Peace Micro-Grant Template

Introduction

Small-scale peace initiatives often struggle to access funding due to complex application processes, extensive documentation requirements, and reporting expectations designed for larger organizations. This Peace Micro-Grant Template provides simplified tools for community-based peace initiatives to request, manage, and report on small grants (typically under $5,000) while maintaining appropriate accountability.

The template is designed to be:

- **Accessible** for users with limited literacy or grant-writing experience
- **Adaptable** for both digital and paper-based implementation
- **Visual** with pictorial options for key concepts
- **Practical** focusing on essential information without excessive requirements
- **Transparent** supporting community verification and oversight

How to Use This Template

This resource includes four core components:

1. **Application Form**: For community groups to request micro-grant support
2. **Decision Guide**: For fund committees to evaluate applications consistently
3. **Agreement Format**: For documenting approved grant terms
4. **Reporting Template**: For simple, meaningful documentation of results

Each component includes:

- A standard text version for contexts with higher literacy
- A simplified visual version for low-literacy settings
- Implementation guidance notes for facilitators
- Customization options for different contexts

PART 2: MICRO-GRANT DECISION GUIDE

Standard Version

PEACE MICRO-GRANT DECISION FORM

Application Review Date: _____

Application Code/Name: _____

SCORING GUIDE Score each criteria from 1-5: 1 = Does not meet criteria 3 = Partially meets criteria 5 = Fully meets criteria

PEACE RELEVANCE How clearly does this initiative address a genuine peace challenge? Score (1-5): _____

Comments:

COMMUNITY OWNERSHIP Is this initiative genuinely led and supported by the community? Score (1-5): _____

Comments:

_____

_____

INCLUSION Does the initiative meaningfully include diverse groups, especially women and youth? Score (1-5): _____

Comments:

_____

_____

FEASIBILITY Can this initiative realistically achieve its goals with the resources requested? Score (1-5): _____

Comments:

_____

_____

POTENTIAL IMPACT How likely is this initiative to contribute positively to peace? Score (1-5): _____

Comments:

_____

_____

CONFLICT SENSITIVITY Has the initiative considered potential negative effects and how to avoid them? Score (1-5): _____

Comments:

_____

_____

SUSTAINABILITY Will the peace benefits continue beyond the immediate activity? Score (1-5): _____

Comments:

_____

_____

TOTAL SCORE: _____ / 35

DECISION

- ☐ Approve as submitted
- ☐ Approve with modifications (listed below)
- ☐ Request changes for reconsideration
- ☐ Decline

Modifications or feedback:

_____

_____

Approved amount: _____

DECISION COMMITTEE

Name: _____ Position: _____ Signature: _____

Name: _____ Position: _____ Signature: _____

Name: _____ Position: _____ Signature: _____

Visual/Simplified Version

PEACE GRANT DECISION

[Calendar icon] Review Date: _____

[Application icon] Request Name: _____

RATING SCALE [Visual 1-5 scale with simple faces/symbols] 1 = [Sad face] Not good 2 = [Slightly sad face] 3 = [Neutral face] Okay 4 = [Slightly happy face] 5 = [Happy face] Very good

PEACE IMPORTANCE [Peace symbol] Does this help solve a real peace problem? [Visual 1-5 scale] Score: _____

COMMUNITY LEADERSHIP [Community ownership symbol] Is this truly led by the community? [Visual 1-5 scale] Score: _____

INCLUDES EVERYONE [Diverse group symbol] Does this include women, youth, and all groups? [Visual 1-5 scale] Score: _____

CAN BE DONE [Feasibility symbol] Can this actually work with these resources? [Visual 1-5 scale] Score: _____

MAKES PEACE [Impact symbol] Will this really help peace? [Visual 1-5 scale] Score: _____

AVOIDS PROBLEMS [Conflict sensitivity symbol] Have they thought about avoiding harm? [Visual 1-5 scale] Score: _____

CONTINUES WORKING [Sustainability symbol] Will peace benefits last? [Visual 1-5 scale] Score: _____

TOTAL POINTS: _____ / 35

DECISION [Visual decision options]

- [Checkmark in circle] Approve as is
- [Checkmark with pencil] Approve with changes
- [Return arrow] Request changes
- [X mark] Decline

Changes or feedback: [Simple writing/drawing space]

Approved amount: _____

COMMITTEE MARKS [Committee member symbols with signature/thumbprint spaces]

PART 3: MICRO-GRANT AGREEMENT FORMAT

Standard Version

COMMUNITY PEACE MICRO-GRANT AGREEMENT

Agreement Date: _____

1. PARTIES

This agreement is between:

[Peace Fund Name] _____ Represented by: _____

AND

[Grantee Name] _____ Represented by: _____

2. ACTIVITY DETAILS

Peace Initiative: _____

Location(s): _____

Duration: From _____ to _____

3. GRANT AMOUNT AND PAYMENT

Total Grant Amount: _____

Payment Schedule:

- First payment: Amount _____ Date _____
- Second payment: Amount _____ Date _____
- Final payment: Amount _____ Date _____

4. GRANTEE COMMITMENTS

The Grantee agrees to:

- Implement the peace activity as described in the approved application
- Use the funds only for the agreed purposes
- Include diverse community members in the activity
- Document the activity with simple records
- Share results with the community
- Complete a simple report within [timeframe] of completion
- Allow community verification of activities and results
- Notify the Fund of any significant changes or challenges

5. FUND COMMITMENTS

The Fund agrees to:

- Provide the agreed funding according to the payment schedule
- Offer necessary guidance and support
- Respect the Grantee's leadership of the activity
- Keep sensitive information confidential
- Conduct verification in a respectful manner
- Provide feedback on the final report

6. CHANGES AND CHALLENGES

If significant changes are needed:

- The Grantee will notify the Fund as soon as possible
- Both parties will discuss and agree on adjustments
- Changes will be documented in writing/verbally witnessed

7. COMMUNITY VERIFICATION

The following individuals will verify activity implementation:

1. Name: _____ Position: _____
2. Name: _____ Position: _____
3. Name: _____ Position: _____

8. SIGNATURES

For the Fund: Name: _____ Signature: _____ Date: _____

For the Grantee: Name: _____ Signature: _____ Date: _____

Community Witnesses: Name: _____ Position: _____ Signature: _____ Name: _____ Position: _____ Signature: _____

Visual/Simplified Version

PEACE GRANT AGREEMENT

[Calendar icon] Date: _____

WHO IS INVOLVED

[Fund icon] Peace Fund: _____ [Fund representative icon] Represented by: _____

[Grantee icon] Grant Receiver: _____ [Grantee representative icon] Represented by: _____

WHAT WILL HAPPEN

[Activity icon] Peace Activity: _____

[Location icon] Where: _____

[Calendar icon] When: From _____ to _____

MONEY DETAILS

[Money icon] Total Grant: _____

[Payment schedule visual]

- First payment: [Money icon] _____ [Calendar icon] _____
- Second payment: [Money icon] _____ [Calendar icon] _____
- Final payment: [Money icon] _____ [Calendar icon] _____

GRANT RECEIVER PROMISES [Visual checklist with simple icons]

- [Activity icon] Do the peace activity as planned
- [Money icon] Use money only for peace work
- [Diverse group icon] Include everyone
- [Document icon] Keep simple records
- [Community icon] Share results with community
- [Report icon] Complete simple report
- [Verification icon] Allow community to verify
- [Communication icon] Tell Fund about any problems

PEACE FUND PROMISES [Visual checklist with simple icons]

- [Money icon] Provide the money as agreed
- [Support icon] Offer help and guidance
- [Leadership icon] Respect the Grantee's leadership
- [Confidentiality icon] Keep sensitive information private
- [Verification icon] Verify respectfully
- [Feedback icon] Give feedback on report

IF THINGS CHANGE [Visual process with simple icons]

- [Communication icon] Tell the Fund quickly
- [Discussion icon] Talk about what to do

- [Agreement icon] Agree on changes together
- [Documentation icon] Write down or witness changes

WHO WILL VERIFY [Verification icons with name spaces]

1. Name: _____ Role: _____

2. Name: _____ Role: _____

3. Name: _____ Role: _____

MARKS/SIGNATURES [Signature spaces with icons] [Fund icon] For the Fund: [Signature/thumbprint space] [Grantee icon] For the Grantee: [Signature/thumbprint space] [Community icon] Community Witnesses: [Signature/thumbprint spaces]

PART 4: MICRO-GRANT REPORTING TEMPLATE

Standard Version

COMMUNITY PEACE MICRO-GRANT REPORT

1. GRANT INFORMATION

Grant Reference Number: _____

Peace Initiative Name: _____

Grantee Name: _____

Report Date: _____

2. ACTIVITY IMPLEMENTATION

Activity start date: _____

Activity end date: _____

Location(s) where activities took place: _____

3. PARTICIPATION

Total number of participants: _____

- Number of women: _____
- Number of youth: _____
- Number of elders: _____
- Other important groups: _____

List the different community groups who participated:

4. ACTIVITIES COMPLETED

What activities did you complete? (Check all that apply)

- ☐ Community dialogue
- ☐ Mediation between groups
- ☐ Peace education
- ☐ Cultural peace event
- ☐ Youth peace engagement
- ☐ Women's peace initiative
- ☐ Traditional conflict resolution

- ☐ Other: _____

Briefly describe what you did:

_____
_____
_____

5. RESOURCES USED

How were the grant funds used?

Item	Amount Spent	Explanation
TOTAL		

Were there any changes from the original budget? [ ] Yes [ ] No

If yes, please explain:

_____
_____

6. PEACE RESULTS

What peace results did the activity achieve? (Check all that apply)

- ☐ Reduced tensions between groups
- ☐ Peaceful resolution of specific dispute
- ☐ Improved trust in community
- ☐ Increased cooperation across divides
- ☐ Reduced violence
- ☐ New agreements or solutions
- ☐ Other: _____

Describe the most important changes you observed:

_____
_____
_____

Share one story that shows how this activity made a difference:

_____
_____
_____

7. CHALLENGES AND LEARNING

What challenges did you face?

_____
_____

How did you address these challenges?

_____
_____

What would you do differently next time?

_____

8. NEXT STEPS

What follow-up activities are planned?

_____

_____

How will the peace results be sustained?

_____

_____

9. VERIFICATION

Community members who can verify these results:

1. Name: _____ Position: _____ Contact: _____
2. Name: _____ Position: _____ Contact: _____
3. Name: _____ Position: _____ Contact: _____

10. ATTACHMENTS

Check any supporting materials you are including:

- ☐ Photos of activities
- ☐ List of participants
- ☐ Copies of agreements
- ☐ Testimonials
- ☐ Other: _____

11. CERTIFICATION

I certify that this report accurately represents the activities and results of our peace initiative.

Name: _____ Position: _____

Signature: _____ Date: _____

Visual/Simplified Version

PEACE GRANT REPORT

[Grant icon] Grant Number: _____

[Activity icon] Peace Activity: _____

[Group icon] Group Name: _____

[Calendar icon] Report Date: _____

WHEN AND WHERE

[Start calendar icon] When you started: _____

[End calendar icon] When you finished: _____

[Location icon] Where it happened: _____

WHO PARTICIPATED

[Visual tally boxes with people icons]

- [People icon] Total people: _____ [tally boxes]
- [Women icon] Women: _____ [tally boxes]
- [Youth icon] Youth: _____ [tally boxes]
- [Elder icon] Elders: _____ [tally boxes]

WHAT YOU DID [Visual options with simple icons representing each activity type - same as application]

- [Talking circle] Community dialogue
- [Mediator between groups] Mediation
- [Learning symbol] Peace education
- [Cultural symbol] Peace celebration
- [Youth figures] Youth activities
- [Women figures] Women's peace work
- [Elder figure with talking symbol] Traditional resolution
- [Empty box for drawing] Other activity: _____

[Drawing space] Draw or describe what you did: [Empty box for drawing or simple writing]

HOW YOU USED THE MONEY

[Visual table with icons]

What	How Much Spent	Why
[Empty icon box]		
[Empty icon box]		
[Empty icon box]		
[TOTAL icon]		

[Change icon] Did you change how you spent the money? [ ] Yes [ ] No

[Explanation icon] Why? [Simple writing/drawing space]

PEACE RESULTS [Visual options with simple icons representing results - same as application]

- [Groups with harmony marks] Less tension
- [Dispute resolution icon] Solved problem
- [Trust building icon] More trust
- [Cooperation icon] Working together
- [Peace icon] Less violence
- [Agreement icon] New agreements
- [Empty box for drawing] Other results: _____

[Drawing space] Draw or tell about the biggest change: [Empty box for drawing or simple writing]

[Story icon] Tell one short story about how this helped peace: [Simple writing space or recording prompt]

PROBLEMS AND LEARNING

[Problem icon] What problems did you face? [Simple writing/drawing space]

[Solution icon] How did you solve them? [Simple writing/drawing space]

[Learning icon] What would you do differently? [Simple writing/drawing space]

WHAT NEXT

[Next steps icon] What will happen next? [Simple writing/drawing space]

[Sustainability icon] How will peace continue? [Simple writing/drawing space]

WHO CAN VERIFY [Verification icons with name spaces]

1. Name: _____ Role: _____
2. Name: _____ Role: _____
3. Name: _____ Role: _____

EXTRA MATERIALS [Visual checklist with simple icons]

- [Photo icon] Pictures
- [List icon] Names of people
- [Agreement icon] Agreements
- [Testimonial icon] People's stories
- [Other icon] Other: _____

YOUR MARK

[Certification icon] I confirm this report is true.

Name: _____ Role: _____

[Signature/thumbprint space] Date: _____

PART 5: IMPLEMENTATION GUIDANCE

Adapting the Templates

Literacy Considerations

- For higher-literacy contexts: Use the standard text version
- For mixed-literacy contexts: Use both versions side-by-side
- For low-literacy contexts: Use the visual version with facilitator support
- Consider audio recording options for oral cultures

Cultural Adaptations

- Replace visual symbols with locally meaningful equivalents
- Adapt verification mechanisms to align with community practices
- Modify terminology to reflect local peace concepts
- Incorporate traditional decision-making processes as appropriate

Resource Constraints

- Simplify the templates further if paper or printing is limited
- Consider using durable materials for reusable templates
- Develop community wall-charts for public tracking of grants
- Create pictorial flashcards for group application development

Technology Integration

- For areas with mobile access: Create SMS-based reporting formats
- For areas with smartphones: Develop simple app-based versions
- For areas with intermittent connectivity: Establish offline-compatible digital formats
- For areas with no connectivity: Maintain paper-based systems with clear physical filing

Effective Facilitation

Application Support

- Conduct community information sessions before opening applications

- Provide neutral facilitators to assist multiple groups
- Create example applications as learning tools
- Use peer support between previous and new grantees

Decision Making

- Ensure diverse representation on decision committees
- Establish clear conflict of interest protocols
- Document decision rationales clearly
- Provide constructive feedback to unsuccessful applicants

Agreement Process

- Read agreements aloud for full understanding
- Use community witnesses for validation
- Create simple visual reminders of key commitments
- Establish accessible communication channels for questions

Reporting Assistance

- Offer drop-in help sessions for report completion
- Create peer learning opportunities between grantees
- Develop story collection techniques for impact documentation
- Use community verification to complement formal reporting

Success Factors

Key principles that maximize micro-grant effectiveness:

1. **Prioritize Local Ownership**
   - Community members must lead identification of peace needs
   - Grant processes should strengthen, not replace, local initiative
   - External support should be catalytic rather than directive

2. **Balance Flexibility and Accountability**
   - Adapt requirements to match community capacities
   - Focus verification on meaningful outcomes, not procedural compliance
   - Allow for course-correction and learning during implementation

3. **Build in Learning Systems**
   - Create simple reflection opportunities throughout the process
   - Document and share innovations and solutions
   - Connect grantees for peer learning and support

4. **Maintain Transparency**
   - Ensure decision criteria are publicly known
   - Create appropriate community oversight mechanisms
   - Share outcomes and results widely

5. **Support Sustainability**
   - Link micro-grants to longer-term peace strategies
   - Gradually build community capacity for self-funding
   - Connect successful initiatives to other resources and networks

Conclusion

This Peace Micro-Grant Template provides a simplified yet comprehensive system for supporting small-scale peacebuilding initiatives in low-resource contexts. By reducing administrative burdens while maintaining appropriate accountability, the template helps ensure that resources reach community-led peace efforts effectively.

The template can be further adapted to specific contexts, cultural practices, and operational realities. What matters most is that the process remains accessible, transparent, and supportive of genuine local peacebuilding initiatives.