# World Meningitis Day 2025 Advocacy Fund

# Application form:

This document should be read in conjunction with the**“World Meningitis Day 2025 Advocacy Fund: instructions for applicants”** document. Please do not submit an application without having read the instructions in both documents.

**This grant application form should be completed and submitted to** **samb@meningitis.org** **by 5pm (BST) on 30th June 2025.**

**Please respect the word count limits specified in this reporting template. This is both so that we can more effectively assess your application, and to limit how much time you need to spend on creating it.**

Please be as clear and succinct as possible and ensure that any acronyms and technical terms are fully explained.

If you do not receive an acknowledgment from us within five working days, please get in touch to confirm receipt.

*Fields marked with an \* are mandatory.*

## Summary details

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| Applicant name \* |  |
| Organisation name (if applicable) |  |
| Annual income of organisation in USD (if applicant is an organisation) |  |
| All applicants (individuals and organisations): Please provide details of any funding you are currently receiving, or have received in the last 12 months, to support specific meningitis-related projects (not operational or staff costs) \* |  |
| Project title \* |  |
| Country \* |  |
| Project budget total (GBP) \* |  |
| Project duration \* |  |

## Applicant details

Please provide contact details for yourself and your organisation (if applicable) so that we can confirm our current records for you are up to date.

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| **Contact details** |
| Address \* First line of address |  |
| Street |  |
| City |  |
| Post code / zip code |  |
| Country |  |
| Email \* (we will use this email as our primary contact method throughout the funding period, so provide an email you use and check regularly) |  |
| Telephone number(s) *(please include country code) \** |  |

# 1. Project details

Please describe the aims of your project. Aims should be specific, measurable, achievable, relevant and time-bound, for example, “Carry out an educational campaign about meningitis in three local schools, reaching around 500 students with presentations within the next two months”. **100-300 words**

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Please explain what you have planned, including details of any timelines, specific activities (including communications activities), events and resources. Please make the connection to World Meningitis Day clear, and detail if you will be featuring any of the three key campaign actions (spreading life-saving awareness, telling your story and lighting the road ahead) in your plans. **200-500 words**

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Who do you expect to benefit from your project and how? Please be as specific as possible, including explaining why you want to reach this group. **Up to 200 words**

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Who will deliver the project?

If you represent a CoMO member organisation: please refer to specific members of staff or contractors; if you will rely on volunteers, please estimate how many you will need and how many already work with you.

If you are a Friend of CoMO: please explain which other people will be involved in delivering the project, and whether they are already on board or will need to be recruited. **Up to 150 words**

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Roughly how many people do you expect to benefit from your project?

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We want to know that your project plans are realistic. Please provide any necessary context to help us understand why you expect to achieve the project outcomes and reach detailed above. For example: if you already have certain relationships that will make it easier to engage with officials or other key stakeholders; if you have carried out similar projects in the past and what reach you obtained from those projects; how you have estimated how many people you expect to benefit from the project; etc.

Feel free to use this section to tell us about your track record of meningitis advocacy.

**Up to 250 words**

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Are there any potential obstacles you might face during your project? How will you plan to work around these?

If your project would require additional funding beyond the Advocacy Fund, either this year or in future years, to be completed, please specify this here and give details of how you plan to source this additional funding. **Up to 250 words**

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How will you measure if your project has been a success? We understand that not all measures of success are numerical, but please include quantifiable measures wherever possible. **Up to 300 words**

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# 2. Budget

Please fill in the budget spreadsheet in the application pack.

Please provide an estimated breakdown of what you expect to spend on your project. Please note that CoMO is unable to transfer additional funds beyond the agreed total amount. Grants are available for £2,000 – 3,000 GBP (we will not consider applications for less or more than this). Please add additional rows as required.

Please ensure you attach a signed copy of the [CoMO member code of conduct form](https://www.dropbox.com/scl/fi/lc933mflxiv6ndulbyzi3/Code-of-conduct-CoMO.pdf?rlkey=g1k9drje3r52s0w9n723rgont&st=rgtnpzbi&dl=0) alongside your application form if you haven’t provided one in the past.

Signed: Date: