

Republic of The Gambia

**Sub-Saharan Africa Women Empowerment and Demographic Dividend Plus
SWEDD+**

Small Grants Project Operations Manual

September 27, 2023

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LIST OF ACRONYMS:

- WEF.....Women Enterprise Fund
- SWEDD.....Sub-Sharan Women Economic Demographic Dividend
- UNFPA.....United Nations Population Fund
- GBV.....Gender Base Violence
- AI.....Artificial Intelligence
- MOH.....Ministry Of Health
- PCU.....Project Coordination Unit
- GMD.....Gambian Dalasi
- MOGCSW.....Ministry of Gender Children and Social Welfare

BACKGROUND

This Sub-Saharan Africa Women Empowerment and Demographic Dividend Plus (SWEDD+) project sub-component on expansion of economic opportunities and financial inclusion will target adolescent girls and young women aged 15 to 24 years both in- and out-of-school to build their capacity and support their socio-economic integration by strengthening their employability and facilitating engagement in income generating activities. Furthermore, adolescent girls and young women with disabilities and those from vulnerable households will be prioritized by providing them with i) entrepreneurial and business skills, (ii) small grants to eligible individuals and groups to support their income generating activities ("Small Grants"); (iii) in-kind support to eligible individuals and groups to support their income generating activities; and (iv) technical assistance to strengthen the capacity of WEF program, including provision of entrepreneurial training to young women to enhance their ability to access financing for their enterprises.

The primary target beneficiaries for this Small Grants will be adolescent girls and young women **aged 15 to 24 years** both in and out-of-school.

Work Statement

SWEDD+ is a project funded by the World Bank with technical support from UNFPA and implemented by Government Ministries and Agencies. It is designed to increase adolescent girls' and young women's access to learning, economic opportunities, health services, strengthen the region-wide institutional environment for gender equality and accelerate the demographic dividend.

Small Grants Objectives

The objectives of the small grants are as follows:

1. To provide small cash grants as a start-up capital to adolescent girls and young women aged (15 - 24) for enterprise development.
2. To support adolescent girls and young women-oriented micro, small and medium enterprises to enhance and facilitate linkages with larger enterprises.
3. To facilitate marketing of products and services of adolescent girls and young women (15 - 24) enterprises in both domestic and international markets.
4. To enable adolescent girls and young women (15 - 24) to diversify their income sources and improve their skills through entrepreneurship training.

PRIORITY OF THE SMALL GRANTS

Priority activities for funding are in three categories.

1. In kind – Provision of goods
2. In cash – Provision of start-up cash
3. Capacity building trainings in financial literacy, bookkeeping, business plan development, entrepreneurship and support income generating activities of beneficiaries

Category 1 – In Kind (provision of Goods)

Under this category, adolescent girls and young women who fulfil the eligibility requirements will receive in-kind support. Beneficiaries under this category will equally have to submit a convincing written proposal which will be evaluated using the evaluation criteria. Designated officers in the regions will work closely with the regional governors and other authorities involved in the implementation of the WEF to evaluate all the applicants and submit to the WEF manager for approval. The following are areas of intervention that could be funded but not limited under this category.

1. Organic farming
2. Poultry farming
3. Livestock/ small ruminants
4. Eco- Tourism Venture
5. Tailoring and fashion designing
6. Catering
7. Fish farming
8. Horticultural farming
9. Carpentry, welding and masonry
10. ICT equipment
11. Machine equipment?
12. Solar/satelite installation
13. Electronics and Electrical
14. Cloth weaving
15. cosmetics

XXX

Activities That Are Excluded Under The Small-Grants Program:

-
- Acquisition of material for trade in or production of activities deemed illegal under host country laws or regulations or international conventions and agreements.
- Acquisition of weapons and munitions.
- Acquisition of material for trade in or production of alcoholic beverages
- Acquisition of material for trade in or production tobacco.
- Use of funds for gambling, casinos and equivalent enterprises.
- Use of funds for trade in wildlife or wildlife products
- Use of funds for acquisition or production or trade in radioactive materials
- Use of funds for trade in or use of unbonded asbestos fibers.
- Use of funds for purchase of logging equipment for use in primary tropical moist forest.
- Use of funds for production or trade in pharmaceuticals
- Use of funds for acquisition, production or trade in pesticides/herbicides
- Use of funds for net fishing in the marine environment using nets in excess of 2.5 km. in length.

Category 2 – In Cash (provision of Cash)

Under this category, beneficiaries will be supported with cash to either establish an income generating activity or strengthen an existing one. Beneficiaries under this category will receive capacity building before and after receiving the grants and will benefit from ongoing coaching and mentoring for a period not less than 6 months. Eligibility criteria is detailed below.

Category 3 – Capacity Building (Trainings)

This will be an ongoing activity and all beneficiaries of this small grants – either in kind or cash will receive some form of training before and after receiving the support and throughout the project lifecycle. Areas of trainings that support income generating activities include

1. Financial Literacy
2. Organizational development
3. Communication skills
4. Strategic planning
5. Staff training
6. Business plan development
7. Entrepreneurship etc

SIZE OF SMALL GRANTS

Small grants ranging from 50, 000.00 - 100,000.00 Gambian Dalasi (GMD) shall be approved by the WEF Fund Manager in consultation with the SWEDD + Contracts Committee.

Grants beyond 100,000.00 Gambian Dalasi (GMD) and not more than 300,000.00 shall be approved by the WEF Governing Board in consultation with the SWEDD+ Contract Committee.

GRANT DISBURSEMENT:

All approved grants will be disbursed by the finance unit of the Project Coordination Unit following a written recommendation from the WEF Board.

All disbursement should be done in consultation with WEF Management

ELIGIBILITY CRITERIA:

Age: Applicants must be between the ages of 15 and 24 years old at the time of application. Proof of age may be required with an electronic birth certificate.

For applicants under the age of 18 must submit a consent letter from parent, guardian or caregiver

Non NSPS Applicants: For eligible applicants who were not capture in the NSPS data, or were under the age of 15 at the time of collecting the NSPS data and now

fall within the target age bracket and also eligible GBV survivors can also apply for small grants through the designated officers. However NSPS applicants shall be given priority

Nationality: Applicants must be citizens of The Gambia at the time of application for the grant.

Gender: Applicants must be a female.

Proposal focus: The proposal must focus on economic empowerment for adolescent girls and young women. The project must be innovative, feasible, and have a clear plan for implementation.

Budget: The proposed project budget should not exceed the maximum grant amount specified in the application guidelines. The budget must be realistic and include all necessary expenses related to the proposal.

Reporting: Applicants must agree to provide regular quarterly progress reports and a final report on the project's outcomes and impact to the WEF management/designated officers. The reports should be submitted on time (on the 10th of the following month after the quarter has ended

Sustainability: The proposal must have a plan for sustainability beyond the grant period. This includes continuous monitoring, coaching and technical backup.

TARGET:

The small grants program is individual focused. The individual must either have gone through safe spaces and fall within the following categories.

- Adolescent girls and young women (15-24 years) from vulnerable households with an entrepreneurship idea or existing income generating activity.
- Selected beneficiaries of Safe Spaces
- Adolescent girls and young women (15-24 years) with disabilities
- Girls in functional literacy at community levels
- Out-of-school girls aged 15-24 years.
- GBV survivors 15 - 24 years
- Girls in income generating trades (sewing, hairdressing, tie and dye, animal husbandry, crafts, make- up, market vendors, gardening, fish mongers, poultry, girls in industrial trades like driving, mechanics, carpentry, masonry, refrigeration,

broiler making, Air Conditioning repairs, electrification, painting, plumbing, construction works, food processing etc

In addition to the above, potential beneficiaries must either have an existing income generating activity and/or have an entrepreneurship idea.

APPLICATION REQUIREMENTS:

Read the grant application guidelines carefully: All applicants are expected to read all the grant guideline carefully before making any application. Alternatively, applicants can visit any regional officer in any of the regions and talk to designated officer who will explain the application requirements. There will also be radio and television programs on raising awareness on the grant and potential applicants are encouraged to listen in to such programs. The MoGCSW toll free number, 199 will also be available to, received grievances complains and also to provide more information to all potential applicants where requested.

Format: All applications should be submitted using the application template either manually or electronically. Additional informations where necessary can be attached.

Content: The application template as shown in the annex will need to be filled with all relevant information on project information, budget, timeline and expected outcomes.

Supporting Documents: The application should be accompanied by relevant supporting documents, and it is the responsibility of applicants to ensure that the required supporting documents are submitted alongside the application package. These supporting documents could include bank statements, business registration documents for applicants above 18 years. National identification documents including electronic birth certificates will also be submitted as supporting documents etc.

Deadlines: All applications will be submitted on or before their due dates and any application that fails to meet this may not be considered for evaluation.

EVALUATION CRITERIA:

All applications will be reviewed by the WEF designated officers for completeness before submission to the Board/WEF management for review and recommendations to the SWEDD+ Contracts Committee for processing. The WEF Fund Manager will join the Contracts Committee meeting to share his/her evaluation report. A set of criteria outlined below will be used to guide the evaluation process.

Relevance: This will evaluate the extent to which the proposed project aligns with the goals and priorities of the grant program and SWEDD+, as well as the needs and interests of adolescent girls and young women. It should clearly state activities that the grant will fund and how those are relevant to women and girls empowerment.

Impact: Applicants should be able to outline in their proposal the potential of their proposed activities to create positive change or address a specific problem or challenge they face.

Feasibility: This criterion will measure the likelihood that the proposed activities can be successfully implemented within the proposed timeline and budget and with the available resources and capacity.

Sustainability: This will evaluate the potential for the proposed project to have lasting impact beyond the grant period, and the extent to which it can be continued or scaled up in the future. Details on sustainability measures will have to be convincing and supported with evidence.

Innovation: SWEDD+ has innovation and the leveraging of digital technology at the core of its implementation. Applicants will be encouraged to introduce new or innovative approaches that leverage digital technology or AI to addressing issues or challenges of adolescent girls or young women.

Collaboration: Partnerships and collaborations with other organizations and stakeholders including community-based organizations and individuals are encouraged in these small grants.

Capacity: This criterion will evaluate the capacity of the applicant to successfully implement the proposed project.

INSTITUTIONAL CHARACTERISTICS OF ELIGIBLE INDIVIDUALS:

Institutional Status: The individual applying for a grant could be a starter or an existing business owner. The individual may provide evidence of either a revolving fund or group savings from the past 6 months and a list of membership residing in The Gambia.

Administrative and Logistical Capacities: At the time the small grant is awarded, the individual must have some capacity for competent fund administration or will be provided the necessary training before grant award.

GENERAL CRITERIA FOR PROPOSALS:

Simplicity: The proposed activities should be simple, clear, and straightforward in their ability to address specific needs developed by the individual.

Avoidance of Risk: The proposed activities must not engender externalities that have the potential to affect certain sub-groups within the community in a negative way.

Use of Local Resources: The small grant will actively support proposals that focus on utilizing local resources while striving to achieve tangible results.

Self-Reliance: The proposed activity should increase the self-reliance of the individual.

Continuity: The proposed activity must be such that it can continue to provide benefits to the individual/groups after the project funding has ended without reliance on additional external funding.

MONITORING AND EVALUATION/REPORTING:

The WEF Fund Manager, with inputs from the Designated Officers, shall submit quarterly progress reports to the MOH Projects Coordination Unit (PCU) (by the 15th day of the following month after the quarter has ended). Each quarterly report shall include a narrative and financial summary of the status of activities including recommendations plus the progress values of the indicators noted below. MOH PCU will verify the progress report and incorporate in the SWEDD+ quarterly report.

WOMEN ENTERPRISE FUND (WEF) PERFORMANCE FRAMEWORK METRIX

NO	INDICATOR NAME	BASELINE VALUE	TARGET VALUE	FREQUENCY OF DATA COLLECTION	DATA COLLECTION METHOD	RESPONSIBLE PERSON
1	Proportion of successful applicants of the WEF small grant	0		Bi-Annual	Administrative Data	WEF Manager
2	Percentage of safe space beneficiaries who have received WEF small grant and engaged in income generating activities.	0		Bi-Annual	Administrative Data	WEF Manager
3	Number of eligible individual adolescent girls and young women who have received WEF small grant and established a business enterprise/engaged in income generating activities.	0		Bi-Annual	Administrative Data	WEF Manager
4	Number of adolescent girls and young women trained on entrepreneurship skills to enhance their	0		Bi-Annual	Administrative Data	WEF Manager

4	Number of adolescent girls and young women trained on entrepreneurial skills to enhance their ability to enterprises development.	This is the cumulative number of adolescent girls and young women (15-24 years) of all categories that are trained in at least one of the women economic empowerment curriculums/topics to enhance their ability and skills in enterprise development and operations	Absolute number of beneficiaries
5	Number of women's associations/groups who have received the WEF small grant and trained in entrepreneurship	This is the cumulative number of women's associations or groups that received the WEF small grant and training in entrepreneurship to enhance their ability to utilize the funds	Absolute number of beneficiaries
6	Percentage of small grants approved by the WEF manager in consultation with the contract committee.	This is the proportion of small grants received, processed, and approved (D50,000 to 100,000) by the WEF manager in consultation with the SWEDD+ contract committee	Numerator: The total number small grants received, processed, and approved by the WEF manager Denominator: The total number of small grants received, processed, and approved *100
7	Timeliness rate of reports submitted to the WEF manager.	This is the proportion of reports submitted on time compared to the number of expected reports	Numerator: The total number of reports submitted on time Denominator: The total number of expected reports
8	Completeness rate of reports submitted to the WEF manager.	This is the proportion of reports submitted compared to the number of expected reports	Numerator: The total number of reports submitted Denominator: The total number of expected reports

FORMAT FOR PROPOSAL SUBMISSION:

The following format is suggested as a model for a grant request. The proposal procedures have been broken down into two steps. The first is the Project Concept. The outline for this is simple and straightforward. The second step is the completion of the Project Description.

PROJECT CONCEPT:

The purpose of the Project Concept form is to highlight the key steps to be considered when developing a project proposal. It is designed to provide the proposal evaluators with a rapid means to assess the eligibility of a particular proposal as well as the capacity of the organization to carry out the work.

DESCRIPTION OF PROJECT:

The following is a list of factors that need to be incorporated into the project proposal.

1. **Project Title:** Name by which the project will be known.
2. **Goal:** What is the goal of the project? The goal is the ultimate aim of the project.
3. **Objectives:** The objectives must be specific, measurable, attainable and time-bound to state the specific anticipated outcomes of the project.
4. **Description of Area:** Briefly describe the location (district, region, etc.) of the area (village, settlement other), population and any other important information about the project area.
5. **Environmental Situation:** Clearly state the environmental situation in the proposed project area. It is worth noting problems related to the environment will be assessed through an Initial Environmental Screening form to assist the communities in this exercise. This form needs to be completed as part of the application process in such cases. If issues are identified, a short (1-2 page) Environmental Review will be carried out for the activity.
6. **Institutional Context:** Are the activities of other international, national, regional, and local institutions working in the area, both public and private, relevant to the proposed project? Is this project new or is it an extension or diversification of an already existing project?
7. **Project Duration:** Indicate the estimated project starting date and approximate implementation period. State whether the activity is seasonally or not.
8. **Beneficiaries:** Clearly describe the target group(s).
9. **Previous Activities:** Applicant that involved in managing projects before should answer the following questions: What were the objectives of the project; Who funded the activity; Was it a grant; What was the approximate amount of the grant?
10. **Methodology and Implementation Plan:** Provide a clear narrative, which explains how the project will be organized and managed. Each objective should have a brief implementation plan that describes exactly what activities will be conducted, and it clearly states the necessary indicators that will be used to monitor progress. This should also include who is responsible for each activity within the project (including financial management), and the expected amount of time to achieve the objective. The text should also include information about the technical and resource needs, project feasibility, community participation, and project monitoring.
 - Finally, the proposal needs to include a section on project monitoring, evaluation, and reporting. A monitoring and evaluation program allows the community to continuously monitor the project's development and keep activities on track or make any necessary changes to achieve the projects' goal. The grant recipients will carry out monitoring and evaluation with the assistance of SWEDD+ staff.
11. **Budget:** Provide an itemized budget estimate according to the following categories:
 - Person Emoluments (e.g., allowances, fees, wages of people employed to carry out specific project tasks).
 - Goods (material items to be procured, and the procurement procedures).
 - Services (technical assistance or training).

- Miscellaneous expenses.
- Include a budget narrative that explains the various costs indicated in the budget, and the plan for the procurement of goods and services. Local input should also be indicated here, specifying the type (cash or in-kind), amount and estimated value and any other cost relevant.

SMALL GRANTS PROCEDURES:

This section covers grant procedures from the time the Project Concept form is submitted to the time that the small grant is closed out.

APPLICATION PROCESS:

Applicants will be required to submit an application form and a Business proposal in hard or softcopy to the designated officers.

Initial Interview/review: Designated officer/s would be set up to interview every applicant:

- i. To elaborate and validate the information in the concept (i.e. name, residence and business address, and any other personal information provided, etc.)
- ii. To verify the financing need and purpose of the small grant.
- iii. To better understand the business, financial status, and sources of income of the applicant.
- iv. To have a good understanding of the economic activity of the applicant.
- v. To provide grant counseling about the need for, and wise/appropriate use of, the grant facility.

Applicants shall complete an electronic solicitation form and initial environment screen form through the WEF small grant website, upload all supporting documents and submit them electronically or manually through the designated regional officers.

Eligible applicants who wish to download the forms and complete them manually can do so. However, such forms will be submitted through the regional designated officers who shall forward to the WEF head office.

An automated delivery alert will be sent to enable applicants to track their application, monitor progress and follow up. Applicants can also follow up through the designated regional officers

Proposals that are received shall be reviewed based on the steps describe in the proposal review process below appropriately and approved based on the conditions prescribed under the small grant limit above.

Proposals that are pending as a result of pending information and or physical verification shall be forwarded to the regional gender officers for follow-ups and visits.

Proposals that pass all the requirements of the small grant shall be approved and communicated appropriately by gender officers upon authority from the Fund Manager. The signing of the bond of agreement and other activities relevant to the project will be channeled through the regional gender officers.

SWEDD+ SMALL GRANTS

ANNEX1 : PROJECT CONCEPT PROPOSAL FORMAT

1. Name of Applicant:
2. Age:
3. Project Title:
4. Brief Description of Project:
5. Project Goal:
6. Project Objectives:
7. Expected Outputs (include anticipated amount of time it will take to achieve project outputs):
8. Relationship with On-going Activities/Projects:
9. Targeted Beneficiaries:
10. Location (include address, telephone number and name of contact person):
11. Duration:
12. Total Estimated Cost (GMD):
13. Budget Breakdown (please attach)

ANNEX 2: GRANT AGREEMENT TEMPLATE

DATED THIS.....DAY OF,20.....

BETWEEN

WOMEN ENTERPRISE FUND OF THE MINISTRY
OF GENDER, CHILDREN & SOCIAL WELFARE
(MoGCSW)

AND

.....

GRANT AGREEMENT

GRANT NUMBER:

THIS GRANT AGREEMENT is made the Day of the month of
..... 202... Between **WOMEN ENTERPRISE FUND** (under the MoGCSW) (hereinafter
called "**Granter**") and with her address at, The Gambia
(hereinafter called "**Grantee**")

WHEREAS:

1. WEF is providing grants to grantee to increase access to finance (financial inclusion) and reduce unemployment among young women and adolescent girls (15-24) years.
2. The granter agrees to help provide funds to complement the grantee to engage into enterprenurship.
3. The parties are interested in working together in connection with the purpose which is described in the proposal.
4. 4). The agreement set out the initial relationship between the parties as well as the respective rights and responsibilities of each party.
5. 5). Each party is respectively expected to adhere to the terms and conditions according to the agreement.

NOW THEREFORE, THE PARTIES ARE HERE TO AGREE AS FOLLOWS:

A) Roles and Responsibilities of the (Grantee):

1. Ensure that the small grant is used for the purpose for which it is meant.
2. Ensure that the grantee takes ownership of the project.
3. Ensure that the grantee continue to provide up-date information on the progress of the project

B) Roles and Responsibilities of (Granter)

1. Provide the grant of D..... as approved.
2. Transfer of the cash to the grantees bank account/other transfer agents as and when appropriate by the Granter
3. Provide regular supportive supervision, mentoring and coaching of grantees
4. Provide capacity building of grantees where necessary.
5. Provide in kind support support approved

C) Granting conditions

2. Duration and Timing of the Agreement: This agreement will come into force on the day of signature and will remain in effect until otherwise terminated by the parties or at the end of the project cycle.

3. Termination: The parties may terminate the agreement by mutual consent.. Either party may terminate this agreement forthwith by given 30 days' notice in writing to the other party.

4. Force Majeure: In cases of force Majeure, none of the parties will be held responsible for failures to deliver its roles and responsibilities and should not be liable for any costs relating to that failure.

5. Dispute Resolution: Any dispute, difference or question arising out of this agreement shall be settled amicably between the parties, failure of which shall be referred to a court of competent jurisdiction for redress..

6. Amendment: Either party may request changes to this agreement, any changes, modifications, revisions or amendments to this agreement which are mutually agreed upon by and between parties shall be incorporated by written instrument, and effective when executed and signed by all parties..

7. Governing Laws: The construction, interpretation and enforcement of this agreement shall be governed by the laws of The Gambia.

8. Signatures: In witness whereof, the parties to this agreement through their duly authorized representatives have executed this agreement on the dates set out below, and certify that they have read, understood, and agreed to the terms and conditions of this agreement as set forth herein. The effective date of this agreement is the date of the signature last affixed to this page.

NOTICES

Any notice required to be given herein shall be considered properly given if deposited by hand or sent by recorded mail addressed to the above-mentioned address of the party concerned.

IN WITNESS whereof the parties hereto have sent their hands and seals the day and year above written.

SIGNED, SEALED AND DELIVERED

By

(the **grantee** herein) in the presence of:

Name.....

Designation.....

Signature.....

Witness.....

Address.....

Signature.....

SIGNED, SEALED AND DELIVERED

For and behalf of the

WOMEN ENTERPRISE FUND

(the **granter** herein) in the presence of:

Name.....

Designation.....

Signature.....

Witness.....

Address.....

Signature.....

ANNEX 3: PARENT/GUIDANCE CONSENT AGREEMENT FORM

I.....Parent/Guidant of
.....declare that by signing this consent
agreement I have read, understood and agreed that my daughter be supported by the
WEF through the SWEDD+ Small Grants support;

- I understand that my daughter will be trained in Entrepreneurship before receiving any support from the WEF.
- I understand that the Small Cash/Equipment provided must not be diverted into any other purpose whatsoever.
- I understand that I must ensure my daughter abides by the relevant code of conduct for the SWEDD+ Small Grants support that she applied for with the Gambia Women Enterprise Fund.

I understand and accept that she be bound by the code of conduct for the implementation of the support as and according to agreed in the grant agreement form and all other documents and policies guiding the SWEDD+ Small Grants, and failure to comply will result in the WEF to cease from the support with immediate effect.

I hereby, agree in full to the above:

Name:

Signed:

Date:

ANNEX 4: SWEDD+ SMALL GRANTS BENEFICIARY REPORTING TEMPLATE

Date:

A. Business Information

Business Name:

Address:

.....Phone:.....
.....

E-mail (if appropriate):

Beneficiary/Owners Name:

B. Grant Information

Amount of Grant: Period of Grant:

.....

Business Name:Grant Reference

#:.....

Purpose of Grant :

.....
.....
.....
.....
.....

Stated Goals/Objectives/Outcomes:

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.....
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.....
.....

Business Growth (e.g administrative or staff since the grant was approved):

.....
.....
.....
.....
.....

1. Has the grant made any impact on your life? If so, in what way(s)? If not, what circumstances or obstacles impeded or limited your work?

.....
.....
.....
.....
.....

2. What impact did the grant have on the population you serve? Your staff? The community?

.....
.....
.....
.....

3. What did you learn from your pursuit of the objectives that you established?

.....
.....
.....
.....

4. Based upon current conditions, are there things that you would do differently in utilizing the grant award? If so, what?

.....
.....
.....
.....

5. What were the primary lessons that you and your staff learned from this grant project?

How might they impact your future thinking, performance, or services?

.....
.....
.....
.....

C. Overall Report/Financial Report/Financial Statement

Although you may design your report to suit your needs, your expense report should:

1. Account for all project expenses by placing them in line item categories (See "B.")
2. Provide a three-column financial report that represents: a) the projected budget of expenses (This should be taken from your grant proposal.); b) the actual expenses; and c) the difference between the two.

3. Provide a total for each column

D. Items To Be Included

The following information should be included in your expense report.

1. Heading: Specify the reporting period (e.g., January 1, 2024 – December 31, 2024).
2. Expenses: Following is a list of possible line items for your grant expense report. Yours may include some or all of these and others. Add any additional items that are relevant to your particular program or capital project. Your line items should be the same as in the original proposal.

Personnel Costs

Salaries and wages by individual position, specifying full- or part-time positions

Payroll taxes

Fringe benefits and related fees

Consultant and professional fees (e.g., accounting, legal, etc.)

Operational Costs

Equipment

Supplies

Printing and copying

Telephone and fax

Postage and delivery

Rent

Utilities

Travel

In-kind expenses

Total

1. Explanation: Write a short narrative explanation of one paragraph or less to answer the question: How was this grant spent? (Example: The D100,000 grant was used to purchase a 3 sawing machine.)

ANNEX 5: SWEDD+ SMALL GRANTS APPLICATION FORM

Name of Applicant: Region:

District: Settlement:

Date of Birth: (Please attached Birth Certificate)

Tel 1: Tel 2: Tel 3:

Date of Application:

Legal Name of Business:

(Should be the same as the Business registration certificate)

Year Founded: Current Annual Operating Budget: D..... (if applicable)

Amount Requested: D..... Priority: In Cash ☐ In Kind ☐

Propose Business Goals:

.....

.....

.....

.....

Target Customers:

I CERTIFY, TO THE BEST OF MY KNOWLEDGE, THAT:

My Organization does not support and will not support or engage in any terrorist activity, and If a grant is awarded to my Organization, the proceeds of that grant will not be distributed to or used to benefit any organization or individual supporting or engaged in terrorism, or used for any other unlawful purpose.

Signatures:

Please note that filled application form should be submitted together with proposal

SWEDD+ SMALL GRANTS

ANNEX 6: SWEDD+ SMALL GRANTS APPLICATION GUIDELINES

These are intended to assist small Grants applicants in preparing proposals for the SWEDD+ Small Grants support.

General Guidelines

The following guidelines are common to all sections of the grant application form:

1. A separate grant application form should be filled out for project proposal that is being submitted.
2. Grants that are beyond D300,000.00 may not be approved.
3. Parents of applicants that are below the age of 18 years must sign the SWEDD+ consent form indicating acceptance of the terms and conditions of grants
4. Successful applicants must sign the grant agreement form with the WEF
5. Evidence supporting the response to a question may be mentioned in the response, but the evidence itself, if appropriate, should be provided as an Annex. Evidence includes such items as letters of endorsement, results of hazard and vulnerability mapping, capacity needs assessments, progress reports of relevant past/current projects, workshop/seminar reports, Electronic Birth registration certificates, Business Registration Certificates and technical data (if relevant).

Specific Guidelines

The following guidelines are specific to their respective section of the grant proposal template form:

Overview

1. Individual submitting the Proposal: Please state the name of the Individual/organization submitting the proposal and spell out acronyms.
2. Project title: Please state the title of the project and spell out acronyms. Please also include the same title in the space where it says the business's legal name on the Grant Application Form.
3. Brief Description of Project: Please provide a brief description (no more than 10-12 lines over one or two paragraphs) of the project proposal, summarizing the problem to be addressed, project strategy, target group, expected results and desired impact.
4. Project: Clearly state the project goals
5. Expected Outcome: Clearly state the expected outcome of project per object, Also include anticipated amount of time it will take to achieve project outputs
6. Relationship with on-going Activities/project: Clearly state the relationship the your project have with other on-going projects/Activities.
- 7.
8. Target Beneficiaries: The target is the group of people or institutions whose capacities, service in need or product the project will build or provide for. Please provide a summary here.
9. Location: Include address of business

10. Timeframe: Please indicate the timeframe for project implementation, including expected starting date (e.g. 1 June 2025) and expected end date (e.g. 30 November 2026).
11. Total budget and breakdown of funds: Please state the total budget in GMD for the project and include proposing organization/ counterpart contributions and other co-financing (if applicable). Please give a breakdown of these sources of funds and state exact amount for each (to the extent possible).

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