



SMALL GRANTS PROGRAM
Guidelines for Civil Society Organizations

FY 2008 Request for Proposals

TURKEY COUNTRY OFFICE
Uğur Mumcu Caddesi No 88 Kat 2
GOP 06700 Ankara
Tel: 4598300
Fax:4462442

Deadline of Applications: February 29, 2008

**Applications should be sent to the attention of:
Ms. Pelin Arslan**

Only Post Mail applications will be accepted

The Small Grants Program The World Bank 2007-2008

Guidelines for Civil Society Organizations

About the Program

The Small Grants Program supports activities related to young civic engagement by providing small grants administered through World Bank Country Offices.

The Small Grants Program seeds and supports activities that empower and enable youth to take initiatives to enhance and influence development outcomes. Activities strengthen mechanisms for inclusion, accountability, and participation. Activities also strengthen partnerships with public sector, other civil society organizations, and the private sector.

Box 1 Outcomes of the Civic Engagement of Youth

Civic Engagement can...

- **Promote public consensus and local ownership** for reforms and for national poverty reduction and development strategies by creating knowledge-sharing networks, building common ground for understanding, encouraging public-private cooperation, and sometimes even diffusing tensions among or by youth;
- **Give voice to the concerns and needs of youth** particularly of poor and marginalized young populations, and help ensure that their views are factored into policy and program decisions;
- **Strengthen and leverage impact of development programs** for youth by providing local knowledge, identifying potential risks, targeting assistance, and expanding reach, particularly at the community level;
- **Bring innovative ideas and solutions to development challenges** related to the needs of youth at both the local and global levels.

Before You Apply

The World Bank Small Grants Program is able to fund only a very small percentage of the requests it receives. Many requests are declined, not because they lack merit, but because they do not match either the current objectives, or the criteria of the Small Grants Program as closely as the selected proposals. Your activity may fall within the objectives and criteria, but the demand far surpasses the availability of funds.

Before applying, please take time to read the Guidelines to determine if there is a match. Also, please determine (by calling the World Bank Country Office or checking the World Bank website) whether the country in which your program operates has a Small Grants Program.

Who Can Apply?

- Civil society organizations based in a developing country and working on issues of Youth and Development can apply for a grant.
- Civil society organizations must be in good standing and have a record of achievement in the community and record of financial probity;
- Priority will be given to organizations not supported by the Program in previous years (organizations are not eligible for more than three grants from the Small Grants Program within a five-year period).

What Kinds of Activities are Supported?

The Small Grants Program supports activities whose **primary objective is civic engagement**. In addition:

- Activities may include, but are not limited to workshops and seminars to enhance civic engagement skills and/or knowledge; appropriate communication campaigns to *influence* policymaking or public service delivery; or innovative networking efforts to build the capacity of the particular sector.
- The activity should be completed within one year of the date the grant is awarded.
- Priority shall be given to organizations that have not been supported by the Program in previous years.

What Kind of Activities are not Supported?

Small Grants cannot fund: Research programs, formal academic training programs, operational projects, provision of basic services, ongoing institutional core support (such as equipment), scholarships, fellowships, study programs, individuals applying on their own behalf, or non-legal entities. Proposed activities should not compete with or substitute for regular World Bank instruments; the activity should be clearly distinguishable from the Bank's regular programs.

What Size of Grants are Awarded?

The grants will be limited to US\$ 5,000/project. The Small Grants Program rarely funds more than half of the proposed budget for an activity, and therefore prefers that its grants help leverage additional contributions from other sources. Applicant organizations are asked to describe how a grant from the World Bank might help them to raise matching funds from other donors.

An NGO can apply with a couple of different projects at the same time.

How to Apply for a Grant?

The Small Grants Program is administered by the World Bank Country Office in Ankara. More information could be obtained from <http://www.worldbank.org.tr>. The Small Grants Program makes decisions only once a year. Applicants are advised to read the criteria and the application form carefully before submitting an application to the participating Country Office.

Grants are usually awarded by a Small Grants Committee, convened in the World Bank Country Office in Ankara. Applications are screened and reviewed to ensure that the criteria are met. The Small Grants Program gives full consideration to all proposals. The review may take up to two months to complete. Given the very large number of requests, personal visits and phone calls to the World Bank Office by the grantees are discouraged.

Additional resources for CSO's are available from the World Bank website, www.worldbank.org.

Selection Criteria for Grants

The evaluation of the project proposals are done according to the following key questions:

- **Effectiveness:** Does the proposal address the objective of youth engagement? Specifically, does the activity support youth, either individually or as organized groups, interacting with the public sector to strengthen mechanisms for inclusion, accountability, and participation in order to enhance and influence development outcomes?
- **Feasibility:** Is the proposed approach practical? Are the timeline and budget adequate?
- **Organizational capacity:** What skills do the organization's staff and board bring to the project? Are they relevant to the project's aims? Has the organization succeeded in similar endeavors of equal size and scale to what they are now proposing?
- **Organizational credibility:** What kind of reputation does the group enjoy within its community and beyond?
- **Importance:** Is the project significant? Is there evidence that the proposal will trigger action or work that the community wants? Will it make a difference in the community it purports to aid or resolve the issue it addresses? Given your other opportunities for funding, is it the right one to support at this time?

Examples of Activities Supported by the Small Grants Program from Previous Years

Implementing Agency: The Six Dots Association of the Blind (6 Nokta Körler Derneği Ankara Şubesi)

Project Outline: *Training Seminar for the members of the Association that has 24 branches all over Turkey. The projects aims at receiving members from 14 different branches of the Association. Each branch will send 4 members - a total of 56 people will participate in the training that will be on the topic of "Social Consciousness and Awareness for Good Citizenship". The main aim of the training is to activate the participants who are blind but could serve as community leaders, problem solvers.*

Implementing Agency: Solidarity Association for the Children Deprived from Freedom (Özgürlüğünden Yoksun Gençlerle Dayanışma Derneği-ÖZGEDER)

Project Outline: *The Association has expertise in dealing with children who are imprisoned. The project aims creating a website about children and youth who have*

committed crime, who are imprisoned - after bringing together NGOs doing work related to children and the Child Police at a workshop and collecting their ideas and feedback. The website will be a detailed one containing information about children's rights, laws and regulations related to these rights, contacts of NGOs experienced in Children and Youth matters; information related to Street Children, Coordinates of Centers for Children with addiction, Child Police etc.

Implementing Agency: Disabled Children's Rights Association-Ankara Bar (Ankara Barosu Çocuk Hakları Kurulu)

Project Outline: The project aims at providing an informative seminar to 60 people (disabled children, families and teachers) who are selected randomly from specific schools and inform them about the rights of disabled children, to increase their awareness and show them the ways to better interact within the society. The side benefit will be to train a group of teachers under Minister of National Education. As it will be a pilot implementation, if found successful, a proposal will be taken to MONE to organize such kind of a informative activity to all teachers.

Implementing Agency: **Toplumsal Saydamlik Hareketi Derneği**
(Transparency International- Turkey)

Project Outline: Transparency, accountability, ethics awareness building campaign in various provinces of Turkey.

Implementing Agency: **Bostanici Women Support, Environment and Culture Association (BIKAD)**

Project Outline: The project aims at providing an informative seminar to 100 vulnerable women in Van Province of Turkey which has a majority Kurdish population mostly about Women's Rights and social inclusion to the society. Women who have been subject to domestic violence (who are selected from the database of the local municipality) will be informed about their rights. With the project it is intended to increase their awareness and show them the ways to better interact within the society. The side benefit will be to train a group of experts and social service staff under the Municipality who will facilitate the dialogue between the vulnerable group and local public policy makers like the Governor's office etc.

For Office Use

Application Number: _____

Date

Received: _____

**Application Form
Small Grants Program**

Turkey Country Office, WORLD BANK

Executive Summary (Please type using no more than one page)

1. Date:
2. Name of organization:
3. Contact person and title:
4. Address:
5. City, Country, Postal Code:
6. Telephone:
Fax:
Email: _____ Website (if available): _____
7. Mission statement of the applicant organization
8. Purpose of funding request and how this activity relates to civic engagement
9. Target population and number benefiting from the proposed activities
10. Expected outcomes of the activity
11. Plans for learning and knowledge sharing
12. Period this funding request will cover
13. Amount of request (Details under Activity Income)
14. If your organization has received previous support from the World Bank, please list the year, amount, and describe for what purpose:
15. Authorizing signature of the applicant organization's executive director or board chair:

Signature:

Name (print):

Title:

Purpose of the Grant

16. Describe briefly the need or issue you will address. Include a description of the constituency served (including number participating) and how they will participate/benefit?
17. How will the proposed activity promote civic engagement for empowerment? How will the activity enable marginalized citizens to have greater control over local and community level development activities?

18. List the activity goal(s) and measurable objective(s).
19. Is the activity new or ongoing on the part of the applicant organization? If the activity is ongoing, how will your organization support this activity in the future?
20. Provide a brief timetable for implementation of activity.
21. What other organizations, if any, will be participating in the activity? Describe their roles. (*Match-Funding is required: Participants must contribute at least 25%, either in cash or in kind, of the total cost of the proposed activity*)
22. List the names and qualifications of key staff/volunteers responsible for activity implementation. (*The implementing Agency should be a Civil Society Institution or an NGO*)

Evaluation

23. Please list the specific outcomes of your activity. What assessment methods/strategies will you use to track and measure outcomes? (e.g. interviews, surveys, focus groups, community feedback, etc.)
24. Describe briefly what will be different at the end of the grant period.
25. How will the activity's results be used and/or disseminated?

Activity Income

26. Total applicant contribution.

Total: US\$ _____

27. Funding leveraged by applicant from other donors:

(List all sources and give estimated amounts)

<u>Source</u>	<u>Amount</u>
Institution _____	Total: US\$ _____

28. Total requested from the World Bank:(limited to US\$5000) US\$ _____

29. Total activity income from all sources: US\$ _____

Budget for the Proposed Activity

Please (1) provide the necessary information for each budget item, and (2) indicate the funding source(s) that will cover the expense. Use as much space as necessary. All items must be related to the activity.

<u>Item</u>	Contribution from Applicant	Contribution from Other Donors	Contribution from the World Bank	Total
Professional Fees (list consultants and fees)				
Travel (specify)				
Equipment (specify)			World Bank Funding not allowed for equipment	
Supplies, Printing, Copying, Telephone, Fax, Postage, and Delivery (specify)				
Evaluation (specify)				

Attachments

Please attach the following documents to your proposal, if available:

- ✓ Complete list of the applicant organization's senior staff and board of directors;
- ✓ Most recent annual financial statement listing income sources (audited if available);
- ✓ Organization's projected income and expense budget for current fiscal year, listing income sources;
- ✓ Copy of the applicant organization's registration status;
- ✓ Latest annual report.