***NOTE:*** *This document is only made available to help you draft responses to the online application form. DO NOT submit this document as an attachment. All responses should be in the online application form itself at:*

[*https://app.smartsheet.com/b/form/f4ee469d828749849a0ff57ce6358a74*](https://app.smartsheet.com/b/form/f4ee469d828749849a0ff57ce6358a74)

**Questions for Celebrating Inclusion - Innovate & Learn Grants Application Form**

**APPLICANT INFORMATION**

**What’s the name of your organisation (lead applicant)?**

**On behalf of what type of organisation are you submitting the application?**

Descriptions:

An INFORMAL GROUP is a group that is emerging organically due to the response and common interests of the members of the group who can easily identify with the goals or independent activities of the group. Informal groups are not officially registered as an organisation but may have statutes or by-laws to help organise themselves or could be recognised at the local level. An informal group may select a host organisation to manage the grant on their behalf.

A FORMAL ORGANSATION is officially registered as a Non-Governmental organisation or entity at the national level. This may also include a social enterprise as long as there is no profit-making element to it.

A NETWORK consists of individuals and/or organisations that share information, ideas and resources to accomplish individual or group goals. Networking is a process of acquiring resources and building power by using or creating linkages between two or more individuals, groups, and/or organisations. Networks tend to be loose, flexible associations of people and groups brought together by a common interest or concern to share information and ideas. A coalition is a higher form of a network with a common advocacy goal. Networks can be registered or not. If they are not they require a host organisation for the purposes of Voice.

**Type of Organisation**

* Informal group
* Formal organisation
* Network

**Address of the organisation**

**Phone number**

**Fax**

**Website**

**Social media (Facebook)**

**Social media (Twitter)**

**Who will be the main contact person?**

**Position**

**Email address**

**Phone number**

**Who will be an alternative contact person?**

**Position**

**Email address**

**Phone number**

**Is your organisation officially registered?** (Y/N)

**History of the organisation***When was it founded? How did it all start?*

**Geographical coverage**
*Where do you work?*

**Does your organisation have a trained accountant?** (Y/N)

**Main sources of funding in your organisation?**

**What is the annual income of your organisation?**

**Are you a former or current Hivos/Oxfam partner?**

* Yes with Hivos
* Yes with Oxfam
* No

**Describe the goal of your organisation.***What is your vision? What are your most important values? (Max. 500 words)*

**From your organisation’s most important accomplishments, what are you most proud of?***(Max. 200 words)*

**What is unique about your organisation?***(Max. 200 words)*

**How does your organisation live the principle of “Nothing About Us, Without Us”?***(Max. 200 words)*

**How are decisions taken in your organisation? How does your governance structure look like?***(Max. 200 words)*

*If you are applying as a consortium, please tell us more:*

**What motivated you to join forces for this project?**

**When did you start working together?**

**Why do you think this partnership will be successful?**

**Per each member of the consortium, please provide the following information:**

1. Name of the organisation
2. Key contact person
3. Address, email address, website, social media
4. Role the organisation will play

**INTEREST IN CELEBRATING INCLUSION**

**Reason for Applying**

*Why are you interested in applying for this proposal? How do you see yourself fit within Voice and its objectives? What skills and expertise can you bring in supporting the linking & learning process within Voice? (Max. 500 words)*

**Added Value to the Applicant***What are the benefits and added value will your organisation have with this potential engagement with Voice? How will celebrating inclusion contribute to the realisation of your organisational goals and mandates? (Max. 300 words)*

**Inclusive Innovations**
*How do you understand the term inclusive innovations? How have you integrated inclusion and innovation in your work? (Max. 500 words)*

**Mentorship**

*What are your approaches to mentorship? How do you foster learning and growth in your own work? (Max. 500 words)*

**PROJECT INFORMATION**

**Risks***What are the risks, situations, or events that could happen in the near future and can limit the success of your project or achieving the objectives of this project? What is the likelihood of these actually happening? What are the plans you have in mind to mitigate those potential risks?*

**Proposed Project Costs***How much will the proposed project cost? (Indicate the total amount that you need for the implementation in EUR)*

**Project Team***Tell us more about the project team (Please describe everyone: names, functions)*

**OTHER INFORMATION**

**How did you find out about this Call for Proposals?**
*Please check only one response that is most relevant:*

Voice Facebook page

Google search

Hivos country team

Oxfam country team

Voice website directly

Twitter

Outreach activity in (please list location in "Other")

Other, namely:

**What else do you think we should know? Any additional comments or feedback?**