

# SUPPORTING THE COLLABORATIONS

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## ACCOMPANIMENT

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When the collaboration process gets underway, unanticipated problems can arise. Support for these issues helps the group continue on its way, so accompaniment plays an important role in addressing challenges and barriers that might otherwise derail the work.

In many ways, the end of the Collaboration Labs was the beginning of the collaboration process. For many of the women's funds in the Prospera International Network of Women's Funds, this was their first time collaborating with another fund. For others who had previous experience collaborating, they were entering a collaboration with women's funds they had not worked with before. And for those working with long-standing relationships, the opportunity was to leverage the resources to deepen their ways of working together.

Even with the most thoughtful preparation and well-laid plans, many of the collaborations required adjustments in order to accommodate changing conditions and meet their intended objectives. Staff transitions sometimes meant a new group was taking the work forward, and in some cases, moving from a road map to a work plan required additional support. Committed to the success of the women's funds, Fenomenal Funds provided accompaniment and additional resources in meeting the evolving needs of their collaborations. In some cases, we made sure facilitators could work with the women's funds for a few more sessions as they moved through a particular problem. In others, we provided translation support. In some cases, the team showed up and provided informational or technical support. Whatever the need, our approach was to provide accompaniment support as requested and appropriate to the needs of each Collaboration Group.

### Guidance

- As the Collaboration Groups implement their work, maintain open lines of communication in order to understand what challenges they face and what support they need.
- When requested, connect the Collaboration Groups to knowledge or technical expertise that will help them overcome a particular challenge.
- In other cases, identify and provide the necessary resources to help Collaboration Groups navigate specific challenges. This could include providing facilitation services to work through a particular process, interpretation and translation support to facilitate language justice, documentation to reduce the burden of work, or creating linkages to support them in moving money due to unanticipated barriers.
- In some cases, all that is needed is a conversation or dialogue to support the group as it tries to problem-solve a given challenge.
- Words of support and encouragement go a long way for the group to achieve its vision.

## Practice

Accompaniment is a deep relational process rooted in trust. It is knowing that our success is interdependent, and thus, the ways we show up for each other move us toward a shared vision. When we show up with mutual respect, the partners can ask for what they need and the funder—being part of the journey—can support with shared visions and values

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## REFLECTING AND LEARNING

Learning is an integral part of the Fenomenal Funds model. Our Feminist Learning and Evaluation Manager designed a system to document the conversations among women’s funds, invite feedback, and facilitate reflection and a collective sensemaking process. Through this set of practices, we generated insights about what it takes to support the co-creation of feminist collaboration, what it looks like to remain responsive to the experience of participants, and what knowledge we gain about the needs and priorities of women’s funds.<sup>1</sup>

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### DOCUMENTATION

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Documentation has been a central feature of ensuring we are able to capture and analyse data in realtime to support our objective of Emergent Learning. Making sure the process is systematic and relevant requires a fair amount of forethought and training since qualitative data requires in depth rich description documenting emotions and language turns as well as group dynamics<sup>2</sup>.

Based on our [Feminist Emergent Learning Framework](#),<sup>3</sup> at a macro level, documentation was a central part of our learning process. We used this documentation as evidence for sensemaking and impact, sharing insights for validation back with our stakeholders. At a micro level, documenting each session served multiple purposes. It was a record of the conversations that took place as the women’s funds explored the topics and the directions they could take. It documented where there was energy or interest and where there were challenges or lack of clarity. This was an important resource for the groups and for the facilitation team to make choices about where they wanted to go deeper and what they felt was not useful. It also served as the content for developing the plan by making sure that the facilitation team could draw from the thoughts and ideas of the women’s funds to define their collaboration road map. It was also a rich resource for Fenomenal Funds to understand the themes emerging from the sessions.

In the context of the Collaboration Labs, we set up a system to document the formation of each collaboration and the development of the collaboration plan and budget through the three phases (Discover, Define, and Refine). This required building a team of documenters and facilitators (the facilitation team) to hold space for the formation of the collaborations.

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<sup>1</sup> Learn more about the Fenomenal Funds Learning Strategy here: <https://fenomenalfunds.org/publications/learning-strategy/>

<sup>2</sup> See our documentation templates for examples of how to provide guidance:  
<https://fenomenalfunds.org/wp-content/uploads/2025/03/Discover-Phase-Documents-Template.pdf>  
<https://fenomenalfunds.org/wp-content/uploads/2025/03/Define-Phase-Documents-Template.pdf>  
<https://fenomenalfunds.org/wp-content/uploads/2025/03/Refine-Phase-Documents-Template.pdf>

<sup>3</sup> Read more about the [Feminist Emergent Learning Framework](#) here: <https://fenomenalfunds.org/blog/lessons-in-real-time/>

Each Collaboration Group was assigned a documenter who received orientation on using our documentation format and data management protocol. The documenters not only took notes on what was discussed in each Collaboration Group but also reflected on the group dynamics, decision-making processes, and the issues that the group was grappling with. They also summarized the discussion, key decision points, and action points for each session and shared them back with the groups for follow-up. Guided by the conversations, the facilitation team worked collaboratively to support the writing of the collaboration plan. In addition, graphic illustrators created images based on the group discussions to help visualize the topic, their focus, and a road map for the collaboration.

### **Guidance**

- Commit to creating a process and tools to facilitate documentation.
- Create tools that provide guidance and structure for the documentation.
- Identify individuals to support the documentation process.
- Orient the individuals documenting the process, providing guidance for the detailed notes, observations, analysis, and summary of themes.
- Check in as the process unfolds, providing feedback on what is working and what needs to be improved.
- Review the notes and synthesize the themes within and across the Collaboration Groups.
- Hold spaces for reflection among documenters to further synthesize the insights they have from the role that they are playing.

### **Practice**

By deliberately setting up a system, structure, and process, the documentation becomes consistent in capturing the dialogue and themes emerging from the process. As such, it serves not just as a record but a reflection document for the group—they can be in the moment without the concern that they are making sense of the overall arc of their conversation and choose which threads they want to pursue.

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## FEEDBACK LOOPS

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Strong Communication with facilitators and participants is essential to ensure that the process of ideation and input are smooth and streamlined for each of the emerging collaboration groups. Feedback is also part of the ethos of feminist participatory approaches and hence allows grantmakers to adjust processes based on the needs of participants. This requires some prethinking in preparing feedback tools that are simple, ensuring feedback is collected and periodically reviewed and timely action is taken.

As the Fenomenal Funds staff team did not participate in the Collaboration Group meetings unless specifically invited establishing feedback loops, this was a deliberate choice. In addition, it was also an act of decentering power to ensure that the women's funds felt at ease to have open and honest conversations. In order to gain insights into how the process was going, we set up a system for gathering feedback from the women's funds. We used a simple, online qualitative survey tool to ask participants about the process at the beginning and the end of each phase. This feedback helped us to recalibrate our approach based on the needs of the individual funds and the groups. The notes from the Collaboration Group meetings and the responses from the qualitative surveys at the start and end of each phase were extremely useful in guiding our actions and making adjustments based on the data.

### Guidance

- Create a clear set of questions<sup>4</sup> that ask participants about their expectations for the phase.
- Provide forms in multiple languages.
- Ask the facilitators to allocate time at the beginning of each phase (Discover, Define, and Refine) for participants to share their expectations.
- Review the individual forms and analyze the collective responses to identify any themes. Where necessary, provide any support for specific needs or requests.
- Create a clear set of questions that ask participants about their experiences of the phase.
- In the orientation do suggest to facilitators to allocate sufficient time at the end of each phase for participants to give feedback.
- Ask facilitators to share feedback forms/links to the forms in multiple languages.
- Review the individual forms and analyze collective responses to identify any themes that reflect the experience of the phase. Reflect on the insights as a team and share them with the facilitation team.
- Complement the analysis with spaces where the facilitation team reflects on their observations and feedback.

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<sup>4</sup> For guidance, please review the sample questions found in these documents that you can download: <https://fenomenalfunds.org/wp-content/uploads/2025/03/Discover-Phase-Reflection-Questions.pdf>  
<https://fenomenalfunds.org/wp-content/uploads/2025/03/Define-Phase-Reflection-Questions.pdf>  
<https://fenomenalfunds.org/wp-content/uploads/2025/03/Refine-Phase-Reflection-Questions.pdf>

- Note: This process can also be done using voice notes or video notes to facilitate the requirements of the participants. There are other software or tool options available if you would like to be more adventurous and have additional resources to invest in the documentation process.

### Practice

As Fenomenal Funds draws on a [Feminist Emergent Learning Framework](#), before-action reviews and after-action reviews are an important part of the approach. Integrating it into any process supports a focus on ensuring that action is aligned with intention, finding out where that is not the case, and making the appropriate course corrections.<sup>5</sup>

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## REFLEXIVE PRACTICE WITH FACILITATORS AND DOCUMENTERS

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When we are in a process, it is easy to get caught up in the practical actions of what needs to be done. In that process of deep focus, we can lose the opportunity to step back and see what is emerging from the work and how we ourselves are impacting the process. We are always learning through practice; what we need are the systems and processes that help us make implicit learning explicit and examine what is shaping the unfolding. This is often deeply supported when we do it as a community.

To make sense of the patterns that we observed from the process, we held collective gatherings with the facilitation team, where we engaged in reflexive practice. This was an opportunity for the facilitation team to hear from each other and share insights, as well as offer tools and suggestions to each other. The relationships and connections built through this process nurtured a community of practice. Sharing in this space also allowed the Fenomenal Funds team to see where connections were emerging across collaborations and where additional support and accompaniment were needed. In addition, it was an important space to surface the complex dynamics in the Collaboration Groups.

### Guidance

- Designate a regular rhythm for individual check-ins with facilitators.
- Designate a regular rhythm for collective reflection with the facilitators and separately with the documenters.
- Facilitate this as a space for sharing, learning, and reflection, in addition to connecting.
- Document the emerging insights and probe further for emergent learning.
- Connect the learning across time.
- Analyze and reflect on the conversations to identify key themes that provide insights into the value of the process.

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<sup>5</sup> Learn more about the Fenomenal Funds Learning Strategy here: <https://fenomenalfunds.org/publications/learning-strategy/>

## Practice

Reflexivity is the ongoing process of critically examining our own attitudes, thought processes, values, assumptions, prejudices, and habitual actions to understand our complex roles in relation to others. A reflexive practice supports deep learning and facilitates the ongoing improvement of what we do and how we do it.

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## LEARNING CONVERSATIONS<sup>6</sup> AND “FISHBOWLS”<sup>7</sup>

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Traditional grantmaking processes reinforce power imbalances between funders and grant recipients. Reporting as a form of accountability is the ultimate exercise of a “power over” approach (as opposed to “power with”) and an extractive practice counterintuitive to feminist principles. Creating a space where the participants gather to reflect on their journey centers relationships, self-determination, flexibility, and trust. It invites everyone into a conversation where the process is one of exploring and sharing, without the pressure of the right answer or even the perfect words.

The Collaboration Lab process was designed to center the voice and self-determination of the women’s funds. We maintained the same orientation when it came to reporting. Rather than ask a group of women’s funds to figure out who would report and how they would coordinate report writing, we invited each Collaboration Group into a dialogue where the group, as a collective, could share the experience of the collaboration: what was working well and what they were learning individually and collectively.

We did this through online Learning Conversations and online “Fishbowl Conversations”:

- **Fishbowl Conversations<sup>8</sup>** were set up thematically and were opportunities for groups to present and share what they were doing with the other women’s funds, ask questions, seek advice, and promote mutual learning across the Prospera network. The recordings were then documented, summarized, and shared back with the community.
- **Learning Conversations<sup>9</sup>** were held individually with each Collaboration Group. We shared the questions ahead of time, documented the conversation, and then shared it back with each group so that they could confirm if this reflected their experience and insights. These conversations were instrumental in capturing the insights and learnings from the women’s funds as they implemented their projects, with the rich content documented and synthesized to meet reporting obligations to our funders. This approach allowed us to fulfill our reporting requirements in narrative and participatory methods, moving beyond the limitations of traditional written reports.

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<sup>6</sup> Learning conversations embody feminist approaches to knowledge sharing through reciprocal and generative conversations. These are mutually agreed upon preplanned periodic conversation meant to engage participants in a structured conversation on their learning to gain collective insights.

<sup>7</sup> A “Fishbowl” discussion is a way of having a structured conversation where the audience are also participants. We used this approach to facilitate virtual community learning where collaboration groups were invited by theme to present their work in progress and the members of the other collaborating funds could engage with them on their work.

<sup>8</sup> See an example of a Fishbowl Conversation here: <https://fenomenalfunds.org/wp-content/uploads/2025/03/Fishbowl-Conversation-Example.pdf>

<sup>9</sup> See an example of a Learning Conversation here: <https://fenomenalfunds.org/wp-content/uploads/2025/03/Learning-Conversation-Example.pdf>



These learning tools were integrated into our process as spaces for real-time sharing and reflection, enhancing the collective learning experience across our network. These sessions were not only about meeting reporting needs but were crucial for the continuous improvement and adaptation of strategies within the funded projects as part of our emergent learning process. They provided a dynamic platform for the funds to exchange knowledge and experiences, thereby enhancing the effectiveness and impact of their work.

### **Guidance**

Decide how you want to reflect and learn with partners over the course of their partnership. Once decided, do the following:

- Inform partners that you are centering an approach focused on learning together.
- Provide a date to the partners well in advance of the planned reflection session.
- Share the questions that will guide the conversation, making it clear that the questions serve as a guide rather than as a constraint.
- During the reflection session, all members of the community will be invited to contribute to the discussion.
- Provide space for the partners to reflect and respond to your questions.
- Document the dialogue. Transcribe it. Share it back with the partners.
- Document this as a report for the grant.
- Share insights with the Advisory Committee so that they can also benefit from the insights of the reflection.

### **Practice**

Center relationships in the grantmaking process. Value learning. This opens up possibilities to do things in different ways, for example, having conversations instead of narrative reports. This means being open to both what is working and what is not working. Both present an opportunity for insights, support, and trust. Challenge the exercise of “power over” with a focus on “power with.”

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# FISHBOWL CONVERSATION EXAMPLE

## THE POLITICS OF COLLECTIVE CARE AND HEALING—AN INTEGRAL PART OF FEMINIST MOVEMENT BUILDING

Pushing against the capitalist ways of working and the norms of productivity and expendability, the collaboratives working on collective care and healing spaces recognize the critical role that feminist funds can play. They ensure that organizations incorporate care and healing in their policies and practices. These collaborations are modeling this change by aligning value and practice within their own organizations and creating a feminist narrative about healing, care, and well-being.

This learning session brings together the reflections of two collaboratives working on collective care, well-being, and healing spaces. The first collaborative brings together Women's Fund Fiji, FRIDA | The Young Feminist Fund, Doria Feminist Fund, Tewa, and MONES (Mongolian Women's Fund). The other collaborative includes FemFund (Poland), Women's Fund Armenia, and Women's Fund in Georgia.

Please join us in learning about these collaborative journeys! We would like to reflect with you on new opportunities for strengthening women's funds and movements and explore ways to redefine and reclaim healing and collective care knowledge and practices that already exist in our cultures.

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### SESSION PLAN FOR THE FACILITATOR:

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**10 min: Facilitator introduces the topic, format for the discussion and collaborations; Fenomenal Funds team provides information about the technical support.**

The objective of this conversation is to share what collaboratives are doing and to promote mutual learning across the Prospera network.

**20 min: Each collaborative introduces themselves using a graphical recording image.**

**45 min: Women's funds share their experiences and discuss key questions.**

- What **core principles or values guide** your approaches to healing, care, and well-being?
- Can you share what you mean by **the politics of healing and collective care**? How can it be institutionalized at an individual fund level? At the network level?
- Can you share some **insights** that you may have gathered **from your mapping of existing initiatives on how communities heal**?

- What **possibilities do you see for deepening connections across women's funds on the issues of healing and care?** How might we **share knowledge, co-create resources, or build communities of practice** that expand our collective ability to cultivate well-being?
- **What have you learned about taking your knowledge of collective care/healing into practice?** **How are we shifting the practice?**

**Additional questions to consider across collaborations (if time allows).**

- **What have we learned about feminist collaborations through this collaboration process?**
- How was the **transition from moving from the Collaboration Labs to self-organizing?** What were some of the **practical challenges?**
- About the interactions between individual women's funds and the group process—**Is there a mechanism to bring the learning from the group process back to individual organizations?**
- **What does it take to deepen connections among women's funds that could be impactful beyond Collaboration Grants?** What are the **challenges?**

**30 min: Q&A from the floor.**

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# LEARNING CONVERSATION EXAMPLE

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## MESSAGE TO THE COLLABORATION GROUPS

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Title:

[FF Coll. Grant - (Name of the Collaborative Group)] Let's Connect: Scheduling Our 2nd Learning Conversation

Dear [Names],

I hope you're doing well. To follow up on our last communication, I'm pleased to let you know that we have successfully scheduled our Learning Conversation for [DATE & TIME]. Last week, I sent you a calendar invite to the meeting. Would you please confirm whether you received it?

We look forward to reconnecting and delving deeper into your experiences and the valuable insights you gained through your collaboration at Fenomenal Funds.

### **Purpose of Learning Conversation**

Our upcoming two-hour session is crafted to be a reflective and productive space where we can collectively discuss and document your journey. This conversation not only helps us better understand and support your collaboration but also plays an integral role in fulfilling our grant reporting requirements through a collaborative synthesis report.

### **Preparation for the Conversation**

To ensure a fruitful discussion, we would like you to reflect on some key questions that aim to capture the essence and impact of your collaborative experiences. Here are the questions we would like to explore together:

#### **1. Transformation and Insights:**

- Can you distill three or four key insights you want to share with others about how this collaboration transformed your individual/organization's practice or understanding of the topic of your collaboration?

#### **2. Learning Through Collaboration:**

- Collaboration Grants are an experiment in a specific way to resource learning. Can you articulate three to four insights based on your group's learning experience through collaboration?

**3. Future Aspirations:**

- What are your future aspirations for this collaboration?

**4. Feedback on Fenomenal Funds' Approach:**

- What would you like to tell us about Fenomenal Funds' approach to the Collaboration Grants?

**5. Message to Funders:**

- What message would you like to give funders/philanthropic actors about the Collaboration Grants?

**What Comes Next?**

Once we have had our discussion:

- We will document the insights and discussions from our meeting.
- We will share a draft of this documentation with you so you can review and add input, making sure it accurately reflects our conversation and insights before we finalize it.

**Additional Information**

- **Zoom Link**

We are committed to a feminist approach in these conversations, ensuring they are reciprocal and generative without overburdening you with report writing and documentation. Your voices and insights are incredibly valuable to us and the broader community we serve.

Thank you once again for your cooperation and dedication. Please do not hesitate to contact us if you have any questions or need further assistance as we prepare for our meeting.

Warmest regards,  
Phoebe & Shama  
Co-leads, Fenomenal Funds

## LEARNING CONVERSATIONS QUESTIONS GUIDE FOR THE FENOMENAL FUNDS TEAM

### Learning Conversation Agenda

1. Introductions	15 min
2. Purpose of the Conversation & Consent to Record and Use Conversation for Learning & Documentation	10 min
3. Learning Conversation Facilitation	60 min
4. Admin and Support Conversation	10 min
5. Thank You & Closing (One Word That Reflects Your Experience of the Conversation)	10 min
6. Online Survey Link	5 min

### Introduction

Learning Conversations embody feminist approaches to knowledge sharing through reciprocal and generative conversations. Feminist ethics of care are at the heart of our work, and for this reason, we do not want to overburden collaborative members with report writing and documentation. Fenomenal Funds will hold space for these Learning Conversations and document them in lieu of an annual report.

As Fenomenal Funds wraps up its grantmaking, we are really interested to hear from you about what you have learned from each of the collaborations that you, as women's funds, have participated in. From our previous conversations and the learning and sharing spaces you have participated in, we know the journey has been challenging but also fruitful, and we would love to follow up from where we left off last time.

In addition, the learning emerging from your engagement as a collaborative is important to also share with the broader community. We hope to develop a summative report in 2025, drawing on our conversations on the Collaboration Grants, that we would make public. We hope you will give us permission to do so, and we will, of course, send you a draft to review and comment on, along with any quotations attributed to you.

### Learning Conversations Questions & Probes

1. Can you distill three or four key insights you want to share with others about how this collaboration transformed your individual/organization's practice or understanding of the topic of your collaboration?  
  
(Probe: Things you now do differently? New practices/policies introduced in your organization? Perhaps additions or reframing in your strategic plan? How are you resourcing your work on the topic: hiring additional staff, learning circles, developing a funding proposal, funding partners, working groups, etc.?)



2. Collaboration Grants are an experiment in a specific way to resource learning. Can you articulate three to four insights based on your group's experience of learning through collaboration?

(Probe: Challenges? Unexpected outcomes? Consequences;? Good surprises? Not-so-good surprises? Network strengthening (across scope/scale/geographies)? What would not have been possible without this type of funding?)

3. What are your future aspirations for this collaboration?

(Probe: Any thoughts about working together in the long term and partnerships that you feel would be sustained? Any thoughts about resourcing the work? Knowledge sharing from the collaboration?)

4. What would you like to tell us about Fenomenal Funds' approach to the Collaboration Grants?

(Probe: Facilitation? The process? Support provided in the initial phase? After receiving funding? Coordinators? What facilitated? Inhibited?)

5. What message would you like to give funders/philanthropic actors about the Collaboration Grants?

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## POST-CONVERSATION FEEDBACK QUESTIONS FOR PARTICIPANTS

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### Learning Conversation Feedback Questions (Online Questionnaire)

- Listening to others in the group, what were some "aha" moments for you in the Learning Conversation?

Agree/Disagree

1. Have the Collaboration Grants supported establishing and strengthening relationships across the women's funds? If you agree, can you provide an example of how?
2. Is Fenomenal Funds' approach to accompaniment a value-add in supporting collaborations? If yes, can you share how?
3. Has the learning from your collaboration contributed to organizational strengthening? If yes, could you share an example?

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## FACILITATOR AND DOCUMENTER GUIDEPOSTS

- **Hold Space with Intention:** Be intentional in how you show up and hold the space. Holding space is what we do when we walk alongside a person or group on a journey through liminal space. We open our hearts, offer our support, and let go of judgment and control so that the group can trust their own wisdom.
- **Co-Create a Brave and Safe Space:** Cultivating a brave space invites the women's funds to express themselves, challenge each other, and work together toward generative conflict. This is not an easy task; it requires the ability to hold strong emotions and set firm boundaries. But it is possible if there is a willingness to try. At the same time, a brave space requires a sense of safety: sharing personal feelings, thoughts, and perspectives should not open the person to being attacked, belittled, or othered. Even if someone disagrees, they can do it respectfully, pointing their disagreement toward the opinion rather than using it to diminish the person or their belonging.
- **Challenge the Group:** The opportunity for the women's funds in this space and process is to engage deeply, ask the hard questions, and do the work required to transform the systems, practices, and structures that we seek to change and challenge. It is easy to stay in the safe zone and reach for the easy answers, the easy path, and the comfortable solutions. That also means maintaining the status quo. There is an opportunity to use the space to challenge the women's funds to go further and take the road less traveled.
- **Understand the Power Structure:** Any time a group comes together, a power structure or dynamic emerges. To hold a brave space for a group, we need to understand the power structure that may be present and how the participants may be inclined to uphold that power structure. If some of the women's funds in a group feel marginalized by the power imbalance, their silence and discomfort may impede the emergence of possibilities and solutions. Pay attention to the group dynamics and how the group works together. Address any abuses of power that harm other people.

- **Move Toward Generative Conflict:** It is quite likely that as the women’s funds move through a topic, individuals in the group will hold different or opposing views. Because we have not learned how to deal with conflict, it is easy to respond to it very quickly and in an adversarial way. Instead of avoiding conflict or being combative, we have to move toward generative conflict, which the Wildfire Project defines as conflict that generates “*more possibilities, greater connection, and fuller expression.*”<sup>1</sup> Ask follow-up questions if it feels like things are being left unsaid, invite the group to say what they mean, and say the truth even when it's hard, including fears and doubts.
- **Bring In Joy:** This process invites the women’s funds to be creative and bold and to co-create. Sometimes, things will get intense and difficult. But it doesn't have to be hard all the time. Finding ways to bring in moments of joy and connection will help to release some magic and creativity.
- **Be Responsive to the Group’s Needs:** Work with the group to define a schedule for regular meetings that will move you toward the deliverables of each phase. Give the group options regarding the frequency and length of their gatherings. Remain flexible and responsive in working out schedules and moving at the pace of the group.
- **Share the Work:** If the group’s dynamics are challenging and you can't quite figure out how to support them to work through it, reach out for support when you need it. The other facilitators could be a resource for thinking together, strategizing, and exploring potential solutions.
- **Work Closely with the Documenter/Facilitator:** Work closely with your documenter/facilitator to capture the session and reflect back to the group what you are hearing. Taking time to debrief the session may help surface insights that only one of you may have noticed. This will help to guide planning for the following session.

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<sup>1</sup> The Wildfire Project. (2019, September 25). Six elements. Retrieved from <https://wildfireproject.org/six-elements/>

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## FACILITATOR ORIENTATION

180 min		Day 1: Jan 11	180 min		Day 2: Jan 13
10 min		Welcome	20 min		Connecting – Facilitation Superpowers
30 min		Introductions	20 min		Reflections
15 min		Objectives + Overview of Planning Process + Agreements	40 min		Vision for Collaboration Grants, Process, and Road Map
20 min		Introducing Fenomenal Funds	10 min		Break
10 min		Break	75 min		Share Proposed Themes and Different Status/Categories of Collaboration Grants  Different Starting Points – How to Bring Them Along  Discussion on Facilitator Interest in Themes – Leading Groups
20 min		Introducing Prospera International Network of Women’s Funds + Communities of Practice of the Prospera Network	15 min		Closing and Reflections of the Day  Assignment for Day 3:  To think through and work out their preliminary approaches to facilitate their groups, how to refine their topics, tools, and process (Note: some groups may have been pre-formed and have a history of collaboration, and others will be fairly new, so facilitation approaches may vary.)
45 – 60 min		Insights from the Resilience Grants Analysis + Discussion			Logistics: Online/Physical Boards to Capture Tools and Approaches
15 min		Closing and Reflections of the Day			

180 min		Day 3: Jan 18	Day 4: Jan 20	
20min	Connecting	20 min	Connecting	
90 min	<p>Co-Creation</p> <p>Interactive Discussion on Facilitation</p> <ul style="list-style-type: none"> <li>- Approach (Example: Participatory Action Research, Design Thinking)</li> <li>- Tools</li> <li>- Process</li> </ul>	90 min	<p>Learning Outcomes (Phased)</p> <p>Documenting Learning:</p> <ul style="list-style-type: none"> <li>- What We Want to Learn</li> <li>- Tools for Documenting Learning</li> <li>- Prompts for Facilitators and Participants</li> </ul>	
10 min	Break	10 min	Break	
40 min	<p>Session Continued on Envisioning the Process</p> <p>Confirm the Women's Fund Groupings</p>	40 min	Logistics and Timeline for January	
20 min	Reflections of the Day	20 min	Closing	

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# DOCUMENTER ORIENTATION

160 min Day 1: Feb 9	
10 min	Welcome
30 min	Introductions and Checking In
10 min	Objectives + Overview of Planning Process for Collaboration Grants
5 min	Break
25 min	Vision for Collaboration Grants, Process and Road Map
5 min	Break
60 min	Sharing the Learning Agenda for the Collaboration Grants and the Role of Documentation
15 min	Closing and Reflections of the Day Assignment for Day 2: What are some of the ways in your experience to build and strengthen communication between facilitators and documenters?

170 min Day 2: Feb 11	
20 min	Connecting – Superpowers
20 min	Reflections
45 min	Insights from the Women's Funds
10 min	Break
60 min	Walking Through the Themes With the Documenters
15 min	Closing and Reflections of the Day Assignment for Day 3: What do you think works for you in terms of documenting processes and learning in online spaces?

180 min	Day 3: Feb 14
20 min	Connecting
90 min	Capturing Learning – Talking About the Process (Documenting Learning Template, Storage System, Check-In, and Communication with Facilitators)
10 min	Break
40 min	Logistics and Support
20 min	Reflections of the Day

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# DISCOVER PHASE DOCUMENTER TEMPLATE

*File naming convention:* [Theme + Date of the session + Facilitator Initials + Notetaker Initials + Group name] e.g., "MELFeb20-NDKP-Apple"

Theme:

Date of the Session:

Facilitator:

Documenter:

Collaborative Group/Subgroup Name:

Length of the Session:

Link to Recording:

List of Participants:

Note: Please upload the recording to the Documenters folder in the shared drive.

Discussion	Observations/Reflections	Emerging Themes/Action Points
Proposed agenda	Who is speaking?	
Introductions	Who is quiet?	
Expectations	Points of agreement Points of contention	
What is the topic of discussion?	What issues are parked for further discussion?	
Transcribe/quote important comments/contributions/questions/clarifications	How were points of contention resolved? Division of responsibilities/tasks	
Activities – if Miro is used, provide a link to the board	Any tech issues?	
Link to any working documents – Google Docs/working agreements/presentations	Did people stay for the entire session? Who did not attend?	
Group reporting on an activity		
Plan for meeting/working agreements – timing/ frequency/ modality		
Feedback on session		

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# DEFINE PHASE DOCUMENTER TEMPLATE

File naming convention: [Theme + Date of the session + Facilitator Initials + Notetaker Initials + Group name] e.g., "MELFeb20-NDKP-Apple"

Theme:

Date of the Session:

Facilitator:

Documenter:

Collaborative Group/Subgroup Name:

Length of the Session:

Link to Recording:

List of Participants:

Discussion	Observations/Reflections	Key Decisions/Action Points
<p>Proposed agenda</p> <p>Topics discussed (please break down the discussion based on the proposal outline – these are the broad subheadings for your reference)</p> <ol style="list-style-type: none"> <li>1. <b>Introduction/setting of the context</b></li> <li>2. <b>Proposition (problem/key concepts)</b></li> <li>3. <b>The plan &amp; approach to addressing the proposition</b></li> <li>4. <b>Learning and sharing plan/approach (How will it be integrated?/How will documentation take place?)</b></li> <li>5. <b>Guiding principles and values (How will these be integrated/practiced?)</b></li> <li>6. <b>Potential challenges</b></li> <li>7. <b>Coordination (What is the agreement on roles and responsibilities?)</b></li> <li>8. <b>Budget</b></li> <li>9. <b>Fund management</b></li> <li>10. <b>Questions and feedback</b></li> </ol> <p>Transcribe/quote important comments/contributions/questions/clarifications.</p> <p>Activities – if Miro is used, provide a link to the board</p> <p>Link to any working documents – Google Docs/working agreements/presentations</p> <p>Group reporting on an activity</p> <p>Plan for meeting/working agreements – timing/frequency/modality</p> <p>Feedback on session</p>	<p>Who is speaking?</p> <p>Who is quiet?</p> <p>Group dynamics</p> <p>Points of agreement</p> <p>Points of contention</p> <p>What issues are parked for further discussion?</p> <p>How were points of contention resolved?</p> <p>Division of responsibilities/tasks</p> <p>Any tech issues?</p> <p>Did people stay for the entire session? Who did not attend?</p> <p>Way forward</p>	



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# REFINE PHASE DOCUMENTER TEMPLATE

File naming convention: [Theme + Date of the session + Facilitator Initials + Notetaker Initials + Group name] e.g., "MELFeb20-NDKP-Apple"

Theme:

Date of the Session:

Facilitator:

Documenter:

Collaborative Group/Subgroup Name:

Length of the Session:

Link to Recording:

List of Participants:

Discussion	Observations/Reflections	Key Decisions/Action Points
<p>Proposed agenda</p> <p>Topics discussed (please break down the discussion based on the proposal outline – these are the broad subheadings for your reference)</p> <ol style="list-style-type: none"> <li>1. <b>Reflection on the Advisory Committee: Feedback/offering Discussion Disagreements/agreements</b></li> <li>2. <b>What changes did the group decide to make?</b></li> <li>3. <b>Conversations/discussions on conflict resolution</b></li> <li>4. <b>Next steps</b></li> <li>5. <b>General feedback</b></li> </ol> <p>Transcribe/quote important comments/contributions/questions/clarifications.</p> <p>Activities – if Miro is used, provide a link to the board</p> <p>Link to any working documents – Google Docs/working agreements/presentations</p> <p>Group reporting on an activity</p> <p>Plan for meeting/working agreements – timing/frequency/modality</p> <p>Feedback on session</p>	<p>Who is speaking?</p> <p>Who is quiet?</p> <p>Group dynamics</p> <p>Points of agreement</p> <p>Points of contention</p> <p>What issues are parked for further discussion?</p> <p>How were points of contention resolved?</p> <p>Division of responsibilities/tasks</p> <p>Any tech issues?</p> <p>Did people stay for the entire session? Who did not attend?</p> <p>Way forward</p>	

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# DISCOVER PHASE REFLECTION QUESTIONS

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## PARTICIPANT REFLECTIONS

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### First Session

- 1) What did you enjoy most about the session?
- 2) What are your initial thoughts and feelings after participating in today's discovery session?
- 3) Do you have any questions for us, or is there anything you are curious about?
- 4) Did you learn anything new about a sister fund during the session?
- 5) Which group topic do you think you will join and why?

### Last Session

- 6) Did you feel the process reflected the guiding principles of the Collaboration Grants? If so, how?
- 7) How did the process shape the experience of discovery for you?
- 8) Did the Discover process facilitate new ideas or further deepen connections? Could you provide an example?
- 9) Were there any process elements that you would change in the Discover Phase? Or any gaps in the process that you can identify?
- 10) Do you have any questions for us, or is there anything you are curious about?

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FACILITATOR/DOCUMENTER REFLECTIONS

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- 1) What were the general impressions about this first level of engagement in the Discover session?
- 2) What worked in the sessions for you?
- 3) Are there any tensions/reflections arising in facilitation/documentation (e.g., co-facilitation, areas to push/explore with participants, women's fund participation/feedback)?
- 4) What would you like to suggest changing or modifying (process/timeline/approach) based on your experience to date?
- 5) What is the collaboration process looking like at this point?
- 6) What are some of the topics emerging from the theme? How many groups do you see emerging?
- 7) How many additional sessions do you think you will need with the group/groups?
- 8) What type of support do you need/envision from Fenomenal Funds?
- 9) Any thoughts about moving forward?

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# DEFINE PHASE REFLECTION QUESTIONS

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## PARTICIPANT REFLECTIONS

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- 1) What excites you about the Define Phase of the Collaboration Grants?
- 2) Are there any concepts you have gained clarity on through the group discussion?  
Could you provide an example?
- 3) Can you complete the following sentence? The group-facilitated process for collaboration makes me feel...
- 4) Can you complete the following sentence? The last session challenged/inspired my thinking by...
- 5) Can you complete the following sentence? As a result of the most recent facilitated session I attended, I will seek or share more information about...
- 6) How did your group negotiate the responsibilities and budget? How did you feel about the process?
- 7) What are some of the key learnings for you during this collaboration process?

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## FACILITATOR REFLECTIONS

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- 1) What forms of collaboration are emerging from the groups (e.g., geographic, thematic, etc.)? Can you give us some examples?
- 2) Are there any challenges and opportunities from each of the groups you are working with? Any examples you would like to share?
- 3) What mitigation measures have you adopted, if any?
- 4) What type of support do you need from us?
- 5) What type of support do you think the group may need in this phase or the future?
- 6) Any further thoughts about the timeline and the proposal?



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# REFINE PHASE REFLECTION QUESTIONS

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## PARTICIPANT REFLECTIONS

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- 1) What did you learn from the Advisory Committee feedback process that will help your group in refining your proposal?
- 2) Tell us about the value of the facilitated process of putting the proposal together.
- 3) How did you feel about the way feedback was communicated?
- 4) Is there anything that you think is unclear?
- 5) Is there anything that you think is not feasible?
- 6) What additional support or information do you require?
- 7) What was the value of each stage of the process?
- 8) In what ways did the selected topics add value to the community, or can they add value to the community?

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## FACILITATOR REFLECTIONS

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- 1) What are the challenges in incorporating feedback into the proposal/proposals?
- 2) What innovations have you implemented to facilitate the collaboration processes for each group? How are they different?
- 3) How is collaboration different in this phase for each of the groups?
- 4) What did you think about the feedback process from the Advisory Committee? Do you have any suggestions?

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