



INSTITUTE
FOR THE EQUALITY
OF WOMEN
AND MEN

Checklist

*for the integration of the gender
dimension in the allocation procedures
for subsidies*

Checklist for the integration of the gender dimension in the allocation procedures for subsidies

Subsidies are often used to fund initiatives that relate (directly or indirectly) to persons. Because of the many differences in situation that exist between women and men in our society, subsidised initiatives can have a different impact on women and men. To ensure that both women and men will benefit from subsidies and to avoid that subsidies will reinforce existing inequalities or create new ones, potential differences in situation between women and men (the gender dimension) should be taken into account throughout the entire allocation procedure.

In what follows, a few questions will be asked with regard to each step of the allocation procedure, with a view to helping coherently integrate the gender dimension into the entire procedure and in the long run in the content of subsidised activities or projects. The checklist obviously does not apply to subsidies aimed specifically at women or at men.

For more information and concrete examples, please refer to the 'Manual for the integration of the gender dimension in the allocation procedures for subsidies'.

1st step: decision

see '2.1. Decision to make subsidies available' of the Manual

Are the questions whether the subsidy relates to possible differences between women and men (the gender dimension) and whether attention should be paid to this aspect during the allocation procedure examined at the time the **decision is made to provide subsidies**?

- *If there are commitment documents:*
Do the documents that record subsidy allocation decisions (laws, royal decrees, action plans, etc.) state that due account shall be taken of the gender dimension during the allocation procedure in view of the provisions of Section 3.3 of the 'law on gender mainstreaming' of 12 January 2007?

2nd step: information

see '2.1. Information about the subsidy' of the Manual

Does the **information about the subsidy** (website, subsidy guide, regulations, etc.) explicitly state that due account must be taken of possible differences between women and men (the gender dimension)?

- *If detailed information about the allocation procedure is provided:*

Does the detailed information state how the subsidising body shall pay attention to the gender dimension when allocating subsidies (mention of the gender dimension in the application, attention to the gender dimension in the exclusion/selection criteria, expectations relating to evaluation reports, etc.)?

3rd step: application

see '2.3. Application to obtain a subsidy' of the Manual

Do the documents and procedures that accompany the **application for a subsidy** explicitly state that the applicants have to mention how they will take into account the possible differences between women and men (the gender dimension)?

- *If a standard model of the application form exists:*
Does the application form systematically contain a question about how the applicant shall take the gender dimension into account?
- *If an action plan is requested:*
Is it mentioned that the action plan should clearly specify how the applicant shall take the gender dimension into account?
- *If a standard model of the action plan exists:*
Does the model of the action plan systematically contain a part which must demonstrate how the applicant shall take the gender dimension into account?
- *If organisations must first be recognised:*
Is 'taking into account the gender dimension' one of the criteria for recognition of organisations that want to apply for subsidies, i.e. is it mandatory for the organisation to specify what differences it has identified between women and men in its field of activity, and how it shall take these into account?

4th step: allocation

see '2.4. Allocation of the subsidy' of the Manual

Is 'taking into account the possible differences between women and men (the gender dimension)' explicitly mentioned in the **allocation terms and conditions** for the subsidy?

- *If there are exclusion criteria:*
Is 'taking into account the gender dimension' one of the exclusion criteria, i.e. are projects/organisations excluded if they do not (adequately) specify how they shall take the gender dimension into account?
- *If there are evaluation/allocation criteria:*
Is 'taking into account the gender dimension' one of the evaluation/allocation criteria, i.e. does the extent in which the applicant takes the gender dimension into account count for the final evaluation of the suitability of the project.
- *If there is an allocation committee:*
Does the allocation committee take into account the gender dimension when assessing subsidy applications?
Is 'taking into account the gender dimension' mentioned in the directives for the committee?
- *If the allocation committee provides a written justification about the decision:*
Does the allocation committee systematically include a component in its written justification concerning the extent to which the applicant shall take the gender dimension into account?
- *If a standard model for the justification of the allocation committee exists:*
Does the standard model for this justification systematically include a component concerning whether and how the gender dimension shall be taken into account?

5th step: agreement

see '2.5 Agreement granting the subsidy' of the Manual

Does the **agreement that grants the subsidy** explicitly mention the obligation to take the possible differences between women and men (the gender dimension) into account during the utilisation of the subsidy?

- *If the agreement mentions specific targets/results, that must be achieved:*
Do the targets/results specified in the agreement also mention that these must be achieved for both men as well as women?
- *If the agreement describes specific procedures/steps that have to be executed:*
Do the procedures specified in the agreement mention specific expectations relating to the gender dimension (gender component in reports, sex-disaggregated statistics, gender-sensitive communication, etc.)?
- *If a declaration on oath is required:*
Does the declaration on oath also include 'taking the gender dimension into account', i.e. is the recipient of the subsidy required to declare to have understood that the gender dimension has to be taken into account when utilising the subsidy?
Is a specific declaration on oath about the gender dimension required?
- *If information is provided about the agreement:*
Does the information about an allocated subsidy state that 'taking the gender dimension into account' is included in the agreement as a necessary pre-condition that must be satisfied when using the subsidy?

6th step: evaluation

see '2.6. Evaluation of the subsidised project/organisation' of the Manual

Does the **evaluation** check whether the possible different situation of women and men (the gender dimension) has been taken into account during the utilisation of the subsidy?

- *If the end result of the subsidy is subject to an evaluation:*
Does the assessment of the end result (report, exhibition, etc.) evaluate whether the gender dimension was taken into account?
- *If a final/annual report is requested:*
Does the final/annual report have to mention how the gender dimension was taken into account during the utilisation of the subsidy?
Does the analysis of the final/annual report check to what extent the gender dimension has been taken into account during the utilisation of the subsidy?
- *If a standard model for the final/annual report exists:*
Does the standard model for the final/annual report systematically contain a component requesting information about how the gender dimension was taken into account during the utilisation of the subsidy?



INSTITUTE
FOR THE EQUALITY
OF WOMEN
AND MEN

.be

Responsible publisher

Michel Pasteel, Director of the Institute for the equality of women and men
Ernest Blerotstraat 1 - 1070 Brussel