



## Wiki In Africa - SheSaid 2024

Grant Status: Draft

ID: R-RF-2207-09760

Round:

Amount Requested:

Proposed start date:

Amount Recommended:

Proposed end date:

Program Officer:

Applicant:

|

Username:

Organization:



# RAPID FUND Application Form

[Instructions](#)

[Applicant details](#)

[If you apply as an individual](#)

[If you apply as a group or legally non-registered Wikimedia Affiliate](#)

[If you apply as a nonprofit organization or legally registered Wikimedia Affiliate](#)

[Main proposal](#)

[Learning and metrics](#)

[Financial proposal](#)

# Instructions

**BEFORE YOU START - please note:**

*This is just a template with suggestions (in purple). You will need to fill in most of this on your own, and adapt what we suggested to your situation. Do not just copy and paste our suggested answers. You have to do what is right for you and your community. We cannot know what that is. If you have any questions, please do not hesitate to join the Telegram group and ask! 😊 Good luck!*

**Colour key:**

- *blue text* - headings on WMF form
- *black text* – instructions on WMF form
- *red text* - WLW guidance for what you should create yourself
- *purple text* - WLW suggested text to include in your response

*NB: the character limits are very important. Keep to less characters than the WMF suggests.*

*Check your character limits by highlighting each section and then clicking on Tools > Word Count > Characters ; or keyboard shortcut: option + shift + C*

1. You can find Wikimedia Foundation Grantee Portal (Fluxx) [tutorials and other resources here](#). If you need any support or have any questions, please email your [Program Officer](#).
2. Please check the [Rapid Fund eligibility criteria](#) and [documents needed by grantee type](#) before filling out this application. Any ineligible requests can be declined during the eligibility check.
3. This application can be filled in any language. All required questions are marked as 'required'. There is no character limit on the open questions.
4. If you want, you can prepare the proposal offline by **copying** this form and later moving your responses to [Fluxx](#). When you upload into the Fluxx Grantee Portal, make sure you constantly save your responses, as they **do not save automatically**.
5. Once submitted to Fluxx, your proposal will automatically be published on Meta-Wiki (Meta) within two days. You can find the [list of all applications here](#). There is a community endorsement section on Meta, where community members can state why they support the proposal and why it should be funded. Community endorsement is not a prerequisite for funding.

*Privacy note: All responses except to B (but not organization name), C, D, F, I, J, K, L, and M questions, will be automatically shared publicly on Meta-Wiki even when the request is draft. Do not add any confidential or sensitive information to your responses.*

All uploaded documents with **Timeline** and **Budget** labels will be automatically shared publicly. Do not upload any confidential files with these labels. Any other labels will be confidential and will not be shared on Meta-Wiki. Please see the Application Privacy Statement for more information.

## Applicant details

Help to question A: Learn more about [grantee types](#) here.

### A. You are applying as a(n): (required)

- Individual
- Group of individuals not registered with an organization
- Wikimedia Affiliate (chapter, thematic organization, or user group)
- Nonprofit organization with Wikimedia mission

*If individual:*

**Your name (required)**

### B. Contact email for this proposal. (required)

- C. If there is a secondary contact for this grant, please provide their email and details (optional).
- D. If there will be co-signatories for the grant agreement, please provide their name, Wikimedia Username, email and other details. (optional)

*If group, Wikimedia affiliate, or nonprofit organization:*

**Organization Name**

**Primary Contact (required)**

**Primary Signatory (required)**

**Secondary Contact (required)**

**Secondary Signatory**

**A1. Are your group or organization legally registered in your country? (required)**

**B. Contact email for this proposal. (required)**

**C. Provide secondary contact information for this grant: email, name and Wikimedia username. (required)**

D. If there will be co-signatories for the grant agreement, please provide their name, Wikimedia Username, email and other details. (optional)

**E. Please provide your main Wikimedia Username. (required)**

*Applicants need to demonstrate current editing history and experience on the target Wikimedia project(s) mentioned in their grant application. They also need to have organizing experience or training experience. For example, if the applicant is planning to train people on creation or improvement of Wikidata items, the applicant should demonstrate editing and training history on Wikidata.*

**F. What country are you (individual) or organization or group based in? Please select just one option. (required)**

**G. Are you a group or organization leader, board member, president, executive director, bank account holder, or staff member at any Wikimedia group, affiliate, or Wikimedia Foundation? You are required to self-identify and present all roles. (required)**

- Yes  
 No

*If yes,*

**G1. Select all relevant roles. (required)**

- I'm a board member or president of a Wikimedia Affiliate, or allied organization.  
 I'm a group leader of a Wikimedia User Group (submitted to the Affiliation Committee).  
 I'm a group leader of another informal Wikimedia group(s).  
 I'm a staff member or contractor in a Wikimedia Affiliate, group, or allied organization.  
 I'm a staff member or contractor at Wikimedia Foundation.  
 Other

**G2. Describe all relevant roles with the name of the group or organization and description of the role. (required)**

- Board members, leaders (contacts submitted to AffCom), presidents, bank account holders, executive directors, and other paid staff or contractors of Wikimedia affiliates/groups/organizations with existing Wikimedia Foundation Fund awards are not eligible for individual grant requests. When there is no significant overlap between the volunteer role (especially board members), group activities, and individual grant, the program officer may make exceptions to this criterion.
- Individuals cannot apply and receive funding on behalf of two different groups or organizations.
- Staff and contractors of the Wikimedia Foundation are not eligible for the Rapid Fund program.

**H. Do you have a fiscal sponsor for this request?**

- Yes  
 No (*default*)

*If yes, please provide the fiscal sponsor information.*

**If you apply as an individual**

**I. Do you have any funded Wikimedia Foundation Fund requests? (required)**

- Yes  
 No

*If you are a new grantee.*

**J. Upload proof of identity here:**

*We require a copy of an unexpired, government-issued photo identity document in our due diligence checks, in order to comply with United States regulations. This is a requirement for each individual who would be signing grant agreements, or has access to the bank account where grant funds would be sent.*

**K. Type of your identification document.**

- Driver's license  
 National ID card  
 Other  
 Passport  
 Voter Registration Card

**L. Does the identification have an expiration date?**

- Yes  
 No

*If yes, please provide the date of expiration.*

*If this request is approved, you will also need to provide:*

- *a completed bank account information form*
- *a document from the bank with a list of the account holders for the account*

*Details on required information and documents may be found [here](#).*

**If you apply as a group or legally non-registered Wikimedia Affiliate**

**I. Does your group or affiliate have any funded Wikimedia Foundation Fund requests? (required)**

- Yes  
 No

*If you are a new grantee.*

**J. Upload proof of identity below. (required) ([Help video](#))**

*We require a copy of an unexpired, government-issued photo identity document in our due diligence checks, in order to comply with United States regulations. This is a requirement for each individual who would be signing grant agreements, or has access to the bank account where grant funds would be sent.*

If it is a non-registered group you need to provide an ID of one of the members.  
Upload Your Identity Document (Confidential, Required)

**K. Type of identification document. (required)**

- National ID card  
 Passport  
 Voter Registration Card  
 Driver's License  
 Other

**L. Does identification have an expiration date? (required)**    No    Yes

*If this request is approved, you will also need to provide:*

- *ID copies of other agreement signatories or bank account holders*
- *completed bank account information form*
- *document from the bank with a list of the account holders for the account*

*Details on required information and documents may be found [here](#).*

## **If you apply as a nonprofit organization or legally registered Wikimedia Affiliate**

**I. Does your organization have any funded Wikimedia Foundation Fund requests? (required)**

- Yes  
 No

**Proof of Nonprofit Status**

You must complete at least one of the options below but you can do more, if applicable.

- Request to upload proof of nonprofit status document in the document component below
- Fill in the text below asking for a description of your nonprofit organization's status under local law. For example, “a 501(c)3 tax-exempt nonprofit organization,” or “a registered charity listed in my country's directory.
- URL field: If proof of nonprofit status is available online, provide a link to it.

**J. Upload a document that provides proof of nonprofit status in the document component at the bottom of the form.**

**Upload Proof Of Nonprofit Status**

**K. Please describe your nonprofit organization's status under local law.**

*For example, “a 501(c)3 tax-exempt nonprofit organization,” or “a registered charity listed in my country's directory.*

**L. URL field: if proof of nonprofit status is available online**

*Details on required information and documents may be found [here](#).*

## Main proposal

**1. Title of your proposal. This will also be a title for the Meta-Wiki page. Please do not use any special symbols or line breaks. (required) 200 character limit**

*Please review the [Rapid Fund timeline](#) and select a start date that matches the current application cycle. If your project start date is earlier than what is mentioned in the timeline, the application will be sent back to you for adjustments.*

*Insert appropriate: My title*

*Suggested title: SheSaid 2024 events in [Country]*

**2. Proposed start date for the grant proposal. (required)**

*Suggested date: September 1st, 2024*

**3. Proposed end date for the grant proposal. (required)**

*Suggested date: December 31st, 2024*

**4. Where will this proposal be implemented? (required)**

- Country list

*If regional or international:*

*Choose appropriate: International / Regional*

**4.1. If you have answered regional or international, please provide the country names and any other information that is useful for understanding your proposal. (required)**

*Add your country/ies*

**5. Are your activities part of a Wikimedia movement campaign, project, or event? If so, please select the relevant project or campaign below. (required)**

- Not applicable
- 1Lib1Ref
- Art+Feminism
- CEE Spring
- Organizer Lab
- Let's Connect Peer Learning Program
- Wikipedia Asian Month
- Wiki Loves Africa
- Wiki Loves Earth
- Wiki Loves Monuments
- **Wiki Loves Women**
- WikiForHumanRights
- WikiGap
- Wikipedia Pages Wanting Photos
- Wikipedia Birthday or Anniversary
- Reading Wikipedia in the Classroom
- Other (please specify)

**6. What is the change you are trying to bring? What are the main challenges or problems you are trying to solve? Describe this change or challenges, as well as main approaches to achieve it. (required)**

**Quick tip:** Try to focus on why this proposal is important, what is the wider change you are trying to bring about. For example, how will people be positively affected if this proposal is implemented?

*Approaches or strategies are broader steps to achieve the project objectives, while activities are actions that are undertaken within these strategies. For example, 'building the capacity of the community members' is a strategy your project has adopted. An activity under this strategy can be: 'organizing an online training event for new editors.'*

*It is useful to explain why you chose these approaches and not others. Why are you assuming that they will work? Is there any evidence or research that backs the approaches? It may also be a space to highlight any changes/innovations in the current proposal.*

*Insert your response to the above question.*

**7. What are the planned activities? (required)**

*Please provide a list of main activities, a link to the public page for your project, or upload a timeline document.*

*When the activities include partnerships, please include details about your partners and planned partnerships.*



**Quick tip:** Include all programmatic activities and make sure they are clearly related to your approaches or strategies. Also, explain why you have chosen these activities and why you think they will be effective.

UPLOAD TIMELINE OF ACTIVITIES (Optional) ([Help video](#))

*Insert your response to the above question. Below is the generic structure of activities for the SheSaid drive.*

**Suggested text -----> Below is an example, be specific to your own situation**

We aim at organizing:

1. 1 x *training / presentation* session (around September/October, half-day)
2. [number] x edit-a-thons (between September to December 2024, half-day)
3. [number] x online follow-up session with participants

## **8. Describe your team. Please provide their roles, Wikimedia Usernames and other details. (required)**

*Please include more details of the team, including their roles, Wikimedia group, and whether they are salaried, volunteers, consultants/contractors, etc. If team members have Wikimedia usernames you can provide these. Please note that this response will be published on Meta-Wiki so please don't include any confidential information about your team. Team members involved in the grant application need to be aware of their involvement in the project.*

*Insert your response to the above question. Below is the generic explanation for the SheSaid drive.*

**Suggested text - please adapt to your own situation:**

Our local activity will be organized within a global framework, with several experienced editors who can support our work. The drive will be globally organized by the Wiki Loves Women team. The global team does provide communication material (e.g. social media visuals, postcards and bookmarks), communication channels and is organizing online training and support for participating groups (office hours, one-on-one, telegram group, etc.)

Key people for mentorship are [User:Anthere](#) and [User:Islahaddow](#), and key communication support is [User:Afek91](#). Several formally participating people, including administrators on Wikiquote, already indicated they will join again and can further help, more in depth.

Our team includes:

[complete with relevant team members]

**9. Who are the target participants and from which community? How will you engage participants before and during the activities? How will you follow up with participants after the activities? (required)**

Explain depending on your situation

**10. Does your project involve work with children or youth? (required)**

- Yes  
 No

If yes:

**10.1. Please provide a link to your Youth Safety Policy. If the proposal indicates direct contact with children or youth, you need to outline compliance with international and local laws for working with children and youth, and provide a youth safety policy aligned with these laws. (required) [Read more here.](#)**

**11. How did you discuss the idea of your project with your community members and/or any relevant groups? Please describe steps taken and provide links to any on-wiki community discussion(s) about the proposal. (required)**

*You need to inform the community and/or group, discuss the project with them, and involve them in planning this proposal. You also need to align the activities with other projects happening in the planned area of implementation to ensure collaboration within the community.*

Explain depending on your situation.

**12. Does your proposal aim to work to bridge any of the content knowledge gaps (Knowledge Inequity)? Select one option that most apply to your work. (required)**

- Content Gender gap  
 Age (recency)  
 Geography  
 Language  
 Socioeconomic Status  
 Sexual Orientation  
 Important Topics (topics considered to be of impact or important in the specific context)  
 Cultural background, ethnicity, religion, racial  
 Not applicable

**Quick tip:** Note for questions 12, 13, and 14:

*Several individuals, groups, and organizations may work with more content gaps, contributors gaps, and thematic focus but here we want to see your priority and where you will focus most of the activities and project. Please refer to this section of the [guide](#) for definitions of each category and examples.*

**13. Does your proposal include any of these areas or thematic focus? Select one option that most applies to your work. (required)**

- Education

- Advocacy
- Human Rights
- Public Policy
- Climate Change and sustainability
- Culture, heritage or GLAM
- Open Technology
- Gender and diversity
- Other
- Not applicable

**14. Will your work focus on involving participants from any underrepresented communities? Select one option that most apply to your work. (required)**

- Gender Identity
- Sexual Orientation
- Geographic
- Ethnic/racial/religious or cultural background
- Disabilities
- Linguistic / Language
- Socioeconomic status
- Age (diversity of age groups)
- Digital Access
- Not applicable

Choose appropriate.

**15. In what ways do you think your proposal most contributes to the Movement Strategy 2030 recommendations. Select one that most applies. (required)**

- Increase the Sustainability of Our Movement
- Improve User Experience
- Provide for Safety and Inclusion
- Ensure Equity in Decision-making
- Coordinate Across Stakeholders
- Invest in Skills and Leadership Development
- Manage Internal Knowledge
- Identify Topics for Impact
- Innovate in Free Knowledge
- Evaluate, Iterate, and Adapt
- I do not know
- None of the above

# Learning and metrics

## 17. What do you hope to learn from your work in this project or proposal? (required)

*Describe the main things you would like to learn if you achieve the described change? You can describe these in the form of Learning Questions. The data you collect should help answer these questions.*

### **Suggested text - adapt and change as you feel suits your situation:**

I expect to have learned many skills as leader of a [gender gap](#) initiative in the wikimedia network.

I expect to have extended my network.

I expect to have achieved recruitment, training and team building of new editors in my local area, and intend to follow-up.

I expect new content to be created about women from my country.

## 18. What are your Wikimedia targets in numbers (metrics) for your project? Set Wikimedia metrics for your proposal. (required)

*These numbers will not tell the whole story about your work, but they are important for measuring some Movement-wide changes.*

*Use the space below to set targets, preferably in numbers. For Content contributions, please describe per Wikimedia project.*

*Please use these definitions as references.*

- **18.1. Participants (required)** (individuals who attend or benefit from the proposal's activities, either in person or virtually. Does not include social media followers, donors, or others not participating directly).
- **18.2. Editors (required)** (people who edit Wikimedia projects, creating or improving content as a result of grantee activities).
- **18.3. Organizers (required)** (people that make sure that activities can be implemented by providing the necessary time, support, and knowledge - such as coordinators, trainers, facilitators, etc.).
- **18.4. New content contributions per Wikimedia project (required)** (contents created or improved). Please disaggregate between Wikimedia projects and/or languages when that makes sense in the context of your organization.

## Screenshot of what you will see on Fluxx:

▼ 18.4. Number of contributions to Wikimedia Projects (required)

[18.5. Number of new content contributions to Wikimedia projects](#)

Project Name. Select all Wikimedia projects you hope to contribute content to and fill out the number of content contributions for each Wikimedia project.

Wikipedia

Number of Wikipedia articles created or improved

Wikimedia Commons

Number of files uploaded to Wikimedia Commons

Wikidata

Wiktionary

Wikisource

Incubator

Translatewiki

**19. Do you have any other project targets in numbers (metrics)? (optional)**

- Yes
- No (default)

If yes:

**19.1. What are these other targets (metrics)? (optional)**

**Screenshot of what you will see on Fluxx:**

The screenshot shows a form titled "Enter your main metrics" with a dropdown arrow. It contains two sets of input fields. The first set includes a text box for "Name of Main Metric (1)", a larger text area for "Metric Description (1)", and a text box for "Target (1)". The second set includes a text box for "Name of Main Metric (2)" and a larger text area for "Metric Description (2)".

**20. What tools will you use to measure each target (metrics) mentioned? Please refer to the [guide](#) for a list of tools. (required)**

# Financial proposal

## 21. Upload your budget for this proposal or indicate the link to it. (required)

**This template** is recommended for organizing your detailed budget. Alternatively, you can use the budget format of your choice following the general recommendations.

If you use the template, please remember to:

- **make a copy** of the template to work on your budget
- **share the file**, so that anyone with the link can view it.

If you prefer, you are welcome to use any other budget formats too.

Wikimedia Foundation will prioritize sending grant funds in your local currency. **We request that you submit the requested amount and detailed budget in your local currency.**

- Upload the budget file ([Help video](#))
- Indicate the link to it

Please note: If you upload a budget file to Fluxx, put **Budget** as the file label. ([Help video](#))

All files with this label will be automatically uploaded to Google Drive and publicly shared on Meta-Wiki. If you do not want your file to be uploaded to Google services, use your preferred service and indicate the public link.

## 22. What is the amount you are requesting for this proposal? Please provide the amount in your local currency. (required)

### 22.1. What is your local currency? (required)

Choose appropriate:

|     |     |     |     |     |     |     |     |     |     |     |     |
|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| AED | ALL | AMD | ANG | ARS | AUD | AZN | BAM | BDT | BGN | BHD |     |
| BIF | BMD | BND | BOB | BRL | BSD | BWP | BYN | BZD | CAD | CDF |     |
| CHF | CLP | CNY | COP | CRC | CUC | CZK | DJF | DKK | DZD | EGP |     |
| ETB | EUR | GBP | GEL | GHS | GMD | GNF | GTQ | GYD | HKD | HNL |     |
| HRK | HTG | HUF | IDR | ILS | INR | IQD | IRR | ISK | JMD | JOD | JPY |
| KES | KGS | KHR | KRW | KWD | KZT | LBP | LKR | MAD | MDL | MKD |     |
| MMK | MNT | MOP | MTL | MUR | MVR | MWK | MXN | MYR | MZN |     |     |
| NGN | NIO | NOK | NPR | NZD | OMR | PEN | PGK | PHP | PKR | PLN |     |
| PYG | QAR | RON | RSD | RUB | RWF | SAR | SCR | SDG | SEK | SGD |     |
| SSP | SVC | SYP | THB | TJS | TND | TRY | TTD | TWD | TZS | UAH |     |
| UGX | USD | UYU | UZS | VEF | VND | VUV | XAF | XCD | XOF | XPf |     |
| YER | ZAR | ZMW | ZWD | NAD |     |     |     |     |     |     |     |

**22.2. Convert the amount requested into USD using the Oanda converter. This is done to help you assess the USD equivalent of the requested amount. Your request should be between 500 - 5,000 USD. (required)**

Provide the latest forex rate from <https://www.xe.com/> (you should also declare the date that you accessed this source)

*Rapid Fund supports projects with a budget of 500 USD up to 5,000 USD. Any requests over 5,000 USD will be automatically declined without review.*

Please make sure to read these documents and reflect on how your work is going to contribute to them. By submitting your proposal/funding request you agree that you agree with the [Grant Application Privacy Statement](#), [WMF Friendly Space Policy](#), and the [Universal Code of Conduct](#).

- I/we have read and agree with the WMF Friendly Space Policy and Universal Code of Conduct.
- I/we understand that if the application is approved, I/we will be required to provide the banking information and other requested documents within (2) two business days after the approval or update the banking information before approval. *Details on required information and documents may be found [here](#).*

**This is the end of the application form. When you complete the application, do not forget to click 'Submit' on the top right corner to submit it for review.**

When you submit the application, it will automatically be published on Meta-Wiki within two days. On Meta there will be a community endorsement section where community members can state why they support the proposal and why it should be funded.