

Micro-Project Grant Guidelines

Why does your organisation need a Micro-Project grant?

BEST-Dialogue Micro -Projects are short-term advocacy projects with a sense of urgency, achieving high impact within a limited time-frame and receiving a maximum budget of USD 5,000. Through these grants, BEST-Dialogue is able to provide quick release funding to organisations that face unanticipated issues, with quick win opportunities to raise public awareness, gather evidence and influence government. These Micro - Projects could, at a later stage, lead to a more in-depth project, where an Advocacy Grant will be issued.

Organisations selected for Micro- Project Grants will be approached by BEST-Dialogue for more details once they have filled in the initial Expression of Interest Form.

How to apply?

If your Expression of Interest Form is accepted by BEST-Dialogue, you will be sent a Micro-Project Application form. Below is a guide to help you complete the form.

SECTION 2.1: Project Concept

Section 2.1 allows you to write a summary of your project plan. Answering the following questions will help you write the problem statement:

- What is the problem or issue that you wish to address with your project?
- How does this problem currently affect the ease of doing business?
- For whom is it a problem?
- Who or what institution causes the problem?
- When did the problem start or occur?
- Where is it a problem?
- What will your project do to address the problem?

SECTION 2.2: Urgency or quick-win

In section 2.2 explain why the project should be granted a **Micro-Project Grant**. Since grants provide quick release funding, the issue you plan to address should focus on a quick-win possibility. Explain:

- Why it is important to start your advocacy project now?
- What will happen if the project is delayed?

SECTION 2.3: Project Objective

Section 2.3 requires you to provide a clear project objective, based on the above problem statement. Answering the following questions yourself may help you:

- What do you aim to achieve with your project?
- Who is affected by your project?
- What is needed to achieve your goals?
- Where will the changes take place?
- How do you aim to achieve this?

- How will you know you have achieved it?

SECTION 2.4: Project Approach

Here we ask you to provide us with a brief overview of the strategy you plan to use to achieve project objectives as described in section 2.3. This could, for example, involve organising a conference, a media campaign, a fact-finding mission, a public debate, or another approach that your organisation believes to be the most effective.

- What strategy will you use to achieve the project objectives?
- Why is this the best strategy for your project?

SECTION 2.5: Activities

In section 2.5 provide a short overview of the activities, the logical and practical steps that you need to perform to reach the project objective, which your organisation will implement.

SECTION 2.6: Input and costs

Here you are required to provide a list of the inputs or resources you need to achieve the project objective, and also detail the costs. These could be consultant fees, meeting costs, travel costs and so on.

- What inputs and/or resources are needed?
- What are the costs for each of these?

SECTION 2.7: Project results

In section 7 we ask you to summarise the expected results of your project, after all activities have been implemented. What will the situation look like after you have completed the project? The results should lead directly to the project objective.

SECTION 2.8: Time frame

Provide the date you aim to start the proposed project, and when it will end. If you are unable to do this, you may estimate the total number of days, weeks or months that the proposed project will last, instead of providing exact dates.

SECTION 2.9: Project budget

You are required to provide the total budget for the implementation of the proposed project. This includes the amount which is covered by the organisation itself (own contribution, if any) and the exact amount requested from BEST-Dialogue, not exceeding USD 5,000.

What happens after you have completed the project?

On completion of the Micro-Project, your organisation and BEST-Dialogue will meet for an 'End of Project Evaluation'. After this evaluation, BEST-Dialogue will arrange the external audit of the project. This audit looks at how finances have been used. The project is then closed after an audit has been conducted.