



The Circle Programme

Eligibility questions

This section helps both you and CAF to screen that your organization is eligible to apply for the Circle programme, and that your project broadly fulfils the ambitions of the programme. Before answering these questions, please ensure that you have read the **FAQs** carefully.

Is your grassroots organization *women-led*?

Is your organization focused specifically on economic empowerment AND/OR ending violence against women and girls?

Does your organization require non-financial support to build capacity on top of the grant?

Are you able to submit your application, any supporting documents, and any future impact monitoring reports in English? (Please see FAQs if you may need help with translation.)

Do you have a bank account in your organization's name which can accept international donations?

Was your organization's last annual income between £100,000 - £250,000?

Does your organization have the necessary documents to be considered? (Annual Account Statements for the past two years, a Governing Document, Not-for-Profit certification)



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Introduction

The Circle is delighted to be adding to its current partner portfolio, The Circle Programme, a three-year programme that aims to fund and support under-resourced women-led grassroots organizations around the world, predominantly in the Global South (the regions of Latin America, Asia, Africa, Middle East, Oceania) and the UK. We welcome applications from organisations that economically empower and/or work towards ending violence against women and girls. In particular, but not exclusively, we would welcome applications from organisations from South Sudan, DRC and Afghanistan.

For this round of applications, The Circle will be looking to partner with up to five organisations with an annual income of £GBP equivalent £100,000-£250,000.

Funding

For each year of the partnership, The Circle will fund each organisation with minimum grants of £5,000 each and up to 50% of their total mean annual income.

The Circle Programme is supported by our grant making partner, Charities Aid Foundation (CAF). The online application form is set out on the following pages. Please read the Guidance Notes for all information on the programme, criteria, non-financial support available and information on how to apply. There are also many FAQs to help you. Applications and all documentation must be written in English. Please ensure that you apply before the deadline for this programme, **11.59pm (GMT) on Wednesday 29th November 2022**. Late applications will not be accepted.

The information you provide will be used by CAF and the Circle of Women to confirm that your organization is eligible for funding and that your project is suitable for this programme. We may contact you to ask for further information or if we need to clarify any of the information that you provide. The prospective applicants will be invited to apply to this programme, therefore, please apply only if you received an invitation.

Data Protection

We take data protection and privacy very seriously. [CAF's privacy notice](#) and [the Circle's privacy notice](#) govern the way in which we collect, retain and use personal data. We shall ensure that we only hold personal data for as long as it is needed, and that it is held securely.



Contact details

Title

First name

Surname / Family name

Job title / role within the organization

Email address

This email address will be used for all correspondence.

Main contact number

Please include your country telephone code, eg +44

Mobile phone number

Please include your country telephone code, eg +44

If you heard about the programme from another source other than the Circle, it would be helpful if you could let us know which organization.

Is this grant application written in your first language?

Fluent written English is not assessed as part of our grant programmes.



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Organization details

Registered organization name

This should be the full name of your organization as it appears on your Governance document. If you are a registered charity or other registered non-profit organization, this will be the name you are registered as.

Alternative organization name

If your organization has another name that it uses on a day-to-day basis, please include that here.

Organization e-mail address

eg info@ or hello@ rather than an email address for a named individual

Website

Address

Town/City

Post/ZIP Code

Country

Charitable/NGO registration number and name of your regulator (if applicable)

Total income of your organization for the last financial year

In GBP (£). Do not use commas or currency symbol.

Date of your last financial year end

Total income of your organization for the last but one financial year

In GBP£. Do not use commas or currency symbol.

In which year was your organization established?

Please provide a summary of your organization's mission, including your aims and objectives

Please send us the following documents to aid our assessment of your grant application.

These are required documents; without these we will not be able to assess your application.

Please see FAQs and help text for further information. If you have any questions about which documents to upload, please contact us via thecircle@cafonline.org and we will do everything we can to advise.

- 1) Governing document**
- 2) Not-for-profit registration certificate**
- 3) Annual accounts for last financial year**
- 4) Annual accounts for last but one financial year**

- 5) **Proof of bank account** – a recent copy, no older than three months of a legible bank statement showing the transactions, and which includes: the name of your organisation; name of the bank; IBAN number and bank account number, with no redactions. Please note that CAF are unable to accept signed letters from the bank confirming bank details or typed up bank details. Your bank account must also be able to accept international donations.

In line with UK requirements, you may also be asked to provide:

- 6) **Controller details** - your organisation's controller's names, home addresses & dates of birth
- 7) There may be other legal requirements in your country to be able to accept international donations. Please ensure that you have met any necessary local requirements, and are able to provide supporting documentation for this, if requested by CAF.



Project overview

The Circle would love to hear about projects you would like to develop, grow or require seed-funding for. We are also open to flexible funding for core costs but would need to understand the objectives and activities of your organisation which will be enabled by core funding.

Project title - how would you like to use the funds?

If applying for core funds, please describe your work in one sentence.

Is this work mainly focused on empowering women, ending violence against women/girls, or both?

Is your organization located in the Global South?

The geographical funding split will be 80% of applicants from the Global South, and the remaining 20% from the rest of the world.

Where will your project or activities take place?

We need to know the city/region and the country, eg, Nairobi, Kenya.

Planned start date

Planned end date

Please provide a short summary of the work that this funding will enable. This could be a distinct project, or core work or activities.

If you have one, you can include a short YouTube url.

Application details

What is the purpose of this work?

Why is this work needed?

How many direct beneficiaries do you expect to reach?

eg women/girls

How many indirect beneficiaries do you expect to reach?

eg their families, other women not directly involved in the project, etc.

Briefly outline who you want to benefit from this work, and how you have estimated the numbers above.

Be as clear about your target beneficiaries as possible, eg age, urban/rural, demographic or geographical location (as appropriate).

What will you do?

Please include a timeline for your activities. Please be as clear and detailed as possible.

How will this work address specific local gaps in the field of women empowerment/ending violence against women?

How does this work sit within other initiatives in the country?

How will you identify and reach the women/girls involved?

Please include information on how you might use technology effectively in place of face-to-face communication if necessary due to Covid restrictions.

Other than money, what else will you need to carry out these activities? How will you acquire the resources you do not yet have?

This could include people, equipment and time.

Describe the challenges you may face in the delivery of this work, and how you intend to overcome them.

Do you intend to work with any partners to deliver this work?

If so, please describe your partner organization(s), what will they do, and why have you chosen to work with them. How does this partnership enhance these activities?? Please note that you cannot use this grant to provide further grants to other organizations or individuals.

Impact

How and when will you monitor and measure the success of this work?

What methodology will you use? How can you evidence your successes?

Expected impact on women and girls

What will be the top 3-5 areas of impact for women and girls? Might it be a limited change, substantive improvement, or a longer-term change in their circumstances?

What other intended outcomes will result from your project?

What else might change as a direct result of your project?

What impact would this funding and any subsequent activities have on your organization?

eg improve existing services, deliver new services, reach more people or spend more time with them, improve management processes, increase profile and networks, increase staff/volunteers.

Is there potential for future learning, or influencing regional or national policy?

How might the evidence and outcomes you achieve during this work influence regional or national policy in your country?

If you are successful, will you be willing to take part in a video case study?

Do you have a spokesperson who could attend events/panel discussions to talk about your project/work?

How else might you share the knowledge gained from this work with a wider Circle Partnership?

Project costs – UK pounds only

Total costs

In GBP (£). Please use whole numbers only with no punctuation. For example, 5000

Amount of grant requested (max. 50% of total mean annual income)

In GBP (£). Please use whole numbers only with no punctuation. For example, 5000

If there is a difference between your total costs and the grant amount requested, please explain how you will cover this expected shortfall.

In order to assess your application, we require a budget for the work that will be carried out. This should:

- * Include enough detail that we can understand what you would spend the grant on.
- * Please also include summary totals for the largest costs this could be staffing, equipment, materials, monitoring costs, travel, currency fluctuation.
- * Please provide costs in **GBP (£)**
- * The total project budget must equal the amount you have entered above as 'total project cost'.
- * Please refer to Guidance Notes FAQs and notes below regarding any significant potential currency fluctuation.

Please email your activity budget [here](#)

Thinking ahead

In the first instance, successful grantees will receive a £5,000 grant. As further funds become available, we hope to award additional grants to support your work so that we can maximize its impact. This will be up to a maximum of 50% of your total mean annual income and inclusive of your original grant.

- * **Thinking ahead, please, outline how you will use the first grant and build on it in the second year? What would you achieve with £5k?**
- * **What would a £20k grant enable you to do? How would you build upon the initial award?**
- * **What would a £50k grant enable you to do? How would you build upon any earlier award(s)?**

Alongside financial support, a key objective of the Circle programme is to provide tailored non-financial support to which will build capacity and skills in project delivery, as well as nurture a community of innovators. These areas of non-financial support are being continually developed.

Non-financial support

Please indicate which areas of non-financial support could help you, your organization, or this work.

- Peer-to-peer learning
- Networking and educational events
- Mentoring
- Guidance on effective management tools (eg impact measurement, programme management)
- Generating evidence and tracking impact
- Advice on scaling or capacity-building (eg marketing, business readiness)
- Advice on grant applications
- Marketing or media training
- Digital working
- Legal support

Are there any other areas of non-financial support which are not listed which could help you or this work?

Any further information

If there is any other any other information relevant to your application that you have not already provided in the previous answers, please tell us here.