



## DEFINE & REFINE PHASE: COLLABORATION GRANTS BUDGET GUIDELINES

As part of planning for the collaboration, the women's funds must develop, agree upon, and submit a budget with specifics on how the funds will be spent. Below, we share general guidelines that can inform the women's funds on preparing a budget appropriate for the size and scale of the collaboration that you have planned.

The Collaboration Grant budget should delineate the expenses anticipated for the activities you will undertake. That means thinking through each activity, what materials or support you will need, and what expenses each women's fund will incur, including communications.

Here are a few things to consider as you develop your budget:

1. When submitting your budget, please ensure it's clear and straightforward. Include a column for detailed explanations of each budget line to help us better understand your proposed expenditures.
2. Categorize your expenses in a way that aligns with your planned activities.
3. Once you have developed your budget, check to see if it aligns with your narrative. Someone should be able to look at your budget and understand what you propose to do.
4. All women's funds in the Prospera International Network of Women's Funds are invited to participate in a Collaboration Group. Ask for funding that will meet the needs of the work that you are proposing. Consider the number of women's funds in your group, the timeline for your planned activities, the actual costs of your activities, and your approach.
5. Include expenses for any external or technical support that you need for the process.

6. As a group, decide how you will manage the grant funds. This should be a collective decision that meets the needs of all women's funds who are members of the group. Discuss your options openly and transparently. Talk specifically about any concerns.

Possible ways to manage the funds include:

- a. **Option 1:** The grant is awarded to one of the women's funds. This organization manages payments on all related activities. The grant recipient is responsible for compiling the financial report. The Collaboration Group is responsible for compiling the narrative report. The group develops
  - i. a realistic budget based on the planned activities and administrative expenses;
  - ii. a clear decision-making process about the use of funds and how changes in budget allocations are agreed upon; and
  - iii. the process for regular check-ins on the budget for mutual accountability on the use of funds. All members of the collaboration will have access to regularly updated financials.
- b. **Option 2:** The grant is awarded to one of the women's funds. The recipient women's fund subgrants to the other women's funds. The women's fund that receives the grant is responsible for compiling the overall financial report.
  - i. The Collaboration Group assigns each of the women's funds in the group the management of one grant component.
  - ii. The responsible women's fund is granted a specific amount of the budget related to those activities.
  - iii. Each women's fund is accountable to the group and must provide ongoing updates to peers. Each women's fund must report to the primary grant recipient. The primary grant recipient is responsible for reporting.
- c. **Option 3:** Each group member receives a portion of the grant based on the plan and division of responsibilities as agreed upon by the collective.
  - i. The group develops a set of activities that support their collaboration process. Group members are assigned to manage specific components of the planned activities.
  - ii. Based on that determination, each women's fund will receive the amount of funding that is related to the activities they will manage.
  - iii. Each women's fund is still mutually accountable to other group members. Group members share regular updates on financials.
  - iv. Members of the group must still make collective decisions about any changes in the budget.
  - v. Each women's fund will be responsible for reporting based on the activities they manage.

7. Grant funds **CANNOT** be used for the following:

- a. Grantmaking to women's rights and feminist organizations
- b. Individual fund's reserves—but could potentially be used to collectively develop a long-term strategy for building reserves (or similar activities)
- c. Individual capacity needs of women's funds. The main objective of the Collaboration Grant is to encourage collaboration across the women's funds of the Prospera International Network of Women's Funds. The Collaboration Groups are expected to pursue collective goals that would not be possible by working on the project's components in isolation from each other.

If you have any questions or need further clarification, please feel free to reach out to us by emailing [womensfunds@fenomenalfunds.org](mailto:womensfunds@fenomenalfunds.org). We will gladly schedule a call with your group to discuss any specific questions or to provide further clarification.

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Please visit the Fenomenal Funds website for more tools and resources:

<https://fenomenalfunds.org/grantmaking/collaboration-grants/tools-resources>