

# **Challenge Facility for Civil Society Round 12**

## **Application Guidelines**



Championing ambitious people-centred, human-rights based, and gender-transformative national TB responses, advocacy and accountability efforts to End TB by 2030

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## Purpose of the Guidelines

This document explains how to complete the Challenge Facility for Civil Society Round 12 Online Application.

Applicants should refer to this document during the development of CFCS Round 12 applications, in addition to the [CFCS Round 12 Information Note](#).

## General Application Information

- The CFCS Round 12 Call for Proposals will close at **18:00 Central European Summer Time (CEST) on Monday 31 July 2023**. You will not be able to make any changes to your application after this time.
- All applications must be submitted using the [Online Application](#) before this date. Applications received by email will **not** be accepted.
- All applications must be submitted in English.
- All sections of the Online Application must be marked as **Complete** by the closing date (**31 July 2023 at 18:00 CEST**) with the exception of Section 6 which will remain **Download**. Applications with incomplete sections after the closing date and time will **not** be considered for review.
- The application consists of:
  1. A Proposal (Sections 1, 2, 3, 4, 5 of the Online Application)
  2. A Workplan & Budget (Section 6 of the Online Application)
  3. Supporting Documentation (Section 7 of the Online Application)
- Please note that the grant period for CFCS Round 12 is **12 months**.
- Any questions or requests for clarifications related to the application and/or process should be sent by email to [cfcs@stoptb.org](mailto:cfcs@stoptb.org) by **Wednesday 18 July 2023** – all questions and answers will be shared publicly on the CFCS website and application site on **Thursday 20 July 2023**.
- An online Information Session, open to all organisations considering applying for CFCS Round 12, will be held on **Wednesday 12 July 2023** from **12:30 – 1:30PM Central European Summer Time (CEST)**. Please see the [Information Note](#) for guidance on how to register for the session.
- All applicants will be notified by email the week of 18 September 2023 whether their application is successful or not.
- For information on eligibility and evaluation, please see the [Information Note](#).

## General Guidance on Completing your Application

1. All questions should be answered based on the lead applicant organisation unless otherwise specified. For example, when you are asked for number of years of experience, this should be based on the years of experience of the lead applicant organisation and not any sub-grantees who may be part of the application.
2. Where applicable, character limits for each question are provided. Please note that character limits include spaces.
3. Each section contains some mandatory questions – if you do not provide a response to these you will either be prompted by the system, or you will see Incomplete on the application homepage:



### Challenge Facility for Civil Society Grant Management

[Home](#) [Application Guidelines](#) [Logout](#)

All applications must be entered in English.

Deadline for receipt of this application: 21 July 2023 at 18:00 (Geneva Time)

Status of application sections

Section 1: Proposal Submission Declaration  
 Section 2: Lead Applicant Organization Information  
 Section 3: Background of Lead Applicant Organization  
 Section 4: General Application Information  
 Section 5: Proposal Details  
 Section 6: Workplan and Budget  
 Section 7: Supporting Documents

Complete  
 Complete  
 Complete  
 Complete  
 Incomplete  
 Download  
 Incomplete

[Print this application](#)

Read the application guidelines before completing the application form.

Please address any questions or problems to [CFCs@stoptb.org](mailto:CFCs@stoptb.org).

4. The application has 7 sections, **all of which must be completed for your application to be considered complete and therefore included for screening and evaluation.**

**Important 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 6 will always say **Download**.

5. If a question does not apply and you are prompted to include a response, you can enter N/A or Not Applicable.
6. As you complete your application, please click **Save Your Changes** regularly, which is found at the bottom of each page, to ensure your inputs are saved.

**Important note:** There is a 30-minute time-out function on the application site, so if you do not click **Save Your Changes** within this time, you will lose your inputs.

7. You **must** click **Save Your Changes** before leaving the section you are completing. If you do not click Save Your Changes before navigating to a different section, your inputs will not be saved.
8. **Section 6 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 7 Supporting Documentation**.
9. **Section 7 Supporting Documentation:** You will need to download the templates provided, complete these documents offline and upload all mandatory supporting documents.
10. We recommend that you save a copy of your completed application by going to “Print this application” from the home page.

## How to Use the Online Application Site

Please refer to the [Information Note](#) and the resources available on the [CFCS webpages](#) to support the development of your application, in addition to using these Guidelines.

### Starting your Application

1. Click [here](#) to access the Online Application Site.
2. To start your application, click on “Start your online application”:

The screenshot shows the top navigation bar with the Stop TB Partnership logo and the title 'Challenge Facility for Civil Society Grant Management'. Below the navigation bar, there are links for 'Home' and 'Application Guidelines'. The main heading reads 'Stop TB Partnership Call for Proposals for Challenge Facility for Civil Society Round 12 is now open!'. A sub-heading states: 'Applications must be submitted via the Online Application no later than 18:00 Central European Summer Time (CEST) on Friday 21 July 2023.' Below this, there are two main options: 'Not yet an applicant..' with a blue link 'Start your online application' (circled in blue), and 'Already started your application - Login to access and update your information' with input fields for 'Username:' and 'Password:' and a 'Login' button.

Please refer to the [CFCS Round 12 Application Guidelines](#) to support the application process.

3. This will prompt you to enter your email address and to create a username and password:

The screenshot shows the 'Account Information' section. It includes a form with the following fields and instructions: 'Please enter a confirmation email address that we will use to send you your login details.' (with an input field), 'Please enter a username and password and **make a note of it** as you will need them to access your LOI later on.' (with 'Username:' and 'Password:' input fields), and a checkbox for 'I have read and understood the [application guidelines](#): Yes  No '. Below the form is a 'Start Your Application' button.

**Important note:** If you have applied for CFCS funding in the past, you will need to create a new login specifically for Round 12 with a new username and password. You cannot reuse a previous username.

4. An email confirming your username and password will be sent to you by [cfcs@stoptb.org](mailto:cfcs@stoptb.org). **Please save this email to refer back to.**

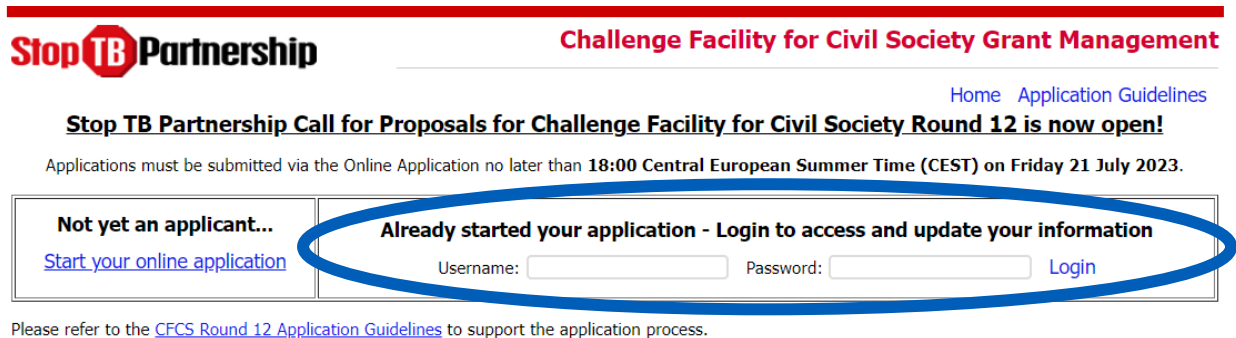
If you do lose this login information, please firstly check your inbox for the email from [cfcs@stoptb.org](mailto:cfcs@stoptb.org). If you cannot locate the email, please write to [cfcs@stoptb.org](mailto:cfcs@stoptb.org) to request the details, stating your organisation name and email address provided.

You can log back into your application at any time by using the same username and password.

## Returning to your Application

You do not have to complete the application in one session.

1. To return to your application, click [here](#) and enter your username and password, where indicated and click 'Login':



**Stop TB Partnership** **Challenge Facility for Civil Society Grant Management**

[Home](#) [Application Guidelines](#)

**Stop TB Partnership Call for Proposals for Challenge Facility for Civil Society Round 12 is now open!**

Applications must be submitted via the Online Application no later than **18:00 Central European Summer Time (CEST) on Friday 21 July 2023.**

<p><b>Not yet an applicant...</b></p> <p><a href="#">Start your online application</a></p>	<p><b>Already started your application - Login to access and update your information</b></p> <p>Username: <input type="text"/> Password: <input type="password"/> <a href="#">Login</a></p>
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Please refer to the [CFCS Round 12 Application Guidelines](#) to support the application process.

2. As you complete your application, please click **Save Your Changes** regularly, which is found at the bottom of each page, to ensure your inputs are saved.
 

**Important note:** There is a 30-minute time-out function on the application site, so if you do not click Save Your Changes within this time, you will lose your inputs.
3. You **must** click 'Save Your Changes' before leaving the section you are completing. If you do not click Save Your Changes before navigating to a different section, your inputs will not be saved.
4. You can return to your application homepage by clicking **Back to Home Page**. If you click **Back to Home Page** before saving, any changes to the section will be lost.

## Submitting your Application

The application has 7 sections, **all of which must be completed** for your application to be considered complete and therefore included for screening and evaluation.

**There is no submission button.**

When you begin your application, each section will be marked as **Incomplete**. If you answer all questions in a section and it remains marked Incomplete, please check your inputs as you will have missed a question that is mandatory for completion. Once all mandatory questions have been answered, the section will be marked as **Complete** (except Section 6 which will always show as **Download**). Provided all sections are marked **Complete** by the submission deadline, your application will be included for review.

**You will not receive email confirmation of your submission.**

Due to the volume of applications, **please do not write to STP/UNOPS to request confirmation that your application has been submitted or included for review.**

*Please pay close attention to the above and ensure that all sections of your application are marked as **Complete** by the submission deadline.*

## The Application Form

### Section 1 – Proposal Submission Declaration

Stop TB Partnership is legally hosted by the United Nations Office for Project Services (UNOPS) which means that all Calls for Proposals and grant awarding follow UNOPS' rules and regulations.

**It is important that you read each statement in the table carefully.**

Please acknowledge that you have read and understood what will be asked of your organisation if you are selected to receive Stop TB Partnership's CFCS funding by ticking the box at the end of the statement.

### Section 2 – Lead Applicant Organisation Information

Section 1 has 3 sub-sections to provide information about the organisation submitting the application.

#### 1. Lead Applicant Legal Name & Acronym/Abbreviation

- a. **Legal name:** Please provide the full legal name of the lead applicant organisation, with whom Stop TB Partnership/UNOPS would award a grant to.

**Important note:** The legal name provided will be included in the grant agreement and should therefore match the name on your organisation's registration certificate.

This must be **exactly the same** as the name which appears on the bank account where Stop TB Partnership / UNOPS will send funds.

- b. **Acronym, Abbreviation or English name:** Please provide the acronym (e.g. STP for Stop TB Partnership), and/or abbreviation (Stop TB) of the lead applicant organisation. If the legal name of the organisation is in a language other than English, please also provide the full legal name in English.

#### 2. Contact Information

Please include the requested details for the following individuals at the lead applicant organisation:

- **Project Management Focal Point** – the main point of contact from the lead applicant who can be contacted in relation to the application, and who will also be the primary contact during grant implementation.
- **Financial Manager/Officer** - from the lead applicant who will be responsible for financial oversight of the project if your application is successful.
- **Communication Manager/Officer** - from the lead applicant who will be responsible for communications activities (communications campaigns, social media etc.) of the project if your application is successful.
- **Authorised individual who would sign the legal agreement** – Executive Director, Chair of Board, or other authorised official who will sign the legal agreement between Stop TB Partnership/UNOPS and the lead applicant organisation if your application is successful.

#### 3. Sub-Granting Information:

- a. If you are sub-granting to partner(s), please include the names (in full) of the partner(s) you propose to sub-grant to and specify their role in the project. If you do not plan to sub-grant, please enter N/A or Not Applicable in the first line.
- b. If you plan to sub-grant, please indicate if at least one of your sub-grantees is a TB survivor network by selecting yes or no.

## Section 3 – Background of Lead Applicant Organisation

Section 3 has 12 questions, to provide additional information about the organisation submitting the application.

Stop TB Partnership strongly believes in supporting TB affected community, community-based, and civil society organisations 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 organisational 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 organisation has a Governance Board by selecting yes or no.
2. **Governance Manual.** Please indicate if the lead applicant organisation has a Governance Manual by selecting yes or no.
3. **Financial Operational Manual** Please indicate if the lead applicant organisation 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 organisation is regularly audited by a qualified external auditor by selecting yes or no. If yes, please indicate the most recent audit rating?
5. **Human Resources Manual** Please indicate whether the lead applicant organisation has a human resource manual with clearly defined recruitment, employment and a secretarial structure by selecting yes or no.
6. **Strategic Plan** Please indicate whether the lead applicant organisation has an active Strategic Plan which articulates organisational plans, programmes, activities, expected results and established monitoring and evaluation processes of the same by selecting yes or no.
7. **Annual Budget Turnover** Please indicate the annual budget turnover in USD of the lead applicant organisation for 2022 and 2021.
8. **Staff.** Please indicate the number of staff in each category for the lead applicant organisation.
9. **Prior STP/UNOPS experience** Please indicate whether the lead applicant organisation 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).
10. **STP/UNOPS grant status** If prior experience with STP/UNOPS confirmed under the question above, please indicate if the grant is active by selecting yes or no.
11. **Global Fund Support** Please indicate whether the lead applicant organisation 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.
12. **Grant Agreements from last 2 years** Please list any other grants that the lead applicant organisation has had/currently has whether with STP/UNOPS or other donors. This should include grants for 2021, 2022 and 2023 – whether they have ended, are ongoing and any committed to start. Please complete all columns for each entry.



## Section 4 – General Applicant Information

Section 4 has 10 questions. This section will help determine whether your application is eligible for review.

**Important note:** all questions should be answered from the perspective of the lead applicant organisation.

1. **Funding Track:** Please be sure to select the correct funding track:

- **Track 1** is for country level proposals – for projects operating at national or subnational level.

If applying under Track 1 please select the country in which your grant will operate.

**Important note:** This must be the same as the country where your organisation is legally registered.

- **Track 2** is for regional or global proposals – for projects operating across countries within the same region (regional) or across at least three of the eligible regions (global).

If applying under Track 2 please select the region in which your grant will operate.

**Important note:** Your organisation should be legally registered or work predominantly in the targeted countries listed under Track 1, or in at least 3 of the eligible regions. Please refer to the [Information Note](#) for further details.

2. **Type of Track 1 application:** If you are applying under Track 1, please select the relevant option:

- Up to 3 years of TB / CRG experience** – organisations with up to 3 years of TB and CRG experience should tick this option. Emerging organisations of people affected by TB are particularly encouraged to apply under this track.
- More than 3 years of TB / CRG experience** – organisations with more than 3 years of TB and CRG experience should tick this option.

3. **Requested amount:** Please indicate the total requested funding amount in USD to the nearest dollar. Please do not include decimals (e.g. 49,999.98 USD)

**Important note:** This **must** match the total budget reflected in your Workplan & Budget Excel file in Section 6. Grants will be awarded based on the amount indicated in the application form.

- **Track 1 - up to 3 years of TB / CRG experience:** you can apply for up to USD 50,000.
- **Track 1 - more than 3 years of TB / CRG experience:** you can apply for up to USD 100,000.
- **Track 2:** you can apply for up to USD 150,000.

**Important note:** The system will prompt you to correct your entry if you enter an amount that is higher the funding ceiling of the track you selected in questions 1 and 2.

4. **Organisation Type:** Please check the box that most accurately describes your organisation. You may only check one box. If you select other, please explain.

5. **Legal registration:** Please indicate whether your organisation is legally registered by answering yes or no.

**Important note:** It is mandatory to be registered to receive a STP/UNOPS grant. If you are a new organisation that is not yet legally registered, we would encourage you to collaborate with another, legally registered organisation who meets the eligibility criteria, who can act as the lead applicant and work with you to build and strengthen your organisation and support the legal registration of your organisation. This is highly recommended for networks of people affected by TB.

6. **Track 1 registration confirmation:** If applying under Track 1 please indicate if your organisation is legally registered in the country where it plans to work by answering yes or no.

7. **Track 2 country of registration:** If applying under Track 2 please indicate where your organisation is legally registered by choosing a country from the drop-down menu.
8. **TB Experience:** Please indicate the number of years of experience your organisation has working on TB.
9. **CRG Experience:** Please indicate the number of years of experience your organisation has working on *community engagement, human rights, or gender equality* (CRG). Note: This experience could be outside of TB in another health-related area (e.g. HIV/AIDS).
10. **Track 2 Coordination Experience:** ONLY FOR TRACK 2 APPLICANTS, please describe how your organisation has strengthened TB coordination, advocacy and capacity at country level and across different networks and organisations over the past two years (**6,000 characters maximum**).

## Section 5 – Proposal Details

Section 5 has 12 questions. This section will help STP/UNOPS with the overall evaluation of your application.

1. **Project focus areas:** Please tick the box which most accurately describes the focus area(s) of your CFCS Round 12 application. You can tick multiple boxes.

CFCS aims to advance TB responses that are people centered, rights-based, gender-transformative, equitable and accountable, and with that, contribute to ending TB by 2030. Applicants should consider designing proposals consistent with the CFCS Theory of Change. Further details on the Theory of Change and the above areas can be found in the [Information Note](#).

Based on the CFCS Theory of Change, there are 6 important input areas to support the advancement of TB responses that are people centered, rights-based and gender transformative, including:

- a. CRG & stigma assessments, and costed action planning
- b. Advocacy, awareness & activism
- c. Community-led monitoring for social accountability
- d. Capacity building and community empowerment
- e. Engagement, networking, coordination and partnership
- f. Demand generation, and new tools approaches and innovations

2. **Primary and secondary areas:** Please tick which of the selected areas above is primary and which is secondary. Only one area can be primary, while secondary can include more than one.
3. **Problem statement:** Please describe the challenges / problems that your proposal aims to address / overcome, bearing the above answers in mind (Q. 1 and 2). Please refer to and draw from the [CRG analysis](#) and [Country Profiles](#) if information is available for your country. (**1,400 characters maximum**).

**4. Project Title for CFCS Round 12:** Please provide a title for your proposed CFCS Round 12 project (**120 characters maximum**).

This should be concise and catchy – a 1 sentence “blurb” or advertisement for your proposed project. Some examples from previous grants:

- Advancing Community Consortium Efforts to Leverage and Advocate TB Elimination (ACCELERATE)
- Championing gender equality and women leadership in the TB response
- PACE (Promoting Accountability through Community Engagement) - OneImpact Community Led Monitoring
- Scale up innovative tools to reduce the gap in finding missing people
- Kick out TB from the mining communities
- Addressing CRG barriers through data-driven evidence and monitoring of the UN HLM targets

**5. Location:** Please indicate where you propose to implement project activities. For Track 1 applications, please include the city / provinces / districts / national level. For Track 2, please include a list of countries. (**300 characters maximum**)

**6. Key and Vulnerable Populations:** Please indicate if your project targets any key and vulnerable population(s) by answering yes or no. If KVPs are targeted by the project, please describe these groups in Q.7. (**600 characters maximum**)

**7. Proposal Narrative:** Please provide a brief narrative on the overall aim, main objectives and activities, including implementation approach and the expected short and long-term outcomes. (**6,000 characters maximum**)

**Important note:** This should be based on the objectives and activities provided in the Workplan/Budget.

**8. Potential Risks and mitigation measures:** Please describe the potential risks to achieving your proposed objectives and how you plan to mitigate and manage these potential risks. (**1,400 characters maximum**)

**9. Sustainability:** Please describe how proposed activities will continue after the end of the CFCS grant. (**700 characters maximum**)

**10. Strategic Alignment:** Please describe how your proposed project will support national priorities, as articulated in the National Strategic Plan. (**700 characters maximum**)

**11. Strategic Partnerships:** Please describe how you propose to build strategic partnerships and networks for the project’s success. (**700 characters maximum**)

## Section 6 – Workplan and Budget

In this section, you will need to develop a Workplan & Budget that outlines the proposed activities and is reflective of answers provided in previous sections of the application. It is important that answers provided in previous sections of the application are directly linked/related to the objectives and activities you include in your Workplan & Budget.

The Workplan & Budget will be reviewed in detail as part of the screening and evaluation process.

**Important note:** It is important that all sheets are fully completed – further instructions are provided in the template.

Please download the MS Excel template and develop the workplan & budget **offline**. Once completed, you will need to upload the file in Section 7.

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

CFCSR12\_ *insert Organisation 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 on completing the Workplan & Budget:

- Please include the **lead applicant name**, where indicated.
- Please include the **project title** where indicated – this should match the answer provided in Section 5 Q.5.
- Please include the **project aim** where indicated – this should be the same as included in the Proposal Narrative (Section 5, Q.8). You should state the overall aim of the proposed project in 1 sentence. This should include the location, target population and timeframe.
- Grant implementation is **12 months** – your workplan and budget should therefore cover the full 12-month period.
- **If sub-granting** please develop one master Workplan & Budget file.
  - 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 7.
- When developing your objectives and activities, please refer to Section 5, particularly questions 1-3 as well as the Theory of Change in the CFCS Round 12 [Information Note](#).
- You can insert additional rows into the Excel template to add additional objectives and activities, and you should delete any rows that are not needed.
- The **budget total** included in the Workplan & Budget should **be an exact match** the total requested amount in Section 4 (Q.3).
- **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 %).

- All applications **must** include the following 10% allocations:
  - **Advocacy & Accountability:** 10% of your grant total should be allocated for advocacy and accountability.

This is included in the template as an objective already with a high-level activity description to purposefully keep this objective vague to enable flexibility throughout grant implementation. STP/UNOPS will discuss this with you during grant making. If you would like to include specific activities that align with this objective, you can add additional activities under this objective.

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, the calls to action from The Accountability Report of TB-affected community and civil society: Priorities to close the deadly divide; TB Programs Governance Report; Engagement in Global Fund proposal development; and, Step Up For TB.

- **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 operational costs e.g. common costs, licenses and certifications, administration costs, IT infrastructure, etc.
- **You must have fewer than 10 objectives**, including Indirect Costs and Advocacy & Accountability.
- All three sheets of the Excel template (“Detailed Workplan & Budget”, “Workplan” and “Summary Budget”) **must** be completed.
  - The **Detailed Workplan & Budget** provides a detailed overview of planned activities, associated budgets and expected results and will be used to monitor your grant activities, implementation and spending.
  - The **Workplan** shows implementation timeframe (GANTT Chart) and will be included in your grant agreement.
  - The **Summary Budget** provides a summary (at objective level) of the detailed workplan and budget.

The Detailed Workplan & Budget Sheet should be completed first. Some information entered into the Detailed Workplan & Budget sheet will be populated in the Workplan and Summary Budget sheets using a formula. If you add rows to the Detailed Workplan & Budget sheet, please ensure these fields are updated elsewhere.

Please ensure that all sheets are aligned – pay particular objective numbers, descriptions, budgeted amounts and overall budget total are the same in all sheets.

### Detailed Workplan & Budget Sheet Columns:

- **Objectives:** (column B where indicated) Objectives included in the Workplan & Budget should be the same as those specified in the Proposal Narrative (Section 5, Q.8).

**Please keep your objective headings as brief as possible** – e.g. To conduct a CRG Assessment in Geneva, Switzerland and develop a CRG Costed Action Plan.

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.
- **Project Activities:** (column B) Please list project activities. Activities should contribute to achieving the relevant objective.
  - **Activity Description:** (column C) Please provide some description of how the activity will be carried out, why, where (location, in line with answer in Section 5, Q.5.), with whom (partnerships / networks) and for whom (target group, with particular focus on KVPs).
  - **Responsible:** (column D) Please indicate which organisation (lead organisation or sub-grantee) will be responsible for each activity
  - **Deliverables (Outputs):** (column E) Deliverables are the products of an activity. For example, if your activity is to organize a community training session on the UNHLM 2023 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 (Outcomes):** (column F) Please describe the outcomes you expect to see at the end of the project. Please refer to the Theory of Change in the [Information Note](#).
  - **Budget Details:** (column G) Please provide a high-level breakdown of the types of costs included in the activity budget. For example, if you have budgeted 5,000 USD for an activity, you should explain how this amount will be spent - Translation: 100 USD; Project Manager: 1,500 USD.
  - **Budget by Semester:** (columns H-I) Please include the budget per semester (6 months) for each activity.
  - **Total Budget:** (column J) There is a SUM formula for each cell in column J – this should be the sum of the amounts indicated per semester. Please double check this column once you have entered all your activities and budget amounts per activity.
  - **Total Budget Costs before Indirect Costs:** this should be a total of all direct activity costs before applying Indirect Costs.
  - **Advocacy & Accountability:** 10% of your grant total should be allocated for advocacy and accountability. This is included in the template as an objective already with a high-level activity description to purposefully keep this objective vague to enable flexibility throughout grant implementation. STP/UNOPS will discuss this with you during grant making. If you would like to include specific activities that align with this objective, you can add additional activities under this objective.
  - **Indirect costs:** this must be less than 10% of your grant total – e.g. if you are applying for 150,000 USD this must not exceed 15,000 USD.
  - **Grant Total:** This is the total grant budget, including all direct activity costs plus indirect costs.

**Workplan Sheet:**

- Organisation name, Project Title and Overall Aim, Objective & activity names will be populated automatically from the Detailed Workplan & Budget, provided you do not delete rows.
- **Timeframe:** Please fill the relevant semester in which you anticipate the activity to take place.

**Summary Budget sheet:**

- Objective descriptions and total Funding are set to populate/calculate automatically provided you do not delete rows in the Detailed Workplan & Budget.

**Section 7 – Supporting Documents**

There are a number of supporting documents required for all CFCS Round 12 applications.

Templates are linked to download where applicable – **if a template is provided, please ensure you use the template.**

**Important note:**

File names must:

- include CFCSR12 and your organisation name/abbreviation and reference to the type of document (e.g. CFCSR12\_STP\_Cover Letter or CFCSR12\_STP\_PSEA)
- not be longer than 64 characters (including spaces)
- include only unaccented letters, numbers, hyphens, spaces or underscores
- not include any special characters (e.g. “&”)

To upload your documents, please select the appropriate document type from the Application Attachments dropdown menu and click Upload:

**Stop TB Partnership** **Challenge Facility for Civil Society Grant Management**

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**Section 7 - Supporting documents**

1. Cover Letter signed by the Executive Director (mandatory)
2. Registration certificate (mandatory)
3. Workplan & Budget (mandatory)
4. Protection from Sexual Exploitation and Abuse (PSEA) Self-Assessment (mandatory).
5. Please provide consent letters from all sub-grantee organisations (mandatory if sub-granting).
6. Letters of support (optional)
  1. National TB Programme
  2. Global Fund Country Coordination Mechanism(s)
  3. Regional civil society or affected community organisations/networks

File names must:

- include CFCSR12 and your organization name/abbreviation and reference to the type of document (e.g. CFCSR12\_STP\_Cover Letter or CFCSR12\_STP\_PSEA)
- not be longer than 64 characters (including spaces)
- include only unaccented letters, numbers, hyphens, spaces or underscores
- not include any special characters (e.g. “&”)

Application Attachments

Select a document to upload

You will then be guided to select and upload the relevant file from your computer.

## Mandatory Documents

The following documents are mandatory, with file format/type indicated next to each document:

**1. Cover Letter signed by the Executive Director:**

Before submitting your application, your organisation's Executive Director should review the application documents and sign an application cover letter, using the template provided. The letter must be on your organisation's letterhead and if available include your organisation's official stamp.

Please use the template provided in Section 7 and upload the signed letter in PDF format.

**2. Registration certificate** of the lead applicant organisation (PDF format). If this is in a language other than English, please provide a translation of the certificate – this does not need to be a certified translation, but you should ensure the translation accurately reflects the content of the certificate.

**3. Workplan & Budget** of the lead applicant organisation (Excel format) Please use the template provided in Section 6.

**4. Protection Against Sexual Exploitation and Abuse (PSEA) Self-Assessment.**

UNOPS now requires all Call for Proposals to include a Protection Against Sexual Exploitation and Abuse (PSEA) self-assessment.

**All applicants must complete this** self-assessment using the template provided and upload the completed assessment in Excel format. Further information on PSEA can be found [here](#).

You must also upload **all supporting documents requested in column H** of the PSEA self-assessment template, if available. From the Application Attachments dropdown menu, please select **PSEA Supporting Documents** when uploading these.

**Important note:** applicants who do not meet the minimum requirements in relation to PSEA will not be eligible for funding under CFCS Round 12. This will be checked during the screening process.

**5. Only if sub-granting: Workplan & Budget** file for each sub-grantee organisation (Excel format)

## Optional documents

The following documents are optional and should be uploaded in PDF format.

You can choose to upload **Letters of Support/Recommendation from partners** including, but not limited to:

- Sub-grantee organisations (if applicable, we strongly encourage you to provide these)
- National TB Programme.
- Global Fund Country Coordination Mechanism (CCM)
- Regional civil society or affected community organisations/networks.

This is for partners who would like to indicate their support, either formally or informally, or recommend your organisation for funding under CFCS Round 12. 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 note:** If provided, these letters **must** state specific support in relation to your CFCS Round 12 application and have been provided by the relevant organisation/individual recently.