



# DEFINE & REFINE PHASE: COLLABORATION GRANTS PLAN

*This call for applications is by invitation only.*

Members of the Prospera International Network of Women's Funds are invited to submit a plan for their collaboration. The narrative should be presented in a Microsoft Word or Adobe PDF file. All plans and budgets should be submitted to **XX by XXXX**.

All submissions should be labeled with the same name across files to ensure documents can be matched—please use the following naming convention: XXXX

In your narrative responses, please provide clear, descriptive answers for each of the following sections. Use the prompt questions below to shape your narrative.

## 1. Title of the Collaboration

*What is the name of your group?*

## 2. Names of Women's Funds

*Who are the women's funds participating in this group?*

## 3. Proposition

*What is the problem you are addressing or the opportunity that you are addressing as a collaborative? Describe the current situation as it affects women's funds (or the movements you support) and why it is important to focus on this now.*

## 4. The Plan

*Describe your (a) objectives (what you plan to achieve), (b) approach (how you will go about it), and (c) key activities (the actions you will take). Feel free to attach a visual summary as a road map that shows your estimated timeline and key milestones.*

## 5. Learning and Sharing

*Describe (a) what success looks like if your collaboration is successful; (b) what values/benefits your collaboration adds to the members of this group, the wider community, and, if relevant, to the movements you support; (c) what you hope to learn about collaboration as you engage in this process; (d) how you will document your process and capture the learnings and insights that emerge; and (e) how you will share your learning with the community of women's funds who are members of the Prospera International Network of Women's Funds.*

## 6.Guiding Principles and Values

*What are the key principles and values that will guide your work together? How will you operationalize them? How will you use them to guide your journey? How will you support the well-being of collaborative members?*

## 7.Potential Challenges

*Any collaboration effort faces potential risks and challenges. Are there any major challenges that you anticipate? What measures are you putting in place to manage and limit their impacts on your collaboration?*

## 8.Coordination

*What are the defined roles and responsibilities of the women's funds in the group? How will the women's funds maintain deep engagement? How will you make decisions? Which women's fund will have the primary responsibility for coordinating the work?*

## 9.Budget Narrative

*Please complete the budget template, summarizing how grant funds will be used. The Excel budget template is attached. Please note that you must indicate how you plan to use the funds for the full period of implementation. Please share any narrative below to explain your budget. You have the flexibility to shift funds to other priorities at any time.*

## 10.Fund Management

*Describe your overall approach to managing the funds. Tell us how you will make decisions about the budget. If one women's fund receives the funds, describe how they will keep the other women's funds updated on the financials.*

## Tools and Resources Index

Preparation And Planning Guidelines  
Collaboration Grant Parameter  
The Collaboration Labs Guidelines: Discover, Define, Refine Phases  
Women's Funds Survey to Identify Collaboration Topics  
Women's Funds Participation Guidelines  
Advisory Committee Review Discussion Guide  
Discover Phase: Collaboration Topic Description  
Define & Refine Phase: Collaboration Grants Plan  
Define & Refine Phase: Collaboration Grants Budget Guidelines  
Facilitator And Documenter Guideposts  
Facilitator Orientation  
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Discover Phase Documenter Template  
Define Phase Documenter Template  
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Refine Phase Reflection Questions  
Supporting The Collaborations  
Fishbowl Session Example  
Reflecting And Learning  
Learning Conversation Example

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

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