

# **Challenge Facility for Civil Society Round 11 Application Guidelines**

*Promoting Human Rights, Advocacy & Accountability to meet the  
United Nations High Level Meeting on TB Targets and Commitments  
for 2022 and Save Lives*



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## Purpose of the Guidelines

This document explains how to complete the Challenge Facility for Civil Society Round 11 online application.

## General Application Information

- Should you have any questions on the application process please send these to [cfcs@stoptb.org](mailto:cfcs@stoptb.org) by 23 February 2022 – all questions and answers will be shared publicly on the CFCS website and application site on 25 February 2022.
- The application period will close at **18:00 Central European Time on Monday 14 March 2022**
- All applications must be submitted using the Online Application Form. Applications received by email will **not** be accepted.
- All applications must be submitted in English.
- All sections of the Online Application Form must be marked as “Complete” by the closing date (**14 March 2022 at 18:00 Central European Time**) with the exception of Section 5 which will say “Download”. Applications with incomplete sections after the closing date and time will **not** be accepted.
- All applicants will be notified by email **30 July 2022** whether their application was successful or not.
- The application consists of:
  1. A proposal (Sections 1, 2,3,4)
  2. A Workplan & Budget (Section 5)
  3. Supporting Documentation (section 6)
- **Please note that the grant period for CFCS Round 11 is 18 months.**
- Organizations with the below-mentioned experience are eligible for CFCS Round 11 funding:
  - Legally registered with an active bank account.
    - If you are a TB affected community network interested in applying BUT are NOT yet registered, we recommend you collaborate with a registered community-based, civil society or non-governmental organization to submit a joint proposal. As part of that proposal you should include activities that can facilitate your legal registration
  - TB affected networks, non-governmental organizations and civil society organizations working in the above-mentioned countries or regions.
  - With at least 3 years of TB and Community, Rights and Gender Experience.
- Applications will be evaluated by an independent committee against the following criteria:

No	Criteria	Explanation	Weight
1	<b>Relevance</b>	The relevance of the project and the extent to which the project proposal responds to the problems articulated.	10%
2	<b>Technical approach</b>	The extent to which CRG principles have been incorporated into interventions and processes, relevance of the project within the current environment (COVID-19 / UN HLM 2022 targets), the extent to which the project leverages previous or existing TB CRG initiatives /investments, and the clarity and relevance of the workplan.	50%
3	<b>Sustainability and Resilience</b>	The extent to which the project proposal demonstrates capacity to manage risk and to ensure the continuity of activities after the end of the grant.	20%
4	<b>Networking and reach</b>	The extent to which the project proposal demonstrates strategic partnership building, networking and reach.	10%
5	<b>Value for Money</b>	The extent to which the project demonstrates value for money and sustainability.	10%

## 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. If you have applied for CFCS funding in the past, you will need to create a new login specifically for Round 11 with a new username and password.
5. An email confirming your username and password will be sent to you from [cfcs@stoptb.org](mailto:cfcs@stoptb.org).
6. If you lose this log in information, please check your inbox for the email from [cfcs@stoptb.org](mailto:cfcs@stoptb.org).
7. You can contact [cfcs@stoptb.org](mailto:cfcs@stoptb.org) for support.
8. You can log into your application at any time by using the same username and password.
9. 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.
10. 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.
11. To return to your application click [here](#) and enter your username and password, where indicated and click ‘Login’.
12. 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.
13. The application has 6 sections, all of which must be completed. If a question does not apply, you can enter N/A or Not Applicable.
14. Section 5 Workplan & Budget: You will need to download the MS Excel file and complete it offline. Once the Workplan & Budget is complete, you will need to upload it under Section 6 “Supporting Documentation”.
15. **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. Note: Section 5 will always say “Download”.
16. You will not be able to make any changes to your application after **18:00 Central European Time on 14 March 2022**.
17. We recommend that you save a copy of your completed application by going to “Print this application” from the home page.

## Section 1 – Application Terms

Section 1 has three sections:

- 1) 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 the table carefully. Please acknowledge you have read and understood these terms by ticking all 5 boxes.

**You must provide the legal name of the lead applicant organization, with whom Stop TB Partnership/UNOPS would award a grant to.** It is important to note that the **legal name** provided will be included in the grant agreement and this must be **exactly the same** as the name which appears on the bank account where Stop TB Partnership / UNOPS will send funds.

- 2) Please include the primary contact details of the Lead Applicant Organization.
  - First Name and Last Name of the primary contact
  - Title of the primary contact
  - Physical address of the led applicant organization
  - Email address of the primary contact
  - Telephone number of the primary contact
- 3) Please include the names (in full) of the partners you propose to sub-grant to, as part of the application.
- 4) If you plan to sub-grant, please indicate if one of your sub-grantees is a TB survivor network by selecting yes or no.

## Section 2: Background of Lead Applicant Organization

Section 2 has 11 questions.

Stop TB Partnership strongly believes in supporting TB affected community, community-based, and civil society organizations working at different levels and with different levels of experience.

The information provided in this section will help Stop TB Partnership/ UNOPS to better understand potential organizational support that may be provided during grant implementation should the application be successful. Answers to these questions will not be used to determine eligibility.

1. **Governance Board** Please indicate if the lead applicant organization has a Governance Board by selecting yes or no.
2. **Governance Manual** Please indicate if the lead applicant organization has a Governance Manual by selecting yes or no
3. **Financial Operational Manual** Please indicate if the lead applicant organization has a financial operational manual that includes clear direction on financial management, approvals, reporting procedures and systems by selecting yes or no.
4. **Auditing** Please indicate whether the lead applicant organization is regularly audited by a qualified external auditor by selecting yes or no. If yes, please indicate the most recent audit rating?
5. **Internationally recognized certifications** Please indicate whether the lead applicant organization holds any internationally recognized certifications (eg. ISO, etc.) by selecting yes or no.
6. **Human Resources Manual** Please indicate whether the lead applicant organization has a human resource manual with clearly defined recruitment, employment and a secretarial structure by selecting yes or no.
7. **Strategic Plan** Please indicate whether the lead applicant organization has an active Strategic Plan which articulates organizational plans, programmes, activities, expected results and established monitoring and evaluation processes of the same by selecting yes or no.
8. **Annual Budget Turnover** Please indicate the annual budget turnover in USD of the lead applicant organization for 2021 and 2020.
9. **Staff** Please indicate the number of staff in each category for the lead applicant organization
10. **Prior STP/UNOPS experience** Please indicate whether the lead applicant organization has prior experience with STP/UNOPS grant management policies/practices by selecting yes or no. If yes, please confirm through which mechanism (TB REACH, CFCS, other STP, other UNOPS...)
11. **Global Fund Support** Please indicate whether the lead applicant organization is a Principal Recipient (PR), Sub-Recipient (SR) or Sub-sub-Recipient (SSR) under a Global Fund grant by selecting yes or no. If yes, please select from the options provided.



## Section 3 – General Applicant Information

Section 3 has 11 questions. This section will help determine whether your application is eligible for review.

1. **Project Track:** Please be sure to select the correct track of funding: Track 1 is for country level proposals and Track 2 is for regional proposals. If applying under Track 1 please select a country. If applying under Track 2 please select a region.
2. **Project Type:**
  - If you are an existing CFCS Round 10 grantee, please select “Scale-up of CFCS Round 10 grant”.
  - If you are not an existing CFCS Round 10 grantee you should select “New Application”.
3. **Requested amount in USD:** Please indicate the total requested funding amount in USD to the nearest dollar. **This must match the total budget reflected in your Workplan & Budget** Excel file in Section 5.
  - Track 1 (Scale-up): you can apply for up to USD150,000.
  - Track 1 (New Applicant): you can apply for up to USD100,000.
  - Track 2: you can apply for up to USD200,000.
4. **Organization Type:** Please check the box that most accurately describes the lead applicant organization. You may only check one box.
5. **Operational Years:** How many years has the lead organization been operational? Note: the organization may have been operational before being legally registered. Please indicate **all** the years the lead applicant organization has been operational, i.e. before and after registration.
6. **Legal registration:** Please indicate whether the lead organization is legally registered by answering yes or no.
 

Please note that it is mandatory to be registered to receive a STP/UNOPS grant. If you are a new organization that is not yet legally registered, we would encourage you to collaborate with another, legally registered organization who can act as the lead applicant organization and work with you to build and strengthen your organization and support the legal registration of your organization. This is highly recommended for networks of people affected by TB.
7. **Track 1 registration confirmation:** If applying under Track 1 please indicate if the lead applicant organization is legally registered in the country where it plans to work by answering yes or no.
8. **Track 2 country of registration:** If applying under Track 2 please indicate where the lead applicant organization is legally registered by choosing a country from the drop-down menu.
9. **TB Experience:** Please indicate if the lead applicant organization has experience working on TB by answering yes or no. If yes, please indicate the number of years of experience.
10. **CRG Experience:** Please indicate if the lead applicant organization has experience working on *Community, Rights and Gender* by answering yes or no. If yes, please indicate the number of years of experience. Note: This experience could be outside of TB (e.g. HIV/AIDS).
11. **Key successes:** Please concisely list the key TB and CRG success the lead applicant organization has achieved, if any.

## Section 4: General Proposal Information

This section will help Stop TB Partnership/UNOPS with the overall evaluation of your application.

1. **Dimensions of the Right to Health:** Recent initiatives have resulted in a significantly enhanced evidence base on TB and human rights. This includes information generated from CRG Assessments, Community-led Monitoring and a recent [publication](#) in the *Harvard Journal on Health and Human Rights*, which summarizes the common CRG challenges and dimensions across 20 High Burden TB Countries. The detailed analysis per country can be found [here](#). This evidence must now be the basis of priority community and civil society led initiatives to end TB.

Bearing this evidence, and other evidence from your country / region, in mind please tick the box which most accurately describes the focus of your CFCS Round 11 application. You can only tick 1.

- Availability Accessibility Acceptability and Quality Challenges
  - Non-discrimination and equal treatment
  - Health-related freedoms
  - Gender perspective
  - Vulnerable and marginalized populations
  - Participation
  - Remedies and accountability
2. **Dimensions of the Right to Health:** If applicable, please select all additional areas of focus/sub-focus of your CFCS Round 11 application.
  3. **Problem statement:** Please describe, in less than 200 words, the problem in the TB response that your project proposes to address / overcome, bearing the above answers (Q. 1 and 2) in mind. Please refer to and draw from the [CRG analysis](#) if information is available for your country.
  4. **Available evidence:** Please describe, in less than 200 words, existing evidence and sources of information to support your answer to Q.3 e.g. CRG Assessment, Stigma Assessment, National Strategic Plan, Research etc. If there is a lack of evidence, please elaborate.
  5. **Project Title for CFCS Round 11:** Please propose a title for your proposed CFCS Round 11 project. This should be concise and catchy – a 1 sentence “blurb” or advertisement for your proposed project. Some examples from previous grants:
    - Empowering the Next Generation of Advocacy and Grassroots Engagement for Tuberculosis (ENGAGE-TB)
    - Use MY Voice to EndTB: empowering community health workers to de-stigmatise TB care in South Africa
    - “Pro-ACT TB 2022”: EECA communities and civil society drive achievement of 2022 targets of UN HLM on TB
  6. **Target population:** Please list the target population of your proposed project, with particular focus on key and vulnerable populations.
  7. **Location:** Please indicate precisely where you propose to implement the project activities. For Track 1 applications, please include the city / provinces / districts. For Track 2, please include a list of countries.



8. **Aim of the proposed project:** In 1 sentence, please state the overall aim of the proposed project. This should include the location, target population and timeframe.
9. **Objectives:** Please list your proposed project objectives. Your project objectives should be SMART (see below) and together must achieve the aim of the project.

**What are SMART objectives?**



- **Specific:** Make them specific and narrow for effective planning.
  - **Measurable:** Make sure you will be able to prove you are making progress.
  - **Achievable:** Make sure you can achieve and accomplish what you say within the stipulated timeframe.
  - **Relevant:** Make sure they are relevant and respond to the problem you have articulated.
  - **Time-based:** Make sure what you propose is doable within the timeframe proposed.
10. **CRG Tools/ Project Inputs:** Please list which CRG tools you will use to implement activities (e.g. Tb Stigma Assessment, CRG Assessment, OneImpact community-led monitoring Framework and Digital Solution, Key and Vulnerable Population Guides, Right to Breath, Declaration of the Rights of People Affected by TB, Human Rights-Based TB Response, etc,)
  11. **Outcomes:** Please describe the short-term and long-term outcomes you expect to see at the end of the project. Please refer to the Theory of Change on page 10 of the [CFCS Round 11 Information Note](#).
  12. **Impact:** Please describe the impact you expect to see at the end of the project. Please refer to the Theory of Change on page 10 of the [CFCS Round 11 Information Note](#).
  13. **Potential Risks:** Please describe in less than 200 words the potential risks to achieving your proposed objectives.
  14. **Risk Mitigation and Management:** Please describe in less than 200 words how you plan to mitigate and manage these potential risks.
  15. **Sustainability:** Please describe in less than 200 words how proposed activities will continue after the end of the CFCS grant.
  16. **Strategic Alignment:** Please describe in less than 200 words how your proposed project will support national priorities, as articulated in the National Strategic Plan.
  17. **Strategic Partners:** Please list the partners you propose to engage with to achieve project objectives and what role will they plan.

## Section 5: Workplan and budget

In this section, you will need to develop a Detailed Workplan & Budget that outlines the proposed activities and is reflective of answers provided in previous sections of the application.

Please download the MS Excel template and develop the workplan & budget **offline**. Once completed, you will need to upload the file in Section 6.

**IMPORTANT:** you must name your Workplan & Budget files as follows:

CFCS R11\_*insert Organization Name or Abbreviation*\_workplanbudget

The name must:

- not be longer than 64 characters (including spaces)
- include only unaccented letters, numbers, hyphens, spaces or underscores
- not include any special characters (e.g. "&")

### General Guidance:

- Please include the **lead applicant name**, where indicated.
- Please include the **project aim and title** where indicated – these should match the answers provided in Section 4 (Q.5 and 8).
- Grant implementation is 18 months – your workplan and budget should therefore cover the full 18-month period.
- If sub-granting please develop one master Workplan & Budget file. 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.
- When considering your objectives and activities, please refer to the Theory of Change on page 10 of the [CFCS Round 11 Information Note](#).
- You can insert additional rows into the Excel template to add additional objectives and activities
- The **budget total** included in the Workplan & Budget should **exactly match** the total requested amount in Section 3 (Q.3).
- Both Sheets of the Excel template (“Detailed Workplan & Budget” and “Summary Budget”) **must** be completed. The Summary Budget provides a summary (**at Objective level only**) of the detailed workplan and budget. Please ensure that Objective numbers, descriptions, budgeted amounts and overall budget total are the same in both sheets.
- **HR costs:** You can include HR costs which can be directly associated with the grant as direct costs under grant activities, or as a separate HR budget line for personnel working on grant activities, support roles etc (if not full time then as a %)

### Objectives:

- Objectives included in the Workplan & Budget should be the same as those included in Section 4 (Q.9).
- Objectives should be SMART (See Section 4 Q9).
- **Advocacy & Accountability** you must budget 10% of the grant total for advocacy and accountability. There are a number of accountability initiatives supporting countries to reach the UNHLM on TB targets and commitments. These include, but are not limited to, A Deadly Divide: TB Commitments vs TB Realities; TB Programs Governance Report; and, Step Up For TB. This budget category should include work at the country level as well as work at the global and regional level, and Stop TB Partnership will provide further guidance in the grant making stage.
- **Indirect costs:** You should include any indirect costs associated with grant implementation up to a **maximum of 10% of the total grant budget**. Indirect costs are are operational costs e.g. common costs, licenses and certifications, administration costs, IT infrastructure, etc.
- You must have fewer than 12 Objectives (including Indirect Costs and Advocacy & Accountability).

### Workplan Columns:

- **Project Activities:** (column B) Please list project activities. Activities should contribute to the Objective.
- **Activity Description:** (column C) Please describe some description of how the activity will be carried out.
- **Responsible:** (column D) Please indicate who will oversee each activity (e.g. Project Manager, sub-grantee...)
- **Inputs:** (column E) Please list which CRG tools you will use to implement activities (e.g. Tb Stigma Assessment, CRG Assessment, OneImpact community-led monitoring Framework and Digital Solution, Key and Vulnerable Population Guides, Right to Breath, Declaration of the Rights of People Affected by TB, Human Rights-Based TB Response, etc,)
- **Deliverables:** (column F) Deliverables are the products of an activity. For example if your activity is to organize a community training session on the UNHLM 2022 targets, the deliverables could include a training report, an action plan etc. Deliverables can also be tangible products, such as 50 translated copies of A Deadly Divide Call to Action in your local language.
- **Expected Results:** (columns G and H) Please describe the short-term and long-term outcomes you expect to see at the end of the project. Please refer to the Theory of Change on page 10 of the [CFCS Round 11 Information Note](#).
- **Timelines:** (column I) Please indicate the quarters in which activities will take place (e.g. Q1 and Q3)
- **Budget Details:** (column J) this should be a brief breakdown of the types of costs included in the activity budget (e.g. Translation: 100 USD; Project Manager: 500 USD)
- **Quarterly Budget:** (columns K-N) Please include the budget per quarter for each activity
- **Total Budget:** (column O) There is a SUM formula for each cell in column O – this should be the sum of the amounts indicated per quarter.

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

You can choose to upload letters of support from partners, including regional networks/organisations, the National TB Programme, the Global Fund Country Coordinating Mechanism among others. This is for partners who would like to indicate their support, either formally or informally. These letters should state specific support in relation to your CFCS Round 11 application and be provided recently. Letters of support may be relevant if you currently collaborate informally with a network, disseminate information to this network, or foresee a potential and formal partnership with this network in the CFCS proposal.

### **IMPORTANT: file names must**

- not be longer than 64 characters (including spaces)
- include only unaccented letters, numbers, hyphens, spaces or underscores
- not include any special characters (e.g. “&”)