Challenge Facility for Civil Society Round 13
Application Guidelines

Call for Proposals:
Communities driving ambition and accountability for a TB-free world by 2030

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Purpose of the Guidelines

This document explains how to complete the Challenge Facility for Civil Society Round 13 Online Application.

Applicants should refer to this document during the development of CFCS Round 13 applications, in addition to the CFCS Round 13 Information Note.

General Application Information

- The CFCS Round 13 Call for Proposals will close at **18:00 Central European Time (CET) on 14 February 2025.** 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, however applications from Francophone Africa countries are also accepted in French.

- All sections of the Online Application must be marked as **Complete** by the closing date (**14 February 2025 at 18:00 CET**) with the exception of Section 7 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, 6 of the Online Application)

    2. A Project planning template that includes Workplan/Budget, and Monitoring, Evaluation and Learning (Section 7 of the Online Application)

    3. Supporting Documents (Section 8 of the Online Application)

- Please note that the grant period for CFCS Round 13 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 by **23 January 2025** – all questions and answers will be shared publicly on the CFCS website and application site on **31 January 2025**.

- An online Information Session, open to all organisations considering applying for CFCS Round 13, will be held on **28 January 2025** from **12:30 – 1:30PM Central European Time (CET)**. Please see the Information Note for guidance on how to register for the session.

- Successful applicants will be notified by email in April 2025 and a list of all successful applicants will be made available on the STP website.

- 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 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 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:

Stop TB Partnership

Challenge Facility for Civil Society Grant Management

Home   Application Guidelines   Logout

No Applicant Name Entered

All applications must be entered in English, however applications from Francophone Africa countries are also accepted in French.

Deadline for receipt of this application: 14 February 2025 at 18:00 (Geneva Time)

Status of application sections

Section 1: Proposal Submission Declaration	Incomplete
Section 2: Applicant Information	Incomplete
Section 3: Applicant Organization Background	Incomplete
Section 4: UN Partner Portal, Capacity Assessment and Protection Against Sexual Exploitation & Abuse	Incomplete
Section 5: Funding Request	Incomplete
Section 6: Proposal Details	Incomplete
Section 7: Project planning	Download
Section 8: Supporting Documents	Incomplete

Print this application

Read the application guidelines before completing the application form.

Please address any questions or problems to CFCS@stoptb.org.

4. The application has 8 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 7 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 7 Project planning: Workplan/Budget, and Monitoring, Evaluation and Learning**: You will need to download the MS Excel file and complete it offline. Once the Project

planning template is complete, you will need to upload it under **Section 8 Supporting Documents**.

9. **Section 8 Supporting Documents**: 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 Round 13 webpage 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":

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

Important note: If you have applied for CFCS funding in the past, you will need to create a new login specifically for Round 13 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. **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. If you cannot locate the email, please write to 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':

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 8 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 7 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 – Applicant Information

Section 2 has 3 sub-sections to provide information about the organisation submitting the application.

2.1 Applicant Legal Name & Acronym/Abbreviation

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

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 **<u>exactly the same</u>** 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 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.

2.2 Contact Information

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

a. **Project Management Focal Point** – the main point of contact from the applicant who can be contacted in relation to the application, and who will also be the primary contact during grant implementation.

b. **Financial Manager/Officer** - from the applicant who will be responsible for financial oversight of the project if your application is successful.

c. **Communication Manager/Officer** - from the applicant who will be responsible for communications activities (communications campaigns, social media etc.) of the project if your application is successful.

d. **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 applicant organisation if your application is successful.

2.3 Sub-Granting Information:

    a. Please indicate if you are going to sub-grant to any partner organization, by selecting Yes or No. If yes, please indicate if at least one of your sub-grantees is a TB survivor network by selecting Yes or No, and please include the names (in full) of the partner(s) you propose to sub-grant to and specify their role in the project.

Section 3 – Applicant organization background

Section 3 has 6 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.

    a. **Organization type**. Please indicate if the applicant organization is a network/organization of people affected by TB/TB survivors, by selecting Yes or No.

    b. **Annual Budget Turnover.** Please indicate the annual budget turnover in USD of the applicant organisation for 2024 and 2023. Please note that the fields for both years require a numerical entry, if the applicant organization has only one year of experience, or there was no budget for one of the required years, please enter "0".

    c. **Staff.** Please indicate the number of staff in each category for the applicant organisation.

    d. **Prior CFCS experience.** Please indicate whether the applicant organisation has prior experience with CFCS grants from STP/UNOPS by selecting Yes or No. If Yes, please confirm which CFCS round/s and provide a brief description of key activities including implemented budget and achievements from your most recent CFCS grant (*1,600 characters maximum*).

    e. **Prior STP/UNOPS experience beyond CFCS.** Please indicate whether the applicant organisation has prior experience with another grant from STP/UNOPS other than CFCS by selecting Yes or No. If Yes, please indicate which grant (Country Partnership Platform/TB REACH/Other STP/Other UNOPS) and indicate if the grant is active by selecting Yes or No.

    f. **Grant Agreements from last 2 years.** Please list any other grants you currently have, or have had with STP/UNOPS or other donors. This should include any grants for 2023, 2024 and 2025 – completed, ongoing or committed to start. Please complete all columns for each entry.

Section 4 – UN Partner Portal, Capacity Assessment and Protection Against Sexual Exploitation & Abuse

As an organization housed by UNOPS, the Stop TB Partnership adheres to specific protocols for collaboration with civil society organizations. All applicants are required to follow the guidelines outlined below regarding the UN Partner Portal (UNPP).

The UN Partner Portal (UNPP) is a platform for civil society organizations to engage with the UN on partnership opportunities. The UNPP is designed to facilitate a harmonized, efficient and easy collaboration between the UN and its partners. The Stop TB Partnership/UNOPS primarily uses the UNPP for conducting due diligence on its Grantees, including for the protection from sexual

exploitation and abuse (PSEA) capacity assessments and as a repository of capacity assessments, along with other UN entities.

3.1 Mandatory UNPP Registration

UNPP registration **is mandatory** for all CFCS applicants. If your organization is not willing or able to register, please indicate your reasons in the additional comments field and STP/UNOPS may contact you during the selection process *(1,500 characters maximum)*. If you are not already registered, please visit https://www.unpartnerportal.org/landing/register/ to register now. You will need to provide your Partner ID once registered. Partner ID will be available under your Profile Summary in UNPP.

3.2 Self-Assessment Questionnaire

This initial capacity assessment includes two parts *A. Capacity Assessment* and *B. Protection from Sexual Exploitation and Abuse* and is intended to give the Stop TB Partnership an overview of the applicant's organizational capacities.

The results of the assessment do not have any legal effects and will serve as a reference tool in connection with the UN system-wide response to supporting organizational capacity and response to sexual exploitation and abuse (SEA) when working with implementing partners (grantees).

> **Important note:** Answers to the questions below will not be used to determine eligibility. Please provide fair and honest answers. If selected for funding, applicants may be asked to provide supporting documents to support the responses provided.

PART A – Capacity Assessment

Capacity Assessment by Donor or UN Agencies: Please indicate if the applicant organisation completed a donor-led or UN-led capacity assessment in the past 5 years by selecting Yes, No or In Process.

Legal Action Involvement: Please indicate whether the applicant organisation is subject to any current or previous legal action. If your organisation has been the subject of previous legal action or is currently subject of legal action, please provide additional information and clarifications *(2,000 characters maximum)*.

Governance Board: Please indicate if the applicant organisation has a Governance Board by selection Yes, No or In Process.

Governance Manual for Decision Making: Please indicate whether the applicant organisation has a governance manual for decision making by selecting Yes, No or In Process.

Strategic Plan: Please indicate if the applicant organisation has an active strategic plan which articulates organisational plans, programs, activities, expected results and established monitoring and evaluation processes by selecting Yes, No or In Process.

Human Resource Manual: Please indicate whether the applicant organisation has a human resource manual with clearly defined recruitment, employment and a secretarial structure by selecting Yes, No or In Process.

Gender Equity Policy: Please indicate if the applicant organisation has a gender equity policy in place by selecting Yes, No or In Process.

Financial Management Policy: Please indicate if the applicant organisation has a financial management policy and/or financial guidelines in place by selecting Yes, No or In Process.

Accounting System: Please indicate whether the applicant organisation has an accounting system that allows for proper recording and reporting of financial transactions with donors, including the allocation of expenditure in accordance with the respective components, disbursement categories and sources of funds by selecting Yes, No or In Process.

Auditing: Please indicate whether the applicant organisation is regularly audited by a qualified external auditor by selecting Yes or No.

Prevention of Forced Child Labor: Please indicate whether the applicant organisation ensure that it does not participate in or benefit from any forced or compulsory labour or child labour by selecting from provided options the one that best fits your organization.

Selection of Sub-Recipients: If the applicant organisation intends to partner with sub-recipients, please select from provided options the sub-recipients selection modality that best apply to your organisation. Please select the appropriate option if the organisation does not intend to partner with sub-recipients.

Legal Registration of Sub-recipients: If the applicant organisation intends to partner with sub-recipients, please select from provided options the sub-recipients legal registration status. Please provide details if the option Other is selected.

PART B – Protection from Sexual Exploitation and Abuse

PSEA Assessment Status: Please indicate if the applicant organization has already completed a PSEA assessment in UNPP with UNOPS or another UN agency by selecting Yes or No.

> **Important note: If "No" is selected, it is mandatory to answer the questions below. If "Yes" is selected, the questions below are optional.**

PSEA: Please indicate whether the applicant organisation has a policy document on PSEA by selecting Yes, No or IN Process.

SEA Policy in Contracts and Partnerships Agreement: Please indicate whether the applicant organisation's contracts and partnerships agreements include a standard clause requiring sub-contractors to adopt policies that prohibit Sexual Exploitation and Abuse (SEA) and to take measures to prevent and respond to SEA by selecting Yes, No or In Process.

Vetting Procedures for Job Candidates: Please indicate whether the applicant organisation has a systematic vetting procedure in place for job candidates through proper screening by selecting Yes, No or In Process. This must include, at minimum, reference check for sexual misconducts and self-declaration by the job candidate, confirming that they have never been subject to sanctions (disciplinary, administrative or criminal) arising from an investigation in relation to SEA, or left employment pending investigation and refused to cooperate in such an investigation.

Mandatory Training on PSEA: Please indicate if the applicant organisation holds mandatory trainings (online or in-person) for all its employees and associated personnel on PSEA and relevant procedures by selecting Yes, No or In Process.

Reporting Mechanisms for SEA Allegations: Please indicate if the applicant organisation has mechanisms and procedures for personnel, recipients of assistance and communities, including children, to report SEA allegations that comply with core standards for reporting by selecting Yes, No or In Process.

Referral System for SEA Victims: Please indicate whether the applicant organisation has a system to refer SEA victims to locally available support services, based on their needs and

consent by selecting Yes, No or In Process. This can include actively contributing to the in-country PSEA network and/or Gender Based Violence (GBV) system (where applicable) and/or referral pathway at an inter-agency level.

Investigation Process for SEA Allegations: Please indicate if the applicant organisation has a process for investigation of allegations on SEA, and can provide evidence by selecting Yes, No or In Process. This may include a referral system for investigations where in-house capacity does not exist.

Corrective Actions for SEA Allegations: Please indicate whether the applicant organisation has taken appropriate corrective actions in response to SEA allegations, if any, by selecting Yes, No or N/A if no past allegations.

Section 5 – Funding Request

Section 5 has 4 sub-sections. This section will help determine whether your application is eligible for review.

> **Important note:** All questions should be answered from the perspective of the applicant organisation only.

5.1 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.
- **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).

5.2 Track 1 – Country Application: Track 1 is split into two sub-tracks:

- **Track 1A is for organizations (i.e. TB survivor networks) with up to 4 years of TB and/or CRG experience** (maximum funding request is USD 50,000). Emerging organisations of people affected by TB are particularly encouraged to apply under this track.

- **Track 1B is for organizations with more that 4 years of TB and/or CRG experience** (maximum funding request 100,000 USD)

a. If you are applying under Track 1, please select the relevant option that applies to your organization by ticking the box for Track 1A or Track 1B.

b. If applying under Track 1, please select the country in which your grant will operate by choosing from the drop down country list.

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

c. If applying under Track 1 please confirm that your organisation is legally registered in the country where it plans to work by answering Yes or No. If No please explain your situation *(1,400 characters maximum)*.

   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 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.

5.3 Track 2 - Global/Regional Application: Track is for applicants operating at regional or global level (maximum funding request is USD 150,000).

> a. If you are applying under Track 2 please select the region in which your grant will operate by choosing from the drop down regional list.
>
> **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 for global applications. Please refer to the [Information Note](#) for further details.
>
> b. If applying under Track 2 please confirm your organization is legally registered by answering Yes or No. If No, please explain your situation *(1,400 characters maximum).*
>
> **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.
>
> c. If applying under track 2 indicate in which country the organisation is legally registered by choosing from the drop down country list.
>
> d. If applying under track 2 please describe how your organisation has strengthened TB coordination, advocacy and capacity at a regional level over the past two years (*600 characters maximum*).

5.4 Total requested funding amount: Please indicate the total requested funding amount <u>in USD to the nearest dollar without any comma (e.g</u>. 70000). Please do not include decimals or comma (e.g. 49,999.98 USD)

> **Important note:** This **must** match the total budget reflected in your Project Planning template in Section 7. <u>Grants will be awarded based on the amount indicated in the application form.</u>

5.5 TB Experience: Please indicate the number of years of experience your organisation has working on TB-specific projects.

> a. Briefly describe any TB-specific work your organization has done in the past five years (*1,600 characters maximum*).

5.6 CRG Experience: Please indicate the number of years of experience your organisation has conducting work directly related to community engagement, human rights, or gender equity (CRG). Note: This experience could be outside of TB in another health-related area (e.g. HIV/AIDS).

> a. Briefly describe any community engagement, human rights or gender work your organization has done in the past five years, highlighting work to overcome barriers to quality TB care and support services. (**1,600 characters maximum**).

Section 6 – Proposal Details
Section 6 has 9 questions. This section will help STP/UNOPS with the overall evaluation of your application.

6.1 Project Title: Please provide a title for your proposed CFCS Round 13 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:

- Promoting Equity, Accessibility and Community Engagement (PEACE)
- Community Action for TB Accountability Plus (CATA+)
- 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

6.2 Location: Please indicate where you propose to implement project activities. For Track 1 applications, please include the city(ies) / province(s) / district(s) / national level. For Track 2, please include the list of countries (*300 characters maximum*).

6.3 Problem statement: Please describe the key barriers to quality TB care and support services that exist in your context. Which of these barriers does your project aim to address? Please refer to and draw from the CRG analysis, Status of TB CRG work for your country and evidence generated in your country based on CRG tools implementation such as CRG assessment and action plan, stigma assessment and action plan, legal environment and human rights scorecard, KVP size estimation, etc. (*1,400 characters maximum*).

6.4 Proposal Narrative: Please provide a brief narrative description of your proposed project. This should set out what you are hoping to achieve through your project, and how you will achieve this through the planned activities. Your project description should align with your Project planning document. You may also include a theory of change for the project (in any format) as an appendix and upload it in Section 8. Note that a strong project will clearly respond to the challenges within your context, and will result in measurable change *(4,000 characters maximum)*.

6.5 Gender equity: Please describe how will you consider gender equity in your project *(1,400 characters maximum)*.

6.6 Key and Vulnerable Populations: Please indicate how will you consider the needs of key and vulnerable populations in your project *(1,400 characters maximum)*.

6.7 Organizational Unique Value: We often receive applications from multiple organizations to undertake similar interventions. Please describe what makes your organization uniquely positioned to do the proposed work? Please include existing and potential networks and relationships *(1,600 characters maximum)*.

6.8 Risks and mitigation measures: Please describe the key risks to project implementation and how you plan to mitigate these risks. Please include any national processes, requirements or government approvals that may impact implementation *(1,400 characters maximum)*.

6.9 Lasting and sustainable value: Please describe how do you plan to ensure that your project will have lasting and sustainable value *(1,600 characters maximum)*.

Section 7 – Project planning: Workplan/Budget, and Monitoring, Evaluation & Learning

There is one excel "Project planning" document where you will need to set out your detailed workplan/budget and your project monitoring, evaluation and learning framework. It is critical that the information you provide in the Project planning document reflects the information provided in all other parts of your application.

The project planning document includes:

- A workplan/budget template (sheet 1). **This must be filled out in full.**
- A MEL template (sheet 2). **This must be filled out in full.**
- A project plan and budget summary (sheet 3). This fills automatically. Do not try to edit this.
- Definitions of terms used and guiding tips (sheet 4)

An example of a project planning document (workplan/budget and MEL framework) is provided in Annex 1. Note this includes only one objective and is for your reference as technical guidance only.

General guidance

- Download the MS Excel "Project planning" document and fill out the workplan/budget template and the MEL template offline.
- Use "full screen" mode in excel.
- Ensure you fill all the sections in Sheet 1 and 2, starting with sheet 1.
- The sheets are locked so that you can only fill in or edit the cells that are needed for the application.
- Fill in the cells directly. Do not copy-paste values or text into the sheet.
- Grant implementation is 12 months – your workplan/budget, and MEL framework should cover the full 12 months.

    Important note: The file is locked to ensure the right information in the required places and information carries over correctly between sheets. Do not try to change the structure of the templates.

Sheet 1: Workplan/budget

The Workplan/budget must set out what you plan to do, and how much this will cost. A well set out workplan/budget indicates that you have sufficient experience to plan and cost the proposed project. This will be reviewed in detail as part of the screening and evaluation process.

You will need to fill in:

- **Organisation name:** The applicant organisation legal name as reflected under 2.1 a.

- **Project title:** This should reflect the title provided in 6.1.

- **Project aim:** The project aim is the overall purpose or desired impact that the project seeks to achieve. This should be one clear sentence that provides a guiding focus for all activities.

- **Objectives (rows 9, 59, 109, 159 & 209):** Objectives are specific, measurable, and time-bound goals that align with the overall aim of the project. You may set a maximum of 5 objectives. Indirect costs and the advocacy line items are not counted as objectives. Objectives should be SMART:

- **Activities (columns B-C):** Activities are a set of related actions or steps (tasks) you will undertake towards achieving your objective. All objectives must have activities. You do not need to fill all activity lines, only use the ones you need.

- **Tasks (column D):** Tasks are the smaller steps within activities. Not all activities will have tasks, but task lines must be used when you have separate budget lines to include.

- **Outputs (column E):** The immediate, or short-term results of your activities or tasks.

- **Budget description per task (column F):** This should set out each item and the related cost per task line. Your budget description should be sufficiently detailed to demonstrate how you calculated the figure included for each task line. Use real costs as far as possible.

- **Budget per task (column G):** This is the full annual budget for the task in the same row.

- **Indirect costs (row 259):** Indirect costs are operational costs (e.g. common costs, licences and certifications, administration costs, IT infrastructure, etc.). This must total to less than 10% of your grant total – e.g. if you are applying for 150,000 USD this must not exceed 15,000 USD.

- **Advocacy and accountability budget (row 293):** 10% of the proposed budget is automatically set aside for flexible advocacy use. This will be calculated based on your workplan activity budget. You should not propose specific activities for this amount at this stage - use will be determined for successful applicants during project implementation.

- **Human resources (HR):** Human resource costs should be integrated into the activities within objectives as a % level of effort. HR costs can also be included under "indirect costs"

  Note: Budget per task (column N), budget per activity (column O) will calculate automatically. The cumulative budget per objective (cells O59, O109, O159, O209, and O259), for indirect costs, and the total budget (row 297) will also be calculated automatically. Do not try to edit these.

Sheet 2: MEL framework

The monitoring, evaluation and learning (MEL) framework is where you set out the change you expect your project to result in (the outcomes), how you will measure this change (the indicators and targets), and what long-term change you are expecting to contribute towards with each objective (impact). This is also where you document the products you will develop during the

project (deliverables). The MEL framework is important because it demonstrates that your work will result in change that responds to the problem statement you set out.

> **Important note:** The organisation name (row 5), project title (row 6), project aim and objectives cells sheet 2 will populate automatically from information filled in Sheet 1. Do not try to edit these in Sheet 2.

You will need to fill in:

- **Outcomes (column B):** Outcomes are the broader and often longer-term or lasting changes or effects of your project. Set 1 - 2 outcomes per objective. These must be measurable within the project timeframe.

- **Indicators (column C):** Indicators show how you will measure whether you have achieved the planned changes (set in your outcomes). Set 1 - 2 indicators per outcome.

- **Baseline (column D):** The initial measurement of an indicator before the start of the project. It provides a reference point against which future progress or changes can be measured and assessed.

- **Target (column E):** Targets are the precise results you are aiming to measure. Set a clear target for each indicator. Targets can be quantitative or qualitative

- **Means of verification (column F):** The specific source or method used to collect data for your indicator.

- **Deliverables (column G) :** Deliverables are the products you develop. Not all activities or tasks will have deliverables, but you must record any product you will develop that potentially has value beyond your project.

- **Impact (column H):** The long-term change you are expecting to contribute towards. The impact you suggest does not need to be measurable in the project timeframe.

Saving and uploading your planning document

Once completed, you will need to upload the file in Section 8.

You must name your project planning file as follows:

> CFCSR13_*organisation name or abbreviation*_Projectplanning

Section 8 – Supporting Documents

There are a number of supporting documents required for all CFCS Round 13 applications.

Templates are linked to download where applicable – **if a template is provided, it is <u>mandatory</u> to use the template.**

> **Important note:** File names must:

- include CFCSR13 and your organisation name/abbreviation and reference to the type of document (e.g. CFCSR13_STP_CoverLetter or CFCSR13_STP_regcert)

- 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, <u>please select the appropriate document type</u> from the Application Attachments drop down menu and click Upload:

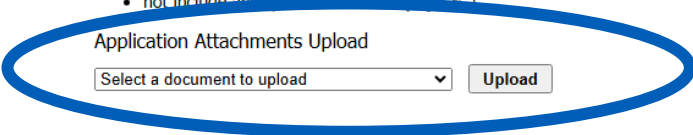You will then be guided to select and upload the relevant file from your computer.

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 8 and upload the signed letter in <u>PDF format</u>.

2. **Registration certificate** of the applicant organisation (<u>PDF format</u>)

3. **Project planning document** of the applicant organisation (<u>Excel format</u>) Please use the template provided in Section 7.

Optional documents

The following documents are <u>optional</u> and should be uploaded in <u>PDF format</u>.

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 13. 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 13 application and have been provided by the relevant organisation recently.

Annex 1. Example of project planning document (workplan/budget and Example MEL framework)

Stop TB Partnership Country & Community Support for Impact Grants
CFCS 13 - Workplan & Budget

NOTES AND INSTRUCTIONS:

Fill this sheet first. Use Full screen mode.

Your workplan and budget MUST align with your narrative proposal.

Type directly into the cells. Do not copy paste values or text into this document.

You may set a maximum of 5 objectives, 6 activities per objective and 8 tasks per activity. Use only as many as needed.

Ensure you scroll down to the bottom of the table - 'indirect costs" and 'Advocacy and engagement' are the last rows.

Click on the headings or use Sheet 4 "Definitions and tips" for definitions.

Budget:

All costs must be in USD and to the nearest dollar.

Budget descriptions should demonstrate how you came to the figures you provide.

10% of your budget for activities will be automatically set aside for flexible advocacy use. Use will be determined with your grant focal point during the course of the grant.

You may use up to 10% of your budget for indirect costs.

Organisation legal name:	**Women Winning TB**
Project title:	**A Gendered Pathway to Ending TB**
Project aim:	**To strengthen the capacity and strength of women working for a gender-based TB response globally**

Workplan				Budget				
Activities	**Tasks**	**Outputs**	**Targets**	**Cost description per task**	**Months 1-6**	**Months. 7 - 12**	**Annual total**	**Activity area total**
Objective 1:	**Build the capacity of TB Women leaders to build and advocate for gender-transformative TB responses through the set up of a training and mentoring approach**							

1.1	Conduct an online participatory assessment on TB & gender knowledge and capacity in women TB leaders to inform training approaches.	Develop and administer tool	Baseline research completed	30 people included in baseline research	4 days local consultancy work @USD 300 per day	$1,200	$0	$1,200	$1,800
		Analyse data, finalise results and develop training recommendations based on research findings	Curriculum recommendations developed	1 set training recommendations	2 days local consultancy @ USD 300 per day	$600	$0	$600	
								$0	
1.2	Design and pilot a 6-month hybrid (in-person & online) leadership and advocacy training and mentoring programme for women TB leaders.	Develop pilot curriculum	Curriculum developed and reviewed by expert panel	1 curriculum with 12 modules	10 days local consultancy @ USD 300 per day	$3,000	$0	$3,000	$45,800
		Recruit participants	Participants signed training MoUs	16 participants engaged	Included in project manager budget	$0	$0	$0	
		Undertake in-person onboarding meeting including 16 applicants, faculty and coaches for initial training and curriculum review	2-day onboarding meeting conducted	16 participants onboarded 2 mentors trained	Accommodation and meals(USD 200* 3 days* 20 people); return flights and visas (20 people @ USD 600 per person); ground transport (USD 40 per person * 20 people); Conference Fees (USD 40 * 20 people *2 days)	$27,200	$0	$27,200	
		Revise curriculum based on on-boarding	Updated curriculum uploaded onto website	1 curriculum with 12 modules	2 days local consultancy @USD 300 per day	$600	$0	$600	

		Implement monthly, group online mentoring sessions with participants	Monthly meetings conducted.	Total 12 mentoring sessions implemented (6 months, 2 sessions per month, 8 people per session)	Coach fees @USD 500 per month *6 months	$1,500	$1,500	$3,000	
		Coach participants to develop national strategies and proposals	Coaching sessions conducted monthly	Total 96 individual mentoring sessions conducted (16 per month)	4 X Mentor fees @USD 500 per month *6 months	$6,000	$6,000	$12,000	
								$0	
1.3.	Manage grant and review progress	Oversee project manager	Project manager engaged and project oversight is provided	1 manager	USD 500 per month (LoE 10%)	$2,500	$2,500	$5,000	$9,800
		Implement project administration	1 administrative assistant engaged and project administration implemented	1 administrative assistant	USD 400 per month (LoE 20%)	$2,400	$2,400	$4,800	
		Monitor and evaluate project progress	Project end review conducted	100% of participants undertake end review	Costs included in rows 35 and 36	$0	$0	$0	
								$0	

Objective 1 total:								$57,400

Advocacy and engagement
10% of activities budget automatically set aside for flexible use.

Advocacy and engagement total								$5,740

Indirect costs (maximum 10% of grant total budget)

A.	Office running costs	Rental	20% of full rental costs (USD 200 per month)	$1,200	$1,200	$2,400	$3,120
		Commodities	Printing ink (USD 10 per month); stationary (USD 30 per month); other office supplies (USD 20 per month)	$360	$360	$720	
						$0	
B.	Communications	Zoom subscription	USD 400 per year	$400		$400	$880
		Internet	USD 60 per month	$240	$240	$480	
						$0	

Indirect costs total								$4,000

TOTAL BUDGET								$67,140

Stop TB Partnership Country & Community Support for Impact Grants

CFCS 13 - Monitoring, Evaluation and Learning Framework

Organisation legal name:	Women Winning TB
Project title:	A Gendered Pathway to Ending TB
Project aim:	To strengthen the capacity and strength of women working for a gender-based TB response globally

NOTES AND INSTRUCTIONS:

Organisation name, project title, project aim and the objectives will fill automatically from sheet 1. Do not try to edit these here.

See the application guidelines and sheet 4 -"Definitions and tips" for additional guidelines on filling your MEL framework.

Outcomes (column B): Set up 1 or 2 measurable outcomes per objective

Indicator/s (column c) : Set up 1 or 2 clear indicators per outcome

Baseline (column D): Fill in baseline information if this is available. If baseline information is not available or not applicable, indicate "Not available".

Targets (Column E): Ensure that each indicator has a target. This can be quantitative (% of number) or qualitative (descriptive)

Mean of verification/data collection activity (Column F): Ensure you have a way of accessing the information needed for your indicators. One method per indicator is sufficient.

Deliverables (Column G): For each objective, list any key products you are developing that may be useful to others doing similar work.

Impact (column H): Ensure each objective aligns with a clear, distinct, impact statement.

NOTE: Click on the grey column heading cells or go to sheet four for definitions.

IMPORTANT: Remember to include any activities planned in your MEL framework into your workplan and budget

Outcome/s	Indicator/s	Baseline	Target	Means of verification	Deliverables	Impact
Objective 1:	Build the capacity of TB Women leaders to build and advocate for gender-transformative TB responses through the set up of a training and mentoring approach					

Trained women are increasingly engaging in national level advocacy	% of women who underwent training that have engaged in national level advocacy drawing on lessons/skills from the programme	0%	80% of trained women use training for national level advocacy	End of project survey of trained women	1 gender training curriculum	There is a global shift towards gender-based TB programming, care and support.