**GUIDELINES FOR RAPID RESPONSE FUND PROPOSALS**

**Overview and Criteria**

IWHC’s Rapid Response Fund (RRF) enables organizations to respond to and act on unique, time-bound and unforeseen opportunities in a strategic manner. The RRF supports actions that take advantage of opportunities to advance sexual and reproductive health and rights (SRHR), or that respond to threats and setbacks. Priority is given to actions on adolescent SRHR, abortion and closely related issues.

The RRF supports actions and interventions that respond to an *unexpected* opportunity or threat, not simply to activities that were unplanned. That is, the RRF does not fund activities that organizations failed to include in their work plan or provide bridge funding to cover overall gaps. The RRF should not be used to support staff time or overhead costs. The RRF does not support individuals, humanitarian aid, natural disaster relief, travel to conferences, general support, or previously planned activities.

The average grant award ranges from USD $3,000-$7,000.

What follow are some basic guidelines to assist in the proposal submission process.

**Timing of Proposals**

IWHC accepts proposals on a rolling basis in order to deploy flexible and rapid funding that can quickly respond to crises and urgent opportunities to advance SRHR. If approved, IWHC aims to release funds in 4-6 business days.

**Confidentiality**

Activities and strategies in this proposal may be sensitive. IWHC will not disclose any information about your organization or the proposed work without your prior consent.

**Required Proposal Materials**

**For all applicants:**

* Application Form (attached)
* Proposal Narrative (see guidelines below)
* Budget for the proposed work

**For IWHC partners who do NOT have a current grant:**

* Applicant Organization Formation and Governing Documents (e.g. Articles of Incorporation, or your country's equivalent, and By-laws or Constitution)
* Fiscal Agent Formation and Governing Documents (e.g. Articles of Incorporation and By-laws or Constitution - *if applicable*)

**If you have a current grant with IWHC,** pleasereview attached formation and governing documents and provide us with any updated versions.

**For questions regarding the proposal process,** please contact Shena Cavallo at scavallo@iwhc.og or +1-212-801-1281.

**Proposal Narrative**

The narrative must be able to demonstrate that the proposed action is strategic and unanticipated. Please be as concise as possible while also presenting a clear and compelling argument for funding. If it is helpful to provide additional documents, please include as attachments. While there is no required page length, the maximum page limit is 5 pages (10 if double-spaced).

1. **Organization Name**
2. **Justification: What is the situation and why is it urgent?**

Describe the situation that the proposed action intends to address and explain why it is important in the context in which you work. What is the opportunity or threat that you would like to respond to? What makes your proposed response strategic? Why is your organization well-suited to address this situation? Make sure to provide a rationale as to why the action must happen quickly in order to be effective. If possible, please link to media articles on the situation (in English, Spanish, French or Portuguese).

1. **Strategy**: **Proposed Action**

This section describes the proposed work, and how your organization plans to carry it out.

**3.1**  What is the **objective(s)** of this work and what specific **activities** will you undertake to respond to the opportunity or threat described in the justification? Include a summary of your main activities (rather than a long list of activities) and describe how they contribute to your objective(s).

**3.2** Will you **collaborate** with other organizations to carry out the activities? Please provide the names and responsibilities of other groups involved, and why they are appropriate partners.

**3.3** What are the **expected results** you hope to achieve by carrying out your activities? Expected results describe what will be achieved through successful implementation of the proposed action.

1. **Evaluation Plan**

Please describe how you will you know if your strategy is working or if you need to change course? What constitutes success? How will you know if you’ve succeeded?

1. **Work Plan** (can be a separate document)

When do you expect the proposed action to take place? Please provide a timeline of when the proposed activities will be carried out.

1. **Funding**

Please attach a separate document with a budget. If you are seeking additional funding to support this effort, please describe the status of the additional support.