

The RAVI



Directory of Funds in Ghana

Compiled March 2005

TABLE OF CONTENTS

List of abbreviations	3
Introduction	4
The Funds	
1. African Women's Development Fund	5
2. Alliance for Poverty Eradication	8
3. Business Sector Advocacy Challenge Fund	11
4. CIDA Fund for Local Initiatives	14
5. Civil Society Strengthening Fund	16
6. Commonwealth Education Fund	18
7. Danida Civil Society Fund	21
8. District Assembly Common Fund – Poverty Alleviation Fund	24
9. 18 th European Development Fund	26
10. Farmer-Based Organisation Development Fund	27
11. Ghana Accelerated Response Fund	29
12. Ghana National Trust Fund	31
13. Ghana Research And Advocacy Program	33
14. Global Environment Facility	36
15. Government Accountability Improves Trust	38
16. Otumfour Education Fund	40
17. Rights and Voice Initiative	41
18. Social Investment Fund	44
19. U.S.A Ambassador's Self-Help Program	46
20. World Bank Small Grants Program	48

List of Abbreviations

AgSSIP	Agricultural Services Sub-sector Investment Program
ALPE	Alliance for Poverty Eradication
AWDF	African Women Development Fund
BUSAC	Business Sector Advocacy Challenge
CBO	Community Based Organisation
CEF	Commonwealth Education Fund
CFLI	Canada Fund for Local Initiatives
CIDA	Canadian International Development Agency
CIKOD	Centre for Indigenous Knowledge and Development
CSF	Civil Society strengthening Fund
CSO	Civil Society Organisation
CU	Civic Union
DA	District Assembly
DANIDA	Danish International Development Agency
DCD	District Coordinating Director
DCE	District Chief Executive
DFID	Department for International Development
EDF	European Development Fund
EU	European Union
FBODF	Farm Based Organisation Development Fund
FMU	Fund Management Unit
GAIT II	Government Accountability Improves Trust
GCRN	Ghana Community Radio Network
GEF-SGP	Global Environment Fund-Small Grants Program
GOG	Government of Ghana
G-RAP	Ghana Research and Advocacy Program
GSPD	Ghana Society for the Physically Disabled
HIPC	Highly Indebted Poor Countries
ISODEC	Integrated Social Development Centre
MOA	Memorandum of Agreement
MOEYS	Ministry of Education Youth and Sports
MOFA	Ministry of Food and Agriculture
MOU	Memorandum of Understanding
NGO	Non-Governmental Organisation
PMT	Project Management Team
PRS	Poverty Reduction Strategy
PRSP	Poverty Reduction Strategy Programs
RAO	Research and Advocacy Organisation
RAVI	Rights and Voice Initiative
SIF	Social Investment Fund
SPIP	School Performance Improvement Plan
TUC	Trades Union Congress
UNESCO	United Nations Education Science and Cultural Organisation

This directory was compiled for RAVI by Bertha Gakor and Annie Vorgbe of Participatory Development Associates (www.pdaghana.com).

Introduction

The idea for producing this directory came about as a result of a study undertaken during the Inception Phase of the Ghana Civil Society Rights and Voice Initiative (RAVI). The study aimed to find out about lessons learned on procedures used by the various funds in Ghana that are similar to RAVI. The study revealed that many people were not aware of the funds that existed in Ghana. It was felt that it is a rights activity in itself to give the public greater access to information about funding possibilities.

The RAVI Directory of Funds is a list of some sources of funding available in Ghana for CSOs, institutions, small projects and individuals as at March 2005. It is not a comprehensive list, but we hope that it is a start towards something more. The directory has been compiled to facilitate greater access to funding especially by those CSOs, institutions and individuals who find it difficult to obtain such information.

The entries were presented by the funds themselves with a template supplied by RAVI. Thus while there is a uniform format throughout, the way the information is presented differs from one fund to the other.

While benefiting CSOs, institutions and individuals, we also believe that the directory will be a useful medium for the various funds to reach their “targets” more effectively and reduce the time they spend administering applications that do not fall within their remit.

The directory is not exhaustive and will be updated from time to time. However, RAVI hopes that CSOs looking for funds to finance their various activities will find it useful.

March 2005

We would be happy to hear of other funds that could be included in the next edition, as well as changes in the details of the funds already listed. These should be sent to:

The Project Coordinator of RAVI at ravi@ghana.com

1. African Women's Development Fund (AWDF)

Contact person/officer in charge	The Executive Director (Bisi Adeleye-Fayemi)
Contact number	Tel: 23321 780 476/7 Fax: 23321 782 502
Address/main location	PMB CT 89 Cantonments, Accra Location: 25 Achimota Forest, Yiyiwa Street, Abelenpke near Sollatek Gh. Ltd.
E-mail address	awdf@awdf.org
Web site address	http://www.awdf.org

Objectives/ purpose of fund	The objectives of the AWDF are: <ul style="list-style-type: none">• Fundraising within and outside Africa;• Grant-making on an Africa-wide basis;• Communicating the work and achievements of African women's organisations;• Providing technical assistance to grantees.
Description of fund	It is an Africa-wide grant-making fund for African women.
Total amount available	The AWDF awards grants up to \$500,000 each year.
Who is eligible to apply?	Organisations can be local, national, sub-regional or regional African women's organisations, from any part of Africa. Local women's organisations should send in the names of two referees, one of whom should be a member of a women's organisation that operates nationally.
Funding - how much per applicant?	\$1,000 - \$25,000. Grants of over \$20,000 will only be made to organisations that operate on a regional basis.

How to apply and what information should be provided in application	Proposals are sent to the AWDF secretariat in Accra, Ghana, using the grant application guidelines. Applications should be written in English, French, or Portuguese and sent by email, fax or post. Whilst the AWDF accepts applications by email and fax, a hard copy should still be sent.
--	---

Grant Application Guidelines

The AWDF requires basic and specific information about the organisation applying for a grant such as its composition and its purposes.

Contact Information

1. Name of organisation.
2. Address.
3. Telephone and Fax number.
4. E-mail address and website address (if any).
5. Contact person's name and title.
6. Who completed this proposal? Signature and date.

7. How did you learn about the African Women's Development Fund?

Organisational Information

1. What is the purpose of the organisation?

- a. What are the organisation's main goals?
- b. When was the organisation formed?
- c. Who started the organisation and why?
- d. Is the organisation local, national, sub-regional or regional?
- e. In which region(s) does the organisation work?
- f. Who are the main beneficiaries of the organisation's activities?
- g. How does one assess the strengths, weaknesses, opportunities and threats of the organisation?

2. Structure

- a. How does the organisation make decisions?
- b. Does the organisation have a staff, a board, advisors, or volunteers? How many are there of each and what are their roles? How many are women? What are their positions?
- c. How many people participate in the organisation? Does the organisation have members? If so, how many? How many are women? What are their positions?
- d. Is the organisation a women's organisation? If not, please explain the role women play in making decisions about your organisation's activities.

3. Activities and/or Programs

- a. What would you describe as the key areas of work for your organisation, i.e. women's human rights issues, economic empowerment, etc?
- b. What are the key challenges the organisation faces in the area of its work?
- c. Describe the organisation's past activities and/or programs.
- d. Describe the organisation's present activities and/or programs.
- e. What are the organisation's plans for the future?
- f. How does the grant being applied for fit in the activities/programs of the organisation?

4. Financial Situation

- a. Budget for the current financial year.
- b. What sources of funds does the organisation have for the next twelve months? (List sources and amounts).
- c. Enclose a set of audited accounts for the organisation's last financial year. If these are not available, a financial statement signed by the organisation's Treasurer and one other officer or member. The audited accounts/financial statement should include sources of funds for the activities of the organisation and details of income and expenditure.

5. Grant Request Information

- a. How much money is the organisation applying for?
- b. What purpose is the organisation seeking the grant from the AWDF? The organisation must specify how this grant will be used, and include a monitoring plan.
- c. A list of the specific outputs from this project should be made.
- d. A detailed budget for the project should be provided. If the budget has been prepared using the local currency, the US dollar or Pounds Sterling equivalent should be included.
- e. The benefits of this grant to enable the organisation achieve its strategic objectives should be outlined.

6. Additional Information:

- a. A copy of the organisation's most recent annual report and financial

	<p>statement</p> <p>b. Brochures/leaflets describing the work of the organisation.</p> <p>c. Relevant photographs, press clippings, posters, videos (if available).</p> <p>All applications should be sent to:</p> <p>The Grants Administrator African Women's Development Fund Aviation House, Aviation Road P.M.B CT 89, Cantonments Accra, Ghana Email: grants@awdf.org</p>
How often can applicants submit applications?	<p>The AWDF makes grants in two cycles each year. Applications can be sent in at any time of the year.</p>
Criteria for selecting applicants	<p>The applying organisation should:</p> <ul style="list-style-type: none">• Preferably have been in existence for at least three years;• Be a women's organisation led and managed by women;• Be national or regional civil society applying for women-specific projects, demonstrating that there are women involved in their governance, and that a senior woman in the organisation will manage the project;• Show how the project proposal fits into the organisation's overall strategy for the empowerment of African women;• Have basic organisational systems and structures in place. The AWDF looks out for evidence of effective leadership, planning and networking.• Have a clear evaluation plan for the project.• Should be able to raise additional funding;• Have the ability to manage funds and account for them in a transparent manner.
Procedure for approval and disbursement of funds	<ul style="list-style-type: none">• Proposals are screened to make sure they meet the AWDF requirements.• The Program Committee of the AWDF sits to approve proposals.• Organisations whose proposals are approved sign a grants agreement, after which the grants are disbursed.
How does the fund monitor the use of funds?	<ul style="list-style-type: none">• Programme officers of the AWDF do monitoring through site visits.• Organisations are required to submit quarterly reports through which monitoring is done.
How long will the fund operate in Ghana?	<p>The Fund will serve the needs of African women on a permanent basis as an endowed foundation.</p>

2. Alliance for Poverty Eradication (ALPE)

Contact person/officer in charge	Empowerment Network Coordinator
Contact number	Tel: 0244 434131
Address/main location	Labour College of the Trade Union Council Accra, Ghana
E-mail address	alpeghana@yahoo.com
Website address	www.north-south.dk or www.norde-sur.dk

Objectives/ purpose of fund The objective of ALPE is to strengthen poor people and civil society organisations in their active participation and influence on official and alternative initiatives for poverty eradication and Poverty Reduction Strategy Program. The objective will be promoted by strengthening and supporting Civil Society Organisations in the five countries mentioned below through the two thematic networks:

Gender Network, coordinated from Nicaragua, whose objective is improved capacity of civil society organisations linked in the network to use gender- differentiated approaches in their initiatives and advocacy on poverty eradication and PRSP;

Network for Empowerment for Advocacy, coordinated from Ghana, with the objective of strengthening participation and influence of poor and marginalized women and men in selected local communities on the full PRS cycle.

Description of fund Alliance for Poverty Eradication (ALPE) is a programme of 11 Danish non-governmental organisations, funded by DANIDA, the Danish government's office for international aid. The ALPE is a programme connecting CSOs working with and for the poor involved in national poverty reduction strategies (PRSPs), through monitoring, advocacy, formulation and implementation. The ALPE covers five focus countries: Ghana, Honduras, Nepal, Nicaragua and Zambia and works through two thematic networks – the Gender Network coordinated from Nicaragua and the Local Empowerment for Advocacy coordinated from Ghana. An international Secretariat is based in Denmark at Ibis.

Within these thematic areas the network will include the following initiatives: Support and funding of small innovative projects in the five focus countries with the view to strengthen respectively the gender dimension and the influence and advocacy of local actors and marginalized groups in the civil society interventions on PRSP policies.

Cross-learning between the member organisations across countries, through the ALPE newsletter based on the sharing of experience from the small projects and other initiatives, and through workshops or exchange visits.

Methodologies and tools including research, documentation and proposals for alternative policies will be exchanged and debated.

All with the aim of improving the capacity for advocacy initiatives within the two thematic issues, and planning joint advocacy initiatives focused on international donors such as the World Bank, the International Monetary Fund or groups of

governments behind these institutions.

Some of the ALPE members in Ghana are Ibis, SEND Foundation, Trades Union Congress (TUC), and Ghana Society for the Physically Disabled (GSPD), Integrated Social Development Centre (ISODEC) and Ghana Community Radio Network (GCRN).

Total amount available

\$ 90,000 for each of the networks.

Who is eligible to apply?

To be eligible to receive support from the ALPE the project must meet the following criteria:

For the organisation

- It must be a civil society organisation based in Ghana.
- The organisation must have established a relationship to one of the members of the Danish ALPE alliance present in Ghana-either since it is an existing partner of this organisation, or since it has approached such an organisation. The Danish ALPE partner must agree to assist to do a follow-up in case of problems with the timely submission of financial and narrative reports.
- The organisation and contact person should be mentioned in the application form.
- Organisations applying for funds must be willing to join and participate in the network to which the application is destined.
- For the project
- Relate to the issue or theme of either the gender network or the empowerment network. A list of possible projects is found in the guidelines.
- Be innovative in providing new methods or approaches or by involving new types of organisations/target groups.
- The amount asked for must be below \$10,000.
- The project must be completed at the latest by July 2006.

Funding – how much per applicant?

The budget limit for each proposal is \$ 10,000.

How to apply and what information should be provided in application

Application form are available at the project office and must contain the following information:

- Basic information on the organisation
- What the organisation does its experience and its relationship with target group
- Background justification of project
- Project analysis
- If it is a research or documentation project
- Inputs and budget
- Implementation and institutional set up
- Assumptions risks and barriers
- Existing documents

How often can applicants submit applications?

The network will issue three calls for proposals for small projects within the period. The calls and the project selection should be completed as early as possible during 2005 to allow implementation and hopefully also benefits for cross learning before the programme ends in mid 2006.

For each network a total number of 6 normal projects plus 3 research projects can be approved if all use the maximum budget allowed of USD 10.000 per project. If projects are submitted with lower budgets the number of projects can be higher.

Criteria for selecting applicants

Each network has only limited resources available therefore the following criteria would be used to prioritise between applications:

Geographical balance between the five focus will be aimed at
The projects should be complementary and not duplicate existing activities in the country or the network
The projects must provide utility and relevance for sharing of experience and cross learning at the national level and within the network
Projects with a short time horizon can serve for cross-learning and support of advocacy initiatives early in the ALPE programme will be furthered
The support can serve as seed funding, with the likelihood of a follow-up initiative to develop and attracting funding from other sources
The project holds a potential for wider use and possibly scaling-up
Priority will be given to projects relating to the target groups most discriminated for reasons related to gender, disability, HIV/AIDS and situation of impoverishment and contributing to strengthen civil society and local authorities through advocacy
Priority will also be given to projects that help to link the themes of gender and local empowerment in advocacy on PRS and development plans.

Procedure for approval and disbursement of funds

The project applications will be appraised and selected by the network coordinator and the relevant network steering committee. To ensure an appraisal, which is as uniform and transparent as possible, a project application form and an appraisal grid has been developed (and attached to application forms for information).

Projects selected for consideration should pass the minimum ranking required in the four categories (5 for research projects) and the minimum total ranking indicated in the grid. The network coordinator and the ALPE coordinator at the International Secretariat will do the first screening. A number of projects somewhat higher than those expected for selection will be forwarded for the network steering committee for appraisal and selection. The members of the committee will each get a couple of projects from other countries than their own for appraisal, and the committee will then make the final selection when all have access to the project applications in the original form and the translated summary, as well as the outcome of the project appraisals. The network steering committee will make the discussion and selection during a teleconference and/or through e-mail communication.

Among the projects which meet the minimum requirements indicated in the appraisal grid, the committee must also ensure that as many focus countries as possible are represented, in order to achieve a fair geographical balance in the selection.

How long will the fund operate in Ghana?

From 2004 to July 2006

3. Business Sector Advocacy Challenge (BUSAC) Fund

Contact person/officer in charge	Fund Manager: Jean-Luc Alder Assistant fund Manager: Judith H. Kwawukume
Contact number	Tel: 021 780 178, 0244 407 532, 0243 352 821 Fax: 021 780 810
Address/main location	PO Box 30507, KIA Accra Location: GSFM Building, #255, 4 th Dzorwulu Crescent, West Airport, PO Box 30507 KIA, Accra
E-mail address	jlaldorf@busac.org ; jhwawukume@busac.org
Website address	www.busac.org

Objectives/ purpose of fund The purpose of the fund is to strengthen the capacity of the private sector to advocate for improved policies. BUSAC envisages advocacy being used to remove bottlenecks that stop the private sector from developing, improve private sector participation in developing and implementing policies, as well as to allow a better understanding of the role of the private sector by the general public and a better image.

The main advocacy target is mostly the public administrations at different levels, including district and community levels, but also the other bodies within the private sector (banks, etc.), and the general public.

Description of fund BUSAC is funded by DANIDA and helps the private sector through its associations of businesses, the labour market and within the media landscape (by exception, media are entitled to apply as organisations, not only through their associations, because of their role and capacity to broaden the information.) Individuals or individual businesses that have good ideas about removing blockages and bureaucratic conditions that affect business operations in the country will have to apply through their association (see above: within private sector, not civil society).

The fund is mostly to promote user demand-driven mechanisms, even though it has some money also for supply-driven actions, to reach out and encourage small associations and weak groups to apply.

Special attention is given to crosscutting issues such as environment, gender, child labour and HIV/AIDS (to the extent it directly concerns the private sector).

Currently BUSAC is carrying out a two-year pilot phase in three regions: Ashanti, Brong Ahafo and Greater Accra. It has plans to expand nationwide in the future.

The fund started in March 2004. A six-month inception period with a pilot "call for applications" allowed it fine-tune its tools. This is an ongoing process.

BUSAC's structure is purposely very small (2 persons). They rely heavily on service providers to help the potential beneficiaries conceive the actions, make the applications and implement them (all of this being done on a demand-driven basis).

BUSAC neither interferes in selecting nor recommends service providers: the potential beneficiaries have to identify them. BUSAC's contribution is to help the supply meet the demand: by giving visibility on its website to potential projects on one hand and interested service providers on the other hand. BUSAC outsources to service providers the monitoring of the implementation as well as the audit of actions. An important side effect of this approach is to reinforce the existing service sector by bringing in business (and developing their expertise and practice), during the fund's life, but also by getting the associations used to dealing with external services, although this is expensive in some cases.

Total amount available	\$ 4 million currently (over 4 years). An additional \$ 6.5 million should be brought in by mid-2005 by other donors over 4-5 years.
Who is eligible to apply?	Private sector through its various associations: Business associations (micro, small and medium-sized enterprises both in the formal and informal sector). Trade unions and other labour market associations. Associations and Media within the media landscape. It is highlighted that associations, NGOs, etc within civil society are not eligible
Funding – how much per applicant?	Grants given are between 10 million to one billion cedis and can be for up to 24 months to allow enough time for advocacy to develop. A special simplified process applies for “small grants” under 20 million.

How to apply and what information should be provided in an application	Application packages including guidelines and forms are available on the website (www.busac.org). The “call for applications” is open every 6 months. This should become quarterly by mid-2005. Sample packages are available at the fund office at any time as well as at various places. Information to be provided in the application includes accurate information on all aspects of the project, resources involved, relevancy, impact and budget etc.
How often can applicants submit applications?	Adverts are published with calls for application every six months. Applicants can submit one application per call.

Criteria for selecting applicants	They are listed and weighted in the “guidelines for application” provided with the sample applications packages, and downloadable from the website. There are criteria about both the applicant and the action.
--	--

Procedure for approval and disbursement of funds

Applications are assessed within one month and this includes screening to check for completeness of applications, adjusting applications (especially for those over \$10,000, and decision making by an independent board comprising 3 high level personalities in the private sector in the area of business, labour and media.

How does the fund monitor the use of grants?

Both progress and use of money are monitored against the work plan, indicators and budget. This is done individually by registered accountants. Grantees and monitors have to produce periodic reports that have to be approved to entitle the grantees to get the following installment.

How long will the fund operate in Ghana?

The initial phase of the fund will last two and a half years. The second phase (nationwide) will last until October 2008. It may be extended beyond that date.

4. Canada Fund for Local Initiatives (CFLI)

Contact person/officer in charge	Lawrencia Adams Simpson The Coordinator, Canada Fund for Local Initiatives
Contact number	Tel: (233-21) 701-1573/701-1728 Fax: (233-21) 701-1572
Address/main location	P.O. Box 1639 Accra, Ghana
E-mail address	laurie@cidapsu.org
Website address	
Objectives/ purpose of fund	<p>The objectives of the program are mainly to promote and support local development by:</p> <ul style="list-style-type: none"> • Alleviating/eradicating poverty; • Promoting gender equity; • Strengthening the institutional and technical capacity of local organisations.
Description of fund	<p>It is a fund set up by Canadian government to:</p> <ul style="list-style-type: none"> • Provide material support for the development of rural and social infrastructure (clinics, schools, etc.). • Provide material and technical support for programs within the fund's priority sectors which have been designed by local institutions and grassroots organisations. • Provide support for advocacy on gender issues. <p>The Priority Sectors Supported by the Canada Fund are:</p> <ul style="list-style-type: none"> • Gender and Development, Health and Nutrition (Reproductive Health/HIV/AIDS; Food Security). • Environmental and Natural Resources Management, Water and Sanitation. • Decentralization, Democracy and Good Governance. <p>In all sectors, priority is given to projects which directly benefit women, children, and the disabled and other disadvantaged groups. Projects must also complement the strategic development objectives of the government and communities should have the capacity to sustain and maintain projects.</p>
Total amount available	Funding is not more than \$20,000 Canadian
Who is eligible to apply?	<ul style="list-style-type: none"> • Non-governmental organisations (NGOs) and community-based organisations (CBOs). • Rural people's organizations including cooperatives, unit committees, etc. <p>Other civil society organisations including religious organisations.</p>
Funding – how much per applicant?	Maximum level of support granted is approximately one hundred million (100,000,000) Ghanaian cedis. Material and financial contributions to the project by the local community as well as their participation in projects will determine whether support is granted or not.

How to apply and what information should be provided in application	Eligible applicants should contact the fund coordinator for application forms.
How often can applicants submit applications?	Once a year.
Criteria for selecting applicants	All procedures are explained in the detailed application form available from the Canada Fund Coordinator.
Procedure for approval and disbursement of funds	Not available
How does the fund monitor the use of funds?	Not available
How long will the fund operate in Ghana?	The CFLI is an annual fund (April 1 until March 31) and renewed on an annual basis.

5. Civil Society Strengthening Facility (CSF)

Contact person/officer in charge	The Fund Coordinator
Contact number	Tel/Fax 021 518 045 / 021 506 352
Address/main location	C/o Fund Coordinator, CIKOD, PO Box MD 68 Madina, Accra Location: Madina New Road, Ocansey Junction (opposite Presec staff school) Madina
E-mail address	Cikod2000@yahoo.co.uk
Website address	Not available
Objectives/ purpose of Fund	The purpose of the fund is to strengthen civil society in the forest sector.

Description of fund	The Civil Society Strengthening Facility is a Department For International Development (DFID) funded 18-month pilot programme, targeting CSOs in the forest sector. It involves three main forest districts, dealing directly with civil society groups that are 'down the ladder', by engaging them to understand more about forest policies, how these policies benefit them, how their interests can be represented, how to organise themselves better to make policies work for them and how to engage government to amend and change policies in their favour. The fund is being contracted to FRR Ltd based in London and has put together a project team in Ghana, which together with the Steering Committee provide strategic direction to the Fund. A Ghanaian NGO, Centre for Indigenous Knowledge and Organisational Development (CIKOD), is in charge of administering the fund and coordinating the field activities.
Total amount available	\$186,850.50 <ul style="list-style-type: none"> • \$ 150, 000 for grants, • \$24,000 for fund administration, • \$ 12,850 for vehicle mileage, expert panel and office consumables.
Who is eligible to apply?	Small civil society organisations in the forest sector, traditional authorities, community radios, forest resource user groups, forest fora, Community Forest Committees etc.
Funding – how much per applicant?	No ceiling for funding. Amount is based on individual applicant's realistic needs. Funding has so far ranged between ₵13,000,000 and ₵200,000,000.

How to apply and what information should be provided in an application	Groups can contact the project coordinator and forest fora executives in the pilot districts for application form. The application form should provide information on <ol style="list-style-type: none"> a. Applicant organisation b. Whether the organisation is registered or known in their area of operation c. Project activities d. Problems being addressed e. Potential impact of the project f. Sustainability of activities after the end of CSF funds g. Activity budgets
---	---

How often can applicants submit applications	Applicants can submit applications once with multiples of activities during this pilot phase; however, funds for these activities are released in tranches based on completion of one activity and reports submitted accordingly.
Criteria for selecting applicants	<ul style="list-style-type: none"> • The problem the project is trying to address should be carefully stated and thoroughly discussed. The proposal should clearly demonstrate an understanding of the problem to be addressed through the grant and the way in which the group hopes to address it. • The experience of the group that has motivated them to come up with the proposal. • Evidence of participatory processes used in formulating the proposal and an indication that the work to be done will be undertaken through a participatory approach involving all members as well as the people who the project would benefit. • All proposals must have clear, achievable objectives, which are interrelated and contribute to the CSF's aim of strengthening civil society groups in the forest sector. • The proposal must also explain what the group expects to change or happen as a result of the support from CSF. • Whether the activities the group proposes to undertake would address the problem and bring about the change they are expecting. • How the group would know if it has been successful in achieving its objective. • How and to whom the group intends to communicate the lessons from the project. • The proposal should demonstrate an awareness of similar initiatives or groups in the area. In other words, the proposal should complement rather than duplicate other projects • The proposal should provide evidence of the enduring commitment of the group to addressing the problem even when funding stops, and that the outcomes of the work to be done would be sustainable. This implies: an appreciation of the benefits by the stakeholders; local ownership of the project; development of local capacity; and voluntary contribution (e.g. time) of the beneficiary group. • The proposal must show that the interests and concerns of both men and women have been addressed in the design and implementation of the initiative. • The integrity of the group. This will be based on the proposal and from information gathered from the community in which the group is based. <p>For joint applications - the proposal should clearly state how each partner would contribute to the project and demonstrate how the project would build capacity in weaker partners.</p>
Procedure for approval and disbursement of funds	<p>Copies of received applications are given to all Steering Committee (SC) members. The Coordinator does the assessment based on quality of application and field checks on credibility and experience of applicant and gives a preliminary recommendation.</p> <p>A subcommittee of the SC meets to scrutinise applications and the Coordinator's recommendations and presents report on their final decisions to the SC. The SC ratifies the subcommittee's report.</p>
How does the fund monitor the use of Grants	The Fund Coordinator and accountant do periodic checks on groups in the field. Each group's reports and financial statements are checked before funding the next activity of the same group.
How long will the fund operate in Ghana?	1 and a half years

6. The Commonwealth Education Fund (CEF)

Contact person/officer in charge	The Coordinator
Contact number	Tel: 021 764 931, 764 932 Fax: 021 764 930
Address/main location	Action Aid International Ghana (Accra) P.O Box 19083 Accra North Location: 13 La Tebu Crescent, East Cantonment, Accra
E-mail address	Zakaria.Sulemana@actionaid.org
Website address	www.commonwealtheducationfund.org
Objectives/ purpose of fund	<p>The aim of the Commonwealth Education Fund is to strengthen the capacity of civil society to support government, ensure that the poorest and most marginalized children are able to enrol and complete good quality basic education. The fund has two goals: achieve universal primary education by 2015 and gender parity in basic school by 2005.</p>
Description of fund	<p>The fund is a DFID grant. It is used to provide support to community-based groups, agencies, institutions, networks or coalitions working on education policies to achieve the following objectives:</p> <ul style="list-style-type: none">• Strengthen civil society participation in the design and implementation of national and local education plans and frameworks.• Enable local communities to monitor government spending on education both at national and local levels.• Support innovative ways for communities to ensure that all children, especially girls and the most vulnerable are able to access quality education within a framework of national education plans – in a way that links to advocacy work of national level. <p>It is operating in 16 developing commonwealth countries. In Ghana, a consortium of Action Aid and Oxfam is managing the fund, with Action Aid as the lead agency. There exists a CEF management committee that gives strategic directions to the operations of the fund. Membership of the management committee is made up of representatives of the consortium, DFID, United Nations Education Science and Cultural Organisation (UNESCO) and Ministry Of Education Youth and Sports (MOEYS).</p>

The RAVI Directory of Funds in Ghana

Total amount available	£600,000 for support nationally. £60,000 for support to cocoa growing areas.
Who is eligible to apply?	Education and child rights coalitions/networks, NGOs, CBOs, Farm Based Organisations, Students Unions, Teachers Associations, and other civil society groups.
Funding – how much per applicant?	No ceiling is fixed. For now, approval is given based on how realistic budgets are and the availability of funds to meet the applicant's budget.

How to apply and what information should be provided in application	Submit a proposal to the CEF Coordinator, spelling out the following: <ol style="list-style-type: none">1. Basic information about the organisation applying for funding: Title of Project; Name of Organisation/Group; Names of two contact persons; Contact Mailing address, Telephone & Fax Numbers and e-mail address.2. Background: Brief description of the context; the problem and rationale for the project.3. What the project is about - the objectives of the project (explain how these will contribute to the achievement of Gender Parity and Universal Primary Education); describe how you will achieve the objectives – state the activities to be carried out, how they will be done, who will be involved/benefit; when and where will the activities be carried out; how will the project be managed, who will be involved what roles/responsibilities?4. Expected Results: What are the immediate outputs of the project? What important and measurable changes will the project make in civil society and on achieving gender parity and universal primary education?5. Monitoring and evaluation: What kinds of evidence/indicators will you collect to show the changes in: (a) civil society participation in decision-making and (b) improvements in the school system, including improvements in access, quality and gender equity; who will be involved in collecting these evidences/indicators, how and when? How and when will you report on the project?6. Budget (this should be detailed): Show expenses required to implement the project, show every expenditure item, the unit costs as well as total costs.
How often can applicants submit applications?	Information not available

Criteria for selecting applicants	<p>For proposals to be accepted they must:</p> <ul style="list-style-type: none">• Be relevant to at least one of the three CEF priority areas. i.e. strengthening civil society participation, budget analysis/tracking, and innovative approaches for education and equity.• Address one or more of the activities specified in the strategic plan.• Have clear and realistic objectives.• Contribute to the Education for All (EFA) goals regarding universal primary education and gender equity.• Fall within the CEF time frame (2003- March 2007)• Have clear monitoring mechanisms and plans. <p>Proposals should also:</p> <ul style="list-style-type: none">• Focus on advocacy/lobbying/campaigning and not to services, unless the latter directly contributes to advocacy/lobbying.• Show links to community involvement and participation.• Contribute to collaboration and networking.
--	--

	<ul style="list-style-type: none">• Consider issues of gender equity.• Spell out clear reporting procedures and responsibilities.• Have mechanisms for sustainability of the funded initiatives.• For networks/coalitions, proposals should show the potential for adding value to, or improving on the growth of the membership of the networks.• Groups submitting proposals must show proof of their existence and legality for accountability purposes.
Procedure for approval and disbursement of funds	<ul style="list-style-type: none">• Proposals are submitted by CSOs to the CEF Secretariat• The proposals are synthesised and submitted to the CEF management committee for review and approval.• Memorandum Of Understandings (MOUs) are signed with implementing CSO partners, indicating agreements on obligations of CEF and the implementing partner, implementation and monitoring plans, requirements and deadlines for narrative and financial reports, cash flows, etc.
How does the fund monitor the use of funds?	<p>The fund uses a participatory approach to monitoring:</p> <ul style="list-style-type: none">• Performance and outcome indicators are jointly agreed with partners and all stakeholders.• Monitoring plans involving all stakeholders and their roles are agreed.• Staffs of the CEF Secretariat and Action Aid Regional Programmes conduct field monitoring of programme implementation, outputs and effects.• Review and reflection meetings are held with all stakeholders.• Progress reports are produced from the process above and reviewed every quarter by the coordinating committees of implementing partners and the CEF management committee.
How long will the fund operate in Ghana?	2003 to March 2007

7. DANIDA Civil Society Fund

Contact person/officer in charge	Bjarne Hoejlund Pedersen (Programme Director) Simon Manu (Programme Facilitator)
Contact number	021- 762506, 071 25843
Address/main location	The Coordinator Civil Society Support Programme Ibis Ghana PO Box CT 5061 Cantonments-Accra Location: No. 83 Clotley Crescent Labone, Near Expert Travel, Ring Road Labone Tamale: PO Box TL 1239 (GU 1014 Gumani Road)
E-mail address	bjarne@ibisghana.com or simon@ibisghana.com
Website address	www.ibisghana.com

Objectives/ purpose of fund	The fund aims at strengthening the capacity and efforts of community based organisations for participation and advocacy for good governance and human right.
--	--

Description of fund	<p>The fund is part of the DANIDA Good Governance and Human Rights Programme and is managed by Ibis. The fund provides support for community- based organisations to promote rights and justice at local level and to demand accountability at local government level. It is currently working in the following regions:</p> <ul style="list-style-type: none">Upper East – working with 4 CBOsUpper West – working with 8 CBOsNorthern Region – working with 26 CBOsVolta Region – working with 18 CBOsBrong Ahafo Region –working with 11 CBOsCentral Region –working with 11 CBOs.
----------------------------	--

The fund provides support for organisations in the following areas:
Holding District Assemblies accountable on the distribution and monitoring of resources such as Highly Indebted Poor Countries (HIPC), District Assembly Common Fund, donor funds, etc;
Education on rights and access to basic social services especially education and health
Rights to inclusion in decision making –that is, participation in developing programmes, voters' rights, women's rights, rights of vulnerable groups including people living with HIV/AIDS

Total Amount available	9 million DKK from 2004 to 2008
-------------------------------	---------------------------------

Who is eligible to apply?	Community-based organisations from the above mentioned regions are eligible to submit proposals. An eligible organisation should be:
----------------------------------	--

A locally based group or organisation;
Recognised or known by community opinion leaders and District Assembly structures;
Committed to work for the rights of people at community and district levels.

Funding – how much per applicant? During the inception phase of 6 months each organisation (78 in all) was supported with a maximum amount of ₵30 million. The Inception phase is from January – June 2005

How to apply and what information should be provided in application Interested organisations can pick up formats and guidelines for proposal writing from the following contact
 District Assembly Offices in participating regions
 Ibis offices in Accra
 Ibis office in Tamale
 One organisation can submit only one proposal selected from the priority area listed above.

How often can applicants submit applications? Once a year.

Criteria for selecting applicants

Shared vision and values (Ibis & CB-CSO)
 Demonstrate belief in:
 People to represent themselves (people-centred advocacy)
 Gender equality
 Mutual respect, commitment to work with poor and marginalized groups, equity, transparency

Organisational status
 Recognised group in the community
 Known and registered with District Assembly
 Local credibility as expressed by general members and opinion leaders

Development experience and approach
 Potential of advocacy work at community or district level
 Interest in monitoring of local programmes
 Capacity to mobilize constituency for action
 Ability to express needs
 Links with other similar CB-CSOs with likeminded mission
 Previous or current working relations with other NGOs, Donors, DA, Local CSOs
 Gender sensitivity
 Potential for independent action
 Willingness to engage with decision makers of traditional, and local governance structures

Financial and administrative systems
 Willingness to:
 Operate bank account with multiple signatories
 Establish good and acceptable financial system and books of accounts
 Have a dedicated person apart from leader who is in charge of financial transactions
 Demonstrated ability to manage a certain level of funds in relation to budget requested

Institutional capacity/organisational effectiveness
 Some permanent staff or dedicated members to implement programme
 Willingness of group members to participate actively for implementation of programmes
 Strong leadership able to take responsibility
 Regular group meetings
 Good record keeping of group activities and meetings
 Known premises for working and for contact (physical address)
 Potential to raise funds for sustaining future activities

Procedure for approval and disbursement of funds

Selected applicants or organisations are referred to the fund board, which finally approves their selection for funding. The approved funds are then transferred into accounts opened specifically for this programme on quarterly basis upon the presentation of a request and reports (financial and narrative) of the previous quarter.

How does the fund monitor the use of grants?

The fund has an organisation capacity building component based on which coaching and mentoring support is provided for the selected organisations. In this vein, regional mentoring and monitoring organisations have been selected to monitor and support the organisations in their operations. Organisational development teams are also working on all the selected organisations to support them in developing their organisational structures and systems to ensure transparency, efficiency and accountability. Ibis auditors also audit the organisations annually.

How long will the fund operate in Ghana ?

The current agreement lasts till 2008.

8. District Assembly Common Fund- Productivity and Income Generating Fund ('Poverty Alleviation Fund')

Contact person/officer in charge	Metropolitan Chief Executive/Municipal Chief Executives / District Chief Executive
Contact number	All Metropolitan/municipal/district assemblies
Address/main location	All Metropolitan/municipal/district assemblies offices
E-mail address	Information not available
Website address	Information not available
Objectives/ purpose of fund	To provide funds for District Assemblies to disburse for local human and physical development activities in line with government agendas e.g. vision 2020 and the GPRS. The objectives are to enhance productivity, create employment and improve incomes of the population and to remove the obstacle of lack of access to credit for the informal sector, self-employed and the development of micro, small and medium scale enterprises.
Description of fund	<p>Productivity and Income Generating Fund, popularly known as the Poverty Alleviation Fund (PAF) is a portion of the Common Fund which all districts are mandated to set aside as micro-credit for small-scale economic activities towards poverty reduction and wealth creation. A maximum of 20% of the Common Fund is expected to be used for this purpose. The fund operates in all the districts in the country as a revolving credit where a managing institution, such as a bank, micro-finance institution or NGO with proven ability for dispensing micro credit, manages the fund on behalf of the assembly.</p> <p>The District Assemblies Common Fund was established in 1993 by Act 445 relating to Article 252 of the Constitution. The DACF is directly under the Office of the President and the sector ministry is the Ministry of Local Government and Rural Development. Five percent (5%) of the annual tax revenue is disbursed to District Assemblies.</p> <p>Under the scheme credit and loans are made available to enterprises for use as working or start up capital and seasonal cash advances for: Agriculture: farming and fishing activities Cottage industries in agro-processing Traders in farm produce (indigenous agro-processed products) Procurement and repair of machinery, vehicles and equipment Private sector initiatives to provide services in health, tourism and education, ICT and housing.</p>
Total amount available	20% of every District's share of the District Assemblies Common Fund.
Who is eligible to apply?	<p>Members of the community in each district engaged in small to medium scale activity specifically:</p> <ul style="list-style-type: none"> • women in the informal sector, • unemployed youth who have completed various kinds of training

The RAVI Directory of Funds in Ghana

	<ul style="list-style-type: none">• subsistence and peasant producers in agriculture• vulnerable groups and disabled persons.
Funding – how much per applicant?	There is no specific amount but every prospective beneficiary of the credit scheme may be required to make initial financial commitments equivalent to 10% or more of the total cost of their projects from their own sources.
How to apply and what information should be provided in an application	Through application to the district assembly.
How often can applicants submit applications?	Information not available
Criteria for selecting applicants	Applicant should have a good business plan
Procedure for approval and disbursement of funds	<p>The process starts by:</p> <ol style="list-style-type: none">1. Application to the District Assembly2. Vetting by a Committee3. Approved names of applicants are sent to the bank.4. Loans are accessed through the bank.5. Repayment of the loan is done through the bank at an interest of 20%. <p>The Assemblies have established a committee of five members to examine applications, vouch for applicants and ascertain that they are citizens of the District, and to pass on the applications to the managing institution for processing. The managing bank/institution shall be responsible for credit delivery and recovery.</p>
How is the use of the loan monitored	The District Assemblies and Banks carry out monitoring. DACF analyses the returns from the districts for monitoring and evaluation.
How long will the fund run in Ghana?	Until the constitution is changed.

9. 18th European Development Fund (EDF)

Contact person/officer in charge	Mr. J.D Chognuru, National Authorising Officer , Ministry of Finance
Contact number	Tel: 021 686 115
Address/main location	The National Authorising Officer of the EDF Ministry of Finance Accra
Email address	mpmuaccra@yahoo.co.uk
Website address	Not available
Objective/purpose of fund	To raise the living standards of the rural and peri-urban poor in Ghana in a sustainable way.
Description of fund	The fund is a grant from the European Union (EU) states channelled through the Ministry of Finance in Ghana for allocation to participating Districts for implementation of various projects.
Total amount available	25 million Euros
Who is eligible to apply?	All rural communities in Ghana through their respective district assemblies.
Funding - how much per applicant?	Funding depends on budget allocation to districts, which in turn depends on population of districts, extent of deprivation.
How to apply and what information should be provided in an application	Make contact with respective district assembly through the community's assemblyman.
How often can applicants submit applications?	Once during the approved cycle of an implementation phase.
Criteria for selecting applicants	Districts selected to participate are determined by agreement between the EU Delegation in Accra and the Ministry of Finance depending upon what the protocol says.
Procedure for approval and disbursement of funds	The community project list is collected by District Assemblies and submitted to the project management unit for initial screening and review. A Tripartite Committee then gives approval.
How does the fund monitor the use of funds?	There is a project management unit in place, which collaborates with international auditors as well as a consulting civil engineering firms.
How long will the fund operate in	2006-2010

Ghana?

10. Farmer-Based Organisations Development Fund (FBODF)

Contact person/officer in charge (position)	E. A. Dormon FBO Program Coordinator
Contact number	Tel: 021 665282
Address/main location	C/o MOFA, Directorate of Agricultural Extension Services, PO Box MB 37 Ministries, Accra Location: Turn off 27 th February Road towards the sea just before Black Star square – on the right opposite Wildlife Division
E-mail address	Information not available
Website address	Information not available
Objectives/ purpose of fund	These Funds were set up to empower farmer based organisations (FBOs) to play a greater role in decision-making in agriculture and community-development programmes, and provide equipment and training for FBOs, in order to increase agricultural productivity and incomes, thereby reducing poverty and improving food security.
Description of fund	The FBODF falls under the Agricultural Services Sub-Sector Investment Programme (AgSSIP) established by MOFA in response to GOG's Accelerated Agricultural Growth and Development Strategy (AAGDS) and the Food and Agriculture Sector Development Policy (FASDEP). The fund is part of an IDA loan for the AgSSIP project plus CIDA funds of US \$1.0 million. It aims to build FBOs capacity to add value to their production by providing funds for equipment and by technical training in use of equipment, and in business management. The FBODF only started in Oct 2003. Currently it is working in 15 districts; 5 more will be added, resulting in 2 districts per region. More attention is paid to deprived districts.
Total amount available	Over the next two years the fund will have about \$1 million.
Who is eligible to apply?	Adverts were placed in the national dailies inviting firms to express their interest in providing services under the program. This has been followed up with request for proposals which have been evaluated and contracts will be awarded by the middle of 2005.
Funding – how much per applicant	The maximum grant is \$20,000 for equipment and in-situ technical training, carried out by FBODF-approved training organisations Specific contracts will be signed with selected service providers who will be tasked to carry out extension services in specific locations within the 15 pilot districts. The contract sums will depend on the volume of work involved and therefore there is no fixed amount
How to apply and	For EDF beneficiaries do not have to apply. For FBODF application procedures and

The RAVI Directory of Funds in Ghana

what information should be provided in application	eligibility criteria are contained in an implementation manual. Beneficiaries can contact the District Directors of Agriculture in the Pilot Districts or the Regional Directors.
How often can applicants submit applications?	Usually once but in circumstances where a beneficiary group has done well and need further support to improve upon what they have achieved, they may put in another application.
Criteria for selecting applicants	A clear need has to be expressed and how the proposal from an applicant can address those needs to the benefit of members of the group and the community as a whole. See implementation manual for details.
Procedure for approval and disbursement of funds	Applications are submitted to the District Steering Committee (DSC) which evaluates them within one month of receipt, after which the approved ones are forwarded (in their original copies) to the FBODF secretariat in Accra. The secretariat then confirms that they meet the guidelines and forwards them to the AgSSIP coordinator for disbursement of funds. Before funds are released the FBO and supplier must sign an MOU setting out the guarantee period, after sales service etc. The FBO and the FBODF also sign a Financing Agreement that spells out the respective roles of the FBODF and the FBO. Turn-around time is usually two-six months, depending on how quickly the DSC's respond. In the Accra office, all applications received must be dealt with within one week.
How does the fund monitor the use of grants?	The DSCs carry out the day-to-day monitoring and the Secretariat (and sometimes the Board) does quarterly monitoring visits to selected regions to ascertain progress and also how grants have been applied.
How long will the fund operate in Ghana?	The FBODF will run until October 2006

11. Ghana Accelerated Response Fund (GARFUND)

Contact person/officer in charge Director Policy Planning, Research, Monitoring and Evaluation

Contact number Tel:021 782262/3 fax: 021 782264

Address/main location PO Box CT 5169, Cantonments, Accra
Follow signs after Labone Coffee shop

E-mail address dranie@africaonline.com.gh

Website address

Objectives/purpose of fund The purpose of the fund is to fund activities relating to HIV-AIDS.

Description of fund The GARFUND started operating in 2002. The fund is financed by donors who contribute to a basket of funds; since 2002, \$ 25 million has been received from the World Bank alone. The mandatory GOG contribution is 15%. Since 2002, close to three thousand (3000) NGOs and CBOs have been funded. Now the Fund is focussing particularly on care and support, and less on prevention. The fund receives applications from across the country, but some regions may end up getting more projects funded than others.

Total amount available Not Available

Who is eligible to apply?

- Ministries, Departments and Agencies (MDAs),
- Non-Governmental Organisations,
- Community Based organizations,
- District Assemblies,
- Regional Coordinating Councils (RCCs),
- Academic and Research Institutions,
- Private Sector

Funding – how much per applicant? **(Figures are approximate)**

1. Ministries, Departments and Agencies (M.D.As) -- 250-750 million cedis
2. Non-Governmental Organisations ----- 100-250million cedis
3. Community Based organization ----- not more than 20 million cedis
4. District Assemblies (DA) -----100 million cedis
5. Regional Coordinating Councils (RCCs) -----100 million cedis
6. Academic and Research Institutions -----
7. Private Sector -----100-250 million cedis

How to apply and what information should be provided in application Standard application forms are available. These must be filled and sent to the District Assemblies, which screen and endorse them before passing them on to the Ghana AIDS Commission.

How often can applicants submit There are two calls in a year, in November and May

applications?

Criteria for selecting applicants

This depends on the prevailing strategic direction for combating HIV/AIDS (See standard format)

Procedure for approval and disbursement of funds

1. RCC, DA, Private Sector should submit applications to the Ghana AIDS Commission and it is passed on to the Project Review and Appraisal Committee (PRAC) which is a technical committee of 25 experts in HIV /AIDs.
2. NGOs should submit their applications to their District Assemblies for endorsement and onward submission to the Ghana AIDS Commission and to the Project Review and Appraisal Committee (PRAC) which is a technical committee of 25 experts in HIV /AIDs.
3. CBOs should submit their applications to the District Assemblies, which select those who are eligible for onward submission to the District Response Management Team and the District AIDS Committee.

From submitting an application to receiving a decision takes 8 weeks. Funds are transferred in 3 tranches of 20%, 50% and 30% following receipt of a technical and financial report (assessed by independent evaluators).

How does the fund monitor the use of grants?

Two types of monitoring are done, these are technical and financial. In each district, a District Monitoring and Evaluation Focal Person assembles a team comprising of a Field Investigator, Auditors, and M&E Coordinator (at national level) for this purpose.

For how long will the fund operate in Ghana?

Ends in June 2005. Negotiations are underway.

12. Ghana National Trust Fund (GNTF)

Contact person/officer in charge	The Executive Secretary
Contact number	Tel/Fax: 021 666654
Address/main location	Bottom of Kojo Thompson Road going north from Makola opposite Standard Chartered Bank in a storey building (MBD Building)
E-mail address	
Website address	
Objectives/purpose of fund	The purpose of the funds is to support the disabled and less privileged (orphans etc).
Description of fund	<p>The Ghana National Trust Fund was set up in 1958 by President Kwame Nkrumah as a community chest through which all donations for the disabled could be channelled. Moneys for the Fund are raised from financial institutions, schools, businesses and the public during annual appeal for funds. The GNTF receives no government funding, but is tax-exempt.</p> <p>The fund provides subventions to 18 registered organisations working with the disabled as well as educational grants (secondary and tertiary), medical support for disabled, direct donations to individuals in need, and provision of equipment to enable disabled people to earn a living. The government audits the fund annually. The management of the fund is under Ministry of Employment and Manpower Development. It has Regional offices in Ashanti and Eastern Regions (had to close down most offices because of the lack of adequate funding) but support is rotated around the regions.</p>
Total Amount available	Information not available
Who is eligible to apply?	Any disabled person
Funding – how much per applicant?	Funding is given according to specific needs.
How to apply and what information should be provided in application	A letter of application specifying level of disability and need e.g. education, training etc. is sent to the Executive Secretary for the Board's approval.
How often can applicants submit applications?	Once

Criteria for selecting applicants	<p>The applicant must be a Ghanaian and be disabled or handicapped. Applicants must also be trained either formally or informally in some vocations.</p> <p>Institutions which apply must be public institutions..</p>
Procedure for approval and disbursement of funds	<p>All applications are approved by the Board. Once approval is given, payment is effected.</p>
How does the fund monitor the use of grants?	<p>Social Welfare officers in the region monitor those who are given equipment.</p>
For how long will the fund operate in Ghana?	<p>As long as there is money to operate it.</p>

13. Ghana Research and Advocacy Program (G-RAP)

Contact person/officer in charge Bertha M. Appiah-Gyapong -Programme Administrator
Hans Determeyer -Team Leader

Contact number Tel: 021 780 995/6
Fax: 021 780 733/4

Address/main location PO Box CT 5061 Accra
Location: 34 La Tebu Crescent
East Cantonments

E-mail address g-rap@ghana.com (soon: info@g-rap.org)

Website address www.g-rap.org

Objectives/ purpose of fund The overall purpose of G-RAP is to enhance the capacity of research and advocacy organisations (RAOs) to carry out evidence-based research and advocacy activities in support of pro-poor and gender balanced policies.

Specific objectives include:
Institutional development of established RAOs
Development of additional RAOs supported
RAOs gain increased autonomy from Government and donors
Knowledge base on public policy priorities increased
An active community of RAOs is established
Local networks and constituencies set up and animated by RAOs

Description of fund The Ghana Research & Advocacy Programme (G-RAP) is a pooled funding mechanism to support the institutional development of research and advocacy organisations (RAOs) in Ghana.

It aims to strengthen the institutional capacity and the autonomy of RAOs to engage actively with Government and civil society in pro-poor processes and to advocate on behalf of the poor and socially excluded in Ghanaian society.

G-RAP offers multi-annual core funding to established RAOs, which meet minimum criteria, selected on a competitive and needs-based assessment, together with one-off grants and technical assistance to emerging RAOs.

Participating donors are supporting G-RAP as a follow-up to their move towards a multi-donor budgetary support approach in order to assist the government of Ghana and its civil society partners to achieve its poverty reduction strategy. Participating donors include DFID, Canadian International Development Agency (CIDA), DANIDA and the Royal Netherlands Embassy.

A Ghana-based project management team (PMT) has been contracted on behalf of all G-RAP donors to implement its activities.

The RAVI Directory of Funds in Ghana

Total amount available	2005: \$ 2 million
Who is eligible to apply	Research and advocacy organisations (RAOs) in Ghana.
Funding – how much per applicant?	Depends on assessed capacity, number of applicants and available funds. <ul style="list-style-type: none">• Core grants (3 years) can cover up to 25-40% of an applicant's annual budget and in 2005 ranged between USD 80,000 and 290,000• Technical assistance grants for 2005 vary between USD 40, 000 and 140, 000 for one year.• Institutional capacity-building grants have a ceiling of USD 10,000 per year.
How to apply and what information should be provided in application	Expressions of interest are sent by eligible RAOs, which are reviewed by the programme management team (PMT) against the G-RAP criteria. Short-listed organisations are then invited to submit detailed applications. G-RAP provides standard formats for Expressions of Interest and applications.
How often can applicants submit applications?	G-RAP issues calls for proposals from eligible RAOs at least once a year (Oct-Nov) for the following funding windows: <ul style="list-style-type: none">• Multi-annual core grants (annual turn-over greater than USD 400,000 required)• Institutional capacity-building grants (12 months max. duration)• Technical assistance grants (12 months max. duration)
Criteria for selecting applicants	RAOs need to demonstrate: <ul style="list-style-type: none">• Engagement in research and advocacy on economic, social, political and security issues.• Collaboration with community-based organisations and local networks in research and advocacy.• Gender awareness and pro-poor sensitivity.• Legal registration in Ghana.• Multi-annual strategic plans and budget.• Appropriate and effective institutional procedures for good governance, reporting, monitoring and evaluation.• Appropriate financial management including at least two annual statements of accounts audited by a suitably qualified body or person.• Attested need for financial and/or organisational development support.• Organisations with an annual turnover of more than US\$ 400,000 per annum can qualify for the multi-annual core-funding window
Procedure for approval and disbursement of funds	Application and selection is against a two-stage process. The PMT facilitates a process of assessment of the organisation and its application in close collaboration with the submitting organisation. The assessment information and the application are reviewed by the Funders Committee, which then makes a decision on whether to accept or reject the application against the G-RAP criteria.

How does the fund monitor the use of grants?

Applications are condensed into standard work plans and expenditure plans, which feed directly into standard reporting formats. In addition to quarterly financial and half-yearly narrative reporting, G-RAP's on-the-job monitoring and evaluations by external consultants complete the M&E framework.

For how long will the fund operate in Ghana?

The fund will initially run from August 2004 to July 2006

14. Global Environment Facility Small Grants Program (GEF-SGP)

Contact person/officer in charge	The National Coordinator, UNDP GEF/SGP
Contact number	Tel: 021 227 323 Fax: 021 779 970
Address/main location	C/O UNDP, PO Box 1423 Accra Halfway down 3 rd Lane, Ringway Estates
E-mail address	GeorgeO@unops.org
Website address	www.undp.org/sgp
Objectives/purpose of fund	The purpose of the fund is to provide technical and financial support to community-led initiatives that conserve and restore the environment while enhancing the well-being and livelihood of the local people.
Description of fund	The GEF/SGP started 12 years ago in Ghana and is implemented globally by UNDP. It has five components: biodiversity and livelihoods, greenhouse gas and climate change, international waters, land degradation, and pollution. A 13-member steering committee developed a two-three year strategic framework for implementation of the SGP. Currently, of the 75 projects funded so far, 65% are in the three northern regions, many of which are in Upper East Region (a result of the priority work themes of SGP occurring in these areas).
Total amount available	The size of Ghana SGP in 2004 was approximately \$300,000 and it is expected to reach \$500,000 in 2005.
Who is eligible to apply?	All environmental NGOs and community-based organisation that operate in the focal areas of the Global Environment Facility.
Funding – how much per applicant?	Grants are up to \$50,000.
How to apply and what information should be provided in application	<ul style="list-style-type: none"> • Submission of concept paper by NGO or CBO which briefly describes the idea of the project (not more than two pages) • Submission of project proposal after an assessment of the concept paper • Signing of Memorandum of Agreement (MOA)
How often can applicants submit applications?	Project proposals can be submitted at any time during the year to the National Programme Coordinator
Criteria for selecting applicants	To qualify for funding under the GEF/SGP, all projects must fall in one or of the GEF focal areas namely; biodiversity, conservation, climate change mitigation, international water protection, ozone layer depletion, land degradation and desertification control.

Procedure for approval and disbursement of funds	Once the National Steering Committee approves a project the National Coordinator will prepare a MOA, which will be signed between applicant and the UNDP. The project becomes effective from this stage on.
How does the fund monitor the use of grants?	The implementing organisation of the project is expected to submit periodic progress reports. The GEF/SGP national office will monitor the project implementation against the performance indicators
For how long will the fund operate in Ghana?	The GEF/SGP started 12 years ago in Ghana and it has moved into the third operation phase.

15. Government Accountability Improves Trust (GAIT II)

Contact person/officer in charge	Papa Sene Team Leader
Contact number	Tel: 021 775 694 & 767 272
Address/main location	17 Abafun Crescent - Labone, DTD 44 Cantonments Post Office Cantonments – Accra
E-mail address	psene@gait2.org
Website address	Not available
Objectives/ purpose of fund	The program was started to promote democratic and decentralized governance programmes, which are not well grounded in Ghana, as people are not familiar with the concept of local governance and civil society participation in the local development process.
Description of fund	<p>The programme is funded by USAID and it is working with District Assemblies to strengthen democratic local governance through civic involvement. During the first phase it worked primarily with civil society organisations and District Assemblies in 20 districts where 18 civic unions and 46 sub-civic unions were formed.</p> <p>Currently, the programme focuses on strategies that encourage District Assemblies and District Education Offices, citizen groups including Parent-Teacher Associations (PTAs), and communities in 5 districts to strengthen democratic and decentralized governance through civic involvement and increased community advocacy for quality education. The rationale behind this approach is to demonstrate that the end product of citizen groups' participation in local government business is quality service delivery, especially in education. People expect that the intangibles like human rights, voting rights should go with tangible benefits; education quality is thus a key vehicle to sustain citizen-government engagement at the local level.</p> <p>The programme is also promoting public private-partnership ideas, so that DAs can see the private sector as key partner in promoting fiscal decentralisation, through enhanced revenue generation. GAIT II continues to foster the idea of civic unions because it assumes that CSOs present a stronger front and achieve greater impact when working in a coordinated fashion, especially at the grassroots where CSOs are fragile.</p> <p>Small grants are given to citizen groups' (in the operational districts Bole, Ho, South Tongu, Suhum-Kraboia-Coaltar and West Gonja) to engage in income generating activities to sustain their capacity building needs and advocacy agendas as well as participation in local governance issues. Another type of grant, micro-grant, which is demand-driven and performance-based, is available for each of 28 selected school-communities in the five operational districts to apply. The micro-grant is meant to support community contribution towards the implementation of a school performance improvement plan (SPIP) based on issues coming out of Participatory Learning Appraisal (PLA) exercises. This type of grant will be administered through the PTAs</p>

of the successful school-communities.

GAIT II also facilitates elaboration of district strategic plans, including plans from CSOs, to identify strategic directions of the district and its partners.

Total amount available	\$ 25,000
Who is eligible to apply?	<ol style="list-style-type: none"> 1. Small matching grants for income generating activities - citizen groups, especially the civic unions and sub-civic unions in the operational districts 2. Micro-grant to support SPIP –all 28 pre-selected school-communities in the operational districts
Funding – how much per applicant?	Maximum is \$1,000 for civic unions (CUs) and \$850 for the school-communities
How to apply and what information should be provided in application	<p>For CUs a business plan is required. School communities must have an operational School Performance Improvement Plan (SPIP)</p>
How often can applicants submit applications?	<ol style="list-style-type: none"> 1. Small matching grants for income generating activities - once 2. Micro-grant to support SPIP – Two tranches, but the second tranche depends on performance in the implementation of the first tranche.
Criteria for selecting applicants	<p>A sound business plan and matching contribution. The SPIP is well implemented.</p>
Procedure for approval and disbursement of funds	Zonal committee hearing of proposals.
How does the fund monitor the use of grants	<ol style="list-style-type: none"> 1. Small matching grants for income generating activities –the programme has resident District Technical Assistants (DTAs) who follow closely the use of the grants and report on progress of income generating activities to zonal offices. 2. Micro-grant to support SPIP.
How long will the fund operate in Ghana?	<ol style="list-style-type: none"> 1. Small matching grants for income generating activities –five years 2. (2) Micro-grant to support SPIP –five years

16. Otumfour Education Fund

Contact person/officer in charge	The Administrator
Contact number	Tel: 051 381551
Address/main location	SSNIT Main Building Adum Kumasi
E-mail address	Not available
Website address	Not available
Objectives/ purpose of fund	It was established in 2000 to assist bright but needy students in school.
Description of fund	The fund was set up by Otumfuo Osei Tutu, the Asantehene on the 13 th November 1999, to provide financial assistance to bright but needy students in Asanteman. The fund is managed by a Board of Trustees, with a secretariat, which carries out the activities of the Board.
Total Grant available	The total grant available is not fixed; it varies from year to year and depends on how much has been raised in a particular year.
Who is eligible to apply?	Needy pupils/students.
Funding – how much per applicant?	This depends on the bill presented by a student or the needs of a particular school.
How to apply and what information should be provided in application	To get assistance from the fund, one must write stating the reason why one needs assistance from the fund. At least two current terminal reports should be attached to the application together with the school bill. The person must show interest in the fund by contributing.
How often can applicants submit applications?	At least once during the three-year stay in the school.
Criteria for selecting applicants	The criterion for selection is that the student should be brilliant and needy.
Procedure for approval and disbursement of funds	A student's application is approved by the board of trustees. Once the application is approved a cheque is written and endorsed by two members of the board.
How does the fund monitor the use of grants?	The assistance given to every student is paid straight to his/her schools so the grantees don't have access to the money.
How long will the fund operate in Ghana?	The Fund will continue as long as there is money to run it.

17. Rights and Voice Initiative (RAVI)

Contact person/officer in charge	The RAVI Project Coordinator
Contact number	Tel: 021 779 375
Address/main location	RAVI Secretariat P.O Box KA PMB 71 House No. 66 Patrice Lumumba Road. Airport Residential Area, Accra
E-mail address	ravi@ghana.com
Website address	www.ravighana.org
Objectives/ purpose of fund	<p>The Rights and Voice Initiative (RAVI) is a fund established by the British Government's Department for International Development (DFID), targeted at enhancing citizens' engagement with the state in relation to the respect, protection and fulfilment of civil, cultural, economic, political and social rights.</p> <p>The objective of RAVI is to increase the ability of rights holders to exercise voice in the arenas of public debate and to build demand for transparency and accountability in government's relations with its citizenry.</p>
Description of fund	<p>RAVI funding will be available over a five year period with annual calls for expression of interest from Civil Society Organisations (CSOs): intermediary CSOs and medium and small CSOs. In year 1 three broad types of grants will be disbursed and in any one year a CSO can only apply for one type of grant. The focus for the annual calls may alter from year to year.</p> <p>Types of Grants</p> <p><u>Intermediary</u> -an intermediary CSO will use the grant for working with and strengthening civil society capacity at the district and community levels to carry out citizen-government engagement.</p> <p><u>Grants to CSOs</u>- these will be used for direct citizen-government engagement at the regional and national levels in Ghana using rights based approaches and people centred advocacy.</p> <p><u>Grants to district/community level organisations</u> - At the end of 2005 CSOs/CBOs working at district and community levels will be able to apply for grants through the intermediaries.</p> <p>A consortium of four partner organisations led by Action Aid International Ghana, manages RAVI. The other consortium members are Participatory Development Associates (PDA), Centre for Democratic Development (CDD)and FRR.</p>
Total amount available	UK £ 2.9 million
Who is eligible to apply?	In order to be eligible to apply for a grant from the fund for the first call the CSOs must satisfy the following conditions:

For intermediaries

- be a legally registered not-for-profit Ghanaian CSO or affiliated to/in partnership with a legally registered not-for-profit Ghanaian CSO;
- be working at the regional or national level within Ghana

For CSOs

- be a legally registered not-for-profit Ghanaian CSO or affiliated to/in partnership with a legally registered not-for-profit Ghanaian CSO;
- be working at the regional or national level within Ghana (*CBOs/LNGOs working at the district and community levels will be eligible for RAVI funds under a different funding call through intermediary organisation.*)

The following organisations are ineligible for grants from RAVI:

- International NGOs (unless in partnership with an eligible CSO through whom the funding will be channelled)
- Organisation in receipt of core funding from the Ghana Advocacy and Research Program (G-RAP)
- Government of Ghana agencies (unless in partnership with an eligible CSO through whom the funding will be channelled)

Funding – how much per applicant?

i. Grants for CSOs undertaking direct citizen-government engagement, applications can be made for grants between UK £ 25,000 and UK £75,000.

Grants to intermediaries will have two components

ii. Assistance to Intermediary to support CBOs to carry out citizen-government engagement (up to UK £ 25,000)

iii. Direct grants to CBOs will vary depending on the size, nature and capability of CBOs the intermediary will work with. However each intermediary might work with around five CBOs with an average grant of Cedi equivalent of UK £ 5,000.

How to apply and what information should be provided in application

Any organisation that wishes to apply should await a call for Expression of Interest (EOI) from the national media and others. The EOIs should be sent to the RAVI secretariat by the deadline given. Guidelines for writing these are available from the RAVI Secretariat and partner organisations in the regions, which are announced with each call. The guidelines can also be downloaded from the RAVI website.

How often can applicants submit applications?

The first call for EOIs from Intermediaries and CSOs was issued in March 2005 and the one for small grants will be issued at the end of July 2005.

Criteria for selecting applicants

Intermediaries

Intermediaries are selected for a short list on the basis of

- the CSOs organisational capacity (summary financial/staff information)
- the CSOs relevant previous experience
- the CSOs vision, mission and goals
- how the CSO plans to support CBOs in citizen-government engagement

All short listed applicants will be sent an organisational self-assessment tool, which enables them to better assess their suitability.

After this assessment successful applicants will be asked to submit detailed proposals elaborating how they want to apply the funds, for further assessment and selection by a the RAVI Grants Sub-committee.

CSOs

For the CSOs EOIs shall be assessed using the under-listed criteria and a short list of applicants decided:

- Evidence of how the organisation represents a constituency
- Previous relevant experience
- What citizen-government engagement is planned to be done and how it includes elements of rights based approach and people centred advocacy

Successful short listed applicants will be asked to submit detailed proposals elaborating how they want to apply the funds for further assessment and selection by a Grants Sub-committee using the following criteria:

1. contribution to RAVI objectives and values
2. organisational capacity and experience
3. innovativeness and creativity of the proposal content and format.

Details of these criteria are available in the guidelines for accessing RAVI funding available at the secretariat or the RAVI website.

Procedure for approval and disbursement of funds

The RAVI secretariat will approve funds based on the recommendations of the Grants Sub-committee.

The names, addresses and locations of successful applicants shall be published in the print media and on the RAVI website.

Following negotiations between selected grantees and RAVI an agreement will be signed. Funds will be disbursed to grantees within one week of the signing of agreement. Funds shall be disbursed in accordance with the tranches agreed between grantees and the RAVI secretariat.

Details of the procedure are in the guidelines for accessing RAVI fund.

How does the fund monitor the use of grants?

An M&E framework is currently (March 2005) being designed. RAVI intends to employ participatory methods in monitoring and evaluating the use of funds by grantees.

How long will the fund operate in Ghana?

The Fund will operate up to 2009

18. Social Investment Fund (GPRP/SIF)

Contact person/officer in charge The Monitoring and Evaluation Specialist

Contact number Tel 021 778921 Fax: 021 778404

Address/main location PO Box CT 3919 Cantonments Accra
Location: At Flagstaff House, Building L

E-mail address kodjoma@sifinghana.org, kodjoma@yahoo.com

Website address www.sifinghana.org

Objectives/purpose of fund To reduce poverty by i) facilitating access by poor people to basic infrastructure and services, ii) increase access to micro-finance, iii) strengthen CBOs, NGOs, micro finance institutions and local government.

Description of fund The SIF was set up about six years ago. It emerged from a World Bank evaluation of Programme of Action to Mitigate the Social Cost of Adjustment (PAMSCAD), which identified the need for a fund insulated from the political process. The main funder is the African Development Bank. Others are UNDP, OPEC and GOG (10%). There was also a one-off support from CIDA and DFID e.g. for the poverty mapping exercise.

The programme has three subcomponents: financing basic socio-economic infrastructure (health, education, water, sanitation facilities, irrigation, agro-processing support, and roads among others. So far 1051 physical projects have been funded all over the country. There is also a revolving micro-credit scheme to support income-generating activities as well as money for capacity building of CBOs, NGOs and local government.

For income-generating activities, SIF only works with groups, to encourage 'bonding' (sharing of knowledge and spread of risk). These groups then receive 'bridging' – links to relevant institutions e.g. agricultural institutions, national board for small-scale industries, UNIDO, GTZ. SIF has a standing agreement with these to provide training in bookkeeping, management etc. The groups are then given 'linking' –they are helped to find and access markets.

SIF lends micro credit funds to banks and selected NGOs at the Bank of Ghana base rate The banks then supervise recovery of loans given to the groups– recovery rate is 93% compared with 50% repayment rate to GOG-administered micro-credit schemes. Banks are now putting up 60% of the fund from their own money, thus increasing the size of the overall micro-credit fund. About 9000 groups are benefiting from micro-finance.

During Phase 2, SIF will build the capacity of area councils to provide checks on DA's budgets and plans. It will also focus on urban slums development and the development of more efficient towns.

SIF is working in 35 districts. These were selected from 64 districts, which were

The RAVI Directory of Funds in Ghana

	ranked based on access to water; health, education, roads, locally generated income, and the poorest districts were selected to work in first
Total amount available	For the first phase \$20.8 million was provided, \$ 32. million was provided for Phase 2 which will run for five years) from OPEC Fund, AfDB and GOG sources
Who is eligible to apply?	Any CBO especially that of women and the youth in deprived districts and communities. The CBO or group will be assessed based upon the capacity to operationalise and maintain the requested facility.
Funding – how much per applicant?	The maximum credit is 1-4 million cedis (loans of four million are only for groups that are well advanced) for income generating and micro enterprise activities and may go up to \$45,000 for social facilities such as school, health and sanitation.
How to apply and what information should be provided in application	The application in all cases should be through the SIF district office or the District Office of the Department of Community Development (DCD). The Project officer of the SIF or the Department of Community Development will continue with the contact and processing of the application. For Micro-loans the conditions of the local Rural Bank applies.
How often can applicants submit applications?	Applications can be submitted only once
Criteria for selecting applicants	<p>The major criteria are for applicants to provide evidence of being able to sustain the initiative and the project must aim towards eliminating the major causes of poverty in the locality. The project should focus more on women and vulnerable groups.</p> <p>The CBO should also be able to provide at least 10% of the amount being requested for in kind or cash. If it is a social project the respective District Assembly must approve and be prepared to it by providing up to 15% of the total project cost.</p>
Procedure for approval and disbursement of funds	The requested support for income generating activities goes through the local Micro Finance Institution and then sent to the Fund Management Unit (FMU) of SIF for final approval while the social projects are approved by the respective District Assembly and the FMU of SIF.
How does the fund monitor the use grants?	There is an established field monitoring process which is backed by an effective monitoring and dissemination system
How long will the fund operate in Ghana?	The SIF is now established as an institution with an indefinite life span. It will continue to serve as a conduit for channelling resources to the poor and vulnerable and vulnerable groups in Ghana

19. U.S.A. Embassy –Ambassador’s Self-Help Program

Contact person/officer in charge	Self-Help Coordinator
Contact number	Telephone: 776601/2 ext. 4365
Address/main location	U.S. Embassy, Ring Road East P.O. Box 194, Accra
E-mail address	Information not available
Website address	Information not available
Objectives/purpose of funds	The Ambassador’s Self-Help funds are for community-based projects designed to improve education, health, living standards or income levels.
Description of fund	<p>The Self-Help Program aims to give U.S. Embassy support directly to community groups that are helping themselves. The Self-Help Program provides assistance to small community projects and is not intended to benefit an individual or business owner. Nor can it provide assistance to government entities such as district assemblies.</p> <p>The Self-Help Program cannot fund political, religious, military, or recreational activities. Funds cannot be used for administrative costs, transportation, training, scholarships, consumable items, vehicles, or to finance repairs. Funds are not provided to government agencies.</p>
Total amount available	Not available
Who is eligible to apply?	Community groups that are helping themselves.
Funding – how much per applicant?	The maximum grant is \$US10, 000, converted to cedis at the prevailing exchange rate. However, very few projects are funded at that amount. Projects typically funded are small, in the range of US\$2,000 to US\$5,000.
How to apply and what information should be provided in application	<p>Application forms are available through the coordinator in the Self-Help Program Office at the U.S. Embassy. They may be requested by mail or in person.</p> <p>Because of the competitive nature of the fund, and to ensure fair consideration of its proposal, any group which is interested in applying to the Ambassador’s Self-Help Program should complete carefully the application form, attaching pro forma invoices for all items requested and answering each question in as much detail as possible. The group may also provide a brief cover letter to further explain their proposal; for example, if you are proposing a health post, tell us how far residents now travel for health services, what illnesses are prevalent in the community, and how you plan to staff the health post.</p>

	<p>The person completing the form must attach a passport-size photograph to the form in order to have it considered by the Self-Help Program and return the form to the address provided.</p>
How often can applicants submit applications?	<p>The Ambassador's Self-Help Program is accepting applications through 30 November 2005 for the next funding cycle, with grants to be decided in April 2006.</p>
Criteria for selecting applicants	<p>The Self-Help Program is a competitive one in that the U.S. Embassy receives approximately 300 applications each year and can offer assistance to only 15 to 20 of those projects.</p> <p>To qualify for selection:</p> <ul style="list-style-type: none">• The project must be initiated by the community and should benefit the community by increasing income or improving living conditions. If the project is designed to generate income, it must be truly community-based and not a for-profit enterprise or sole proprietorship.• The project should be sustainable and not require continued support after the one-time contribution from the Self-Help Program.• The community must make substantial contributions to the project in money or in kind (labour, sand, stone, building materials, etc.).• All projects must be completed in one year.
Procedure for approval and disbursement of funds	<p>The Self-Help Projects Committee meets once a year to decide on funding. The committee aims to have a variety of projects and a wide geographical distribution. The committee currently funds about 10 percent of the applications it receives. Project funding is generally decided in April of each year.</p>
How does the fund monitor the use of funds?	<p>Not available</p>
How long will the fund operate in Ghana?	<p>. There is no fixed time period.</p>

20. World Bank Small Grants Program

Contact person/officer in charge	Capacity Enhancement Coordinator
Contact number	Country Office Tel: 021-229 681 Fax: 021 227 887 Centre for Development Partnerships Tel: 021 771 953
Address/main location	The World Bank Ghana Office PO Box M. 27 Accra 69 Dr. Isert Road North Ridge, Accra. Centre for Development Partnerships (CDP) PO Box OS-2956, Osu Accra
E-mail address	
Website address	www.worldbank.org

Objectives/purpose of fund	To support the empowerment of citizens to have greater ownership of development processes, thereby making these processes more inclusive and equitable.
-----------------------------------	---

Description of fund	<p>The World Bank Small Grants Program was established in 1987 in Washington. However, it has been decentralized from Washington since 1997 and Ghana has to apply each year for funding from the USA. The grant is not for projects but specific activities such as conferences, networking, information dissemination, and production of materials, which will enhance citizen-government engagement. Financial and narrative reports at the end of each activity are sent to Washington DC.</p> <p>What kinds of activities are supported?</p> <p>The Small Grants Program supports activities whose primary objective is civic engagement. In addition:</p> <p>Activities may include, but are not limited to workshops and seminars to enhance civic engagement skills and/or knowledge; appropriate communication campaigns to <i>influence</i> policymaking or public service delivery; or innovative networking efforts to build the capacity of the particular sector.</p> <p>The budget should not exceed the maximum amount of \$15,000. Half of the budget should be in-kind contribution or leverage from additional sources.</p> <p>The activity should be completed within one year of the date the grant is awarded.</p> <p>Priority shall be given to organizations that have not been supported by the Program in previous years.</p> <p>Organizations are not eligible for more than three grants from the Small Grants Program within a five- year period.</p>
----------------------------	--

Note that in 2005, the focus is on activities related to social accountability. Social accountability can be defined as efforts by citizens and/or civil society organizations to participate directly and indirectly in ensuring that power-holders account for and take responsibility for their actions, through participatory and not confrontational means. Activities that enhance the availability of information,

strengthen community voices, promote dialogue and consultation and create space for improved performance are examples.

Example of some activities supported by the fund in Ghana are:

- Awareness-creation workshops on the Ghana Poverty Reduction Strategy
- Workshop for disabled children in Central Region
- Gender training for women in the Brong Ahafo Region
- Kaban Support Foundation proposed to promote a collective effort by all stakeholders to strengthen and advocate access and control for community initiated projects to ensure absolute ownership by target communities in the eastern region
- Ghana Association of the Deaf proposed to strengthen the Volta Regional Association of the Deaf through training of its executives to lobby for their rights and have a voice in the development programs in the region
- Ghana Society of the Physically Disabled proposed to strengthen the capacities and capabilities of its members in the central region through seminars, conferences and discussion forums to the extent that members would advocate and lobby their respective District Assemblies for the provision of services towards their welfare.

Total amount available	Information not available
Who is eligible to apply	<ul style="list-style-type: none"> • Civil society organisations based in developing countries and working on issues of development • Civil society organisations must be in good standing and have a record of achievement in the community and record of financial probity • Priority will be given to organisations not supported by the programme in previous year (organisations are not eligible for more than three grants from the Small Grants Program).
Funding – how much per applicant?	Most grants are in the range of \$ 3000 to \$7,000 with a maximum of \$15,000. The fund rarely funds more than half of the budget for an activity and prefers that its grants help leverage additional contributions from other sources.
How to apply and what information should be provided in application	<p>The Small Grants Program normally makes decisions only once a year. Applicant organisations should apply well in advance of the date of the grant activity. Applicants are advised to read the criteria and the application form carefully before submitting an application to the World Bank, Ghana Office or its Small Grants partner organization, CDP. Additional resources for CSOs are available from the World Bank website.</p> <p>Guidelines and application forms are available from the World Bank Country Office in Accra or Centre for Development Partnerships, its Small Grants partner.</p>
How often can applicants submit applications?	The Small Grants Program normally makes decisions once in a year. Applicant organisations should apply well in advance of the date of grant activity.
Criteria for selecting applicants	<p>Preference would be given to organisations that;</p> <ul style="list-style-type: none"> • Have prior experience in grant-making • Have knowledge of the local area of civic engagement • Have experience with a range of partners • Have knowledge of the World Bank’s mission and work • Provide evidence of significant local and regional ownership and funding support

	<ul style="list-style-type: none">• Have a commitment to sharing findings and products with other members of the donor and NGO community• Engage in activities that have clear measurable output and have community-wide benefits; and <p>Include clear and well thought out plans for communications/marketing and for project evaluation.</p>
Procedure for approval and disbursement of funds	Decisions on the grants are made by a Small Grants Committee, convened at CDP. Applications are screened and reviewed to ensure that all the criteria are met. The Small Grants Program gives prompt consideration to all proposals. <u>Given the very large number of requests, personal visits and phone calls to the World Bank Office or offices of CDP by applicants regarding the status of their applications are not encouraged.</u>
How does the fund monitor the use of grants?	Financial and narrative reports at the end of each activity are sent to Washington DC.
How long will the fund operate in Ghana?	The grant duration is 12 months and Ghana has to apply each year.