

Application Checklist

Before beginning the application process, use the checklist below to make sure you have the necessary documents and information to complete the application:

Step One: Name of the Organization

Step Two: Contact Information of Individual Submitting

Step Three: Information about the Material Being Submitted

Description of material

- in English
- in Kinyarwanda

Information for the material

- Name of the campaign
- Name of the material
- Year of publication
- Type of material
- Technical area
- Level of intervention
- Channel
- Audience
- Language

Upload of material

- Soft copy (pdf)
- OR link to final material and Image of material

Step Four: Additional Information for TWG Approval

Pretesting of the material

- Process used
- Description of key results
- Attachment of report

Formative research conducted

- Attachment of or link to report

Dissemination of material

- Description of dissemination plan

Word or other editable document for review and feedback