



Call for Concept Notes: Regional Learning Events

2010

All full members of the GGLN are invited to apply for financial support from the GGLN to organise a learning event in their respective geographical regions. Funding is available to support four regional learning events between April 2010 and March 2011. **The primary purpose of the learning events is to facilitate knowledge sharing and peer-learning amongst GGLN members.** Regional learning events can take a variety of forms, including workshops, conferences, seminars, roundtables and training courses. The themes for the events generally need to be aligned to one or more of the key local governance issues of interest to the GGLN, namely:

- Public participation processes and structures
- Transparency and access to municipal information
- Political systems, processes and accountability
- Corruption and maladministration
- Integrated development planning
- Service delivery
- Poverty alleviation
- Local economic development
- Performance management
- Municipal finances and budgeting

Preference will be given to supporting events on topics within or across these themes, and which have national relevance. However, events focussing on other themes relevant to the objectives of the GGLN, or which are of special interest in particular regions of the country, may also be considered for financial support. Concept notes submitted jointly by two or more full GGLN members will be considered. However, in such cases, one organisation must be the lead member who will take overall responsibility for all logistical, financial, and reporting obligations.

All GGLN members shall be invited to every regional learning event. Applicants are expected to include provision in their event budget to sponsor up to 4 members of the GGLN to attend the event. As far as possible, invited members should be drawn from other GGLN member organisations working in the same or similar field as your own organisation so that the benefits of peer-learning are enhanced. Invitations to the event should indicate that limited provision is made to sponsor other members to attend. Members interested in attending the event who require financial support for travel (and accommodation if necessary) will then request support directly from the host organisation. These requests will be treated on a first come, first served basis.

The GGLN will contribute a maximum of R35 000 per learning event. Where the total costs of the event exceed this amount, the member organisations themselves will be expected to contribute to the remaining costs. As far as possible, applicants are encouraged to host one day learning events in an effort to reduce costs, especially those costs that relate to travel and accommodation for GGLN members sponsored by the host organisation.

Application process

Only fully paid up members of the GGLN for the grant year April 2010 to March 2011 will be considered for grants. Full members who are interested in applying for funding to host/co-host a regional learning event are requested to submit a concept note (max. 4 pages) that provides the following information:

1. The names of the lead GGLN member and any other GGLN members who will be involved, as well as the names of the specific personnel from each organisation who will be responsible for conceptualising and organising the event
2. The topic and learning objectives for the event and why they are relevant to the objectives of the GGLN
3. What form the event will take (e.g. workshop, seminar, training course etc), which province it will take place in and its duration
4. How you envisage the learnings from the event will be taken forward (by your organisation and/or the GGLN) and/or how the learnings will have an impact on local governance policy and practice
5. A clear indication of the members from other GGLN organisations you would like to sponsor (minimum of four)
6. Who will be invited to the event (besides GGLN members)
7. How the event and learnings will be documented
8. A description of key activities and timeframes
9. A budget with a breakdown of all costs and the financial contribution sought from the GGLN. A maximum of 15% of the total budget may be allocated to institutional costs (i.e. employee hours and overhead costs).

Assessment criteria and procedure

Concept notes will be adjudicated by the Reference Group of the GGLN in accordance with its mandate, using the following key criteria:

1. Relevance and priority of the topic for the learning event, in terms of the GGLN's objectives,
2. The appropriateness of the proposed format of the event and the participants to be invited for the purposes of learning more about the topic,
3. How the learning outcomes from the event will be acted upon and the anticipated impacts on policy and/or practice,
4. Judicious proposed use of funds.

Deadline for applications

The deadline for applications is **9 July 2010**. Applicants will be notified of the Reference Group's decision as soon as possible thereafter.

Funding conditions and restrictions

Prospective applicants should take careful note of the following:

1. Only one grant to host a regional learning event will be awarded per member organisation for the April 2010 to March 2011 round of funding
2. The value of each grant awarded shall not exceed a maximum of R35 000. 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 concept notes submitted, to determine the value of the grant awarded to each individual concept note, and to provisionally approve grants subject to further refinements of concept notes.
4. In cases where two or more member organisations submit concept notes for events on similar themes, they may be requested to partner in hosting a joint event.
5. In the interests of transparency, all concept notes *that are approved for funding* will be posted on the members' only portal of the GGLN website
6. Applicants whose concept notes are declined for funding will be informed of the Reference Group's decision in writing.
7. All applicants whose concept notes are approved for funding will be required to enter into a contract with Isandla Institute, as the host of the GGLN secretariat and legal custodian of GGLN funds.
8. Regional learning events must be held by the end of March 2011.
9. All logistical arrangements for the event will be the sole responsibility of the host organisation/s. The GGLN Secretariat may be consulted for advice but is not in a position to provide any administrative support.
10. Recipients of GGLN financial support for a regional learning event will be expected to submit a report on the event, including the key learning outcomes and proposed way forward, to the Secretariat of the GGLN within 30 days of the end of the event.
11. Recipients of GGLN financial support for a regional learning event will be expected to briefly present learnings at a GGLN members meeting which follows the learning event.
12. Recipients of GGLN financial support for a regional learning event 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 event.
13. Funding for regional learning events will be disbursed as follows: 50% upon signing of the contract, and the remaining 50% upon submission of the report on the event. Copies of all original receipts for expenses incurred in organising the event must be submitted with the final invoice.
14. The invitation and programme for the event shall display the logo of the GGLN.
15. Any reports and other documentation arising from the event shall be posted on the website of the GGLN and electronic versions will be made freely available.
16. Any reports and other documentation arising from the event shall display the logo of the GGLN on the front/inside front cover (in addition to the individual member organisation's logo) and will acknowledge the organisation as a member of the GGLN.
17. In addition, the financial contribution of the GGLN towards the research shall be acknowledged in all reports and at learning events.
18. The Secretariat holds the right to request space on the programme of the event to briefly profile the GGLN.

Further information

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