



Call for Applications: Local Learning Exchanges

2010

The purpose of local learning exchanges is to encourage and facilitate cross-learning and capacity building amongst the members of the GGLN. All full member organisations of the GGLN are hereby invited to submit applications for financial support from the GGLN for staff members to participate in a learning exchange with another member organisation of the network or a municipality or for member organisations to host learning opportunities for other members of the network. **The nature and format of the learning exchanges that are eligible for support are flexible and creative proposals are encouraged.** Examples include staff visiting other organisations to learn about particular projects, programmes or approaches or attending specific workshops, seminars, or events organised by other organisations. We also envisage that organisations could create opportunities for staff from other organisations to spend some time at the organisation, learning about a particular aspect of the work that it does. Applications from members to undertake learning visits to municipalities will also be considered.

The GGLN will provide **partial funding** to cover expenses such as transport, accommodation and subsistence. Applicants will need to demonstrate that their organisation will make a partial financial contribution towards meeting the costs of the exchange. Applications will be treated on a first come, first served basis. Funding is available to support two local learning exchanges between April 2010 and March 2011. Applications must satisfy certain conditions as described below.

Application process

Staff members of organisations that are full members of the GGLN may apply for funding by completing the attached application form. Only fully paid up members of the GGLN for the grant year April 2010 to March 2011 will be considered for grants.

Assessment criteria and procedure

Applications will be reviewed by members of the Reference Group of the GGLN in accordance with its mandate. The following key criteria will be used by the panel to adjudicate applications:

1. The motivation for why the individual wants to learn more about a particular theme/topic/project etc.,
2. How the learning will be used to benefit the individual's organisation,
3. Whether the focus of the learning exchange is aligned to the objectives of the GGLN,
4. Judicious proposed use of funds.

Deadline for applications

Applications may be submitted at any point during the year.

Funding conditions and restrictions

Prospective applicants should take careful note of the following:

1. Only one grant to fund a local learning exchange will be awarded per full member organisation for the April 2010 to March 2011 round of funding.
2. As GGLN is a partial funder, a maximum of R10,000 is allowed per exchange visit. A maximum of 15% of the total budget may be allocated to institutional costs (i.e. employee hours and overhead costs).
3. The Reference Group reserves the right to not award grants to all applicants, to determine the value of the grant awarded to each applicant, and to provisionally approve grants subject to the submission of further information.
4. In the interests of transparency, notices about all applications *that are approved for funding* will be posted on the members' only portal of the GGLN website.
5. Applicants whose applications are declined for funding will be informed of the Reference Group's decision in writing.
6. All applicants whose applications for funding are approved will be required to sign an agreement with Isandla Institute, as the legal custodian of GGLN funds.
7. Organisations will be reimbursed for the agreed costs of the local learning exchange upon submission to Isandla Institute of a signed invoice and copies of original documentation.
8. All logistical arrangements for the learning exchange will be the sole responsibility of the participants.
9. Recipients of GGLN financial support for a local learning exchange will be expected to submit a brief report (1-2 pages) on the learning exchange to the Secretariat of the GGLN within 30 days of the end of the exchange.
10. Recipients of GGLN financial support for a local learning exchange will be expected to write a brief article on the learning exchange for the *GGLN News* and to submit the article to the Secretariat of the GGLN within 30 days of the end of the exchange.
11. Recipients of GGLN financial support for a local learning exchange will be expected to briefly present learnings at a GGLN members meeting which follows the exchange visit.

Further information

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