

مؤسسة الأصفري

THE ASFARI FOUNDATION

Asfari Foundation Civil Society Programme: Concept Note 2020

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Introduction

Thank you for your interest in our grant-making programme. We are looking forward to learning about your organisation. For further information about our programmes, please visit our [website](#).

Please submit your completed "Civil Society Programme (CSP) Concept Note" by **09:00 UK time on 20 May, 2020**. Unfortunately we cannot accept late submissions or incomplete applications.

If you have any issues completing or submitting the application form, or have any other queries about the process, please email the Programmes Team: programmes@asfarifoundation.org.uk. We will be holding a **webinar in the second half of April** to provide a further opportunity for you to ask questions about the application. Details and joining instructions are available on our website.

Name of Applicant Organisation *

You are applying to the Civil Society Programme. Please select one or more areas of focus: *

Strengthening Governance

Promoting Active Citizenship

Developing Independent, High-Quality Media

Amount of Funding Sought from Asfari Foundation

Total amount of funding sought £ *

Over # Years *

GBP

Up to a maximum of £75k/yr & a total of £225k over 3 yrs Up to a maximum of 3 years

Please note: You can apply for flexible grants of up to a maximum of £225,000 in total. Grants can be dispensed over a maximum of 3 years in installments of up to £75,000 each

year.

1. Key Information

A. Contact Information

Name of Applicant Organisation

Type of organisation *

Please select...

Year Established *

Registration Number *

Country of Registration *

Please select...

Please select...

Website *

Social Media Presence, if any: *

e.g. Facebook, Instagram, Twitter. If none, please insert N/A.

Is your organisation part of larger organisation? *

Yes

No

Current Organisation Address

Registered Address Line 1 *

Address Line 2

City/Town *

State/Province

Zip/Postal Code

Country *

Please select...

[Google Maps Pin](#) *

Phone Number *

Press Ctrl + Click on Link

Does your organisations have any other addresses?

Yes

No

Number of Paid Employees *

Number of Volunteers *

If changeable, please insert range.

If not applicable, please insert 0.

Key Contact Person

Please insert the details of the key contact person who is leading on the application. This is the individual with whom we will be in touch moving forward.

First name *

Surname/Last Name *

Job Title *

Country of Residence *

Please select...

Telephone/Mobile Number *

Email Address *

Skype ID

Preferred language of communication *

Arabic

English

B. Trustee Details

Does your organisation have a board of trustees? *

Yes

No

C. Key Staff Details

Please list the details of all your current key staff (e.g. CEO and senior management team)

Full Name

Date of Birth

Job Title

Full Name	Date of Birth	Job Title
*	*	*

[Add another response](#)

D. Countries/Regions of Implementation

In this table, please mark all countries/regions in which your organisation currently implements (or plans to implement) its activities.

Lebanon

Syria

Jordan

UK

Other (please specify)

E. Key Beneficiaries

Who are your key beneficiaries?

This refers to your organisation's overall target beneficiary population (i.e. not just the beneficiaries of one project, but all the beneficiaries you hope to reach through your organisation's work).

Target Beneficiary Population

Syrians

Lebanese

Palestinians

British

Other (Please Specify)

F. Past Financial Information

G. Previous Donor Support

Have you ever received funding from donors to implement any of your projects? *

Yes

No

Please provide us with your income, expenditure and reserves for the past two years.

If the financials of 2019 are not ready yet, please insert estimates. If you get selected for future steps, you can update the numbers once your official financials are ready. Noting that the yearly budget limit condition still applies, and we may revoke the application if this condition is no longer applicable.

Currency *

Please select...

Financial Year 2019:

Total Income * Total Expenditure * Total Reserves *

Financial Year 2018:

Total Income * Total Expenditure * Total Reserves *

H. Previous/Current Partnerships with Other Organisations

Have you ever partnered with other organisations on implementing projects? *

Yes

No

2. Your Organisation: Narrative

A. Mission and Strategic Approach

In the space below, please summarise the nature of your operations, what is your mission and strategic approach, what social impact you are working towards? (200 words max) *

200 word limit. Answers above that will not be accepted.

B. Why Asfari Foundation

In the space below, please describe why you chose the Asfari Foundation as a potential partner. (max 200 words) *

200 word limit. Answers above that will not be accepted.

C. Key Achievements

To help us understand your impact, please list your key achievements (e.g. achievements you are most proud of) in recent years in the table below. These may relate to your programmatic work, organisational development, impact of your work or all of these. Include the year and, if relevant, the number of beneficiaries reached. (max 100 words)

Example 1:

1. Year: 2015
2. Key achievement : running awareness campaigns about the dangers of early marriages for girls under 18 years among refugee and host communities in Lebanon
3. Impact achieved : A 35% decrease of early marriages among targeted communities within two years.

Example 2:

1. Year: 2017

2. Key achievement: produced a user friendly toolkit about citizenship rights in the Arab world, and built a team of 20 TOT (trainers of trainers) who cascaded the training to 200 people in their communities.

3. Impact achieved: the trainees have been actively organising community initiatives and campaigns about the rights of their communities and are further cascading the citizenship trainings to young people within their communities.

Year	Key Achievements	Impact Achieved
<input type="text" value="Please select..."/>	<input type="text" value="Please select..."/>	<input type="text" value="Please select..."/>
100 word limit. Answers above that will not be accepted.		
<input type="text" value="Please select..."/>	<input type="text" value="Please select..."/>	<input type="text" value="Please select..."/>
100 word limit. Answers above that will not be accepted.		

[Add another response](#)

D. Strategic Goals

What does your organisation plan to achieve in the next three years? Your goals may be programmatic, organisational or both. (max 150 words)

In this section, tell us about your organisation's global strategic objectives or goals over the next three years (i.e. not just the objectives you will achieve through our funding, but your overall aims). What do you plan to achieve?

*

150 word limit. Answers above that will not be accepted.

E. Investing in Your Organisation

The key aim of our grant is to make your organisation stronger and more sustainable. How could this grant help to strengthen your organisation and its work? (max 150 words)

This question is about how you would use our flexible funding to transform your organisation and/or the work it does (visit our website for examples of how this funding can be used). Examples might be: looking at ways to increase your organisation's resilience and sustainability (explaining how you would do this); to increase staff capacity; to expand an existing programme or test a new and innovative approach; to hire a new staff person who will play a role in growing the organisation.

*

150 word limit. Answers above that will not be accepted.

3. Allocation of Funding

How would you spend this grant over three years?

In the table below, please summarise how you would spend this grant over the next three years. Please indicate approximately what percentage you would allocate to each category. Please provide as much detail as you are able now, however, you do not have to be precise; if invited to submit a proposal, you will be able to adapt your budget at that stage.

For each category that applies to you, please list in the table:

- 1- What percentage of the overall grant you would allocate to that category,
- 2- What activities you would expect to implement with that part of the funding,
- 3- What outputs (or outcomes) you would expect those activities to achieve.

Please note that:

Applicant organisations may apply for grants to cover organisational development (OD) costs, and core costs where these are supporting OD. These may include for example:

- A) Consultant costs where these relate to OD.
- B) Salaries of key staff, rent, and legal fees.
- C) Training and capacity development of individuals or teams within the organisation.
- D) Systems' development (eg: fundraising, monitoring & evaluation and procurement).

- E) Development of strategy documents, policies and procedures.
- F) Communication and convening costs.
- G) Organisational learning and knowledge management.

Noting that the grant does not cover direct project or programme costs. However, the grant can cover the use of funds in ways that sustain and develop organisations' programmatic work (e.g. hiring an M&E Officer).

Funding Sought from Asfari Foundation

Total amount of funding sought £ Over # Years

GBP

I. Organisational Development:

This relates to costs associated with developing your organisation (eg making it more robust/sustainable, improving performance, streamlining systems, building staff capacity).

% Total Grant Allocated *

%

Expected Activities

Outputs/Outcomes

--	--

[Add another response](#)

Amount of Funding for Organisational Development

II. Core Costs:

This refers to operational costs (e.g. staff salaries, office rent) excluding organisational development. You may choose to allocate a part of your grant to this.

Please note: We understand that there may be an overlap with some items between the two sections, please choose the most relevant section in your opinion.

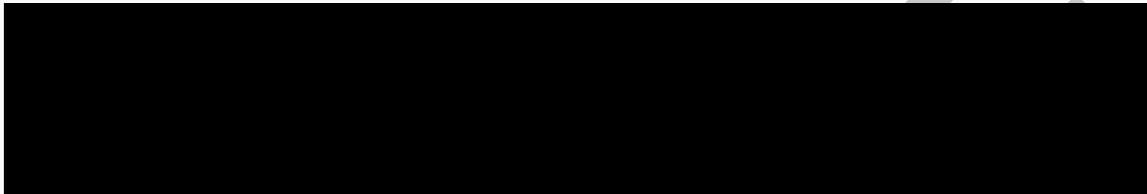
% Total Grant Allocated *

%

Expected Activities

Outputs/Outcomes

--	--



[Add another response](#)

Amount of Funding for Core Costs

Total %

This is an automatic sum of %Total Grant Allocation in each section filled. This value should equal to 100. If error message appears, please recheck the %Total Grant Allocated of each section.

4. Additional Information

Do you have any additional information? (max 200 words)

Often the most useful questions to an organisation are the ones you wish a donor had asked you. Please use this space to tell us anything you feel we should know about as we consider your concept note.

Other Questions

Where did you hear about this funding opportunity? *

Please select...

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Contact Information