility criteria are not met, the application will be automatically rejected.

The Concept Note will also be assessed against a set of technical evaluation criteria. The Concept Note will be given an overall score of 100 in accordance with the breakdown below. Actual scores will be added up and only applicants scoring a minimum of 60 points and above will be invited to submit a full proposal.

Criterion	Points
The organisation or its partner has the relevant experience.	10
Project Objectives and Outcomes.	20
Methodology and Research Design.	15
The research has a clear indication of strengthening advocacy for gender equality and women empowerment.	25
Stakeholder/partner engagement.	10
Innovation.	10
Clarity and Presentation.	10
Total	100

Only the highest-scoring concept notes will be invited to submit a full proposal. All applicants who are not to submit a full proposal will be informed in writing about the reasons for not inviting them to submit a full application. Applicants will be informed of the pre-selection or rejection decision through the Secretariat within two (2) weeks of the submission deadline. The Secretariat cannot be held liable for any delays.

Phase 2: Submitting a Full Research Proposal

Preparing and submitting the full research proposal forms

Guidelines and full proposal forms will be sent alongside notification letters to pre-qualified organisations. The notification letter will also indicate the deadline for submission of full proposals. Guidelines will also be made available on the WGF and the FAWE Rwanda Chapter website.

The assessment process

Full proposals will be evaluated by the Grants Review Committee, with a primary focus on technical eligibility during this phase. A critical factor in the evaluation is the adequacy and quality of the proposal as well as its potential to add value to advocacy work promoting gender equality and/or women empowerment.

Award of contract and implementation

Following final approval by the Grants Review Committee, the WGF will notify all successful applicants in writing, informing them of the Committee's decision and inviting them for final discussions on contract details. The names of successful applicants will also be published on the WGF website. Unsuccessful applicants will receive written notification of the decision.