



Global Public Private Partnership for Youth Investment
Global Fund for Youth Investment
Youth-Driven Development Grant Competition

Proposal Guidelines
November 2009



These guidelines provide useful information for organizations applying for the GFYI Youth-Driven Development (YDD) Grant Competition. Be sure to read them carefully before you fill out the application form.

Please e-mail your completed proposal to gfyi@worldbank.org by **6 PM (Washington, D.C. time) or 23:00 GMT on Friday, January 15, 2010** Proposals will only be accepted as a Microsoft Word Document via e-mail or submitted using the Global Fund for Youth Investment (GFYI) online form.

Note that **Sections 1 thru 4 and 6** of the form **MUST** be written in **ENGLISH**. The detail of your project (**Section 5**) can be submitted in one of the following languages: Arabic, English and French.

Should you have any questions or problems filling out the application form, please contact the Civil Society Fund Coordinator in your WB country office or send an email to gfyi@worldbank.org.

**Please note that applications failing to meet the eligibility criteria listed in Section 1 of the application guidelines will be automatically disqualified from the competition.*

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1. Youth-Driven Development Grant Competition

About YDD

Youth-Driven Development Grant Competition (YDD) is a new initiative managed by Social Development Department of the World Bank under the Global Fund for Youth Investment (GFYI); housed within Global Public-Private Partnership for Youth Investment (GPYI). YDD offers an excellent opportunity to (i) emphasize and demonstrate the potential of youth as active participants in development; (ii) showcase good practices; and (iii) provide opportunities for participants to interact and share ideas and knowledge, in an environment conducive to building partnerships and acquiring new sponsors.

The YDD supports three thematic areas of youth development:

- *Entrepreneurship* should encourage and support entrepreneurial, creative approaches to income generation, particularly in the area of social entrepreneurship and provide capacity building and resources to support the economic advancement of marginalized youth.
- *Civic Engagement initiatives* should provide and promote opportunities to exercise citizenship; and productive and active involvement in developmental processes at the national, regional, and/or community level; and particularly involving marginalized groups.
- *Empowerment initiatives* should enhance the ability to take an active and productive role in society through increased capacity, capabilities, skills, access to and comprehension of relevant information.

Objective of the Fund

The main objective of the YDD Competition is to identify and support small-scale youth projects developed and implemented by young people, addressing the thematic areas of youth development supported under the GPYI: entrepreneurship, civic engagement and empowerment.

Grant Size

There will be approximately 10 winners from each regional competition. Activities are eligible for grants up to US\$33,000 per activity. The awarded amount will be determined by the Selection Committee based on submitted proposal (including budget) and interview.

Country of Implementation (Eligible Countries):

Algeria, Egypt, Jordan, Lebanon, Libya, Morocco, Syria, Tunisia, West Bank and Gaza



2. Application Criteria and Process

The eligibility and grant activity selection criteria of each competition will be defined based on the regional needs and context in relation to the goals and objectives of the GFYI. The application form, competition process, the eligibility and selection criteria are designed to guide the applicants in the grant application process; and to thoroughly consider and assess the different components of their proposed projects.

Eligibility Requirements

Eligible Organizations	Registered, non governmental, non-profit organizations in which the majority of members are under the certain age limit, and that work with and for youth.
Youth-Driven Development	Young people in charge of the implementation of the proposed activity must be between the ages of 15-30.
Event/Showcase participation	For finalists, participants must be over 18 years of age to attend the regional event.
Venue(s) of activities	One of the parties must be based in/resident of one of the countries of implementation.
Partnerships	Unregistered youth organizations, associations and/or groups may apply in partnership with registered youth-led civil society organizations (CSOs – international, regional or local) or non-governmental organizations (NGO)s . However, the application must be submitted and activities must be implemented by youth-led organizations.
Bank Account	The applying CSO must have access to a bank account under the name of the organization.
Legality	Either the applicant organization or the partner organization must be a legal entity (to receive the grant money). The partner organization can be a registered youth or other civil society organization (CSOs), including non-governmental organizations (NGOs), as well as foundation, academic institution, private sector and other organization.
Implementation period	All activities must be completed within 12 months of receiving the first installment of the grant.
Language	Section 1-4 must be written in English only. Section 5 & 6 can be in the following languages: Arabic, English and French,.
Submission of applications	All proposals must be submitted using the official Word application form via e-mail (gfyi@worldbank.org) or using the English only online form.



Selection Criteria

For the project proposal to be eligible, it must fulfill the following criteria:

- aim to achieve better opportunities and outcomes for marginalized youth;
- be designed and implemented by and for young people; and
- target the most pertinent youth development areas identified by young people within the framework of the main competition themes.

The primary selection criteria for the grant activity proposals include the following:

Knowledge of Target Population and the Local Context: To emphasize the importance of “market research” and thorough knowledge of the target population, the finalist organizations will be required to provide a comprehensive assessment of their target population, its situation and needs in their proposal. Beneficiaries of the YDD grants must be part of a marginalized population, with this target group explicitly referenced in the proposal.

Promote Conflict Resolution and Peace Building: The extent to which the proposal promotes young people's active engagement in peace-building efforts in conflict affected areas in eligible countries.

Promoting Gender Equity: The extent to which the proposal promotes inclusion and the active participation of young women.

Promote Environmental Quality: The extent to which the proposal promotes the preservation or restoration of environmental quality within the framework of the main competition themes.

Relevant & Realistic Implementation Plan: Proposals should clearly demonstrate how the activity meets the needs of its beneficiaries and the relevance and realism of the proposed activities. Organizations with proven track records of successfully implemented activities and proposals which provide solid rationale for the chosen approach and proof of the success of similar initiatives or approaches will be given priority.

Partnerships: The extent to which the activity brings different stakeholders together and builds sustainable partnerships/alliances with all involved parties and relies on their expertise; level to which the proposed activities encourage and support its beneficiary groups to build coalitions or networks, and has the potential to initiate strategic alliances between countries, institutions or sectors and pushes for changes at the policy level; degree to which the proposal has the potential to generate support from local, regional or national policy makers.

Ownership and Community Involvement: The extent to which the project emphasizes community contribution and utilizes the strengths and the resources of the involved communities to ensure broader ownership and local investment.



Capacity and Sustainability: The degree to which the project demonstrates the organizational capacity and the financial viability of the activity, for example the ability to continue activity operations beyond the initial funding period.

Growth Potential: The capacity to scale up and reach additional beneficiaries or be replicated elsewhere, in particular, to be applied at a larger scale.

Results and Measurability: Demonstrated mechanisms to monitor and measure the project's effectiveness, in particular, exhibit clear, measurable outcomes and results.

With all the above measured equally, additional weight is given to:

Innovation: The extent to which the proposed idea varies from current approaches.

Funding Requirements

The grant requires the applying organizations to contribute a minimum 25% of the total projected budget in either cash or in-kind.

World Bank will NOT pay for recurrent costs (e.g. staff salaries, rent, utilities), vehicles, or equipments (e.g. computers, chairs, tables).

Supporting Documents

Together with your application form, you must submit the following supporting documents in order to complete the application process:

A. Registered CSOs:

- A copy of organization's registration;
- A copy of the organization's constitution or by-laws;
- Copies of the organization's annual reports and/or evaluations of projects undertaken by the applicant organization for the past two (2) years;
- Copies of the applicant organization's financial statements and a list of financial sources and contributions, including government contributions, for the past two (2) years;
- A profile of the applicant organization, including a description of membership, a list of board members, trustees and staff, etc. (as applicable);
- A cover letter signed by applicant organization's director or chairperson of the board;
- A one page CV of the project coordinator, including a copy of the information page of their passport; and
- 2-3 Professional References supporting your organization's work



B. **Non-registered CSOs or individuals:** Non-registered organizations, groups or individuals may participate in the GFYI YDD program, but are required to partner with a registered CSO to apply for GFYI support. The registered organization will have a direct legal relationship with the program if the activity is selected for funding. If this type of partnership forms part of your grant proposal, be sure to submit all of the documents requested above for the registered group in addition to the following:

- A signed letter of agreement between the applicant organization and the partner organization who will serve as the facilitating financial agency and manage the proposed project's finances; and
- A letter of support from the partner organizations working with the applicant organization on the proposed project.

3. Instruction on Filling Out the Proposal Form

To apply for Youth-Driven Development Grant Competition, please fill out the form “Youth-Driven Development Grant Competition Proposal Form.”

The Competition Proposal Form is divided into the following six sections: 1) Eligibility Information, 2) Organization Information, 3) Primary Partner, 4) Project Profile, 5) Project Details and 6) Project Budget. All questions marked with an asterisk (*) indicate that the information is *mandatory* and must be provided for the proposal to be reviewed. Please note that a number of questions have word count limits, which will be strictly enforced. If your answer exceeds the given word count, it will be cut off at the specified limit.

PROPOSAL FORM INSTRUCTION

SECTION 1: Eligibility Information

Check the box - Yes or No. Provide additional detail where requested.

SECTION 2: Organization Information

NOTE: The project implementation staff must be between 15-30 years of age.

- 2.2 The competition is open to registered *youth or non-youth* CSOs in the countries of implementation. (Registered, non-governmental, non-profit organizations in which the majority of members are under the age of 30, and that work with and for youth) These organizations may apply without additional partners.

Applications are also welcome from groups of young people aged 15-24 that are working in partnership with a registered CSO (as described above). At least one of



the parties involved in the proposal must be based in/resident of the country of implementation.

- 2.3 A name of the young person (between 15-30 years of age) responsible for the project implementation.
- 2.4 Age of the person listed in 2.3 above.
- 2.5 Note the professional title or position does the team lead for this project hold in the organization?
- 2.6 - 2.13 Provide all noted contact information as thoroughly as possible.
- 2.14 Date of the establishment of the recipient and partner organization (if relevant).
- 2.15 Brief description of your organization.

SECTION 3: Primary Partner (Fill out this information IF you are not registered entity) This section is optional for *registered* youth, non-youth CSOs.

- 3.1 Name of the partner organization
- 3.2 Select the type of your partner organization
- 3.3 - 3.7 Provide all noted contact information as thoroughly as possible.
- 3.8 Country recipient organization (and partners) is officially registered.
- 3.9 How long have you had partnership relation with this CSO?
- 3.10 Briefly explain what the partner organization does. What is their mission statement?
- 3.11 Explain the nature of your partnership. What will the partner do in your project?

SECTION 4: Project Profile

- 4.1 Choose a brief, yet descriptive title for the proposed project.
- 4.2 Choose one of the themes for which you feel your project is best suited.
- 4.3 Provide a brief description of your project. What is it? How does it work? Why is it a good idea/activity? And what will be the expected results?



- 4.4 Country/countries of implementation must be eligible countries specified in the guidelines. The team lead of the project must be a resident of the country where the project is to be implemented.
- 4.5 Provide projected amount needed to implement the project in US Dollar. This figure should match the figure you will submit in Section 6.
- 4.6 What is the starting date and end date? How long will the project last for? Proposed activities must be completed within 12 months of receiving the disbursement.

SECTION 5: Project Details

- 5.1 What are the major concerns or situations? Describe the problems you are addressing through the grant activities.
- 5.2 How are you planning to address this situation or concerns mentioned above? Why is your project essential to respond to the identified problems?
- 5.3 List other organizations who are working on the same/similar programs. Are you in contact with any of them? Is there any linkage between your project and theirs? Do you plan to work with them to bring synergy and/or leverage from each other's work?
- 5.4 How does your activity aim to improve the situation and inclusion of young women? How are young women involved in the preparation and implementation of the project? Please also indicate the percentage of young girls/women participating in the proposed in activities and what type of initiatives would they be engaged in?
- 5.5 How would your activity engage vulnerable communities, such as the physically challenged, ethnic and/or religious minorities? How does it aim to support the socio-economic development of these groups?
- 5.6 What makes your project innovative or unique? Is it the use of new technology, ideas, approaches, new target group, etc.?
- 5.7 Do you and/or other CSO members have sufficient experience or knowledge to obtain the desired activity results? Describe the activities that will make the project successful.
- 5.8 In narrative format, explain how you monitor the progress of your project and what kind of capacity you have to monitor. If selected as a finalist, you will be asked to develop a log frame to outline project goals, objectives, activities, outputs, outcomes, indicators and risks in a table.



- 5.9 What do you plan to achieve at the end of 12 months? Describe your goals and objectives / what you will consider to be the success of the proposed project and list the most relevant indicators you will use to measure the outcome. Whom and how many people will it benefit? Note: Outcomes are the desired, measurable result or effect that the project hopes to achieve. For example, the outcome of a project that aims to improve youth participation could be the number of young people involved in the formal management structures of a university.
- 5.10 Describe how and what you would do to ensure sustainability of your activity beyond the implementation period. Will your project generate income enough to cover all expenses?
- 5.11 What partnerships have you established in support of this project? Describe your partnership relationships? How do you support each other in advancing each other's work? Will your partnerships help in sustaining the future of the proposed project, if so how? Does it contribute towards building or strengthening partnerships between countries, sectors, institutions, other stakeholders or beneficiary groups, If so, how? Particularly describe how and to which extent the project has local (community) participation/support /ownership. How does the project utilize the capacity and strengths of the implementing/beneficiary communities? Which groups are involved and how? How much was community involved in designing the project?
- 5.12 What kind of challenges do you think your activity will encounter during implementation? How would you deal with those challenges?
- 5.13 Be specific on opportunities and constraints, and define the scale that the project could achieve in a short to medium-term timeframe?

SECTION 6: Project Budget

* Applicable taxes, if any, should be included as part of your **budget**.

- Item 1) “**Professional Fees**” only includes possible consultant (i.e. technical assistant) costs hired specifically for the project. Recurrent staff costs (i.e. salaries) are not eligible.
- Item 2) “**Materials and Equipment**” refers to any expenses in these category needed to achieve *project* objectives.
- Item 3) “**Training**” refers to any expenses in this category needed to achieve *project* objectives.



- Item 4) “**Travel**” refers to any expenses in this category needed to achieve *project* objectives.

- Item 5) “**Monitoring and Evaluation**” should include the costs of assessing the outcomes of the project and to disseminate this information with the development community. 10% of the requested grant amount must be dedicated to M&E costs.

- Item 6) “**General Administration/ Overhead**” should not exceed 10% of Total Project Expenditures.

- Item 7) “**Other**” expenses must be clearly explained

- Item 8) “Contingency Costs” - 10 % of the requested grant amount **must be** dedicated to cover unforeseen expenses.

Total Project Expenditures is the sum of Items 1 to 8.

- Item 9) “**Other funding sources**” refers to contributors in support of this project outside of the financial resources being requested from the GFYI YDD Grant Program. If applicable, please explain. Having another funding partner does not disqualify your proposal.

- Item 10) “**Counterpart contributions**” by the involved organizations (minimum 25% of total grant amount required in cash or in-kind, such as staff time, space etc.) If in-kind, note estimated value of contribution.

Total Grant Funding Requested from the YDD Grant is to be calculated by subtracting “**Other Funding Sources**” and “**Counterpart Contributions**” from the “**Total Project Expenditures**”. Your requested amount can not exceed the maximum award amount of 30,000 US Dollars.

- Item 11) “**Estimated Project Revenues**” refers to any income-generation expected during project period.