

**SUBMIT A PROJECT ON THE
« PORTAIL SOLIDAIRE »**

TUTORIAL

FIFA

giz

Deutsche Gesellschaft
für Internationale
Zusammenarbeit (GIZ) GmbH

**CALL FOR PROJECTS
SPORT FOR WOMEN'S
EMPOWERMENT**

 **G**ilde



ABOUT THE “SPORT FOR WOMEN’S EMPOWERMENT” CALL FOR PROJECTS

• General presentation

Through the “Sport for women’s empowerment” program, the GIZ and FIFA are joining forces to combat gender inequalities and gender-based violence and promote and facilitate women’s access to leadership, professional integration, entrepreneurship, life skills, governance, access to healthcare etc. using sport as a development tool.

Funding initiatives ranging from €18,000 to €22,000, the program is open to all organizations – as defined in Article 3 of the [rules for the call for projects](#) – located in the countries listed below:

- Africa: Benin, Burkina Faso, Cameroon, Côte d'Ivoire, Ghana, Madagascar, Malawi, Mauritania, Mozambique, Nigeria, Democratic Republic of Congo, Togo, Tunisia
- Latin America: Colombia, Ecuador, Honduras, Mexico, Peru
- Asia: India, Indonesia, Pakistan
- Western Balkans: Albania, Bosnia and Herzegovina, Kosovo, Moldova, North Macedonia, Serbia
- Middle East: Iraq, Jordan, Lebanon

Projects will run for a **minimum of 9 months and a maximum of 11 months starting from March 2024**. The time constraint will particularly favor projects involving duplication, the development/strengthening of a component within a larger program, capacity-building of human resources, and the implementation of specific actions in favor of women's empowerment. All sports are eligible for this call for projects. **Projects involving football will however be prioritized when carried out by a FIFA member association.**

ABOUT THE “SPORT FOR WOMEN’S EMPOWERMENT” CALL FOR PROJECTS

Key dates of the call for projects

- **Project submission** : 2nd Nov. to 14th Dec. 2023
- **Project instruction** : 14th Dec. to 08th Feb. 2024
 - **Results** : From 15h Feb. 2024
 - **Payment of funds** : From 08th Mar. 2024

- **Reminder of the eligibility criteria**

Please note, before your submission, to check the eligibility of your structure and your project via [the rules for the call for projects](#).

Do you have a question or need support in this pre-selection stage ?

Contact us at : contact@portailsolidaire.org

PROJECT SUBMISSION

- Log in to your structure space [here](#) with your contact details.
- If you are already registered on the “Portail Solidaire” from previous calls for projects, you can log in using your usual account. (Please remember to update your organization's profile.)
- If you don't have an account yet, you will be prompted to create your profile. Provide the requested information to submit your project.

THE PROJECT APPLICATION

Update your structure space with each time you submit a project !

Once you have created your association account on the www.portailsolidaire.org platform, you can log in to your account and click on “submit a project”.

You are going to complete a project in “draft” status. It can then be instructed by our jury as soon as you have validated the project submission. Remember to regularly save up your data as you write!

The project filing space is structured around **12 steps**. Remember to do it early enough (at least 1 month before the closing date) to fill in the elements as you go. If you have a Word or other document, regarding your structure, you can "copy / paste" the various elements in the corresponding boxes, but **BE CAREFUL**, the jury instructs the project in order and must understand from the start of what it is. All important information should be in the body of the text. Be simple, clear, concrete and precise.

For each of these steps, it is not a question of showing that everything is perfect, but of showing that you have been able to identify the strengths and weaknesses of your project. Be convincing and don't hesitate to expand.

CAUTION: Do not wait until the last day to download the appendices and validate the project submission, the overloading of the site can lead to malfunctions!

We advise you to have your file proofread by an outside person to check that the project is clear before validating it.

Remember to save your project regularly.

For any question related to the project submission, contact us at: contact@portailsolidaire.org.

STEP 1: INTRODUCTION (1/12)

Project title * :

Project summary * :

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Project manager's professional resume * :

(Files in jpg / jpeg / pdf / doc / docx format - 1Mo maximum)

➕ Add file

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- **Title of the project:** Give a title to your project. Choose it carefully, punchy and catchy; neither too vague nor too long. If it is meant to be visual and original, you can accompany it with a subtitle.
- **Summary of the project:** The project summary must be brief and contain most of the information present in the entire file: where your project is taking place, what it consists of (objectives, activities, etc.), the audience targeted, why it is necessary, etc. Pay attention to syntax and spelling of your writing.
- **Curriculum vitae of the project manager:** The CV of the project manager shows that the person in charge has the necessary skills to implement what he announces. This has its relevance if it is to show specific skills: medical, educational, sports or other or if the person is going on the field as an expert. The project manager must know how to surround itself with competent people in the field if it is not a specialist in the topic.

STEP 2: SUSTAINABLE DEVELOPMENT GOALS (2/12)

Sustainable Development Goals * :

Please select the Sustainable Development Goals relevant to your project

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In this section, please select the Sustainable Development Goal (s) (SDGs) that correspond to your project. For more information on the SDGs, you can consult the dedicated section on the [United Nations website](#).

Remember to save your information before proceeding to the next step.

STEP 3: OBJECTIVES AND PROJECT RELEVANCE (3/12)

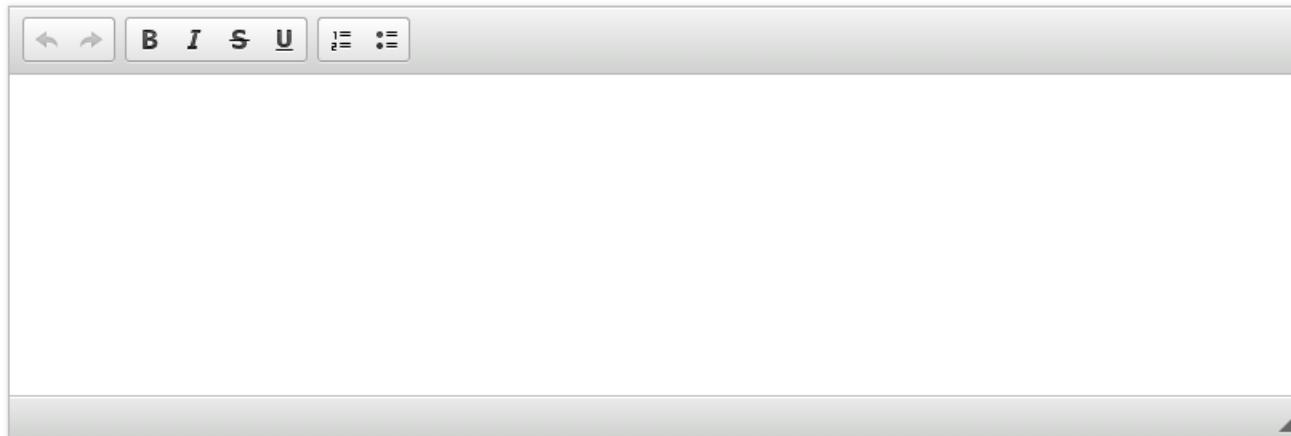
Diagnosis of the situation of women and/or girls in the targeted locality(ies) * :

Have you conducted a preliminary study? What needs have you identified? Could you describe the situations of vulnerability faced by women and girls? What are their effects?



Change(s) envisaged through your project * :

Between your diagnosis and the end of your project, what change(s) do you want to bring ? In everyday life, in the community, etc.



Diagnosis of the situation of women and/or girls in the targeted locality(ies):

Have you conducted a preliminary study? What needs have you identified? Could you describe the situations of vulnerability faced by women and girls? What are their effects?

The diagnosis allows you to define a past situation and guide future actions with the aim of meeting the needs expressed by the beneficiary populations. It should guide you in defining the changes envisaged through your project and in the formulation of your objectives.

Change(s) envisaged through your project:

In this section, we expect you to describe the changes that you want to achieve through your project. These changes can manifest at different levels, such as in the daily lives of beneficiaries, within community dynamics, etc.

STEP 3: OBJECTIVES AND PROJECT RELEVANCE (3/12)

General objective(s) definition *:

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Specific objective(s) definition *:

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- **Definition of the general objective (s) :** The general objective of your project must be associated with one or more of the 17 Sustainable Development Goals. They relate to a global situation that the project does not resolve in its entirety but on which it has an impact. For example: Promote the young girls empowerment in the southwestern region of Madagascar and advocate for gender equality using rugby as an educational tool. Find here the 12 main SDGs related to sport. Please note, within the framework of the "Sport for Women's Empowerment" Program, the main theme concerns gender equality.

- **Definition of specific objectives :** Specific objectives are the concrete objectives to be achieved; they help achieve the overall goal. They must be concise (maximum 5) and SMART:
 - Specific: clear and simple
 - Measurable: quantifiable by indicators
 - Accepted: by project stakeholders
 - Realizable: with the human, technical and financial resources available
 - Temporal: limited in time, to allow an evaluation.

Example: Train the educators to the implementation of a gender equality education program through sports (rugby) in the southwestern region of Madagascar.

STEP 4: PARTNERS (4/12)

I do not have a partner for this project. :

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- A local partner is not mandatory but it can be very useful to join forces with other actors who are experts on the target themes and / or sports.

STEP 4: PARTNERS (4/12)

Local partner's official recognition proof

(Files in jpg / jpeg / png / pdf / doc(x) format - 1Mo maximum)

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Local partner's presentation and experience on relevant thematic * :

Role repartition between local partner and structure * :

Partnership agreement *

(Files in jpg / jpeg / png / pdf / doc(x) format - 1Mo maximum)

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- **Proof of recognition of the partner:** If your main partner does not have an administrative document proving its existence, a letter of acknowledgment, written by a representative of a local authority, will also be suitable.
- **Presentation and experiences on the partner's theme:** Your partner must be a legal person (association, sports club, school, group, EIG, municipality, community, town hall, company, federation, etc.) officially recognized (and not a natural person). Show how your partner has the experience and skills to carry out this project with you and to be responsible for it in view of the autonomy of the project
- **Presentation and experiences on the partner's theme:** Your partner must be a legal person (association, sports club, school, group, EIG, municipality, community, town hall, company, federation, etc.) officially recognized (and not a natural person). Show how your partner has the experience and skills to carry out this project with you and to be responsible for it in view of the autonomy of the project
- **Partnership agreement:** The partnership document is a mandatory document.

STEP 5: BENEFICIARIES (5/12)

Number of direct beneficiaries * :

Direct beneficiaries' nature *

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Direct beneficiaries selection criteria *

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Number of indirect beneficiaries * :

Indirect beneficiaries' nature * :

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- **Number of direct beneficiaries:** In "Number of direct beneficiaries" and "Number of indirect beneficiaries", enter the exact number (or an estimate). Do not add text, signs or acronyms.
- **Direct beneficiaries' nature:** In this section, provide more information about the people who directly benefit from the implementation of the project (gender, age, socio-cultural, economic, family characteristics, etc.)
- **Direct beneficiaries selection criteria:** Indicate by which process the beneficiaries are chosen. Bear in mind that in some cases the selection may be passive, due to geographic distance, state of health, etc.
- **Number and nature of indirect beneficiaries:** Indicate who are the indirect beneficiaries. Think about the family environment, social environment, as well as "non-human" beneficiaries like cattle for example, if this is the case.

STEP 5: BENEFICIARIES (5/12)

Direct beneficiaries' implication before, during and after project * :

An empty text editor window with a toolbar at the top containing icons for undo, redo, bold (B), italic (I), strikethrough (S), underline (U), bulleted list, and numbered list. The main area is a large empty white space with a scroll bar at the bottom right.

- **Involvement of direct beneficiaries before, during and after the project:** How are the beneficiaries involved in the project? Or even the origin of it? Do they participate in the decision-making process? At the implementation? To monitoring and evaluation? How will they be able to appropriate it? (Being a beneficiary of a project is not enough to be involved).

In what degree does the project favor women's empowerment and equality between women and men ? * :

An empty text editor window with a toolbar at the top containing icons for undo, redo, bold (B), italic (I), strikethrough (S), underline (U), bulleted list, and numbered list. The main area is a large empty white space with a scroll bar at the bottom right.

- **To what extent does the project promote women's empowerment and gender equality?** : How is the empowerment of women taken into account: gender equality in decisions, in implementation, etc. Are women included in the decision-making process (be careful, being a beneficiary is not enough)? In a project with a large female majority, what is the involvement of men?

STEP 5: BENEFICIARIES (5/12)

In what degree does the project favour youth implication and empowerment ? * :

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Will men and boys be included and/or involved in your project? Explain * :

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- To what extent does the project promote the involvement and empowerment of young people? : Young people are people between 15 and 29 years old. How do they get involved in the project? Will they participate in the management and the governing bodies of the project in order to enable them to increase their skills?

- Will men and boys be included and/or involved in your project? Explain: Projects should target women and girls without forgetting the importance of men and boys in women's empowerment. What is the role of men and boys within the project?

STEP 6: ACTIVITIES (6/12)

Project's calendar * :

(The project must take place between February 2023 and February 2024, i.e. a minimum duration of 9 months to 1 year maximum.)

Start * : End * :

Task(s) * :

Title *

Description *

Human and physical resources * :

In principle, the overall calendar of your project should correspond to the dates of all your added activities.



The "Activities" section allows you to detail the different stages of your project and its implementation on a time scale. Be concrete and precise by quantifying the elements that you indicate as well as the means necessary to achieve it. For example, you can create an activity by specific objective and then detail the various activities in the description, or describe your project chronologically: construction, launch, monitoring of activities.

Remember to specify for each activity of your project: Who? Where ? How long ? With what funds? For which beneficiaries? With what material? The jury must be able to understand the whole operation of the upcoming activity.


STEP 6: ACTIVITIES (6/12)

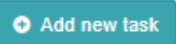

Monitoring indicators * :

A monitoring indicator is an objectively verifiable index used to assess a situation. It allows to compare the goals set in the action plan with the actual progress of the project. For example, the number of women who have access to employment, or the evolution of the physical health and well-being of the beneficiaries.

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Start : End :

 Remove

 Add new task  Save my info

You can add activities by clicking on “Add new task”.

We remind you that the Sport for women's empowerment Program does not fund expenses that have already been incurred, so be careful to only request a grant for future expenses starting after the date of signature of the grant agreement. If your project has already started a few months ago, clearly specify what has already been done and what will be done.

A monitoring indicator is an objectively verifiable index used to assess a situation. It allows to compare the goals set in the action plan with the actual progress of the project. For example, the number of women who have access to employment, or the evolution of the physical health and well-being of the beneficiaries.

STEP 7: PROJECT GOVERNANCE (7/12)

Could you describe the quantitative participation of women within the project's steering committee ? *

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Could you describe the qualitative participation of women within the project's steering committee? *

← → B I S U ¶ ¶

Does this project bring a change in the usual governance practices of projects within your association ? *

← → B I S U ¶ ¶

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- Could you describe the quantitative participation of women within the project's steering committee?

For example you can provide data on the number of women members in the project's steering committee compared to the total number of members

- Could you describe the qualitative participation of women within the project's steering committee?

Beyond the numbers, how the involvement of women and men is reflected in the management and implementation of the project

- Does the project bring a change in the usual governance practices of projects within your association?

Does the project bring innovative aspects, new approaches, and methodologies in terms of governance? Does the project involve significant changes in the way decisions are made?

STEP 8: EVALUATION AND EXTENSIONS (8/12)


(Fields in "*" are mandatory)

On the field project's Monitoring and Evaluation process * :

A large, empty text area with a light gray border and a scroll bar on the right side. Above the text area is a toolbar containing navigation arrows (left and right), bold (B), italic (I), strikethrough (S), underline (U), bulleted list (list with dots), and numbered list (list with numbers) icons.

Possible project's extension considered :

A large, empty text area with a light gray border and a scroll bar on the right side. Above the text area is a toolbar containing navigation arrows (left and right), bold (B), italic (I), strikethrough (S), underline (U), bulleted list (list with dots), and numbered list (list with numbers) icons.

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- **Field monitoring / evaluation process:** Your monitoring and evaluation process should let you know if you have achieved your specific objectives. How and by what quantitative and qualitative indicators have you planned to monitor and evaluate this project and its impact? For each monitoring indicator, you must designate a person who is responsible and legitimate.
- **Potential extensions of the project :** Do you have other projects related to this project, once this initiative is completed? (replicability, spin-off, continuation of the project, etc.)

STEP 9 : BUDGET (9/12)

(Fields in "*" are mandatory)

1 - Budget template

Please download the budget template

2 - Your budget* :

(File(s) in xls(x) / csv / pdf / doc(x) / jpg / jpeg / png / odt / ppt(x) - 5Mo maximum)

➕ Add your budget

Project's total amount excluding contribution-in-kind (in €) *

Project's total amount including contribution-in-kind (in €) *

Amount requested from « Sport for women's empowerment (FIFA & GIZ) » *

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You must download the Excel file (budget.xls) from the platform, fill it (English version), save it, rename it (budget_nameofthestructure_.xls) and then upload it.

The budget is one of the first items the jury examines. First and foremost, pay attention to the eliminatory criteria:

1. The budget must be balanced: the “total expenditure excluding valuation” and the “total resources excluding valuation” must be equal. The same applies to the “with valuations” totals.
2. The Sport for women's empowerment Program allocates between € 18 000 and € 22 000 per project. Do not enter an amount outside these limits.
3. The estimated budget must separate the valuations from the monetary part of the budget. The mobilisation of volunteers or donations in kind must therefore be mentioned in the “Valuations” section.
4. The operating costs can be covered by the funds of the Sport for women's empowerment Program if their future support is foreseen by the project. Be careful to check all eligible and non-eligible expenses in [the rules for the call for projects](#).

STEP 9 : BUDGET (9/12)

Other elements are to know concerning the budget :

- What is in the budget must have been stated in the activities before, the jury must not discover new elements.
- The budget must be completed on the Excel sheet, including expenses eligible for the Sport for women's empowerment Program (column: Eligible up to Sport for women's empowerment) and global expenses (for the whole project – column: Total in €). You can insert new lines into each section. Do not hesitate to give enough details in the “Description” column. Be careful not to oversimplify, the jury should be able to understand where the numbers come from.
- The Sport for women's empowerment Program funding is not retroactive, but you must show all expenses for project activities. All the budget lines will be settled against evidence.
- The balance between the different expenditure lines is important
- Most of the budget should relate to the investment for the on-site project and its implementation.

Remember to calculate all the percentages (in expenditure and in resources).

STEP 9 : BUDGET (9/12)

The justificative:

- You must add a letter of attestation on the honour of own funds. ([Download the sample letter of attestation on the honor of own funds](#)). Upload it in the Appendices section.

Private funders and public funders: For each resource declared “acquired”, you must upload a proof and add it in the appendices.

- Supporting documents accepted are: Letter from the funder on letterhead; Signed agreement; Payment certificate signed by the funder; Bank statement on which the payment appears (identifiable fund provider on the statement); Remittance advice from the bank and / or the funder; Email of the funder with the amount (the sender and recipient email addresses must be visible).

Calculation Modes: For each budget line, the jury must be able to understand where the announced figure comes from. If you have a quote, indicate "Estimate" in the "Calculation method" box and add it in the appendix.

If it is an estimate, write how you arrived at this figure: for example: 5 € x 30d x 10 people (1,500 €) If you want to further detail your cost estimate, you can add a document explanatory note in appendix.

If there is a blockage during the validation of the file, indicating that the supporting document from your lessor is missing, check that all the lessors indicated "acquired" have a supporting document that has been downloaded.

Valuations correspond to the non-monetary assets of your project: what is given or loaned free of charge (land, labour, donations of materials, etc.). Estimate the price it would have cost you and write the same amounts on the right and left of the table. The total amount of valuations shows the involvement of partners in your project here and there.

STEP 10 : APPENDICES (10/12)

(File(s) in pdf / doc(x) / xls(x) / odt / csv / ppt(x) / jpg / png / gif format - 5Mo maximum)

➕ Add files

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This part allows you to include all the supporting documents necessary for your project. You can integrate (if necessary):

- The most important expenses quotes
- Proof of funding from other organisation
- Architectural plans of buildings or premises
- The certificate of ownership of the land and / or the certificate of provision of the land for your project
- A more detailed budget
- CVs, diplomas, certificates (or other proof) of the people involved in the project and in contact with the beneficiaries
- Any document certifying that the project has been accepted by the institutions (request from the mayor of the village, etc.)
- Reviews or evaluation of your previous projects
- Exploratory mission reports (diagnosis, feasibility study, market study, hydrological study, etc.)
- A chronogram, a logical framework
- A training plan with the explanation of the modules (when this is part of the activities)
- Letter of attestation on the honor of own funds
- And any other document you deem necessary

Number and provide clear titles for all your annexes. In the text, you can refer to it: "see appendix n ° ...".

Don't overwhelm the jury with a bunch of appendices. They must be in limited number (maximum 15), useful for a better understanding of the project. You can integrate your document presenting the project carried out internally. However, all the information useful to the jury must be present in the online file.

STEP 11 : PHOTOS AND VIDEOS (11/12)

Photos :

(Files in jpg / gif / png format - 1Mo maximum)

+ Add photos

Video Youtube, Dailymotion, Vimeo , etc :

(Copy/paste here the url address of your video hosted on Youtube, Dailymotion, Vimeo, etc)

https://www.youtube.com/watch?v=UFCyPpc_bkg

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It is always easier to present a project thanks to visual aids. You can therefore integrate photos from a previous project, the land on which the project will take place, etc. However, the photos must be relevant and participate in the understanding of the project. You can also add videos if you have them. These materials will be available online if your project is funded. (There are no possible captions for the photos, so you can explain in the headlines in a few words what this is about.)

You must upload at least one photo to validate your application.

Do not add more than 10 photos.

To add a video, only copy the video's url link of Youtube, Dailymotion, etc...

STEP 12: VALIDATION OF THE PROJECT SUBMISSION (12/12)

- I confirm that all above information is correct.
- I certify that all the informations contained in the attachments are correct. I am aware of the penal sanctions incurred in case of forgery.
- I have read and I accept the [Rules for the call for projects Sport for women's empowerment](#) .
- I authorise the Portail Solidaire's team and its partners involved within this initiative to use my photos and videos of my project.

I confirm my project deposit

Throughout the project submission, you can save temporarily, in order to come back to it later. Once all the elements have been completed, consider:

- Check that there are no inconsistencies (the information differs from one page to another)
- Have someone proofread you
- Check that the choice of the call for projects and the session is adequate
- Check that the email addresses of your structure and of the project leader (s) are correct, and that these people are reachable and available during the file examination phase
- Validate definitively.

You will receive a response no later than 3 months after the deadline for submitting the project.

You can now export, download and print your entire file from your association space.

CONTACT US

La Guilde remains at your disposal to help you in your process.

For any questions related to the drafting of your project and the content of the file, contact us by email at: contact@portailsolidaire.org

You can also call us via WhatsApp on 00 33 7 69 51 27 93.



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