

# **Challenge Facility for Civil Society Round 10**

*Supporting community and civil society to transform the TB response to be rights-based, gender-transformative and people-centered to minimize the impact of COVID-19 and to advance towards the UN HLM 2022 targets*

## **Application Guidelines**

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## Purpose

This document explains how to complete the Challenge Facility for Civil Society Round 10 online application successfully.

## General Application Information

- If you have questions about the application, please send these to [cfcs@stoptb.org](mailto:cfcs@stoptb.org) by 6 May 2021. All questions and answers will be posted on the Stop TB Partnership CFCS webpages shortly afterwards.
- All applications must be submitted using the Online Application Form. Applications received by email will **not** be accepted.
- All sections of the Online Application Form must be marked as "Complete" by the closing date (21 May at 18:00 Geneva time). Applications with incomplete sections after the closing date will **not** be accepted.
- All applicants will be notified by email in late June 2021 whether their applications have been successful or not. We are unable to provide any information on the status of your application before this time.

## Using the Online Application Form

1. Please refer to the [CFCS 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 be sent to you from [cfcs@stoptb.org](mailto:cfcs@stoptb.org).
5. If you lose this email or log in information, you can always contact [cfcs@stoptb.org](mailto:cfcs@stoptb.org) for support.
6. You can log into your application at any time by using the same username and password.
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. Please make sure you save your application at regular intervals to avoid losing your answers. You must click 'Save Your Changes' before moving to a different section of the application.
9. To return to your application click [here](#) and enter your username and password, where indicated and click 'Login'.
10. 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.
11. The application has 6 sections, all of which need to be completed. If a question does not apply, you can enter N/A or Not Applicable
12. Section 5 Workplan and Budget: You will need to download the MS Excel document and complete offline. Once the Workplan/Budget is

complete, you will need to upload it under Section 6 Supporting Documentation.

13. **Of note:** You will not submit a final version nor receive email confirmation of your submission. Provided all sections of the application are marked "Complete" by the application closing date, your application will be considered final and will pass to the review stage of the process.
14. You will not be able to make any changes to your application after 18:00 Geneva Time on 21 May 2021.
15. If you would like a printout of your application for your own records you can "Print this application" from the home page.

## Section 1 – 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 2: General Applicant Information

1. Project title: The name must reflect the country / region and which populations the project aims to reach, e.g. Stigma reduction among migrant and refugee populations, in South Africa.
2. Project type: Check whether this is a country (Track 1) or a regional (Track 2) application. If Track 1 please select a country. If Track 2 please select a region.
3. Requested amount in USD: Please include the amount, as reflected in your grant budget. Amounts can be between USD 25-100k for track 1; USD 60-150k Track 2.
4. Please list partners you will subgrant to, if applicable.
5. Please check the box that most accurately describes the lead applicant organization.
6. Please check the box which most accurately describes where you work. You can check multiple boxes, if applicable.
7. Please indicate the year the lead applicant organization registered and began operating.
8. Please indicate the number of people who work in the lead applicant organization by the categories listed.
9. Please indicate the lead applicant organization's annual budget turnover in 2019 and 2020.
10. If the (lead) applicant has applied for CFCS funding in the past, please check Yes. If not, please check No
11. If the (lead) applicant has received funding under CFCS in the past, please check Yes. If not, please check No
12. Contact details. Please put the contact details of the person with whom Stop TB Partnership / UNOPS would liaise with about the application.

### Section 3: Relevant Experience

Please describe in less than 200 words the work that the lead applicant organization has done to advance Community, Rights and Gender work in TB, including a list of notable achievements.

### Section 4: Project Description and Strategic Vision

1. Describe in less than 150 words the problem in the TB response that your project proposes to address / overcome.
2. Describe in less than 50 words the change you hope to see at the end of the project as a result of project activities and interventions.
3. Describe in less than 150 words which Community, Rights and Gender principles your project will apply and how.
4. Please describe in less than 100 words relevant national priorities, for example those outlined in the National Strategic Plan(s), and describe how your proposed project will support them.
5. Please describe in less than 150 words how your proposed project aligns with global TB priorities (e.g. UNHLM 2022 targets, *A Deadly Divide* Areas for Action etc.) and within the context of COVID-19.
6. Please describe in less than 50 words how the proposed project builds on existing or previous CRG work / investments in the country / region where you propose to work.
7. Please describe in less than 50 words how the proposed project and impact can be sustained at the end of the CFCS grant.

### Section 5: Work-plan and budget

Using the template provided (MS Excel), the applicant organization should develop the workplan and budget **offline**. Once complete please upload to Section 6.

Please ensure that both Tab 1 (Detailed Workplan & Budget) and Tab 2 (Summary Budget) are complete. Tab 2 should be a summary of Tab 1, at Objective level.

If sub-granting please develop **one master workplan/budget**. However, each sub-grantee should also develop their own workplan/budget which can be referenced as needed by the review committee. The master workplan/budget **and** sub-grantee budget-workplan(s) should be uploaded in Section 6.

**Of note:** The funding available for applicants is USD 25-100k for Track 1; USD 60-150k for Track 2.

**Of note:** A maximum of 10% can be included to cover management / overhead costs / indirect costs.

## **Section 6: 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 optional:

- Letter(s) of support from the National TB program
- Letter(s) of support from the Global Fund Country Coordination Mechanism (CCM)
- Letter(s) of support from the regional civil society or affected community organisations/networks.