MINISTRY OF LABOUR AND HOME AFFAIRS

GENDER AFFAIRS DEPARTMENT

POLICY GUIDELINES FOR FINANCIAL SUPPORT TO WOMEN’S NON-GOVERNMENTAL ORGANISATIONS, COMMUNITY BASED ORGANISATIONS AND GROUPS
1.0 INTRODUCTION

The Women’s Affairs Department is mandated to facilitate mainstreaming of Gender Issues in the development process. In the past decade, Women’s Non-Governmental Organisations, Community Based Organisations and Groups have been active players in the social and economic development of Botswana. Following the 1995 Fourth World Conference on Women, the need to empower women for their advancement in all spheres of development was identified. The need for sufficient financial and human resources for the advancement of women was said to be a major priority.

As a way of empowering women’s NGOs, CBOs and Groups, the Government of Botswana allocates funds to the Women’s Affairs Department annually in order to assist the organisations.

The Department offers assistance to women organisations and groups that are promoting gender issues particularly on the areas of concern which were adopted by Botswana Government during the 1995 UN World Conference in Beijing. Thus;

- Women and Poverty, including Economic Empowerment
- Women in Power and Decision-Making
- Education and Training of Women
- Women and Health
- Violence Against Women, including women’s Human rights
- The Girl-child

Consequently, it has become necessary to have a framework for the relationship between the Women’s Affairs Department and its beneficiaries, under which Government will continue to provide financial support to women’s NGO’s, CBO’s and Groups.

The “Policy Guidelines for Financial Support to the Women NGOs, CBOs and Groups, therefore, seek to strengthen administrative procedures in order to enhance efficiency and effectiveness of the Department’s support to the Women NGOs, CBOs and Groups.

2.0 ELIGIBILITY CRITERIA

For the organisation or group to be eligible for financial support, it must meet the following:
2:1 **MEMBERSHIP**

2:1:1 The Women’s NGOs, CBOs, or groups must be registered with the Registrar of Societies or constituted under the Deeds of Trust in the Deeds Registry of the Attorney General’s Chambers. The organisations that are not registered are advised to register with umbrella organisations that have the expertise to assist them as well as to make it easier and faster for the Department to appraise and assess their request.

2:1:2 For the Community Based Organisations and Women’s Groups engaged in economic empowerment project, they may register with any recognised body such as the Department of Co-operative Development.

2:1:3 All members must be citizens of Botswana

2:1:4 The group must have at least 5 members. The group may include men but the number of men should not be more than half of the group.

2:1:5 There must not be more than two nuclear family members in the group.

2:1:6 All Group members must be unemployed

2:1:7 There must be proof of genuine membership of the CBOs, NGOs, or groups. Memberships of the groups should be the implementers of the project funded.

2:1:8 NGOs, CBOs and groups must open a bank account, which shall be accessible by relevant authorities, into which Government financial contribution will be deposited.

2:1:9 All groups should undergo relevant technical, financial and business management skills training in order to qualify for relevant funding.
3:0 APPLICATION AND APPRAISAL PROCEDURES

A project proposal shall be prepared and submitted to the Women’s Affairs Department for appraisal following the Guidelines

3:1 Project Proposal Appraisal Criteria

Project appraisal criteria, inter-alia, entails the following:

3:1:1 The proposal should be accompanied by a simple, clear and easy to understand project implementation plan with an in-build monitoring sustainability plan.

3:1:2 Relevant, NGOs, CBOs and groups who request funds to purchase equipment, run workshops and conduct training should submit five quotations from different suppliers.

3:1:3 Proposals should be accompanied by a detailed market situational analysis report. Letters of potential customers/buyers should be enclosed.

3:1:4 Project Memoranda from organisations submitted should include copies of certificate of registration, certificate of land ownership or lease agreement, list of members and their certified copies of national identity cards, Bank Account and a shareholders certificate of the group. These details will ease the assessment of the project proposal by the Department.

3:1:5 Proposals should be prepared in consultation/assistance with relevant local department who will be expected to provide technical assistance during implementation.

3:1:6 Where an organisation is a member of an umbrella body, its project proposal shall be channelled through the umbrella body to the Department.

3:1:7 All project proposals should be channelled through the nearest Women’s Affairs Department Office. Proposals should be sent by post or hand delivered and they should not be faxed.
A field trip or site visit will be undertaken by the Project Planning, Monitoring and Evaluation Division to determine capacity, viability and sustainability of the project and the participation of group or organisation.

3:2 FUNDING

3:2:1 Government funding is partial, not full (100%), to reduce dependency on Government financial support, beneficiaries should indicate their contribution which may be in kind or cash. The beneficiaries must also show commitment in the implementation of the project.

3:2:2 The components of the request and the budget shall be itemised to ensure efficient utilisation of Department’s/Government assistance and that target groups get maximum benefit from assistance.

3:2:3 The Department may only finance organisations and groups to the maximum of Two Hundred and Fifty Thousand Pula (P250, 000.00).

3:2:4 The Department will finance half of the working capital for the first 3 months (i.e. transport for funded items to area of operation, purchasing and delivery of goods for the first three months, rent for leased areas, water and electricity.

3:2:5 Funding should be disbursed in phases as per the implementation plan. Projects shall be funded once but an expansion grant can be considered where a project has been successful for a period of at least two years. Financial statements for the previous year in operation and a comprehensive history of the business would be required to support the request for refinancing.

3:2:6 All beneficiaries should maintain proper books of accounts, which shall be audited, by a recognised independent auditor. Audited financial statements and reports on how funds were utilised must be submitted to the Women’s Affairs Department.

3:2:7 All beneficiaries funded shall submit a written report on how it utilised the funds allocated to it. Any organisation or group that fail to submit
a report in pursuing project objectives shall return the full grant to the Women’s Affairs Department.

3:2:8 NGOs, CBOs and groups shall not be funded more than once during the same financial year unless if there is an omission of one of the basic inputs in which a project cannot run without it.

4:0 EVALUATION OF PROPOSALS

4:1 All project proposals will be appraised to determine viability and justifications for funding by the Women’s Affairs Department and make recommendations to Project Assessment Committee for final decision.

5:0 MONITORING OF PROJECTS

5:1 All beneficiaries must submit quarterly progress reports to the Women’s Affairs Department

5:2 Annual Work plans should be forwarded to the Women’s' Affairs Department at the beginning of each financial year, by 15 March, with specified outputs and their performance indicators. In case of projects financed by different donors, the Work plans should specify which donor is financing which output, and the expected budget allocation.

5:3 The Women’s Affairs Department Officers at the District level will conduct monthly monitoring of projects to ensure adherence to implementation Plan and utilisation of funds as per the signed contract.

5:4 The Project Division will conduct quarterly monitoring visits to reinforce monitoring of projects.

5:5 Monitoring will be continuous for a period of three years depending on the implementation plan of the project.

6:0 TYPES OF PROJECTS

6:1 Funding will be more inclined towards income generating projects.

6:2 Projects geared towards addressing gender related issues including research and capacity building.
Projects that are geared towards addressing the six critical areas of concern.

**7:0  CONTRACT OF AGREEMENT**

7:1  The Women’s Affairs Department shall only release the grant to the beneficiary upon the signing of the contract of agreement stipulating the terms and conditions of the grant.