



Global Partners in Action:

**NGO Forum on Sexual and Reproductive
Health and Development**

Invest in Health, Rights and the Future

www.globalngoforum.org

Berlin Call to Action

NGO Forum Small Grants Facility Application Form

Instructions for Completing the Application Form

Please read the application guidelines carefully and complete all the sections. All pages must be submitted.

Checklist

Please make sure that all the necessary documents are attached:

- Completed application form
- Certificate of Registration of your organization e.g. charity registration documents
- Most recent audited accounts or financial statements

Applications and any questions should be sent by email or surface mail to:

songsfund@ippf.org

or **NGO Forum Small Grants Facility**
IPPF
4 Newhams Row, London, SE1 3UZ
United Kingdom
fax +44 (0)20 7939 8300

Section One: Activity Summary

Activity Title:	
Start Date:	End Date:
Amount requested: US\$	Amount contributed: US\$
Project Summary (150 words only):	

Section Two: Organizational Details

Name of applicant organization:	
Contact person:	Email:
Address:	Tel: Fax:
Do you have a certification of registration as a charity or NGO in your country? <input type="checkbox"/> Yes (please provide a copy) <input type="checkbox"/> No (ask another organisation to apply on your behalf)	
Organization's overall budget for each of the last two years: 2008 \$ 2009 \$	
Are you applying on behalf of an unregistered organization? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If your organization is collaborating with a partner, please give details. Name of partner organization: Contact person: Tel: Email:	
Did your organization apply to, or participate in, the 2009 NGO Forum? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Section Three: Purpose and Outline of the Proposed Advocacy Activity (maximum 3 pages)

Background information and justification:

- What is your objective?
- What results do you want to achieve?
- Why do you want to achieve them?

What is your area of focus (Please select one):

- Increasing political and financial commitment to ICPD Programme of Action or the Berlin Call to Action
- Increasing political and financial commitment to the Millennium Development Goals particularly Goal 5

Describe the Key Activities:

- Who are the people in positions or your target groups that can make this change happen?
- What is your strategy to reach these people to convince them that change is necessary?
- Who will you work with to reach these people and bring about change?

Expected Advocacy Outcome:

What change are you expecting to achieve with these activities?

Does it relate to any of the below?

- Capacity building for national advocacy
- Advocacy targeted at national, regional or global events

Measuring Success:

How will you know if you have made a change? How are you going to demonstrate that change?

Please provide indicators and sources to measure the process and the success of your advocacy

Partners:

Who will be your partner (s), why and what will they do?

Risk Assessment:

What might stop you doing these activities?

What are the risks of doing these activities and how will you address them.

Section Four: Budget (maximum one page)

Please specify which budget lines will be covered by your organization (you can use a different color). The budget lines below are examples and can be added to and changed as appropriate to the project activities.

SUMMARY	
PERIOD: Month/Year to Month/Year	
Total budget requested (local currency)	
Exchange rate	
Total budget requested (USD)	

Budget Line Description	Units	Unit cost	Total Requested	Co-Contribution
Travel from... to...	# of journeys	@		
Per diem				
Accommodation	# of days x # persons			
Meeting expenses				
Publicity material				
Other (please specify)				
Sub-total				
Total project expenditure				
Overheads (5%) –applied to total project expenditure				
TOTAL LOCAL CURRENCY				
EXCHANGE RATE USED				
TOTAL US\$				

SECTION FIVE: Checklist

Please tick the box for the following documents necessary to make your application:

- Completed application form**
- Certificate of Registration of in-country organization**
- Most recent audited accounts or financial statements**