

# **Application Guidelines Challenge Facility for Civil Society 2019**

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## Purpose

*This document will explain how to complete the Challenge Facility for Civil Society 2019 online application successfully.*

## Using the Online Application Form

- 1) Please refer to the [CRG Information Note](#) and the resources available on the [CFCS webpages](#) to support your application.
- 2) To start the application process, click [here](#).
- 3) To start the process, click on “Start your online application”. This will prompt you to enter your email address and to create a username and password.
- 4) An email confirming your username and password will also be sent to you from [cfcs@stoptb.org](mailto:cfcs@stoptb.org).
- 5) If you lose this email you can always contact [cfcs@stoptb.org for support](mailto:cfcs@stoptb.org).
- 6) You can log into your application at any time by using the same username and password. To return to your application click [here](#), and enter your username and password where indicated and click ‘Login’.
- 7) You do not have to complete the application in one session. All progress will be saved each time you click ‘[Save Your Changes](#)’ which is found at the bottom of each page.
- 8) It is **very** important to regularly save your application – you will see “Save Your Changes” at the bottom of each page.
- 9) Once you have completed a section you can return to the homepage by clicking “Back to Home Page”. If you click “Back to Home Page” before saving any changes to the section will be lost.
- 10) The application has 7 sections for applicants, all of which need to be completed. If a question does not apply, you can enter N/A or Not Applicable
- 11) Section 6 Workplan and Budget will need to be completed offline in an MS Excel document, which once complete can be uploaded in Section 7.
- 12) You will **not** submit a final version nor receive email confirmation of your submission. Your changes and additions are saved automatically.
- 13) You will not be able to make any changes to your application after 2 February 2020 at 18:00 Geneva Time.
- 14) If you would like a print out of your application for your own records you can “Print this application” from the home page.

## Section 0 – Application Terms

Since the Stop TB Partnership is hosted by the United Nations Office for Project Services (UNOPS), all calls for proposals and grant awarding follow UNOPS' procurement rules and regulations.

- Please read each statement in Section 0 carefully. If in agreement, please acknowledge by ticking all 5 boxes.

It is important to note the **legal name** of the organization with whom Stop TB Partnership / UNOPS would award a grant to. It **must** be the same as the name which appears on the bank account where Stop TB Partnership / UNOPS will send funds.

## Section 1: General Applicant Information

- 1.1 **Project title:** The name must reflect the country / region and which populations the project aims to reach.
- 1.2 **Project type:** Tick whether this is a country (Track 1) or a regional (Track 2) application. If in doubt, please read the CFCS Information Note.
- 1.3 **If applying to Track 1** (country application) please note if it is a consortium application or not.
- 1.4 **If it is a Track 1 consortium application, please list all other partners who you will subgrant to.** Their names should be written in full.
- 1.5 **Proposed area of work:** if Track 1, select the country where you will work. If Track 2, select the region where you will work.
- 1.6 **Amount requested:** Please include the amount, as reflected in your grant budget. Amounts can be between USD 25,000 – USD 150,000.
- 1.7 **Check one of the boxes that most accurately describes the (lead) applicant organization.** Please tick the box you feel best describes your lead organization.
- 1.8 **At what level(s) does the (lead) applicant organization operate.** Please indicate by ticking one or more of the boxes.
- 1.9 **In what year did the (lead) applicant organization register and begin operating in the country /region?** Please indicate the official year when the lead organization began working.
- 1.10 **Indicate the number of people in the (lead) application organization.** Please indicate all people working in the lead organization differentiated by full-time staff, part-time staff, interns and volunteers.
- 1.11 **Indicate the (lead) applicant organization's annual budget turnover (in USD) for the last two financial years**
- 1.12 **What is the mission of the (lead) applicant organization:** Please indicate the mission of the organization in one or two sentences.
- 1.13 **Who are the main partners of the (lead) applicant organization:** List the main partners with whom the (lead) applicant works with most often.
- 1.14 **Has the (lead) applicant applied for CFCS funding in the past?** This will be the 9<sup>th</sup> Round of CFCS. If the (lead) applicant has ever applied for CFCS funding (past 8 Rounds) please tick yes.
- 1.15 **Has the (lead) applicant received CFCS funding in the past?** This will be the 9<sup>th</sup> Round of CFCS. If the (lead) applicant has received funding for CFCS please tick yes.
- 1.16 **Contact details.** Please put the contact details of the focal person with whom Stop TB Partnership / UNOPS would liaise with about the application and potential grant.

## **Section 2: Alignment with global / regional and national priorities in TB**

- 2.1 How would this proposal align with targets and commitments outlined in global documents (such as United Nations Political Declaration on TB, Global Plan to End TB, End TB Strategy).** For each of these documents, please explain how this proposal would support reaching the outlined targets. Please include any additional documents you think relevant.
- 2.2 How would this proposal align with regional priorities?** Please explain how this proposal would address regional priorities, as outlined in regional materials. Please make reference to specific regional materials.
- 2.3 How would this proposal align with national priorities, as articulated in documents such as National Strategic Plan for TB, Global Fund grant / proposal for TB, Community Priority Reports and National Stop TB Partnership priorities.** For each of these (where relevant), please explain how this proposal would support national priorities.

## Section 3: Situational assessment and problem statement

**3.1 The local TB epidemiology:** describe the TB burden in your country or region, including information on the missing people with TB.

Please provide references.

**3.2 List the key TB populations against the following criteria: Increased exposure to TB, Limited access to quality TB services, Increased risk of TB.** Please list all key populations.

*Please reference wherever possible.*

**3.3 The vulnerabilities faced by the key populations:** for each key population, please enter their specific vulnerabilities as well as a description of the vulnerabilities. Please click “Add” after each entry.

Please reference wherever possible.

**3.4 The human rights and gender barriers faced by each key population:** for each key population, please describe the barriers they face along the TB journey from recognising symptoms to life after TB. Please click “Add” after each entry.

*Please reference wherever possible.*

**3.5 The legal and policy barriers that the key populations face:** please describe how laws/policies impact the ability of the key populations listed to navigate access to TB services and whether the laws and policies protect or harm them.

Please reference wherever possible.

**3.6 Based on the above what are the problem(s) you are trying to solve:** the (lead) applicant should list and describe the problems that this proposal is trying to address.

*Please reference wherever possible.*

## Section 4: Project Description

- 4.1 Describe the goal of the project:** in two sentences, please state the goal of the project.
- 4.2 List the project objectives:** please list the objectives of the project and be specific. Objectives should be SMART (Specific, Measurable, Achievable, Relevant and Time Based).
- 4.3 Describe the proposed interventions:** for each objective, please describe the proposed interventions.
- 4.4 Describe the key/target audience:** please describe the key/target audience of the interventions/project.
- 4.5 Describe how the project will meaningfully engage with the target population:** please describe how the project will engage with the target population.
- 4.6 If applying as part of a consortium, please describe the role of each sub-grantees:** please describe how each sub-grantee will support the proposed goal and objectives and which interventions they will be responsible for.
- 4.7 Describe how the project will engage national or regional structures,** such as the National TB Program, Global Fund Country Coordination Mechanisms, National Stop TB Partnerships, Community Forums etc.
- 4.8 Describe how the proposed work is innovative:** please describe how the project is using new techniques, ideas, interventions or means to achieve results.
- 4.9 What are the expected direct results of the activities:** please describe the results in terms of outputs and outcomes (qualitative and quantitative)
- 4.10 Describe how the results will:**
  - Reduce vulnerability to TB among the target key populations.
  - Increase access to TB care and support services for the target key populations.
  - Empower people affected by TB, key populations and communities.
  - Enhance the capacity of communities and key populations to engage in the TB response.

## Section 5: Relevant experience

In this section the applicant organization should describe their experience and sub-grantees (if applicable) in implementing CRG interventions and how they have collaborated with different actors in the TB response.

## Section 6: Work-plan and budget

Using the template provided (MS Excel), the applicant organization should develop the work-plan and budget **offline**. Once complete please upload to Section 7.

\*If it is a consortium proposal please develop **one master budget-workplan**. However, each sub-grantee should also develop their own budget-workplan which can be referenced as needed by the review committee. The master budget-workplan **and** sub-grantee budget-workplan(s) should be uploaded in Section 7.

The funding available for applicants is between USD 25,000 and USD 150,000.

\*Of note, a maximum of 10% can be included to cover management / overhead costs / indirect costs.

\*Of note, 10% of funds (overall budget) will be withheld at source for monitoring and evaluation

## Section 7: Supporting documents

The following documents are mandatory to upload:

- Applicant organization registration certificate
- Workplan and budget (lead organization)
- Workplan and budget (all subgrantees) – if applicable
- Letters of support (all subgrantees) – if applicable

The following documents are not mandatory

- Letters of support from the National TB program
- Letter of support from the Global Fund Country Coordination Mechanism or multiple CCMs if this is a regional application
- Letter of support from the regional civil society and community network (if this is a national proposal)