



THE REPUBLIC OF THE GAMBIA
MINISTRY OF GENDER, CHILDREN AND SOCIAL WELFARE
116 D Block, Kanifing Estate (Digital Address: F84H+5HM)



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).