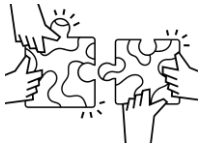


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WIKIMEDIA COMMUNITY FUND

GENERAL SUPPORT FUND

Application form

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Instructions

1. This application can be filled in any language. All required questions are marked as *(required)*. There is no character limit on the open questions but we have suggested guides.
2. You can prepare this application offline by **copying and filling out** the doc version of the form which is available in several languages on Meta-Wiki. Find them here: [Applications and Guides page](#).
3. Here are some resources which can help you to prepare your application:
 - [Fluxx tutorials](#)
 - [Other resources on application writing](#)
 - General Support Fund guide (to be added)
4. Here are some resources if you want to learn more about the program and processes:
 - [General information about General Support Fund](#)
 - [Application process](#)
 - [Final and yearly reporting](#)
 - [Multi-year funding](#)
 - [Renewal process](#)
 - [Amendment requests](#)
5. You can also [contact your Program Officer](#) for any questions.

Applicant information

A. Do you have any approved General Support Fund requests? (required)

- ☐ No, it is my first time applying for a General Support Fund
- ☐ Yes, I have already applied and received a General Support Fund

If you are a first-time applicant:

You must contact and meet the Program Officer of the application's region before feeling the application form. If you submit the grant request without meeting the Program Officer, the submission will be automatically declined as ineligible.

[Learn more about eligibility criteria for first-time applicants](#) →

- **You are not sure what your funding region is?**
 - General Support Fund is supported across eight funding regions, and each region has a Program Officer and Regional Funds Committee. Visit [this page](#), select your country, and you will see your Program Officer details on the regional page.
- **Documentations required.**
 - If you are an individual, you will need to have a [fiscal sponsor](#) to receive the funding if your General Support Fund is approved. Talk to your Program Officer if you need assistance. Fiscal sponsor can also be required if you are not a legally registered group.
 - If your funding is approved, the [following documents](#) will be required in order to process the agreement and payment.

B. 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

For individuals:

Your name (required)

C. Contact email for this proposal. (required)

D. If there is a secondary contact for this grant, please provide their email and details (optional).

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

F. Please provide your main Wikimedia Username. (required)

For groups, Wikimedia affiliates, or nonprofit organizations:

Organization name
Primary Contact (required)
Primary Signatory (required)
Secondary Contact (required)
Secondary Signatory
Optional additional user to have Fluxx access

C. Contact email for this proposal. (required)

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

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

F. Are your group or organization legally registered in your country? (required)
Yes/No

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

For returning applicants

H. Is there any updates to your banking, fiscal sponsor, or nonprofit information? (required) Yes/No

H.1. Please describe changes to your banking, nonprofit or fiscal sponsor information. (required)

Upload any relevant documents

Please make sure to update your User info and Organizational info accordingly.

For new applicants

Based on the grantee type, required information and documents will be requested. You can see more about the requested information [here](#).

Required documents are slightly different for

- individuals,
- not incorporated groups and Wikimedia affiliates (legally not registered in your country),
- registered organizations, nonprofits, and Wikimedia affiliates.

For individuals, there is a requirement to provide fiscal sponsor information.

For new individuals and legally not registered groups.

H. Type of identity document.

I. Expiration date for the identity document.

J. Upload identity document.

K. Upload bank documents.

For new legally registered groups and organizations.

Proof of Nonprofit Status

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

- H. Upload a proof of nonprofit status document in the document uploading question below
- I. 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.
- J. If your nonprofit status is available online, provide the URL.

Do you have a fiscal sponsor?

Please share your fiscal sponsor organization name and contact details (name and email). We will reach out to them and will make sure to copy you in our email.

M. Please provide links to the following documents if they are available:

These documentation can be provided in your local language(s), no translations required.

- Organizational website
- Detailed financial reporting and/or audits
- Documentation of the governance structure, board list, governance processes
- Documentation of the general assembly decision on your plan

You can reach out to grant administrators at grantsadmin@wikimedia.org if you have any questions about required documents.

Main proposal

1. Please state the title of your proposal. This will also be a title for the Meta-Wiki page. (required)

There is one multi-year base (3 years) funding option available as per FY 2024-25.

If you wish to:

- *Ask for multi-year funding for only 2 years, please follow the renewal process or submit a new application if greater funding changes are planned for your Year 2.*
- *Ask for greater increases than the regional growth rates in Year 2 or Year 3, please submit a new application each year for the Regional Fund Committee's consideration.*
- *Apply for renewal, follow the [renewal process](#).*

[Learn more about multi-year funding criteria](#) →

2. Do you want to apply for the multi-year base funding for 3 years? (required) (only for returning applicants)

☐ No

☐ Yes

Multi-year base funding for three years remains available as per FY 2024-25 for those in the grantee community who wish to:

- *Have stability in funding for **3 years** in a row.*
- *Plan to introduce only small changes in programs and metrics in Year 2 and Year 3 compared to Year 1, and no annual growth above the regional growth rates defined for each of the 3 respective fiscal years of the duration of the multi-year grant. All growth decisions will still be subject to Regional Fund Committees' (RFCs) considerations.*
- *May want to include inflation compensation: the RFCs will decide individually about inflation compensation for each multi-year base funding, based on [IMF inflation rates](#) and regional budgets available, considering also the growth history for each grantee.*
- *The RFCs will also consider historical data on grantees' underspending in their funding decisions.*

[Learn more about multi-year funding](#) →

2.1. Provide a brief overview of Year 2 and Year 3 of the proposed plan and how this relates to the current proposal and your strategic plan? (required)

3. Proposed start date (required)

4. Proposed end date (required)

5. Does your organization or group have an Affiliate or Organizational Annual Plan that can help us understand your proposal? If yes, please provide it. (required)

- Yes/No
If yes, provide link or upload

6. Does your affiliate, organization or group have a Strategic Plan that can help us understand your proposal? If yes, please provide it. (required)

- Yes/No
If yes, please link or upload

7. Where will this proposal be implemented? (required)

- **List of countries.**

If regional or international:

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

8. What are your programs, approaches, and strategies? What are the challenges that you are trying to address, and how will your strategies support you in addressing these challenges? (required)

9. What categories are your main programs and related activities under? Please select all that apply. (required)

- Education
- Culture, heritage or GLAM
- Gender and diversity
- Community support and engagement
- Participation in campaigns and contests
- Public policy advocacy
- Other

if Education

9.1. Select all your programs and activities for Education. (required)

- Wiki Club
- Wiki Camp
- Reading Wikipedia in the Classroom or other Reading/Evaluating Wikipedia Training
- Editing Wikipedia Training
- Translation
- Research
- Wikidata programs
- Wikimedia Commons programs
- Other Wikimedia project programs
- Other activities (specify)

9.2. Select all relevant audience groups for Education. (required)

- Primary school students
- Secondary school students
- Vocational, tertiary, or higher education
- Teachers or professors
- Senior citizens
- Other groups (specify)

*if **Culture, heritage or GLAM***

9.2. Select all your programs and activities for Culture, heritage or GLAM. (required)

- Documenting or incubating languages on Wikimedia projects
- Introducing new approaches to underrepresented culture and heritage, e.g. decolonising or reparative work; oral and visual knowledge; outreach to communities of origin, indigenous and first nations self-determination
- Supporting institutions to open up their collections, data, metadata, and research
- Supporting GLAM professionals to incorporate use of Wikimedia in their work, through documentation, training, or Wikimedian in Residence programs
- Partnering with institutions, professional associations, and allied organizations to raise awareness of open culture, ethical sharing, and related issues
- Other

*if **Gender and diversity***

9.3. Select all your programs and activities for Gender and diversity. (required)

- Bringing in women and/or gender diverse participants and editors
- Focusing on creating content about women and/or gender diverse groups, including biographies, intersectional topic areas and/or adding images
- Focusing on creating content about marginalized (underrepresented) communities and their knowledge
- Focusing on knowledge equity by bringing in contributors from underrepresented communities
- Building organizer skills in women and diversity groups
- Fomenting female leadership within the movement (either staff, members or boards)
- Sensitize and educate for gender perspective among Wikimedia projects stewards and editors
- Other (specify)

*if **Community support and engagement***

9.4. Select all your programs and activities for Community support and engagement. (required)

- On-wiki training of community members
- Off-wiki training of community members
- Organizing meetups, conferences, and community events
- Supporting community members' participation in events and conferences

- Offering microgrants and other financial support to community members
- Offering non financial support and services to community members (equipment, space, books, etc.)
- Other (specify)

*if **Participation in campaigns and contests***

9.5. Select all campaigns that apply. (required)

- 1Lib1Ref
- Art+Feminism
- CEE Spring
- Feminism and Folklore
- VisibleWikiWomen
- Wikipedia Asian Month
- Wiki Loves Africa
- Wiki Loves Earth
- Wiki Loves Folklore
- Wiki Loves Monuments
- Wiki Loves Women
- WikiForHumanRights
- WikiGap
- Wikipedia Pages Wanting Photos
- Wikipedia Birthday or Anniversary
- Not applicable
- Other (specify)

*if **Public policy advocacy***

Please note that Public policy advocacy is different from Advocacy. Read more here:

 [GSF v3.0] Public Policy Advocacy Instructions (English)

Describe your public policy advocacy work and actions in detail.

- 9.6.1. What specific laws, or legislative topics, are you targeting with your advocacy plans? Please be as specific as possible. (required)
- 9.6.2. What are the main methods and tactics via which you plan to advocate for this public policy change? Please be as specific as possible. (required)
(*Example: meetings with government officials; engaging the general public through open letters, calls to contact their representatives, or sign petitions; work with allies and coalitions to plan campaigns*).
- 9.6.3. Approximately, how much of the requested budget will you dedicate to public policy advocacy (local currency)?

10. Please upload a timeline or provide a link to it. Timeline (operational calendar) is for your programs and activities. (required)

This is to show how you hope to develop your work over the course of the funding period. It can be in semesters, quarters, or months, depending on what makes more sense for your work. Focus on

the larger activities so that it will be clear how you are organising your implementation. This calendar is a proposed plan, later you will have a great deal of flexibility to adapt it if needed.

- Provide a link to the timeline
- Upload a timeline document to Fluxx

Note for multi-year base funding with similar programs: *Focus on more detail for the first-year calendar. For this type of multi-year funding, we expect that your activity plan will be similar in Year 2 and Year 3.*

11. Describe your team. (required)

Include more details of the team, including their roles and whether they are salaried, volunteers, consultants/contractors, etc. Also, mention vacant positions or advisors to the proposal. If team members have Wikimedia usernames, you can provide these. Ensure that people involved in the team are informed about their engagement in this proposal.

Please note that this response will be published on Meta-Wiki, so please do not include any confidential information about your team.

12. Will you be working with any internal (Wikimedia) or external partners? Describe the characteristics of these partnerships and bring a few examples of the most significant partnerships. (required)

13. In what ways do you think your proposal most contributes to the Movement Strategy 2030 recommendations. Select all that apply. (required)

You can learn more about the Movement Strategy 2030 recommendations [here](#).

- ☐ 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

Metrics

All metrics provided are optional, please fill them out if they are aligned with your programs and activities.

14. Please select and fill out Wikimedia Metrics for your proposal. (recommended)

14.1. Number of participants, editors, and organizers. (recommended)

- Participants
 - Number of all participants: Existing and new participants involved in activities funded by the grant. It can include people that participate in events, training, campaigns, etc. It includes people that edit as well as those that participate in other ways.
- Editors
 - Number of all editors: Existing and new editors involved in activities funded by the grant
 - Number of new editors: Newly registered editors brought in by activities funded by the grant
 - Number of retained editors: Editors that continued to edit at least a month after the activities
 - Description (optional)
- Organizers
 - Number of all organizers: Wikimedia organizers involved in activities
 - Number of new organizers: New Wikimedia organizers brought in by activities funded by the grant
 - Description (optional)

14.2. Number of new content contributions to Wikimedia projects. (recommended)

- Content per Wikimedia project
 - Created
 - Edited or improved
 - Description (optional)

15. Do you have other quantitative and/or qualitative targets for your project (other metrics)? (required) Yes/No

if yes,

15.1. If you want, you can set up Other Metrics for your proposal. (optional)

- Other Metrics 1
- Other Metrics 2
- Other Metrics 3
- Other Metrics 4

Budget

16. Will you have any other revenue sources when implementing this proposal (e.g. other funding, membership contributions, donations)? (required) Yes/No

If yes,

16.1. List other revenue sources. (required)

16.2. Approximately how much revenue will you have from other sources in your local currency? (required)

17. Your local currency. (required)

18. What is the requested amount in your local currency? (required)

For multi-year funding requests, we will also request the budget details for Year 1, Year 2, and Year 3 in USD and local currency (Questions 18.1- 18.3)

The requested budget and budget breakdown should be in your or the recipient's local currency. We send grant payments, preferably in your local currency. In some exceptional cases (e.g. hyperinflation), we allow grant payments to be made in US dollars. If you are requesting a grant in a currency other than your local currency, please reach out to your Program Officer to discuss.

19. Does this proposal include compensation for staff or contractors? (required) Yes/No

- **19.1. How many paid staff members and contractors do you plan to cover with this General Support Fund? (required)**

Include the number of staff and contractors during the proposal period. If you have short-term contractors or staff, please include them separately and mention their terms (period of work).

- **19.2. How many FTEs (full-time equivalents) in total will be covered with this General Support Fund? (required)**

Include the total FTE of staff and contractors during the proposal period. If you have short-term contractors or staff, please include their FTEs with the terms (period of work) separately.

- **19.3. Describe any staff or contractor changes compared to the current year / ongoing General Support Fund if any. (required only for returning grantees)**

20. Please provide an overview of your overall budget categories in your local currency. The budget breakdown should include only the amount requested with this General Support Fund. For multi-year funding, please provide the breakdown for Year 1. (required)

20.1. Total staff and contractor costs. (required)

20.2. Total operational costs. (required)

20.3. Total programmatic costs. (required)

21. Upload your detailed budget or provide a link to it.

- **Upload budget**
- **Indicate link to the budget**

This [template](#) is useful for organizing your budget. Alternatively, you can use any other budget format of your choice following the general recommendations.

If you use the template, please make a copy of the Google Sheets to work on your budget and share access, so that anyone with the link can view it.

Please note: If you upload a budget file to Fluxx, add *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 below.

For multi-year funding: Please provide greater detail for the budget for the first year. You can mention the generally projected amounts for years 2 and 3 in the level of detail you think is relevant and also briefly mention why and how this would change from the first year.

22. In this optional space you can add any other additional information about your proposal or organization that you think can help us when reviewing your proposal. (optional)

Upload files

By submitting your proposal and 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 agree. (required)**

This is the end of the application form. When you complete the application, do not forget to click 'Submit' on the bottom right corner to submit it for review. ([Help video](#))

When you submit the application, it will automatically be [published on Meta-Wiki](#) within two business days.