



WFH
Webinar

WFH DEVELOPMENT GRANT PROGRAM WEBINAR

July 27, 2020 · 9:00 - 10:00 AM (EDT)

Q&A Document

Present document represents a summary of questions submitted during the registration process, as well as those asked during the live Q&A session. This includes questions that the presenters were able to cover during the presentations, respond during the Q&A, as well as those that were not answered due to lack of time.

GENERAL QUESTIONS ON THE DGP GUIDELINES AND APPLICATION PROCESS:

- 1. If we have a current Development Grant but we cannot carry out our planned activities due to the COVID-19 pandemic, how should we proceed?**

Please contact us at developmentgrants@wfh.org and we will help you to revise your activities or modify your project to allow you to move forward.

- 2. What is the 2020 deadline to submit an application?**

The deadline for the 2020 call for applications for the Development Grant Program is August 25, 2020.

- 3. What languages can the Development Grant Program application be submitted in?**

The application form can be submitted in English, French, Spanish.

- 4. Does the grant application need to use formal language?**

No, the application does not need to use formal language, as long as it is clear and we understand what you are trying to accomplish and how you are going to accomplish it.

- 5. Can an individual, a student, or an independent researcher apply for the Development Grant Program?**

The recipients of the Development Grant can only be WFH National Member Organizations (NMOs). There might be an individual member of your organization who has a good idea for a grant application. The NMO Board may decide to submit this project and involve this individual in the implementing team. However, the NMO will remain responsible for the implementation and reporting on the grant.

6. Can an NMO which is under another WFH program apply?

Yes, NMOs who are currently participating in another WFH program can apply, as long as the projects don't overlap, and you are confident that you have resources to implement both projects in parallel.

7. When a project is approved, should it start immediately, or could it start in the first months of 2021?

The funds will be disbursed in October of 2020, and we encourage NMOs to begin their projects as soon as possible after November 1st. However, if there is a good explanation why the activities will start in January 2021, this will be acceptable as well. The projects have to follow the timeline submitted in the application.

8. Can the project involve several NMOs?

Yes, a project can involve more than 1 NMO, but must be submitted by 1 main NMO who will oversee the implementation and be responsible for submitting the reports. Other NMOs/partner organizations must be mentioned in the project application as implementing partners.

9. How does the committee identify the best projects?

The WFH Development Grants Committee, comprising of an independent panel of WFH NMO volunteers, will evaluate completed project applications and decide on the allocation of funds within a period of two (2) months of the application deadline. Decisions are made based on the following six criteria:

- How the project relates to [the WFH Comprehensive Development Model](#) and [Strategic Plan](#), and fits in with other activities of the patient organization
- Projects must have clearly defined S.M.A.R.T. objectives
- Extent to which the project addresses local patient organization / country needs
- Proposal merits and innovative approaches
- How the project contributes to longer-term sustainable improvements in advocacy and comprehensive care in their home countries
- Cost-effectiveness of proposal

10. Are you more likely to accept projects with lower or higher budgets?

If an NMO submits a strong project with well-defined S.M.A.R.T. objectives, a feasible plan, timeline and budget (each cost justified and demonstrated how it helps to achieve the project objective), the committee would approve that even if it requests the maximum amount of funding. However, the committee might also decide while reviewing applications that a given application reflects an interesting/innovative project idea but that not all the costs are justified to reach the project objectives. In that case, the committee might approve the project but recommend cutting the budget.

QUESTIONS RELATED TO PROJECT DESIGN AND IMPLEMENTATION:

11. So many things need to be done in our country. How do I not put them all in one grant?

You need to focus on prioritizing. Ask yourself: what is the most important impact that will help my NMO move forward? List everything that needs to be done and then go through each one and prioritize. If your grant is not specific, the committee cannot give you funding. Trust that if you accomplish the priorities in this first grant, that there will be more opportunities in the future to do other projects.

12. How do you manage different personalities in a group? It is difficult to get everyone to agree on a project idea.

This is a complex question and a good topic for a future webinar! Meanwhile, you will find useful examples of group planning and action planning exercises in the following resources on the WFH eLearning platform. We recommend going through the SWOT (Strengths, Weaknesses, Opportunities, and Threats) process to identify as a group the priorities. WFH's Regional Managers can help you with that exercise.

- [Group Dynamics and Team Building, 2nd edition](#)
- [Action Planning](#)
- [Planning and Initiating Projects: A Guide for Emergent NMOs](#)
- [Hemophilia Societies: Challenges and Development](#)

13. Please give advice on how to determine how much human resources/volunteers a project will take.

The size of the project team and number of volunteers needed depends on the scope of the project. We would recommend that first you define your objective and activities, then identify the tasks and how many hours each activity will take, which will inform the size of the team that you will need to put together. Examples of roles in a team:

- Reporting and communications with WFH
- Financial tracking and reporting
- Event planning and organizing (if events are occurring in different regions, there can be one person responsible overall and coordinating with focal points in each region)
- IT skills to provide support during online activities (if applicable)

For additional recommendations, please refer to the resources listed above in Q12, as well as [Recruiting and Retaining Volunteers](#) resource on our eLearning platform.

14. Do we need 1 person in charge of implementing the project or can it be managed by a team?

Every good project should have a project implementing team. However, it is important to designate one person who will be overall responsible for project management, communication with the WFH on this specific DGP project and reporting. The implementing team should define in advance the roles and responsibilities of each team member, which is one of the prerequisites for successful implementation of the project.

15. How can you convince the project beneficiaries on complying with the project goal and getting a positive response from them?

Sometimes, when applying for a grant, some education in advance is needed. If you can ask the project beneficiaries prior to applying for the grant whether or not they would be interested in attending an event or if there is value to them in the project idea, they might be more interested when you have planned the event. Before applying, you can let them know that you cannot accomplish the grant objectives without their participation.

16. How do we design a project proposal for a country that is unstable in security, economy, and support?

Political instability and similar external risks must be included in the application under the project risks. Always have a plan B for your project. If you cannot do these planned activities due to instability in the country, with what alternative actions you will replace them in order to be able to meet the set objectives? You also must make sure that you are proposing a project that is feasible.

17. How do you write a good project introduction that gives enough detail to preview the whole proposal?

Tell your story. A good opening or introduction tells the story of what is currently going on, what you hope that the project will do for the NMO and those you serve, and what is the impact that you are hoping to achieve. Ask yourself what happens if you don't get the grant? If those changes aren't made, what does the situation look like?

18. What is the difference between a project idea and an objective?

A project idea includes the problem statement. What is the unmet need that you want to address with this project? Why do you need to apply for this grant? Provide details on the particular issue or problem in your country that you would like to tackle through this project and specify the approach you will adopt to address it.

The objectives of your project are specific and measurable steps that will be taken to reach the previously established goal.

19. How much detail do you require of the activities that will be completed?

Please provide enough detail so that the committee fully understands what your objective is and how your activities will help you reach that objective. Your application should reply to the following questions:

- What will be done?
- Why does it need to be done?
- Who will do it?
- Where will it be done?
- When will it be done?
- How will we do it?

20. What are the S.M.A.R.T. goals/objectives?

- Specific: What do I want to accomplish
- Measurable: Can you track the progress and measure the outcome? (Ask yourself - what will we measure?)
- Achievable: Are the objectives reasonable enough to be achieved within this project, resources, and timeline? Do you have adequate resources to help you achieve that goal?
- Realistic/Relevant: Can I realistically reach my objectives? Are the project objectives relevant to the local needs?
- Time-bound: When does this objective need to be achieved? Make sure to have timelines for all activities, not just for the overall project.

21. What if your goal is hard to measure?

Your goal must be measurable in some way because you must be able to report to the funder. You can create a goal that is timebound if the outcomes are difficult to measure.

22. How do we measure outcomes in a large country?

If multiple chapters or volunteers are responsible for helping you to achieve an over-arching goal, then put into place a way for them to report to you their outcomes, then compile them into your report.

23. The results of some projects take more time to see. How can we demonstrate the long-term positive outcomes of a project?

Break the project into sections. If the project results take a lot of time to accomplish, it might be too much to take on in a 24-month cycle. What are pieces of that project that you could do in year 1? What about in year 2? Can the outcomes of each piece of the project be measured? You can break one big objective into smaller projects if your main objective is too big for the maximum project length of 24 months.

QUESTIONS RELATED TO FUNDING GUIDELINES AND PROJECT BUDGET:

24. Can the banking fees be included in the grant budget?

Yes, you can include the banking fees in the budget.

25. Do you require a more detailed budget as an annex to the proposal?

Please provide the breakdown of each cost in the “budget description” column of the application form. If you wish to submit a more detailed budget in an excel sheet, you can, but it is not a requirement.

26. When applying for a grant are the team members eligible for stipends during the project or just the basic salary from the NMO?

The Development Grant Program cannot be used to pay for any salaries of individuals.

27. Please advise on how to make accurate estimates in the budget, to ensure that we do not underbudget and considering that prices can be variable.

Some tips that you may find useful:

- Depending on the type of costs (training event, food for event, printing of publication, translation costs), you can ask for quotes from multiple vendors and use average costs from those quotes for your project budget.
- Use your past experience to guide you. Have you organized similar activities in the past? What were the costs?
- Do you know other organizations that implement similar projects (even outside of bleeding disorders field) that can share their experience on budget development?

28. In some cases, obtaining the project outcomes may require funding to perform. Can we work this expense into our budget?

Yes, you can plan to use some of the resources for following up on your project activities. The monitoring and evaluation costs can be part of the project budget. If you aren't sure, please contact us and we can give you an idea of what costs can be covered.

29. Can an NMO have a project to improve storage facilities for treatment products at HTC's?

Costs for improvement and/or maintenance of treatment product storage facilities cannot be covered under the Development Grant Program. See below other expenses that are not eligible for funding:

- Payment of salaries
- NMO's normal operating costs (* Exceptions could be made for cost of internet or other communications tools that are directly required for delivery of project activities)
- Generating income for individuals or organizations
- Purchase or production of treatment products
- Infrastructure improvement / renovation costs
- Projects where expenses have already been incurred
- Academic research and scientific publications

30. Can grants for laboratory reagents and diagnostic equipment be considered?

The laboratory reagents or equipment cannot be a stand-alone project. Your project would have to have an objective. For example, improving diagnosis or inhibitor testing. If that is the main objective of your project, you could include a reasonable amount of funds for the purchase of reagents or equipment, but it would have to fit within the overall scope of the project. What would be the purpose of purchasing the equipment?

31. Would the production of additional educational materials be considered as a project?

Yes, but "creating educational materials" is not a project objective. What will this accomplish? How will you distribute them? What do you expect people to gain from getting those educational materials?

32. Can a project pay professionals to teach and help patients use a platform?

We encourage the NMOs to engage volunteers as trainers whenever possible, but there have been exceptional cases when they have needed training on a very specific topic. If you plan to pay professionals for this kind of service, you must justify in your grant application and explain why you could not engage a volunteer to do this instead. Don't forget that you have WFH Regional Managers to help you with these activities.

33. Will getting the government to come up with policy statement on treatment of hemophilia through legislation be considered?

Yes, projects related to advocacy to bring policy change are eligible for funding and fit well within the scope of the program. When planning the project, you must make sure that your objective is feasible within the timeframe of your project. To give you an idea of the steps that it will take to be successful in this objective, you can read [Making Your Case Effectively: A Guide to Government Relations](#) on the WFH eLearning platform.