Proposal Template

KINDLY SUBMIT COMPLETED PROPOSAL TEMPLATES TO gender@col.org by November 22, 2021
(Text in blue below is intended to provide assistance in filling out the application. You may delete all blue writing and replace it with your project proposal information.)

A) APPLICANT INFORMATION

1. Descriptive Project Name: *(Kindly note, all activities must be completed by May 31ˢᵗ, 2022)*

> *Should succinctly explain the expected result of the project and how they will be achieved.*
> *e.g.: the updating of the University Gender-based violence programme to include online sexual and gender-based violence, through a series of stakeholder and departmental consultations and a legal opinion. Or, the development of a guidance tool for inclusive online learning to be shared across the Commonwealth, through research, consultations and the services of an editor and a graphic artist; or training of 200 University staff across the Commonwealth or in one country or region on gender issues in open and distance learning through a distributed open collaborative course or webinar*

2. Commonwealth Member State (s) / Location of Proposed Project (City/village, District/State, Country/Territory) /Pan-Commonwealth:
_____

3. Name of applicant organization/group:
Contact Person
Name/Title:
Address:
Phone/Fax:
E-mail:
Applicant website, Facebook, and Twitter account (if available):

4. For non-government organizations, kindly provide details on the legal status of the applicant organization/institution in the country of operation. Please include proof of your legal status when submitting the application for funding (e.g. scanned copy of registration if you are an NGO). e.g.: date and place of incorporation or registration, legislation under which it is created, etc.
Is government authorization/approval required for implementation of planned activities?
☐ Yes
☐ No
If yes, please explain _____

5. Brief description of the applicant organization/group: (Maximum 150 words)
e.g.: mandate, membership, etc.

6. Past Experience: Please be as concise as possible with the information requested below.

Have you previously received funding from COL. If yes, please indicate the year, a brief project description for the recent project and the amount received.

☐ Yes
☐ No

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Has your organization or group implemented projects similar to the one you are currently proposing? If yes, please indicate the year, brief project description, amount received and the source of funding for the three most recent and relevant projects if any.

☐ Yes
☐ No

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7. Type of organization/group: Please check one or more.

☐ Open University, please specify which faculty, or department and your role: _____

☐ University, please specify which faculty, or department and your role: _____

☐ Dual mode University, please specify which faculty, or department and your role: _____

☐ Technical / vocational college, please specify which faculty, or department and your role:

_____

☐ Member of which Commonwealth Member state: _____

☐ Academic researcher, specify area of research: _____

☐ Government organization, please specify: _____

☐ Non-government organization

☐ Professional Association

☐ Teachers institute

☐ School Board

☐ Other, please specify: _____

B) PROJECT NARRATIVE:

8. Context:

Describe the region and community where the project will be implemented. (Maximum 150 words)

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What is the primary gender issue (problem) this project is seeking to address? (Maximum 150 words):

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9. Explanation of the project:

What is the goal of the project and what are the expected results? (Maximum 300 words)

Kindly refer to the thematic priorities which are the expected areas of focus. Please include the expected number of direct and estimated number of indirect beneficiaries.

e.g. The goal of the project is to increase the body of knowledge on gender-responsive pedagogy in ODL/ to improve the awareness of teachers on what works for women and girls in online learning/to foster mutual learning and elevate the research among academic researchers on gendered aspects of ODL/OER/TEL in general/or/in country X/or in the literature on ODL. Expected result(s): 2500 teachers across the commonwealth have improved knowledge and skills in mediating a safe online learning environment for women and girls; X University develops / amends its GBV policy; policymakers in 12 countries are sensitized to gender considerations in post-COVID emergency response education policies; 500 teachers in country x are trained in…

What are the main project activities and the immediate expected results? Please complete table below:

Activity	Details (description of an activity)	Activity Time frame	Immediate Results
e.g. Desk research, outreach and 3 regional webinars for interested academic researchers and professionals in higher education keen to share experiences and increase the profile of their work on gender in ODL/OER/TEL	*e.g. The three webinars will provide a state of play on gender in ODL, offer the opportunity for professionals to network and get to know each others' areas of interests, research and professional goals and identify a ten point action plan to advance the field and raise awareness*	*e.g. February 1st, 2022- April 30th, 2022*	*e.g. Strengthened networks, enhanced knowledge and skills in research, awareness raising, and increased capacity to use social media and leverage relationships to influence and advocate for greater support and awareness of research and good practice in gender in ODL/OER/TEL*
e.g. MOOC on gendered aspects of ODL	*e.g. This three-hour MOOC will provide professionals in higher education with the awareness of pedagogies that account for the differentiated learning styles of men and women online*	*e.g. February 22nd, 2022*	*e.g. Enhanced awareness, knowledge and skills of 200 professionals in higher education of pedagogies and curriculum and content development as well as appropriate use of technologies to support both male and female learners and people of diverse backgrounds*

What is the project's envisioned start and end date?

Start Date (yyyy-mm-dd): _____

End Date (yyyy-mm-dd): _____ *(Kindly note, all activities and final report must be submitted to COL by May 31st, 2022)*

10. Advocacy Plan:
Describe your advocacy plan for the project. How are you going to raise awareness about your project, including COL's contribution, within your institution, among your students, with others in the field?

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11. Thematic Priorities: *Please check one or more that applies.*
☐ Distributed Open Courses to be hosted on COL's learning platforms on "How to" make ODL/OER/TEL gender-responsive and inclusive
☐ Support for network of experts/community of practitioners in Gender and ODL/OER/TEL
☐ Research, policy papers, policy dialogues; tools for gender-responsive ODL/OER/TEL
☐ New Policies/ skills/ awareness: Making cyberspace a safe learning environment for women and girls
☐ New policies / skills / awareness on gender equality mainstreaming in online learning
☐ New or amended policies to prevent and address campus-based and online gender-based violence
☐ Institutional strengthening including staff capacity building on gender equality mainstreaming in higher education / and or skills training
☐ Gender equality mainstreaming in pedagogy/curriculum/approaches/content/technologies/resources
☐ Gender equality innovations in skills training, using ODL
☐ Gender equality in environmental education
☐ Other, please specifiy _____

12. Can you complete the project by May 31st, 2022? *(Kindly note, all activities and final report must be submitted to COL by May 31st, 2022)*
☐ Yes
☐ No

Would you be interested in renewing or exploring a Phase 2 after completion of the first phase?

☐ Yes
☐ No

13. Beneficiaries and Participants: *Note: recipients will be required to track age, gender, and people with disabilities disaggregated beneficiary data (e.g.: number of women/girls over and under 18 years of age; number of men/boys over and under 18 years of age).*

Who (men, boys, women, girls, teachers, researchers, educators, students, policymakers, etc.) will benefit from the project, where are they located, from what age group, can you reach people with disabilities?

Were anticipated project beneficiaries consulted in the conception / initiation / or project design? (will they be?)
☐ Yes
☐ No
Please explain. (Maximum 150 words)

Will project beneficiaries continue to be engaged on the issue after the completion of the project?
☐ Yes
☐ No
Please explain. (Maximum 150 words)

14. *Gender-Based Analysis (GBA):*

How is your project related to gender equality? Have you identified a gap or an inequality in women or men boys or girls' access to / or experience within ODL/OER/TEL? Have you identified an opportunity to strengthen gender equality through ODL/OER/TEL? Do you have the capacity to collect sex-disaggregated data? Will you have the capacity to demonstrate how your idea, research, or activity will make a difference for women and girls, or a specific marginalized community of learners/educators/researchers?

☐ Yes
☐ No
Please explain. (Maximum 150 words)

How have the findings from your gender-based analysis shaped the project design? (Maximum 150 words)

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15. Risk Matrix: (Please fill out the following table)
Please consult Annex A for the definition of terms contained in the risk matrix.

Category of Risk	Description	Potential Impact on Project	Likelihood	Risk Response
Choose from the list below. (Select all that apply)	Describe each risk(s) in two sentences maximum	Explain how the risk(s) could affect the implementation of the project in two sentences maximum	How likely is/are the risk(s) to occur? ☐ Low ☐ Medium ☐ High	What will you do to respond to this/these risk(s) (in order to lower its potential impact and/or likelihood of occurrence)?
☐ External			Choose an item.	
☐ Financial			Choose an item.	
☐ Operational			Choose an item.	
☐ Safety (incl. online)			Choose an item.	
☐ Timeframe			Choose an item.	
☐ Other			Choose an item.	

16. Monitoring and Evaluation of Project:
How will the organization measure outcomes? Does the proposed budget account for the monitoring and evaluation of the proposed project? (Maximum 150 words)

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What evidence can you provide indicating that the activities have occurred (e.g. attendance lists, enrollments; training materials, completions; assessments, evaluations, research reports; publications)

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17. Simplified Project Budget: CAD

Does COL's contribution represent the whole of the project's expenses?
☐ YES, COL's contribution is intended to cover all project expenses.
☐ NO, applicant will receive other funding and/or provide in-kind contribution.
Note: An "in-kind contribution" represents a non-monetary contribution (e.g. goods or services).

Please specify the source(s) of other funding (e.g. local government, foundation, etc.):
_____

Please outline the proposed budget by activity type, indicating all possible funding sources per activity. Note: if the proposed project is selected for further consideration, a more detailed budget will be requested.

Type of Expense	Contribution by COL	In-kind by recipient	Contribution by others	Total

Proposal Prepared by: (More than one name may be given, if desired.)
Name:
Position/Title:
E-mail address:
Date (yyyy-mm-dd):

Annex A   Risk Assessment

Risk Categories

1) External: Potential risks related to socio-economic or political circumstances beyond the control of the implementing entity. For example: war or political instability, systemic gender discrimination, lack of infrastructure.

2) Financial: Potential risks related to funding, misuse/mismanagement of funds or fraud. For example, currency fluctuations which reduce the amount of funding available for the project in the local currency.

3) Operational: Potential risks related to the internal capacity of the implementing entity. For example, not having sufficient staff with the right skills to carry out the project.

4) Safety and Security: Potential risks related to the safety and security of the recipient or beneficiaries by implement this project. Example: privacy, protection of data and online security.

5) Timeframe: Potential risks related to delays in the implementation of the project affecting the achievement of outcomes. For example: COVID-19

**Likelihood Categories
High Likelihood: Risk is very probable/certain.
Medium Likelihood: There is a probable chance that the risk will manifest.
Low Likelihood: There is a remote to improbable chance that the risk will manifes