



## Application Guide

This document provides an overview of the questions in the application form and guidance on how to complete it. Before applying, please ensure you have carefully reviewed the full Call for Applications. Once you have done so, fill out the application form [here](#), and join us in this exciting initiative!

**The deadline to submit your application is 15 May 2026.**

### Quick Links

Call for Applications Announcement: <https://lnk.itforchange.net/femfirstlab>

Download the Call for Applications: <https://lnk.itforchange.net/ffcall>

Application Form: <https://lnk.itforchange.net/fflform>

Download the Budget Template: <https://lnk.itforchange.net/fflbudget>

Contact: [itfc.communications@gmail.com](mailto:itfc.communications@gmail.com)

## Application Form Content

### Section 1: About the entity(ies)

#### A. Lead entity details

*Please note that this application is open only to registered legal entities (referred to as “entity” in this application) such as companies, institutions, or organizations. Applications submitted by natural persons in their individual capacity will not be considered. Only the lead entity will be contracted with us.*

You will need to include:

- Name of entity
- Type of entity. Please select one option (Private Limited Company, Non-profit organization, Non-governmental organization, Center of Excellence, University, Research Institution, or other self-described type of registration).
- A valid certificate of registration for your entity. Ensure that all details are legible and clearly visible. If the original document is not in English, you will be asked to provide a notarized English translation along with the original certificate.

- Country of registration (within the list of eligible countries in South and Southeast Asia)
- State/Province/Region of Registration. Please specify the state, province, or equivalent administrative division where your entity is legally registered.
- Name of Point of Contact (PoC) within the entity. The PoC at the entity need not be the “project lead” or “co-lead” of the project team.
- Email of PoC
- Phone number of PoC
- Number of collaborating entities. *You may collaborate with up to two additional entities, excluding the lead entity.*

*Please ensure that the details you submit match the official documents and that the PoC is responsive and knowledgeable about the proposal.*

### **B-D Collaborating entity(ies) details**

If you will be working with partners,

- Specify how many entities are involved
- Provide co-lead entity details, including:
  - Name of entity
  - Type of entity (Private Limited Company, Non-profit organization, non-governmental organization, Center of Excellence, University, Research institution, or other self-described type of registration)
  - A valid certificate of registration for your entity. Ensure that all details are legible and clearly visible. If the original document is not in English, you will be asked to provide a notarized English translation along with the original certificate.
  - Country of registration (within the list of eligible countries in South and Southeast Asia)
  - State/Province/Region of Registration. Please specify the state, province, or equivalent administrative division where your entity is legally registered.
  - Name of Point of Contact (PoC) within the entity. The PoC at the entity need not be the “project lead” or “co-lead” of the project team.
  - Email of PoC
  - Phone number of PoC (*Please include the country code followed by the phone number without any spaces. Example: +919898889 (not +91 9898889).*)

## **Section 2: About the project team**

### **E. Project lead details**

Provide:

- Name
- Gender
- Country
- State/Province/Region. Please specify the state, province, or equivalent administrative division where you are currently based.

- Affiliation
- Designation
- Email ID
- Phone number (*Please include the country code followed by the phone number without any spaces. Example: +919898889 (not +91 9898889).*)
- Brief CV (2-pages max) demonstrating alignment with the project

## F. Team composition

Include:

- Total number of team members (excluding project lead)
- For each member:
  - Name
  - Gender
  - Country
  - State/Province/Region. *Please specify the state, province, or equivalent administrative division where your team member is currently based.*
  - Affiliation
  - Designation
  - Email ID
  - Phone number (*Please include the country code followed by the phone number without any spaces. Example: +919898889 (not +91 9898889).*)
  - Role(s) in the project
  - Brief CV (2-pages max) demonstrating alignment with the project.

*In the form, if your team has more than five members, you will be asked to provide details of each additional member. Include the following information for each: name, gender, country, state, affiliation, email ID, phone number, role in the project, and a brief CV.*

*Please note that Google Forms allows a maximum of 10 file uploads (a technical limitation, not a limit on the number of team members), so please plan your submissions accordingly.*

## Section 3: Alignment with the FemFirst Lab's vision

Describe how you and your proposed project fit the eligibility criteria listed in the call for applications by answering the following questions:

1. Describe your prototype, the datasets, and the technology stack it uses. (up to 500 words)
2. Describe the problem your prototype addresses, who it impacts, and how you see this addressing the challenges of gender equality. (up to 300 words)
3. Provide a link to your code repository, demo, or website where we can see your project in action.

4. What specific parts/features of the prototype or model are you hoping to build/strengthen using this grant? (up to 200 words)
5. How does your prototype seek to embed feminist ethics and principles in its design and development? (up to 300 words)
6. How do you plan to include participatory or community-driven approaches throughout the project? (up to 200 words)
7. Do you have access to the basic infrastructure that your model needs in order to scale to a functional prototype? Please describe what you have access to, and how you propose to bridge any gaps. If you only have an idea, describe how you will gain access to the infrastructure necessary for your prototype. (up to 300 words)
8. Describe your approach to deploying open AI resources/open licensing approaches. (up to 200 words)

*Please ensure that you adhere to the word counts specified in these sections.*

## Section 4: Additional information

9. Please attach a document detailing your budget in CAD, outlining how funds will be used over four quarters in a 12-month period. Your budget overview should include the following information:
  - a. All budget lines relevant for your project, describing how you propose to use the funds, as well as the total amount of funding sought
  - b. Quarterly breakdown of costs, starting July 2026
  - c. A clear explanation for each budget line item
10. Explain how you/your team are a good fit to deliver on this project. (up to 250 words)

## Required Uploads

Please prepare the following documents for submission:

1. **Certificate of registration** (lead entity and any collaborating entities) (Max file size 10 MB)
2. **Brief CV (2 pages max)** of team members demonstrating alignment with the project (Max file size 10 MB)
3. **For teams larger than 5**, a PDF or Doc with the details for each additional member. Include the following information for each: name, gender, country, state, affiliation, email ID, phone number, role in the project, and a brief CV.

Please note that Google Forms allows a maximum of 10 file uploads (Max file size 10 MB), which is a technical limitation and not a limit on the number of team members, so please plan your submissions accordingly. Please consolidate documents where necessary (e.g., combine CVs into a single file).

4. **Link to project/ prototype** (must be live)
5. **Budget document** (in CAD, with quarterly breakdown across 12 months)

## Budget Preparation Guide

- A. **Format:** Applicants are required to submit a budget in CAD, covering a 12-month period with quarterly breakdowns using this format. Use additional rows as needed.
- B. **Item descriptions:** Applicants may define their own budget categories.
- C. **Calculations:** Ensure totals are clearly calculated and visible. Include subtotals where relevant (e.g., by category or quarter)
- D. **Acceptable formats:** spreadsheet files (e.g., .xlsx, .ods)
- E. **Accessibility:** Ensure the file is readable and not locked or password-protected

## Before You Submit: Checklist

Please review your application carefully before submission using this checklist:

### Application Content:

- All required fields in the form are completed
- Responses adhere to specified word limits
- Project aligns with eligibility criteria and thematic focus

### Documents

- Budget is included, in CAD, with quarterly breakdown
- All required documents are uploaded
- File names follow the specified naming convention: [Project Name\_Document Type]
- Files are within size limits and are not password-protected

### Team & Entity Information

- Entity details match official registration documents
- CVs are included (max 2 pages each)
- Contact details are accurate and active

### Final Review

- Totals in the budget are accurate and consistent
- All links are functional
- Documents are legible and complete
- Upload limit (10 files) has not been exceeded

Please write to [itfc.communications@gmail.com](mailto:itfc.communications@gmail.com) if you have any questions.

We wish you the best in your application!

