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Guidelines for AWARE Projects

Association of Women for Action & Research

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For the latest version of this guide, go to:

[www.aware.org.sg/register/volunteer-centre/vol-summaries/]

A. What is an AWARE project?

An AWARE project is a set of activities undertaken by members to promote gender equality in State, society and economy. A project should result in outputs that influence policy makers, corporate decision-makers, opinion leaders, media, civil society, or the general public.

B. Why have these guidelines?

These guidelines help to ensure that AWARE's projects and activities enable us to achieve our change agenda in a timely and accountable manner. The guidelines will be reviewed on an annual basis and amended where necessary. Feedback from all stakeholders is welcome.



C. What would be a suitable project for AWARE?

A project would be deemed suitable if it can help to realise AWARE's change agenda for State, society and economy.

D. Who may propose a project?

A project may be proposed by AWARE members (including volunteers, staff and board members), either individually or as a group. To ensure quality and delivery, each member is expected to be involved in not more than two projects at any one time.

E. How would you go about formulating a project proposal?

1. What do you want to change? These may be changes in laws, policies, values, practices, or something else. The changes you want to bring about are your **objectives**.
2. How will you achieve the desired changes? For example, you may decide that to achieve such changes, you may want to organise a campaign, write and publish a position paper, hold a public forum, produce videos, and so on. These constitute your **activities**.
3. What will you produce in the course of those activities? In the course of your activities, certain things are produced – e.g. campaign materials, papers, documentation of a public forum, videos, etc. These constitute your **deliverables**.
4. Which audiences does your project aim to influence? Please identify your **target audience(s)**, e.g. policy makers, policy makers, corporate decision-makers, opinion leaders, media, civil society, etc.
5. Have you worked on this issue previously? If so, with what results? Please describe your **experience**.
6. How much time will you need? The proposed project should be planned for a **time-frame** not exceeding 12 months. Further phases may be proposed upon satisfactory completion of the current proposed phase. This will enable the Board to evaluate all projects for reporting to the annual general meeting.
7. Have you and others formed a group to carry out this project? If so, when filling the

proposal form, please provide the names and contact details of those recruited. Even if you have not yet found anyone else interested, you may still propose the project as an individual. The AWARE Secretariat, which recruits members and volunteers as an ongoing process, will refer those who are interested to your project. A group carrying out a project is called a sub-committee. But individuals may also carry out project by themselves, if this is deemed feasible.

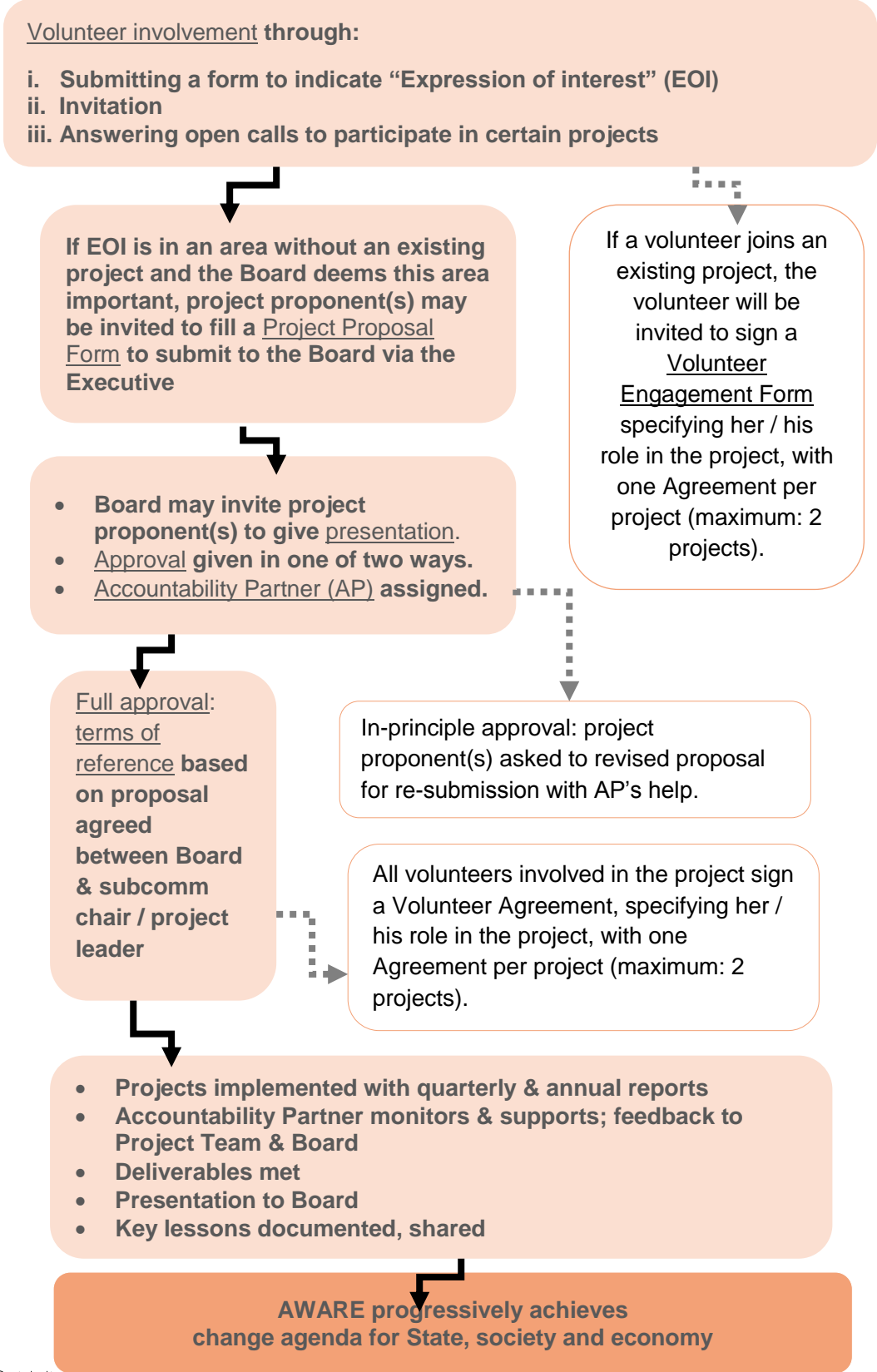
8. Would your project need expert advisors? If so, state areas of expertise need.

9. Would an external partner be involved in the project? An external partner is an organisation or individual outside AWARE that may collaborate in the project. If there is, please identify and state the potential involvement of this stakeholder.

10. What financial and non-financial support would your project need? Please provide a budget if financial resources are needed.

11. Would your project need support from additional volunteers and from staff?

F. Leading an AWARE project: Flow chart



G. What would happen if things were to go wrong unexpectedly?

1. Occasionally, projects may not meet their objectives for various reasons: for example, people leave, the research does not yield expected results, advocacy efforts were not well received, etc. In such cases, the Board will review the project to uncover reasons for the deviation and to come up with certain suggestions.
2. If the Board thinks that certain steps can be taken to remedy problems, a probation period may be identified for such steps to be taken to get the project back on track. The project will be re-assessed at the end of probation.
3. If the Board is of the opinion that the project is beyond salvage, it may consider discontinuing the project, with written grounds conveyed to the project team.

H. Who will be assigned as Accountability Partners to monitor & support projects?

If the project proponent is:		The Accountability Partner will be:
1	Volunteer	Senior staff member of the relevant department
2	Junior staff member	Senior staff member of the relevant department
3	Senior staff member	President and another Board member
4	Board member	President and a senior staff member
5	President	Vice-President, another Board member and a senior staff member

I. Glossary

Activities: what will be done by the project to achieve its objectives.

Budget: financial resources needed for the project.

Deliverables: what is produced in the course of project activities.

Expert advisors: people with relevant expertise who can advise on the project.

Expression of Interest (EOI): identification of an area where you would like to volunteer your contributions.

External stakeholder: an organisation or individual outside AWARE that may collaborate in the project.

Justifications: why you want to do what you want to do.

Non-financial support: non-monetary resources needed to carry out the project

Objectives: what your project aims to achieve.

Project: a series of activities designed to achieve specific objectives

Sub-committee: a group of volunteers undertaking a project.

Time-frame: time needed to carry out the project.

Track record: results of previous efforts.

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If you have any questions or feedback about the volunteer guide, please write to us at volunteering@aware.org.sg.

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