

APPLICATION FORM

(Complete the template below with the relevant information)

1. Background of organisation

Name of applicant organisation	Ghana Stammering Association
Registrar Generals registration number	CG074802013
Address of applicant organisation	P.O.Box KW 511, Kwabenya-Accra
Title of project	Enhancing Governance and Strategic Capacity for Sustainable Impact
Name of contact person	Elias Apreko
Email and telephone number of contact person	Elias.apreko@gmail.com 0246288770
Name and contact details of political leader	Emmanuel Addo 0203861333
Project title	Enhancing Governance and Strategic Capacity for Sustainable Impact
Total budget	GHS 40,000

2. Proposed project summary

Project Title: Enhancing Governance and Strategic Capacity for Sustainable Impact

This project aims to strengthen the governance and strategic capacity of GSA by focusing on two priority areas: enhancing our governance system and developing a comprehensive strategic plan along with key operational policies. These improvements will ensure long-term sustainability, transparency, and effective management, ultimately increasing our ability to fulfill our mission and deliver impact.

Key Activities will include:

- Conducting a governance needs assessment and developing critical governance documents
 - Organizing capacity-building workshops for board members and management to enhance their governance knowledge.
 - Engaging stakeholders to develop a participatory 5-year strategic plan.
 - Drafting and implementing key operational policies in areas such as safeguarding, finance, HR, and risk management.
 - Establishing monitoring and evaluation systems to track progress.

Expected Results include:

- A robust governance framework and improved leadership capacity.
- A clear, actionable strategic plan for GSA's growth.
- Enhanced operational efficiency through well-defined policies.
- Strengthened organizational capacity to achieve long-term impact.

Budget: GHS 40,000 (covering consultant fees, workshops, policy development, and project management). The project is designed to foster a culture of accountability and strategic direction, ensuring that GSA remains effective and sustainable in its efforts to serve persons who stammer.

3. Proposed project Goal(s)

1. To enhance GSA's governance framework by establishing accountability mechanisms for board members and management
2. To build the capacity of the board and management team through training and workshops on governance best practices
3. To develop a comprehensive strategic plan that outlines our vision, mission, objectives, and key priorities for the next 5 years
4. To create and implement robust operational policies that promote efficiency, transparency, and compliance with legal and regulatory requirements.

4. Propose project objective(s)

1. To review and amend GSA's governance framework including its constitution, to ensure alignment to local and international best practices, as well as legal and regulatory requirements
2. To provide tailored training for board members and management on effective governance practices and decision-making
3. To facilitate a participatory process for developing a 5 year strategic plan, engaging members, board members and key stakeholders
4. To draft and adopt comprehensive operational policies, including, safeguarding, finance, human resources, and risk management frameworks.
5. To implement systems for monitoring and evaluating progress against the strategic plan and operational policies

5. Key activities

1. Conduct a Governance Needs Assessment
2. Develop Governance Documentation including an amended constitution, board charter, conflict-of-interest policy, and code of conduct.
3. Organize training sessions on governance best practices, roles, and responsibilities.
4. Stakeholder Engagement Workshops: Involve board members, members of GSA and key stakeholders in discussions to identify priorities for the strategic plan

5. Draft and implement key policies for safeguarding, finance, HR and risk management.
6. Hire a consultant to guide the drafting of the strategic plan, operational policies and governance documents

6. Implementation plan

Phase 1: Project Initiation (Month 1)

Key Activities:

- Conduct a project kick-off meeting with board members, management, and key stakeholders to outline objectives and expectations.
- Hire or engage consultants for governance review and strategic planning support.
- Conduct a governance needs assessment to identify gaps in the current system.
- Develop a detailed project timeline and assign responsibilities for each activity.

Output:

- Clear project roadmap and team alignment.
- Consultants or facilitators onboarded.
- Governance needs assessment report.

Phase 2: Strengthening Governance (Months 2–4)

Key Activities:

- Develop and finalize governance documents (Constitution, board charter, conflict-of-interest policy, code of conduct).
- Organize capacity-building workshops for board members and management on governance best practices.
- Facilitate board development sessions to align on vision, mission, and governance roles.
- Establish a governance review mechanism to ensure ongoing compliance.

Output:

- Approved governance documents.
- Trained board and management team.
- Governance monitoring framework in place.

Phase 3: Developing Strategic Plans and Operational Policies (Months 5–7)

Key Activities:

- Conduct stakeholder engagement workshops to gather input for the strategic plan.
- Draft and refine the strategic plan, including mission, vision, goals, and objectives.
- Develop and approve all operational policies

- Conduct policy dissemination sessions and train management and trustees on the new policies.

Output:

- Comprehensive 5 year strategic plan.
- Operational policies documented and shared.
- Management and board members equipped to implement policies.

Phase 4: Monitoring, Evaluation, and Reporting (Month 8-9)

Key Activities:

- Implement monitoring and evaluation tools to track progress on the strategic plan and governance reforms.
- Conduct quarterly reviews to assess progress and address challenges.
- Prepare and submit progress reports to funders and stakeholders.
- Organize a closing workshop to present project outcomes and lessons learned.

Output:

- Monitoring and evaluation reports.
- Stakeholder awareness of project achievements.
- Final report with recommendations for sustainability.

Timeline Overview:

Phase	Timeframe	Key Outputs
Phase 1: Project Initiation	Month 1	Roadmap, team alignment, needs assessment
Phase 2: Strengthening Governance	Months 2-4	Governance documents, training, monitoring framework
Phase 3: Strategic Plans & Policies	Months 5-7	Strategic plan, operational policies, management training
Phase 4: Monitoring & Reporting	Months 8-9	M&E tools, progress reports, final workshop

7. Key expected results:


- A comprehensive governance framework established, with updated and approved documents such as a Constitution, board charter, code of conduct, and conflict-of-interest policy.
- Board members and management trained in governance best practices, enhancing their capacity to provide strategic leadership.
- Improved clarity in roles and responsibilities, resulting in more effective decision-making and oversight.

- A governance monitoring mechanism in place to ensure ongoing compliance and accountability.
- A participatory and inclusive 5-year strategic plan developed, clearly outlining GSA's vision, mission, goals, and priorities.
- Key operational policies developed, approved, and implemented to enhance transparency and efficiency.
- Management and board members equipped with the skills and knowledge to apply the new policies and frameworks effectively.
- Systems established for monitoring and evaluating the implementation of the strategic plan and operational policies, promoting continuous improvement

8. Budget (Attached to this document)

Signatures:

i. Director 

ii. President 

Date of submission: 21/11/24