

## **Foundation for Community Development and Empowerment (FCDE)**

### **Workshop Report**

<b>Title of Workshop:</b>	Grant Writing	
<b>Workshop Dates:</b>	22 <sup>nd</sup> and 23 <sup>rd</sup> August 2012	
<b>Venue:</b>	FCDE Site Office Kasese	
<b>No of Participant for day 1:</b>	Males 14	Females 6
<b>Number of Participants for day 2:</b>	Males 12	Females 6

#### **Organizations that Attended the Workshop**

1. Rwenzori Rural Health Services (RRHS)
2. Kiima Foods
3. New Eden Christian Foundation (NECF)
4. Green Home Organization for Women Development
5. Rwenzori Integrated Wildlife Management (RIWM)
6. Kasese District Youth Focus on AIDS (KADYFA)
7. Kasese Peoples SACCO
8. Obusinga Bwa Rwenzururu (OBR)
9. Karambi Action for Life Improvement (KALI)
10. Young And Powerful Initiative (YAPI)

#### **Workshop Facilitators**

1. Esther Kabugho
2. Sylvia Kabugho
3. Rebecca Kumar

#### **Overview & Analysis of the Workshop**

All the topics planned were covered, and all of the objectives were fully achieved. Participants went through the Project Design and Management cycle, the initial stages and steps of preparing a project proposal, they practiced developing effective, feasible, community-driven, and culturally appropriate project goals and objectives and practiced developing a clear and realistic timeline. Participants also practiced developing a budget including the array of resources such as community-based in-kind resources (materials, labor, support, etc.) and other funding sources for a project.

However, participants had not done comprehensive needs assessment for the project ideas that were discussed during the workshop. It was therefore realized that the workshop should have gone into detail to discuss the section of community needs assessment.

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The participants appreciated the workshop and requested that more time should be allocated to group exercises because they get hands on experience with the group work.

The workshop went well because of the active participation of participants. Participants gave local examples that applied to their organizations, participated in group discussions, plenary discussions as well as doing group exercises.

However it was realized that the time allocated for group exercises was limited and some of the group exercises were not exhausted. For some group exercises, participants did not present their work to the rest of the groups, something that demoralized their efforts of doing the group work. The few things that the participants did in some group exercises were taken as a guide and participants were urged to complete the exercises after the workshop as they reach their organizations.

The ST did well in localizing the workshop and the examples used, using simple English and the local language, allowing and responding to participant's questions and allowing participants to express their ideas in the languages they felt comfortable with. The ST (facilitators) provided guidance as participants did the group exercises.

All the content was applicable because it was relevant to the topic of discussion. However, the content seemed much for the planned days.

The key lessons learnt during the workshop were that:

1. Participants should be allocated more time during group exercises because it provides more hands on experience especially in coming up with workshop outputs.
2. As the participants present their work to the rest, they gain more confidence in applying the skills acquired.
3. The workshops need to be phased in order to allow participants more time to concentrate on the practicing the skills.

## **CHALLENGES**

1. Some of the participants expectations were materialistic e.g t-shirts which did not relate to the workshop.
2. Participants requested for certificates at the end of each workshop. Here in Uganda, it is a practice that every end of training/workshop, participants are provided with certificates. However this depends on each organization, the number of days (at least 3) and the content covered. For the FCDE case where we do the workshops in phases, it is tricky because our workshops are designed to take two days each and we have not designed a workshop to

take 3 days. The participants also keep changing for every workshop. May be we may think of giving an LPO a certificate for completion of the core workshops and this will depend on they have applied the skills acquired by each LPO to be given a certificate.

3. The FCDE tent under which the workshop was conducted got hot and hotter after mid-day and the participants kept on changing direction and positions to avoid the sun. However, the group exercises kept the participants busy and away from the tent for some moment and utilized other spaces at the office like the resource center, Board room/garage and outside the tent.
4. Two participants did not attend the workshop for the second day thus missed out on the content for day 2 which involved various exercises on grant writing. Their fellow participants from the same organizations however promised to pass on the information to them so that the gaps can be covered.
5. The MOU that we signed with the LPOs indicate that LPOs will participate in the required Core Workshops Series, with commitment to attendance from the staff and/or board members who take the role in line with the particular workshop. Some LPOs are under staffed and also some of their Board members have not been vigilant to attend the workshops. The same participants from such LPOs have therefore attended all the workshops despite the limited role they play in the organization in line with the particular workshop. Three participants did not fit the workshop given the role they play in their organizations (One of them being an accountant and two of them being Office Administrators).
6. Time was not enough for some sessions especially where participants had group exercises. The led to some of the exercises no being done. However as per the evaluation results, participants indicated that the time can be increased to three days.

### **SUMMARY OF THE WORKSHOP EVALUATION**

Overall the participants rated the workshop topics, facilitation and relevance as very good because their expectations were greatly met. The participants got adequate information on grant writing which is relevant to the work they do in their organizations. They felt empowered with the relevant skills to write grant proposals. They appreciated the facilitators for the efforts in preparing the presentations which were very good and also using methods that enabled participants to understand what they were learning (group exercises). According to the post

test assessment, there was an improvement in the knowledge related to grant writing. All participants moved high from the score at pre-test. (See Annex 1).

**Topics and issues to be addressed during one on one support**

- ✓ Project sustainability
- ✓ Developing relevant project objectives
- ✓ Developing a problem statement
- ✓ Developing project budgets
- ✓ Developing an organization description.

**Comments and suggestions for improving workshop**

- ✓ The number of workshop days should be increased to 3 in order to cover all topics adequately
- ✓ Reduce the presentations on the flip charts by using LCD projector for presentation
- ✓ Change workshop venue for some of the Core workshops to reduce monotony
- ✓ Provide First Aid during the workshop

## Annex 1

### Grant Writing Workshop Pre and Post Assessment Results

	Name	Organization	Pre-Test	Post-Test
1	Mainuka Paddy	New Eden Christian Foundation	43	62
2	Mbambu Esther	New Eden Christian Foundation	21	36
3	Mirembe O B	Rwenzori Rural Health Services	72	81
4	Kule Moses	Young And Powerful Initiative	71	79
5	Bwambale Pascal	Rwenzori Integrated Wildlife Management	52	70
6	Katuramu Enock (did not attend the 2 <sup>nd</sup> day)	Karambi Action for Life Improvement	40	0
7	Ithungu Evelyn	Young And Powerful Initiative	74	69
8	Nzoboli Samson	Obusinga Bwa Rwenzururu	55	69
9	Ndungo Muleju	Kasese Peoples SACCO	58	71
10	Kaliata Milton	Obusinga Bwa Rwenzururu	67	79
11	Masika Janet	Kiima Foods	45	73
12	Kilhambulu Richard Monday (did not attend the 2 <sup>nd</sup> day)	Green Home	64	0
13	Biira Jolly	Green Home	27	64
14	Kule Stephen	Kasese District Youth Focus on AIDS	32	84
15	Kiima T Charles	Rwenzori Rural Health Services	53	85
16	Byaruhanga Isreal	Rwenzori Integrated Wildlife Management	60	79
17	Baluku Stephen	Kiima Foods	22	57
18	Ithungu Naume	Kasese Peoples SACCO	23	54
19	Jackson (left before the assessment)	Kasese District Youth Focus on AIDS	41	0
20	Masika Scovia	Karambi Action for Life Improvement	56	81

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