



**ROBERT  
CARR  
FUND**  
for civil society  
networks

# **ROBERT CARR FUND FOR CIVIL SOCIETY NETWORKS**

## **2018 APPLICATION FORM (HARD COPY)**

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# 2018 APPLICATION FORM (HARD COPY)

*This form is not to be used for submission of an application. It intends to provide prospective applicants with an overview of the format that is available online. Only applications submitted through the official online form on the website will be taken into consideration by the Robert Carr Fund.*

## 1. APPLICANT PROFILE

Where there is referral to the “applicant” in this form, it refers to a network or consortium of networks applying for funding. An individual network-applicant and/or a consortium of networks applying for funding must clearly indicate which organization is responsible for the proposal and will be accountable for the financial and program management, the implementation of the grant, and monitoring, evaluation and learning within the proposed scope of work. In case an applicant uses a fiscal host that will be responsible for financial administration of the grant, the fiscal host will have to be clearly identified in the application. Please note that a fiscal host is not considered to be the “applicant”.

Please also note that, if the applicant is applying on behalf of a consortium of networks, some questions will automatically be skipped. You are only required to answer the questions for which you are prompted.

### 1A. Application Title:

### 1B. Applicant’s Full Name and Abbreviation (if applicable):

### 1C. Is the applicant a network? - including a lead organization applying on behalf of a consortium?

- YES
- NO

If NO, be aware that only ‘networks’ are eligible to apply. Please verify that you are eligible based on eligibility criteria available for your careful review in Section 2 “Eligibility” of the [RFP](#).

### 1D. Is the applying organization registered? - including a lead organization applying on behalf of a consortium?

- YES
- NO

**1D.1.** If NO, is the organization working through a partnership with a registered organization/fiscal host?

- YES
- NO

**1D.1a.** If YES, please provide the name of the registered partner organization and describe the nature of the relationship. [max 50 words]

**1D.1b.** If NO, please explain: When the organization came into existence; Why it is not legally registered; If you are in the process of becoming registered. [max 50 words]

**1E. Please provide key details of the applicant organization:**

**1E.1 Contact address**

[Name]  
[Street/PO Box]  
[City]  
[Province/State]  
[Postal Code]  
[Country]

**1E.2 Focal Point**

Telephone number  
E-mail address

[Formal contact person: Name and Title]  
[Including country Code]

**1F.1 Is the applying organization also responsible for the financial administration? - i.e. fiscal host?**

- YES
- NO

**1F.2 If NO . Name of organization responsible for the financial administration i.e. fiscal host (if different from the applicant)**

[Name]  
[Street/PO Box]  
[City]  
[Province/State]  
[Postal Code]  
[Country]

**1G. Person responsible for financial administration (at the applicant organization or fiscal agent):** [Formal contact person: Name and Title]

Telephone number: [Including country Code]

E-mail address:

**1H. Does the applicant organization/fiscal host have previous experience as a principle recipient of funds?**

- YES
- NO

**1H.1.** If YES, please specify:  
[max 100 words]

**1I. Duration of the proposed scope of work (years)**

- 1
- 2
- 3

**1J. Budget requested from Robert Carr Fund** Total for respective years

[Format in 00.000- US\$] -  
Please ensure that the amounts filled out in this section are consistent with the amounts indicated in column O of Sheet 1 "Budget Summary" of the [Budget Form](#).

Total Year 1:  
Total core:  
Total activities:  
Total Year 2:  
Total Year 3:

**1K. Sources of Funding: Budget secured or under discussion with other donors (2019)** Total Year 1:

[Format in 00.000- US\$] -  
Please make sure that the amount filled out is consistent with "Total co-funding" cell Q8 from Sheet 5 "Sources of Funding" of the [Budget Form](#).

**1L. Please provide a brief description of the network or consortium.**

1L. 1 Please describe your joint scope of work and/or key activities below [max 200 words]

1L.2 Please upload the list of all partner organizations participating in your application.

**1M.** If a global or regional network applies as part of two or more consortia, or both as part of a

consortium and on its own, the rationale for doing so (e.g. drastically different sets of core needs or activities proposed under the two applications) must be clearly explained here. **In case the applicant or one of the partners/members of the application will participate in another application under this RFP, please provide the following information.**

**1M.1 Will the applicant or one of the partners/members of the application participate in another application under this RFP?**

- YES
- NO

**if YES**

1M.1a The name of the other application(s);

1M.1b The name(s) of the applicant or member/partner that will be part of the other application(s);

1M.1c What is the rationale of taking part in two or more applications [max 150 words]

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## 2. DETAILED APPLICANT INFORMATION

Please note that, if the applicant is applying on behalf of a consortium of networks, some questions will automatically be skipped. You are only required to answer the questions for which you are prompted.

### 2A. Is the applicant a single network?

- YES
- NO

#### 2A.1. If YES, please specify below:

- Global network
- Regional network

#### 2A.2. If NO, please answer question B:

### 2B. Is the applicant a consortium of networks?

- YES
- NO

### 2C. Is the applicant a new/emerging regional/global network or consortium (i.e. has been in existence for less than one year)?

- YES
- NO

### 2D. Does the network or consortium focus on HIV and directly-related issues?

- YES
- NO

### 2E. Do people living with HIV or other ISP serve on the Board of the network or consortium?

- YES
- NO

#### 2E.1. If YES, please upload the list of their names, position and responsibilities

#### 2E.2. If NO, please describe why [max 50 words]

### 2F. Does the staff of the applicant network or consortium include people living with HIV or other ISP?

#### 2F.1. If YES, please upload the list of their names, position and responsibilities

#### 2F.2. If NO, please describe why: [max 50 words]

### 2G. Does the applicant network or consortium involves people living with HIV and other ISP in the development and implementation of its activities?

- YES
- NO

**2G.1.** If YES, please describe how: [max 50 words]

**2G.2.** If NO, please describe why not: [max 50 words]

**2H. Please describe the applicant network's/consortium's criteria and procedures for membership and your members' participation and involvement highlighting** [max 250 words]:

- how new members are identified/invited, and encouraged to join your network;
- the criteria, values, requirements and procedure(s) by which members can seek to participate in the network's/consortium's activities, leadership, decision-making, and governance.

**The Robert Carr Fund wishes to understand and support all grantees in affirming the rights of people who are employed by or otherwise engaged in networks and consortia.** This includes respect and protection for non-discrimination, autonomy, and accommodation of diversity and disability, and includes attention to issues faced by women and ISPs in working environments, including gender bias or sexual harassment (for further reading, see <http://www.ilo.org/gender>).

**2I.** Please describe or provide a link to any applicant's policies and procedures to affirm the human rights of people engaged in the network. [max 250 words]:

**2J. Track record of the applicant network or consortium** [max 300 words].

1. **For previous Robert Carr Fund grantees:** Please provide a description of your success in contributing to the outcomes described in the Theory of Change under the previous Robert Carr Fund grant awarded. Name the partner organizations and key activities that contributed to achieving this success. Please describe lessons learnt and how you will build on them to improve results under the current application.

You may provide a maximum of two links (e.g. network/organization website, YouTube, etc.) to written or visual material that provides more information on the successes you mentioned above. Long reads or material unrelated to this question will not be taken into consideration.

2. **For networks and for consortia that have been in existence for one or more years but have not previously received funding from the Robert Carr Fund:** Please provide examples of successful activities developed and/or implemented by the applicant, that are in alignment with the Robert Carr Fund outcomes as described in the Theory of Change. Please indicate how these achievements contribute to the present proposal.

You may provide a maximum of two links (e.g. network/organization website, YouTube, etc.) to written or visual material that provides more information on the successes mentioned above. Long reads or material unrelated to this question will not be taken into consideration.

3. **For applicants that are a new and emerging network/consortium:** Please provide examples of how you are linked to and collaborate with established global or regional networks and clearly articulate which gaps in the global HIV/AIDS response you aim to bridge.



### 3. MONITORING AND ACCOUNTABILITY

Please only fill out a respective section below depending on whether you are applying as a single network-applicant or a consortium of networks:

- **A single Network-applicant**

- A. Describe the common goals of your network members. [Max 70 words]
- B. Describe your network's membership and your members' key role in the network's governance. [Max 100 words]
- C. Describe the governance and management structures of your network and their respective roles and responsibilities. [Max 100 words]
- D. Describe the network's results framework and your monitoring and evaluation system (please indicate any synergies with the Theory of Change/Results Framework of the Robert Carr Fund). [Max 100 words]
- E. Describe how you use the data, results and lessons learnt for accountability and learning purposes. [Max 100 words]
- F. Describe your financial management and oversight structure, protocol and process. [Max 100 words]
- G. Describe your policy and procedures to prevent and/or manage possible corruption, fraud and mismanagement, and to incentivize improved financial management (such as processes to incentivize identification of cost-efficiencies and increased value for money). [Max 100 words]
- H. Describe how your network cultivates and maintains relationships with key external stakeholders and can be seen as credible and legitimate. [Max 100 words]

- **Consortium of Networks**

- A. Describe the common/joint objectives of your consortium of networks, and your intent to jointly achieve the outcomes as described in the Robert Carr Fund Theory of Change. [Max 70 words]
- B. Describe how your consortium is to be managed, including the decision-making and conflict resolution process, and what the division of responsibilities and roles is between the lead and members of the consortium. [Max 100 words]
- C. Describe the consortium's monitoring and evaluation system and process and how it can ensure that respective contribution of the consortium members towards shared outcomes are accounted for. [Max 100 words]
- D. Describe how you are going to use the data, results and lessons learnt for accountability and learning purposes? [Max 100 words]
- E. Describe financial management and oversight structures, protocol and process within your consortium, particularly on-granting from the lead to the consortium members. [Max 100 words]
- F. Describe your policy and procedures to prevent and/or manage possible corruption, fraud and mismanagement, and to incentivize improved financial management (such as processes to incentivize identification of cost-efficiencies and increased value for money). [Max 100 words]
- G. Describe how your consortium of networks cultivates and maintains relevant relationships with key external stakeholders and can be seen as credible and legitimate. [Max 100 words]

## 4. DESCRIPTION OF SCOPE OF WORK AND CORE NEEDS

Prior to filling out section 4 of the application, please carefully review Section 1 “Background, Theory of Change and Results Framework” of the [RFP](#) and Annex 1 “[Overview of the Monitoring and Evaluation for Learning \(MEL\) Framework](#)” describing the Fund’s Monitoring, Evaluation for Learning (MEL) Framework.

All applicants must express their needs, propose scopes of work and describe expected results for a **required** set of outcome indicators OI 1, OI 2, OI 3, OI 4 and provide inputs for the respective environmental indicators EI 1, EI 2, describing the environment in which your network or consortium operates.

Applicants are invited to also select a minimum of two indicators (or as many as applicable) from a set of optional Outcome Indicators i.e. OI 5-9 and respective Environmental Indicators EI 3-EI 6 based on Theory of Change Outcome Areas.

### **4A. Required Outcome Indicator Areas**

For the required outcome indicator/s below:

1. Clearly articulate your expected results and achievements in three years i.e. by end of 2021.
2. Use Sheet 4 “Draft Work Plan 2019” of the [Budget Form](#) to list expected outputs of your activities for Year 1 only and how they are expected to contribute to the selected outcome areas, specifying:
  - a. Which member/partner will be involved in which activity;
  - b. Which ISPs will be the primary beneficiaries of your scope of work;
  - c. Geographical coverage of your scope of work.
3. Note, you will be developing work plans for Years 2 and 3 annually in subsequent years if your application is successful.

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**4A.1 What is the current environment in which your network or consortium operates as specified by indicator EI 1 below?** – note that the environment you are describing provides the context of your needs, scope of work and expected results contributing to the following outcome areas of the Fund’s theory of change:

- Institutionally stronger ISP and civil society networks and consortia
- Improved and sustainable advocacy capacity for ISP and civil society networks and consortia

<b>EI 1:</b> The legal and policy framework allows for freedom of association for ISP/civil society networks, including their right to establish/register and operate as non-profit/non-governmental entities without discrimination.					
	Very Enabling Environment	Somewhat Enabling Environment	Neutral Environment	Somewhat Hostile Environment	Very Hostile Environment
Environment description and evidence (up to 5 sentences)					

**In relation to environment indicator EI 1, describe your core needs and expected results/achievements for strengthening your organizational and advocacy capacity.** Reflect on the environment of your network or consortium’s operations when describing your expected results and proposing a relevant scope of work for the outcome indicators OI 1 and OI 2 below. Provide an overview of timeline and expected results/achievements as follows:

<b>OI 1:</b> Networks have improved basic organizational status.	
Timeline and expected results/achievements in three year period (up to 5 sentences)	

<b>OI 2:</b> Networks show increased fiscal capacity and sustainability.	
Timeline and expected results/achievements in three year period (up to 5 sentences)	

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**4A.2 What is the current environment in which your network or consortium operates as specified by indicator EI 2 below?** – note that the environment you are describing provides the context of your needs, scope of work and expected results contributing to the following outcome areas of the Fund’s theory of change:

- Increased influence of ISP and civil society networks and consortia to make changes with regards to HIV and human rights issues

<b>EI 2:</b> ISP/civil society networks experience freedom of expression without harassment by government and other influential entities.					
	Very Enabling Environment	Somewhat Enabling Environment	Neutral Environment	Somewhat Hostile Environment	Very Hostile Environment
Environment description and evidence (up to 5 sentences)					

In relation to environment indicator EI 2, describe your core needs and anticipated achievements in relation to increased influence of ISP and civil society networks and consortia. Reflect on the environment of your network or consortium’s operations when describing your expected results and proposing a relevant scope of work for the outcome indicators OI 3 and OI 4 below. Provide an overview of timeline and expected results/achievements as follows:

<b>OI 3:</b> Networks are more representative of their constituencies and more democratically governed.	
Timeline and expected results/achievements in three year period (up to 5 sentences)	

<b>OI 4:</b> Networks show increased influence and capacity to unite and mobilize movements.	
Timeline and expected results/achievements in three year period (up to 5 sentences)	

Prior to filling out Section B (below), carefully review Section 1 “Background, Theory of Change and Results Framework” of the [RFP](#) and Annex 1 “[Overview of the Monitoring and Evaluation for Learning \(MEL\) Framework](#)” describing the Fund’s Monitoring, Evaluation for Learning (MEL) Framework.

**4B. Optional Outcome Indicator Areas**

In addition to your expression of needs and proposed scope of work for required outcome indicators in Section A (above), please also select a minimum of two **optional** outcome indicators from OI 5, OI 6, OI 7, OI 8, OI 9 (or as many as applicable to reflect your proposed scope of work and expected results) and provide inputs for their respective environmental indicators EI 3, EI 4, EI 5, EI 6 (please refer to Figure 2 “*The Robert Carr Fund Results Framework*” of Annex 1 “[Overview of the Monitoring and Evaluation for Learning \(MEL\) Framework](#).”

For the optional outcome indicator/s selected:

1. Clearly articulate your expected results and anticipated achievements in three years i.e. by end of 2021.

2. Use Sheet 4 “Draft Work Plan 2019” of the Budget Form to list expected outputs of your activities in Year 1 only and how they are envisioned to contribute to the selected outcome areas, specifying:

- a. Which member/partner will be involved in which activity;
- b. Which ISPs will be the primary beneficiaries of your scope of work;
- c. Geographical coverage of your scope of work.

3. Note, you will be developing work plans for Years 2 and 3 annually in subsequent years if your application is successful.

**4B.1 Will the proposed scope of work and expected results be contributing to the following outcome area of the Fund’s Theory of Change:**

- More enabling and rights-affirming social, policy and legal environment for ISPs
  - Yes
  - Not Applicable

**What is the current environment in which your network or consortium operates as specified by indicator EI 3?** – note that the environment you are describing provides the context of your needs, scope of work and expected results contributing to the above outcome area:

<b>EI 3:</b> ISP (answer only for the ISP you represent) rights are protected by policy and/or legislation, which is enforced and allows for effective redress of violations.					
	Very Enabling Environment	Somewhat Enabling Environment	Neutral Environment	Somewhat Hostile Environment	Very Hostile Environment
Environment description and evidence (up to 5 sentences)					

**In relation to environment indicator EI 3, describe your core needs and expected results/achievements in relation to enabling and rights-affirming social, policy and legal environment for ISPs.** Reflect on the environment of your network or consortium’s operation when describing your expected results and proposing a relevant scope of work for the outcome indicators OI 5 below. Provide an overview of timeline and expected results/achievements as follows:

<b>OI 5:</b> Networks contribute to an improved human rights environment for at least one ISP.	
Timeline and expected results/achievements in three year period (up to 5 sentences)	

**4B.2 Will the proposed scope of work and expected results be contributing to the following outcome area of the Fund’s Theory of Change:**

- More accessible, rights-based, quality HIV services and programs for ISPs
  - Yes
  - Not Applicable

**What is the current environment in which your network or consortium operates as specified by indicator EI 4?** – note that the environment you are describing provides the context of your needs, scope of work and expected results contributing to the above outcome area:

<b>EI 4:</b> ISP (answer only for the ISP you represent) experience full access to rights-based, quality HIV services.					
	Very Enabling Environment	Somewhat Enabling Environment	Neutral Environment	Somewhat Hostile Environment	Very Hostile Environment
Environment description and evidence (up to 5 sentences)					

**In relation to environment indicator EI 4 above, please describe your core needs and expected results/achievements in relation to accessible, rights-based, quality HIV services and programs for ISPs.** Reflect on the environment of your network or consortium’s operation when describing your expected results and proposing a relevant scope of work for the outcome indicators OI 6 and/or OI 7 below. Provide an overview of timeline and expected results/achievements as follows:

<b>OI 6:</b> Networks contribute to increased access to services and programs.	
Timeline and expected results/achievements in three year period (up to 5 sentences)	

<b>OI 7:</b> Networks contribute to increased quality of programs and services.	
Timeline and expected results/achievements in three year period (up to 5 sentences)	

**4B.3 Will the proposed scope of work and expected results be contributing to the following outcome area of the Fund’s Theory of Change:**

- Resources made available and spent properly to create better conditions for ISPs with regards to HIV and human rights
  - Yes
  - Not Applicable

If yes, select one or both combinations of the following linked Environmental and Outcome Indicators:

- Combination of Indicators EI 5 and OI 8

**4B.3a. What is the current environment in which your network or consortium operates as specified by indicator EI 5 below?** – note that the environment you are describing provides the context of your needs, scope of work and expected results contributing to the above outcome area:

<b>EI 5:</b> The funding environment allows for sufficient allocation of resources for HIV prevention, testing, care, and treatment.					
	Very Enabling Environment	Somewhat Enabling Environment	Neutral Environment	Somewhat Hostile Environment	Very Hostile Environment
Environment description and evidence (up to 5 sentences)					

In relation to the environment indicator EI 5 above, describe your core needs and expected results/achievements in relation to resources made available and spent properly to create better conditions for ISPs with regards to HIV and human rights. Reflect on the environment of your network or consortium’s operation when describing your expected results and proposing a relevant scope of work for the outcome indicators OI 8 below. Provide an overview of timeline and expected results/achievements as follows:

<b>OI 8:</b> Networks contribute to increased and sustainable financing of HIV response including ISP programs.	
Timeline and expected results/achievements in three year period (up to 5 sentences)	

**AND/OR**

- Combination of Indicators EI 6 and OI 9

**4B.3b. What is the current environment in which your network or consortium operates as specified by indicator EI 6 above?** – note that the environment you are describing provides the context of your needs, scope of work and expected results contributing to the above outcome area:

<b>EI 6:</b> The funding environment allows for sufficient allocation of resources for advocacy and other supportive enabling environment programming for ISPs.					
	Very Enabling Environment	Somewhat Enabling Environment	Neutral Environment	Somewhat Hostile Environment	Very Hostile Environment
Environment description and evidence (up to 5 sentences)					

**In relation to the environment indicator EI 6 above, describe your core needs and expected results/achievements in relation to resources made available and spent properly to create better conditions for ISPs with regards to HIV and human rights.** Reflect on the environment of your network or consortium’s operation when describing your expected results and proposing a relevant scope of work for the outcome indicators OI 9 below. Provide an overview of timeline and expected results/achievements as follows:

<b>OI 9:</b> Networks contribute to improved fiscal accountability.	
Timeline and expected results/achievements in three year period (up to 5 sentences)	

**4C. Please indicate your geographical presence and/or coverage appropriate for your expected results (using definitions provided below):**

- Global level<sup>1</sup>
- Regional level<sup>2</sup>
- National level<sup>3</sup>

• <sup>1</sup> In order for a grantee to claim **global geographical coverage**, it must: (1) Have conducted an activity directed at a global body/institution (e.g. the Global Fund Board/World Health Organization/UNAIDS PCB etc.) or global process (e.g. UNGASS on Drugs/High Level Meeting on AIDS etc.); AND/OR (2) Have conducted a sequence of activities over the course of one year in at least 3 regions.

<sup>2</sup> In order for a grantee to claim **geographical presence or coverage in a region**, it must: (1) Have conducted an activity directed at a regional body (e.g. African Union or European Union etc. or a regional process (e.g. Global Fund multi-country dialogue or a regional consultation or a campaign targeting at least 3 countries in that region etc.); AND/OR (2) Have conducted a sequence of activities over the course of one year in at least 3 countries in the region; AND/OR (3) Have active national network members operational in at least 3 countries in the region.

<sup>3</sup> In order for a grantee to claim **geographical presence or coverage in a country**, it must: (1) Have conducted a sequence (more than 2 interrelated activities) over the course of 1 year in the same country; AND/OR (2) Have an active national network member operational in that country.



**4C.1. Please specify regions where you expect to achieve your results:**

- Eastern and Southern Africa
- West and Central Africa
- Middle East and North Africa
- Asia and Pacific
- Eastern Europe and Central Asia
- Latin America and the Caribbean
- North America

**4D. Population(s) served**

Please indicate the primary ISP group(s) that your scope of work is designed for and with:

- People living with HIV (PLHIV)
- Sex workers (SW)
- People who use drugs
- Gay men and other men who have sex with men (MSM)
- Transgender persons
- Prisoners
- Women & girls (Please specify, indicating why they can be considered ISP depending on the dynamic of the epidemic)
- Youth (Please specify, indicating why they can be considered ISP depending on the dynamic of the epidemic)
- Migrants (Please specify, indicating why they can be considered ISP depending on the dynamic of the epidemic)
- People living in rural areas (Please specify, indicating why they can be considered

**4D.1 Please provide an explanation for the question above here [max. 250].**

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## 5. BUDGET

**Applicants can submit a proposal covering a maximum of a three-year period: 2019 - 2020 - 2021. Please treat your budget submission as “indicative” as revisions are likely at both the funding decision and the contracting phases.**

At the time of the application a detailed budget is required for Year 1 only. Though detailed budgets for Years 2 and 3 are not required at the time of the application, you will need to estimate lump sum budgets for Years 2 and 3 respectively.

**Each applicant is required to fill out the “[Budget Form](#)” in Excel. The Excel form must be filled out with the support of the person/s responsible for financial administration.** The budget (in US Dollars) for up to three years may include both core funding and activity funding for the network/consortium.

**The Excel form contains step-by-step guidance and instructions and has five separate sheets as described below:**

- **Sheet 1: Budget Summary (in US Dollars)**

The summary of your budget requested from the Robert Carr Fund for Year 1 per network/consortium partner and per type of costs (core and/or activity costs) will be automatically populated from the Core Budget and Activity Budget Sheets 2 and 3. If you are applying for a three-year grant, the figures for 2020 and 2021 should be entered manually. You are requested to provide substantiated estimates for the lump sum budgets for 2020 and 2021. The totals in the Budget Summary should be consistent with those indicated in the application form section 1J “Budget Requested from Robert Carr Fund”.

- **Sheet 2: Core Budget and Sheet 3: Activity Budget (in US Dollars)**

Prior to filling out Sheets 2 and 3 of the Budget form, please carefully review Annex 3 for “[Costs Eligible for Funding](#)” and Section 6 in the [RFP](#) for Budget Considerations. Furthermore, the core and activity budgets applied for should be in line with the scope of work as described in Section 4 of the application form.

Costs associated with grant administration can be covered under core costs and/or consortium costs.

- **Sheet 4: Draft Work Plan 2019**

The applicant is required to complete a draft 2019 work plan, using the Activity Categories Guide of the [Budget Form](#) in Excel. The activities and their related costs must be linked to Robert Carr Fund outcomes. The outcomes are described in Section 1 of the [RFP](#) “Background, Theory of Change and Results Framework” and Annex 1 “[Overview of the Monitoring and Evaluation for Learning \(MEL\) Framework](#).” This draft work plan is an indication of activities for Year 1 (2019) only, and should be completed with input from both lead and partner organizations, if you are applying as a consortium.

- **Sheet 5: Sources of Funding**

The applicant is required to detail all secured or expected sources of funding for lead and all partners of the consortium for Year 1 (2019). The total of the co-funding across the consortium is to be entered in section 1K “Budget secured or under discussion with other donors” of the application form.



## 7. SUPPORTING DOCUMENTATION

**The requested supporting documents for networks and/or lead organizations are:**

- A. If applicable, a copy of a registration certificate or other proof of registration
- B. A copy of the articles of association or bylaws
- C. The most recent strategic plan (for at least one year) including budget
- D. The most recent annual narrative report
- E. The most recent audited accounts
- F. Minutes or notes from last meeting of the network members and your governance structures

**Additional documents for consortia:**

- G. A copy of the signed consortium's Memorandum of Understanding (MoU) (please see Annex 2 "[Lessons Learnt from Consortia Building and Management](#)" for guidance related to the MoU)
- H. If the lead is financially represented by another organization; a contract or an MoU between the consortium lead and the representing organization
- I. A copy of contracts to be signed between the consortium partners
- J. The most recent annual narrative reports of all consortium partners
- K. The most recent audited accounts of all consortium partners

**If one or more of the requested documents cannot be provided for, please explain why the respective document(s) cannot be attached to the proposal: [200 words]**

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## 8. GUIDANCE, ANNEXES AND FORM LINKS

1. [2018 Request for Proposals](#)
2. [2018 Application Form \(Hard Copy\)](#)
3. [Annex 1: Overview of the Monitoring and Evaluation for Learning \(MEL\) Framework](#)
4. [Annex 2: Lessons Learnt from Consortia Building and Management, and Guidance on Consortium Memorandum of Understanding \(MoU\)](#)
5. [Annex 3: Costs Eligible for Funding](#)
6. [Budget Form](#), containing guidelines:
  - How to Use
  - Cost Categories Guide
  - Work Plan Guide
  - Activity Categories Guide

And for completion and submission:

- Sheet 1. Budget Summary
- Sheet 2. Core Budget
- Sheet 3. Activity Budget
- Sheet 4. Draft Work Plan 2019
- Sheet 5. Sources of Funding

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## 9. APPLICATION SUBMISSION CHECKLIST

In order to successfully submit your application, please ensure that you have all the following ready for submission:

- Relevant supporting documents for networks and/or lead organizations (please see section 7 of application form)
- Relevant supporting documents for consortia (if applicable, please see section 7 of application form)
- Completed online application form
- Completed Budget Form in Excel (please note, all five sheets of the form should be completed)

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