



**Guidance on how to complete the Concept Note Application Form -
Innovation Grants October 2024**

The What Works to Prevent Violence: Impact at Scale Programme (What Works 2) is pleased to announce an open call to apply for up to **3-year innovation grant (2024-2027) to pilot innovative**

efforts to prevent violence against women and girls. What Works 2 invites **concept notes** from southern-based women's led, women's right organizations, either as single organizations or in consortia with other organizations.

Concept notes must be received by 23.59 pm GMT on 6th of December 2024 and they must be submitted on the [IRC WW2 Grants Management Portal](#).

Please refer to the *Innovation Grants Open Call Request for Concept Note* available on the website <https://ww2preventvawg.org/apply-for-a-grant> and read alongside this *Guidance Note*

About this guidance

This document is designed to assist applicants working on prevention of violence against women and girls (VAWG), to assess their eligibility to apply for Innovation grants funding made by the What Works to Prevent Violence Against Women and Girls (What Works 2 Programme) and to submit proposals in accordance with the required procedures.

Glossary

DAC	Development Assistance Committee
EU	European Union
FCDO	Foreign, Commonwealth and Development Office
IAB	Independent Advisory Board
INGO	International Non-Governmental Organisation
LBT	Lesbian, bisexual and transgender
MENA	Middle East and North Africa
MoU	Memorandum of Understanding
ODA	Official Development Assistance
OECD	Organisation for Economic Co-Operation and Development
SME	Small and Medium Enterprise
WRO	Women's Right Organisations
WW2	What Works 2 Programme
VAWG	Violence Against Women and Girls

Table of Contents

1 - Pre-screening eligibility checks 5

 a) Eligibility Checklist

 b) Mandatory requirements/pre-qualification criteria

2 - Budget, Funding parameters and what can and cannot be funded 6

 a) Completing Summary Budget Template 6

 b) Funding parameters and what can and cannot be funded

3 - Application Process 7

4 - Next Steps 8

5 - Annexes to be completed as part of your application 8



1- Pre-screening eligibility checks

The What Works 2 Concept Note application form, has several pre-screening eligibility checks to ensure that only those organizations with sufficient experience, financial stability, demonstrable technical knowledge for delivering what is envisioned in this call for proposals will qualify for further consideration for the Full Proposal. The pre-screening section will comprise two sections / phases as follows:

a) Eligibility Checklist: A checklist designed to ensure that WROs intending to apply for an Innovation Grant meets all the relevant criteria and have the required experience to deliver the programme's aims and objectives.

Checks include confirmation that the proposed activity will be located in WW2 priority regions; that lead WRO is women led and based in the Global South; that all project partners are based in three priority regions of sub-Saharan Africa, Asia and MENA; of organizational audit reports for the past three years; and of previous organizational experience of implementing VAWG projects over the last three years.

b) Mandatory requirements/pre-qualification criteria: A checklist of more specific programme related questions and criteria to confirm details about your organisation and proposed activity. These include confirmation that the proposed service / activity is part of the key services / activities undertaken by your organization; that your organization is registered as required by national or local laws where the organization is based; that your organization has specialized knowledge, expertise and track record of working VAWG s for at least three years; that your organization will be able and willing to participate in research and impact evaluation studies related to the proposed activity. The criteria will also check if applicant organization is currently under investigation for any fraud or any misconduct, noting this will not exclude an organization from applying. The criteria will further confirm whether applicant organizations have been subject to any investigations relating to sexual exploitation and abuse and if yes applicants will be asked to provide further details. This is particular important for any FCDO funded project to adhere to the [IASC Six Core Principles](#). Additional compliance and vetting checks will be carried out by the What Works 2 team during the initial screening stage.

The contracting mechanism for the project grants will be an FCDO Accountable Grant Arrangement (AGA). The AGA template has been tailored to applicants receiving grants and includes reporting requirements and eligible costs for FCDO funding. As a final stage in the application process prior to signing the grant agreement, IRC, acting on behalf of FCDO as the fund

manager, will conduct a due diligence assessment to identify any development needs and assign actions to mitigate against the risk to the FCDO funding. This is a collaborative review and analysis of the selected grantee’s organizational, programmatic, financial, and operational capacity to implement the proposed project.

2. Budget, Funding parameters and what can and cannot be funded

a. Completing Summary Budget Template

- Please use the Summary Budget Template provided with your application form. The template has the main summary budget headings required for your grant proposal. These are Project Activities, Capital Expenditure, Staff costs, Administration costs External Engagement and Influencing and Monitoring, Evaluation & Lesson Learning. Guidance on how to complete the budget is included with the template.
- Against each budget heading, please enter the annual estimated figures (for years 1,2 and 3), which you be spending on your project. For example, for the first budget heading of capital expenditure – example only (column x, row x), please enter total estimated costs for each project year for the capital expenditure in row x, and the total for that cost across all project years will be calculated in column x. Please ensure that for each budget heading annual amount stated, that there are estimated detailed costs. The total budget costs for your application should not exceed GBP 500,000.
- Please note that a fuller detailed budget will be required if your application is shortlisted to the next stage of the application process.

b. Funding parameters and what can and cannot be funded

The following expenditure items are explicitly ineligible across all expenditure cost categories.

This list is not exhaustive and does not override activities which are deemed eligible and explicitly agreed as part of the grant arrangement.

The following costs are explicitly ineligible across all budget categories:

- Activities which may lead to civil unrest
- Activities which discriminate against any group on the basis of age, gender reassignment, disability, race, colour, ethnicity, sex and sexual orientation, pregnancy and maternity, religion or belief
- Gifts

- Statutory fines, criminal fines, penalties and associated legal costs
- Payments for works or activities that are fully funded by other sources whether in cash or in kind, for example if premises are provided free of charge, FCDO will not contribute to a notional rent
- Activities in breach of EU legislation on State Aid
- Bad debts to related parties
- Payments for unfair dismissal and associated legal costs
- Replacement or refund of any funds lost to fraud, corruption, bribery, theft, terrorist financing or other misuse of funds
- Inflation or foreign exchange
- Contingency or risk premium
- Costs incurred prior to a formal agreement being executed including those associated with preparing bid or grant proposals

Additional exclusions relating to specific expenditure cost categories are [detailed in this guidance](#) and are mandated in addition to the above general ineligible costs.

3. Application Process

A two-stage application process will be used to open the process to a diverse pool while lessening the burden on applicants by keeping the first submission to a concept note.

The first stage is an online concept note that requests basic FCDO eligibility information including confirmation that the lead applicant is a women-led WRO based in the Global South. The concept note should provide a brief narrative including what the innovation is, geographic scope, type of violence, settings, the aim and outcomes of the intervention and activities to be undertaken; technical expertise in the field of ending VAWG; and organizational capacity in project and finance management and provide an indicative budget.

The What Works II team will select a small number of organizations from review of the concept notes and recommend to FCDO for approval to invite them to submit a full proposal. The What Works II team and research team will work in a collaborative way to virtually co-design the full proposal with the applicants. The WW2 Research Consortium will work with the grantees at this stage to develop an evaluation approach using appropriate methods to address the learning objectives of the grant. Following approval from FCDO on the full proposal package, including the evaluation design, the selected applicants will be offered a provisional award of innovation grant funding, subject to satisfactory completion of a due diligence assessment. If approved, grant funds would be available for a project start in late 2025.

4. Next Steps

Please read the concept note application guidance package alongside this request for concept notes. Completed online concept notes to be submitted on the [IRC WW2 Grants Management System](#) by 23.59 GMT on 06 December 2024.

Webinar sessions providing information on emerging evidence on VAWG prevention programming, FCDO priorities, and grant management and compliance will take place in November 2024.

Further information will be announced on the What Works II website <https://ww2preventvawg.org/> and [X @WW2PreventVAWG](#)

Questions regarding the concept note application can be submitted via email to: WW2.info@rescue.org. The [WW2](#) team will aim to reply within 5 working days.

5. Annexes to be completed as part of your application – *please note your concept note will be rejected if annexes are not completed and submitted with your concept note proposal.*

- i. Pre-screening eligibility checklist
- ii. Concept Note Application Form
- iii. Budget template

END