

CHALLENGE FACILITY FOR CIVIL SOCIETY ROUND 7 Application Guidelines

Content

- Guideline purpose and summary
- Using the new online application process
- Filling out section 1: General Information
- Filling out section 2: Experience with Global Fund to Fight AIDS, Tuberculosis and Malaria and National Program Activities and Processes
- Filling out section 3: Situation assessment and problem statement
- Filling out section 4: Project description
- Filling out section 5: Work-plan and budget
- Uploading documents

Guideline purpose and summary

The purpose of this guideline document is to support applicants of the [Challenge Facility for Civil Society Round 7](#) in filling out the application form.

- The **deadline** for all applications is **30 October 2015** (mid-night Geneva time).
- This call for applications is for **Phase I** (Objective 1) **only**.
- **Phase II** (Objectives 2 and 3) will be managed sequentially and via a separate process.
- Please read all the **background** documents provided [online](#) to understand the focus of Round 7, eligibility criteria, and how proposals are reviewed.
- All applications must be completed and submitted online through the [new application page](#).
- **Incomplete applications** will not be considered and will be screened out by the Stop TB Secretariat.
- Each applicant **cannot submit more than one** application per country.
- **Joint applications** are encouraged (e.g. one partner could assume responsibility for the assessment of the community response, while another partner assumes responsibility for the legal and social environment assessment).
- **Letters of support** from the National TB program and the Global Fund Country Coordination Mechanisms (Section 1) are **not** an eligibility requirement.
- In order to **review the proposals** and select those to be funded the CFCS has a Selection Committee, an independent team of experts who are responsible for reviewing applications and making recommendations to the Stop TB Partnership Secretariat. All final funding decisions are made by the Stop TB Partnership Coordinating Board.
- For **questions and clarifications** please write to cfcs@stoptb.org

Using the new online application process

For Round 7, one change is being made to the application process. All applications must be done online through via an [application platform](#). *Section 5 Work-plan and Budget* is however an MS Word document, which must be uploaded and submitted via the application page.

No paper applications will be accepted.

No electronic applications via email will be accepted.

Details of the application process

- 1) To start click [here](#) and then click on *start your application*
- 2) To create a user name and password you need to complete Section 1 *General Information*
- 3) An email confirming your user name and password will be sent to you and to cfcs@stoptb.org
- 4) If you lose this email you can always contact cfcs@stoptb.org.
- 5) You do not have to complete the form in one session. All progress will be saved each time you click 'Save Your Changes' which is found at the bottom of each page
- 6) To return to your application click [here](#), enter your username and password where indicated and click 'Login'.
- 7) The form has 5 sections for applicants, all of which need to be completed.
- 8) Section 5 *Work-plan and Budget*, will need to be completed offline in an MS Word document, which once complete can be uploaded to the home screen.
- 9) You will not submit a final version nor receive email confirmation of your submission. All sections must be marked as complete and will only be reviewed 17 October 2015.
- 10) If you would like a print out of your application for your own records you can "print this application", from the home screen.

Filling out section 1: General Applicant Information

Section 1 of the form asks 16 questions of applicants which will give an indication to the Stop TB Secretariat as to whether the organization is an appropriate type of organization and has the minimum capacity requirements to respond to the call.

- 1.1 Please list in full, the official and registered name of your organization and if the application involves more than one partner, list all partners, identifying the lead, i.e. the organization who will absorb and disburse the funding.
- 1.2 From the list presented tick the appropriate boxes. If the type of organization is not listed please tick "other" and write out what type of organization it is. On the home screen you can upload the relevant documentation to confirm that your organization is registered.
- 1.3 Does your organization work at a national, provincial or district level? Please indicate.
- 1.4 Name the country where you are proposing to work, via this proposal.
- 1.5 Enter the total requested budget. It should include **phase I and phase II**. The budget ceiling for phase II per grantee is US\$35,000 and should be included in the total amount requested. The work-plan and budget for Phase II will be developed by the grantee in collaboration with the Stop TB Partnership Secretariat via a separate process.
- 1.6 Please list the contact person in your organization who the Stop TB Partnership would initially liaise with.
- 1.7 If the national TB program would like to provide a letter supporting your application 1) please tick Yes and 2) upload the letter on your home screen. Please note that it is not an eligibility requirement.
- 1.8 If the Global Fund County Coordination Mechanism would like to provide a letter supporting your application please 1) tick Yes and 2) upload the letter on your home screen. Please note that it is not an eligibility requirement.
- 1.9 List the year your organization started working in an official capacity, e.g. 2010.
- 1.10 List the number of registered staff in your organization and break it down into number of a) full time staff b) part-time staff c) interns and d) volunteers
- 1.11 List your organization's annual budget turnover (in US\$) in (a) 2014 (b) 2015
- 1.12 State the mission of your organization.
- 1.13 State the objectives of your organization.
- 1.14 List your main national level partners.
- 1.15 If you collaborate with your national TB program, describe the nature of the collaboration and joint activities.
- 1.16 If you collaborate with your national HIV program, describe the nature of the collaboration and joint activities.

Filling out section 2: Experience with the Global Fund to Fight AIDS, Tuberculosis and Malaria and national program activities and processes.

Section 2 of the form asks 8 questions of applicants which will give an indication to the Stop TB Secretariat how your organization has interacted with the Global Fund and its in-country processes as well as with the National TB program and related activities, where you are proposing to work.

- 2.1 Indicate which Global Fund grant the activities in your proposal supports e.g. a) TB grant or b) TB/HIV grant.
- 2.2 At what stage is the Global Fund grant, e.g. a) in the country dialogue phase b) the concept note has been submitted c) the concept note is being reiterated d) it's in grant making e) it's being implemented.
- 2.3 If your organization is a member of the Global Fund Country Coordination Mechanism where you would work via this proposal, tick 2 (yes), if not tick 1 (no).
- 2.4 If the CCM in the country where you would work, via this proposal, has a seat for TB-affected constituencies tick 1 (yes) and if not tick 2 (no).
- 2.5 If your organization participated in the Global Fund country dialogue process tick 1 (yes) and provide details of your participation in the text box below.
- 2.6 If your organization provided, for example technical support to communities during the country dialogue process tick 1 (yes) and elaborate on the support provided in the text box below.
- 2.7 If your organization ever participated in the development of national TB or TB/HIV strategic planning processes tick 2 (yes) and elaborate on your participation in the text box below.
- 2.8 If your organization has done work in the areas of TB, HIV, TB/HIV, Community System Strengthening, Community Mobilization, and Community Capacity Development please indicate by ticking the appropriate boxes.

Filling out section 3: Situational assessment and problem statement

Section 3 of the form asks 2 broad questions of applicants which will give an indication to the Stop TB Secretariat how well your organization understands the contextual community response to TB, how communities engage as well as the challenges they face.

Filling out section 4: Project Description for Phase I and Phase II

Section 4 of the form asks 2 broad questions of applicants which will give an indication to the Stop TB Secretariat how well your organization is placed to respond to the barriers and challenges identified in Section 3.

Filling out Section 5: Work-plan and budget

Using the template provided (MS WORD), build your work-plan and budget request against your objectives, explaining how many of each activity you plan to carry out and when for **phase I only** US\$25,000. The work-plan and budget for **phase II** will be developed at a later stage via a separate process. The budget for phase II for all applicants (which is subject to change) is US\$35,000 and should be included in the total amount requested in Section 1, question 1.5. Given that phase I may include building / strengthening and hosting a community / constituency please include adequate information related to human resource and structural (equipment, system, hosting) costs.

Uploading documents

Throughout the application process there are 4 opportunities to upload documents. You must upload all documents in the home screen, which can only be done once Section 1 is complete and you have been sent your user name & password, which you have logged on with.

- 1) Section 1 Q. 1.2 Documentation to confirm that your organization is registered **(obligatory)**
- 2) Section 1 Q. 1.7 Supporting letter from the National TB Program
- 3) Section 1 Q. 1.8 Supporting letter from the Global Fund CCM
- 4) Section 5: Work-plan and budget **(obligatory)**