

## CHALLENGE FACILITY FOR CIVIL SOCIETY ROUND 8

### Application Guidelines

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#### Guideline purpose and summary

The purpose of this guideline document is to support applicants of the *Challenge Facility for Civil Society Round 8* complete the application process.

- The **deadline** for all applications is **19 January 2018** (18:00 Geneva time).
- Only civil society, community-based and non-governmental organizations working at a national and sub-national level are eligible to apply.
- All 7 sections must be completed to be considered eligible for review.
- 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.
- Applicant organization registration certificate is an eligibility requirement.
- Letters of support from the National TB program, the Global Fund Country Coordination Mechanism and a Regional Community Network (Section 7) are not an eligibility requirements.
- In order to **review the proposals** and select those to be funded, 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.
- For **questions and clarifications** please write to [cfcs@stoptb.org](mailto:cfcs@stoptb.org)

## Details of the application process

- 1) To start the application process click [here](#)
- 2) To start the process click on “Start your online Application”. This will prompt you to enter your email address and to create a user name and password.
- 3) An email confirming your user name and password will be sent to you and to [cfcs@stoptb.org](mailto:cfcs@stoptb.org)
- 4) If you lose this email you can always contact [cfcs@stoptb.org](mailto: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) You should click on “Save Your Changes” regularly.
- 7) To return to your application click [here](#), enter your username and password where indicated and click ‘Login’.
- 8) The form has 7 sections for applicants, all of which need to be completed.
- 9) Section 6 Work-plan and Budget, will need to be completed offline in an MS Word document, which once complete can be uploaded in section 7.
- 10) You will not submit a final version nor receive email confirmation of your submission. Your changes and additions are saved automatically.
- 11) 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

- 1.1 Please give the project a name that reflects the project aims.
- 1.2 Name the country where you are proposing to work.
- 1.3 Enter the total requested budget.
- 1.4 List all partners involved in the project, e.g. regional community network.
- 1.5 From the list presented tick the appropriate box for the applicant organization.
- 1.6 List whether the applicant organization works at a national, provincial or district level.
- 1.7 List the year the applicant organization started working.
- 1.8 Indicate the number of people who work for the applicant organization.
- 1.9 List the applicant organization annual budget turnover (in US\$) in (a) 2015 (b) 2016
- 1.10 State the mission of the applicant organization.
- 1.11 State the objectives of the applicant organization.
- 1.12 List the applicant organizations' main partners.
- 1.13 If the applicant organization applied for a CFCS grant before tick "yes" and if not tick "no".
- 1.14 If the applicant organization received funding from CFCS before tick "yes" and if not tick "no".
- 1.15 List the contact person from the applicant organization who the Stop TB Partnership can liaise with.
- 1.16 If the applicant organization is intending on conducting activities that fall under "Boosting demand and access to TB services" tick this box. If activities fall under "Boosting the quality of TB service delivery" please tick this box. If project activities fall under both please tick both.

*To save changes at any time please click "Save your changes" at the bottom of each page.*

## **Filling out Section 2: Experience with the National TB Program and the Global Fund to Fight AIDS, Tuberculosis and Malaria**

- 2.1 Describe any interactions or collaborations the applicant organization has had with the National TB program. Maximum 2000 characters (with spaces)
- 2.2 If the applicant organization has engaged in Global Fund related activities elaborate on the collaboration. Maximum 2000 characters (with spaces)
- 2.3 Indicate which Global Fund grant the activities will support e.g. a) TB grant or b) TB/HIV grant.
- 2.4 Indicate whether the applicant organization or any member of it, is a member of the Global Fund Country Coordination Mechanism by ticking yes or no.
- 2.5 Indicate whether the applicant organization has engaged in any Global Fund funding request or country dialogue process. If yes please elaborate. Maximum 2000 characters (with spaces)
- 2.6 Indicate whether the applicant organization is currently a recipient of the Global Fund funding by ticking yes or no.
- 2.7 Indicate whether the applicant organization has ever been a technical assistance provider, under the Global Fund's Community, Rights and Gender Special Initiative, by ticking yes or no.

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### **Filling out Section 3: Situational assessment and problem statement**

In this section the applicant organization should pinpoint the problems the project aims to address in terms of boosting demand and access to TB services and improving the quality of TB service delivery.

Maximum 4000 characters (with spaces) per question

### **Filling out Section 4: Project Description**

In this section the applicant organization should describe how the activities will stimulate change, in the short and long term.

Maximum 4000 characters (with spaces) per question

### **Filling out Section 5: Relevant experience**

In this section the applicant organization should describe all relevant experience.

Maximum 2000 characters (with spaces) per question

### **Filling out Section 6: Work-plan and budget**

Using the template provided (MSWORD), the applicant organization should develop the work-plan and budget.

### **Filling out Section 7: Supporting documents**

The following documents are mandatory to upload:

- Applicant organization registration certificate

The following documents are not mandatory

- Letters of support from the National TB program, the Global Fund Country Coordination Mechanism and regional civil society and community network.