



THE FOUNDATION
for Civil Society

GRANTS APPLICATION GUIDE

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GENERAL INFORMATION

Thank you for your interest in The Foundation for Civil Society (the Foundation). Everything you need to know about applying for support from the Foundation is contained in these guidelines. Please read them carefully before you fill out your application form.

Inside, you will find information about who can apply for a grant, what we will consider funding, how your application is processed, and an application form to be filled out. The application forms are available in both English and Kiswahili.

The Foundation has designated staff to respond to questions about the application form, and the status of your application by telephone, fax, letter or e-mail.

If you would like to discuss your questions in person, please telephone our office first to arrange a meeting with one of the Foundation staff. Appointments are available Monday to Friday from 2:00 - 3:30 pm.

If you wish to collect an application form, you can do this at anytime - **Monday to Friday from 8.30am - 4.00pm.**

If you are unable to come to the Foundation office to collect an application form, you can call, e-mail or write to us, and we will post this package to you. The application form is also available in the Foundation website www.thefoundation-tz.org.

Where you can find the Foundation

The Foundation for Civil Society
Haidery Plaza, 5th floor
Upanga/Kisutu Street
P.O. Box 7192
Dar-es-Salaam
Tanzania

Tel: 022 - 2138530 / 2138531 / 2138532, 0754 - 005708

Fax: 022 - 2138533

E-mail: information@thefoundation-tz.org

Website: www.thefoundation-tz.org

1. WHAT IS THE FOUNDATION FOR CIVIL SOCIETY

The Foundation for Civil Society (the Foundation) is an independent Tanzanian organization established as a non-profit company, supported and funded by a group of like-minded development partners in Tanzania, and governed by an independent Board.

1.1 Vision

The vision of the Foundation is “A Tanzania where citizens are empowered to realize their rights and engage in change processes that enhance their quality of life”.

1.2 Mission

To empower citizens through the provision of grants, facilitating linkages and enabling a culture of ongoing learning to civil society

1.3 Our values

The Foundation is committed to the following values:

Fairness

We will work to ensure that our services are non discriminatory and hold the principles of equality at the heart of our work.

Integrity

The Foundation and its staff will practice and advocate integrity, in all its forms, and in all of our activities. We will operate a policy of ‘Zero Tolerance’ on all forms of corruption both internally and externally.

Professionalism

We will promote and practice a culture, where all who come into contact with us are treated with professionalism, courtesy and respect at all times. We will seek to empower all who are associated with the Foundation, in all of our activities. We will promote pride by developing a practice and culture based on quality, excellence and professionalism. We will seek consistently to attain and display high standards of reliability, efficiency and effectiveness.

Transparency and Accountability

We will be open, transparent and honest. We will communicate clearly all that we do whilst adhering to confidentiality protocols. We will hold ourselves accountable to our actions and to the constituencies we are serving.

Gender Equity

We will strive to ensure that gender aspects are mainstreamed in all of our interventions, and we will assist our grantees and partners to see the importance of achieving the same.

The Foundation does not aim to represent civil society or speak on its behalf but to build the capacities of civil society organizations in a co-coordinated manner with high standards for accountability, transparency, quality and impact.

2. DEFINITION OF TERMS AND CONCEPTS: WHAT WE MEAN BY THE WORDS WE USE

Accountability	The means by which individuals and organizations are held responsible for their actions.
Advocacy	The process of influencing policy decisions. Advocacy can be used to address weak policies, gaps in policy, or policies that are not being followed.
Civil Society	Institutions and organizations formed outside of government that allows people to express their views and work towards common objectives.
Consortium	Group of organisations who come together (formally or informally) to work together on common issues.
Constituency	Members and/or beneficiaries represented by an organisation or an individual.
Constitution	A legal document that contains the following information: <ul style="list-style-type: none">- The organisation's name, aims and objectives- A description of how these objectives will be achieved- A description of how the organisation is led and managed- A description of how people join the organisation- Signatures of the leaders of the organisation and date of adoption.
Endowments	An amount of money (fund) that is given to the Institution/Organization with a stipulation that the funds are invested to earn annual interest rather than spent immediately. A portion of the annual earnings is used to support core business of that Institution/Organization. The rest of the earnings are reallocated back into the fund's principle to insure that the endowment continues to grow and yield more interest for future support of Institution/Organization interventions.
Gender equality	Is when women and men have equal conditions for realizing their full human rights and potential to contribute to and benefit from national, political, economic, social and cultural development.
Governance	The rules and regulations that is required to be carried out in relation to the functioning, performance, and external relations of organisations and government.
Inputs	The activities you undertake to deliver the services your project will provide.
Long term impact/ Change	The longer term difference to people's lives that the project will contribute to.

Members	People who belong to an organisation. Organisations can also be members.
Not-for-private profit	Income that is earned to be put towards a charitable purpose, not for individual gain
Outcomes	The direct difference the services your project will make to the people or organisations your project will benefit.
Outputs	The direct services or activities your project will provide.
Policy	A policy is a guideline, a rule or a decision that guides or directs the actions of a person or a group of people. Policies come in all shapes and sizes, from village level to regional, national and international levels.
Safety Nets	Community efforts to protect and provide for the most vulnerable amongst them.
Social Capital	The rules and obligations embedded in social relations which enable people to achieve their individual and community objectives.
The Foundation	The Foundation for Civil Society
Vulnerable	Those people that are marginalized by circumstance, and are more at risk. This can include the elderly, children, HIV/AIDS victims, refugees, orphans, etc.

3. WHO CAN APPLY FOR A GRANT

We welcome applications from every part of the country. Your organization can apply for a grant from the Foundation if you are a:

- Non-governmental organization (NGO)
- Community Based Organization(CBO)
- Professional Association
- Trade Union
- Media Organisation¹
- Cooperative²
- Faith Base Organisation³

¹⁻² The Foundation can make grants available to media organizations and cooperative organization only if the projects they are applying for do not contribute to their profits, overheads, or reducing debts and are designed to serve the public good

³ Churches or Mosques are not Faith Based Organization so are not eligible

And if:

- Your organization is registered in Mainland Tanzania and/or Zanzibar
 - You have been established for charitable (not-for-private-profit) purposes
 - You have a constitution or memorandum of association, or a legally recognized set of rules that explain your organisation's aims, and how you operate
 - Your organisation has a bank account operated by more than 1 signatory who are not related.
- (i) The Foundation can make grants available to private media organizations only if the projects they are applying for do not contribute to their profits, overhead, or reducing debts, and are designed to serve the public good.
- (ii) Organizations that normally do savings and credit, micro-finance or income generation as their core work need to present a very strong case to the Foundation for Civil Society if they are planning to engage in activities outside of their regular work.
- (iii) The Foundation for Civil Society does NOT provide grants to International Non-Governmental Organizations (INGOs)

3.1 Branches of larger organizations

An organization that is a branch of a larger organization may apply only if it demonstrates that it functions independently from its headquarters.

3.2 Consortia or Groups of organizations

The Foundation is encouraging organizations to work together to address common issues. When two or more independent organizations apply for a grant to work together, we treat them as a consortium or a group of organizations.

4. GRANT PROGRAMMES

The table below outlines the grant sizes and deadlines. There are four types of grants that are available

Types of grants and deadlines

Type of Grant	Maximum Amount per Year	Maximum Duration of Grants	Deadlines of submission	Notification of decision to applicants sent in	If approved, funds released in
Strategic Grants (SG)	TZS 125 million	3 years	March 1 st July 1 st October 1st	16 weeks	24 weeks
Medium Grants (MG)	TZS 45 million	3 years	March 1 st July 1 st October 1st	8 weeks	16 weeks
Rolling Small Grants (RSG)	TZS 7.5 million	1 year	March 1 st July 1 st October 1st	8 weeks	16 weeks
Registration Development Grants (RDG)	TZS 200 Thousand	Once	March 1 st July 1 st October 1st	8 weeks	16 weeks

We encourage you to submit your application well in advance of the deadline. The number of applications that can be reviewed in each round is limited due to high demand. Applications will be considered on a 'first come, first served' basis, and you will be informed if your application will not be considered for the round you have applied for.

Grant applicants are encouraged to apply online BUT they have to make sure that they also send signed hard copies of their applications and necessary attachments.

Applications received after the deadline will be processed in the following round.

Contributions to multi-donor funded programs (partial funding)

The Foundation is open to providing partial funding to a large project that is also funded by other donors. You will need to clearly show what parts of the project the Foundation is being requested to fund.

5. WHAT WE WILL SUPPORT

The Foundation for Civil Society will support applications for a wide variety of activities that are of particular relevance to the poor and vulnerable, and fall clearly into one of the following thematic areas.

5.1. Participation in Policy Development and Implementation (Policy Engagement)

Policy can be defined as the general principles by which a government, political party, business company and civil society organisations etc. is guided in its management of public affairs or the legislature in its measures. In other words it is a plan of action, a statement of aims and ideals.

The role of civil society organizations is key to allowing the voices of the people to be heard in the policy process. The Foundation supports projects and organizations that enable communities to be involved in developing, sharing and popularizing policy, and policy monitoring and implementation. The Foundation will fund projects that enable civil society sector to contribute to deepening the capacity of citizens to effectively engage in policy processes so as to contribute towards poverty reduction initiatives. Well presented projects with the following attributes will be considered for funding:

- Likely to increase compliance to national development policies, laws and regulations.
- Likely to contribute to decrease in policy, legal and regulatory barriers which impinge proper service delivery.
- Likely to enhance Policy change and practice to respond to the needs of Vulnerable and marginalised
- Likely to enable involvement and participation of communities, especially women, children, people with disabilities, poor people, vulnerable and marginalised groups, in setting out priorities for policies formulation at all levels;
- Likely to increase citizens' awareness on gender discrimination, translate gender policies and enable participation of women and members of other marginalised groups in setting priorities for policy formulation at all levels.
- Likely to increase citizens understanding on policies and their implications to development
- Likely to increase effective citizens participation in policy processes (***Formulation, Implementation and Monitoring***).

- Likely to contribute to increased resources allocated to implement particular policies.
- Likely to advocate for the accountability and effective organization of village assemblies, ward development committees and full district councils to allow citizen participation and local policy processes.
- Ensuring compliance to international and national policies addressing the needs of the vulnerable

Examples of activities under the Policy engagement include:

- Participatory poverty monitoring, which compares and contracts information on poverty and disseminates the findings widely
- Planning within communities on how specific policy changes affect their livelihoods and how they might respond
- Community participation in setting priorities for national policies
- Raising public awareness on policy issues

5.2 Enhancing Good Governance and Civic Rights (Governance and Accountability)

Civil society organizations are vital to ensuring that public institutions function in a transparent manner, and that people are aware of their rights. The Foundation supports organizations that raise awareness of peoples' rights of and the responsibilities of government; strengthen co-operation between organizations working on rights issues at local and national level and increase access to justice for all Tanzanian citizens.

Good Governance could be defined as encompassing the following:

- Full respect of human rights,
- Society that appreciates its civic duties and responsibilities
- The rule of law,
- Effective participation,
- Multi-actor partnerships including political pluralism
- Transparency
- Accountable processes within and between institutions
- Efficient and effective public private and civil society sector
- Legitimacy, access to knowledge, information and education
- Political empowerment of people, equity, sustainability, attitudes and values that foster responsibility, solidarity and tolerance.

The Foundation will fund projects that will contribute to enabling Government, Public and Private Institutions to be more transparent, accountable and respect rule of law and human rights. Specifically the Foundation will fund projects that will ensure citizens are aware of their rights and responsibilities, able to demand accountability from public resources and thus projects will have impact in either of the following attributes:

- Increased citizens; both men and women access to information on activities of LGA that affect the community (that particular area)
- Increased social accountability by responsible public and private authorities
- Increased people's participation in village/LGS meetings
- Enable citizen's participation in central government planning and budgeting processes
- Ensuring that public resources and investments are equitably and efficiently distributed and

managed at local level.

- Ensure existence and adequacy of rules and regulations that guarantee the respect of human rights.
- Ensuring that National and District councils' plans and budget incorporate and address the needs of the vulnerable
- Increased number of people reporting satisfaction with the judicial system.
- Increase citizen participation in civic and voter education programmes
- Strengthen accountability between citizens and their elected leaders, such as councilors and members of Parliament and the House of Representatives

Examples of activities under the Governance and Accountability include:

- Public meetings on national policies
- Radio programs on governance issues such as corruption
- Participatory theatre to raise awareness on rights
- Training for civil society and local government leaders on changes in roles and responsibilities under local government reform

5.3 Civil Society Capacity Strengthening

The aim of the Foundation for Civil Society is to ensure Civil Society Organizations become effective pillar of change; achieve its intended objectives and play advocacy role for development priorities. We want to see a creative, imaginative, effective, sustainable and accountable civil society sector which effectively contributes to making lasting differences in the development in Tanzania. We focus on development of individual organizations and networks. The objective of this theme is to make the civil society visible and effective in bringing about positive social economic changes.

As part of Civil Society capacity strengthening the Foundation will ensure existence of links amongst civil society organisations for information sharing and learning and facilitate effective advocacy to take place. At the same time, individual organisations need to develop to be able to advocate effectively.

Specifically the Foundation will fund applications that contribute to:

- Improved administration, management and operation capacity of CSOs and Networks in Tanzania
- Increased proportion of CSOs with robust financial management systems with adequate and sustainable sources of funds.
- Increased Networking among CSOs to ensure easy access and sharing of information and common voice to various development issues
- Increased CSOs capacity on sector specialization and professional approach to development issues.
- Improved CSOs engagement in policy processes
- Improved CSOs capacity to prepare quality proposals.
- Increased transparency, involvement, participation and accountability to their beneficiaries
- Increased legal status of individual organizations and networks

Examples of activities under the Civil Society Capacity Strengthening include;

- Network strengthening

- Capacity building
- Formations and support to district networks
- Skills training in policy analysis and advocacy for staff members

In all the above areas, relevance to the poor and vulnerable is essential. Creativity is highly encouraged. The Foundation prefers projects that utilize approaches that reach out to the broader population, i.e. the use of mass media to ensure large numbers of citizens are targeted by the supported interventions.

6. WHAT WE WILL NOT FUND

The Foundation can only make grants to organizations that are established for not-for-private-profit purposes. Even if the activity for which you have applied is charitable, you will not be eligible for a grant unless your constitution clearly states the charitable purpose for which your organization has been set up. If you think your organization may be affected by this condition, please get advice from us before you make an application.

The Foundation will NOT make grants available for/to:

<ul style="list-style-type: none"> • Endowments & scholarships • Projects or activities outside Tanzania • Projects or activities which have already been finished • Projects that provide grants to other organizations • Honoraria for organization's paid staff • Income-generation / Micro-finance activities 	<ul style="list-style-type: none"> • Applications from professional fundraisers or consultants acting on behalf of organizations • Individuals • Political parties • Projects that promote a particular religion, ethnic group/tribe or race • Private sector businesses (unless they are not-for-private-profit) • Organizations that are in significant debt • Workshops, Conferences, Seminars, unless they are part of a wider set of activities, and are linked to clear results • Unanticipated costs (contingencies) • Provision of social services • Applications for Strategic Grants to implement projects on HIV and AIDS
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NOTE: Organizations that manage savings and credit, micro-finance or income generation as their core work will need to present a **very strong case** if they are planning to engage in activities outside of their regular work. The Foundation will not provide finance for lending to individuals or groups.

7. HOW TO APPLY

Please ensure that you have obtained the appropriate Application Form or Application Proposal Template for your needs. All the information we require from you is contained within this application guide. Please be sure to fill in all "boxes" in the forms or address the issues provided on the template. Incomplete application forms will not be considered and will be returned to you.

You must use the application form or formats that are provided in either hard or soft copy. All applications must be submitted using either the **original hard copy paper** form or electronic form available in the Foundation Website. **Note that** for all submissions done online, applicants **MUST** also send signed hard copies of their applications together with necessary attachments.

If you find that there is not enough space available on the application form, please use **no more than two additional pages** to complete the questions. More sheets can be used only for budget details and training plans where stated and if necessary.

7.1 Required Documents

In order for your application to be considered, we require the following documents:

- (i) Two copies of your completed application form
- (ii) Two copies of your Registration certificate or Certificate of Incorporation
- (iii) Two copies of any Legal documents appropriate to your organization
- (iv) Two copies of your bank statement covering the last six month period. One should be original, stamped and signed by the bank
- (v) Two copies of a written statement from your organizations Board or Trustees or minutes of the Executive Committee stating that they are aware of and approve of the application you are submitting to the Foundation
- (vi) The names of two references who can speak on the capacity of your organization with confidence
- (vii) Two names of donor referees and their contacts that have funded you in the last 3 years for Medium and Strategic Grant. Template of Donor Reference is attached to this document as **Appendix I**
- (viii) Two copies of your most recent end –of- year financial report (if) you’re applying for Medium Grant up to TZS 45 Million)
- (ix) Two copies of your most recent end –of –year **Audited** and **Certified** Financial report for multiyear projects (if you’re applying beyond TZS 45 Million)
- (x) If your application **includes training activities**, you must provide:
 - Two copies of a training plan. Your training plan should describe the objectives of the training, the target group, selection criteria for training participants, a profile of the proposed trainers (Include CVs), and an outline of the major topics to be covered. Template of Training/Workshop Plan is attached to this document as **Appendix II**
- (xi) For organizations not registered under the NGO Act provision of certificate of Compliance from the registrar of NGOs will be an added advantage

Note: If an organization does not meet the eligibility criteria, the application will not be considered for review.

7.2 Branches of Organizations

If your organization is a branch of a large/big organization you must provide:

- Two copies of a written statement from your head office, stating that it is aware of, and approves of the application you are putting forward.

You must also be able to provide evidence that your branch has the following:

- A separate management committee
- Own bank account

- Own annual accounts
- Control over income and how it is spent

NOTE: *If your grant is approved, it will take a maximum of 4 months from the application deadline to the time you receive funds. You must ensure that your implementation plan does not start earlier than 4 months from the closing date of your application.*

7.3 Consortia or Groups of Organizations

If you are applying as a **formal consortium** (or group of organizations) that is legally registered with an independent constitution set up by its members, your application will be treated like any other organization applying for a grant.

If you are applying on behalf of an **informal consortium** (or group of organizations) that have come together informally to work on a project, you must:

- Nominate one of the organizations as leader, to act on behalf of all those involved;
- Fill in the application for the group (this should be done by the lead organization);
- Accept that the grant will be paid to the lead organization who will be responsible for meeting the conditions of the grant;
- Provide written consent for the application from all members of the consortium.

When applying as a consortium (or group of organizations), you must clearly describe the roles of the different group members in the implementation of your proposed project.

NOTE: *Organizations can only make one application at a time as members of a consortium. Organizations who are members of a consortium may submit applications in their own right for activities that are **not connected** to the consortium. In this case, the organization must be very clear about how their application differs from the consortium application.*

7.4 Contribution to a larger, multi-donor project

If you are applying for a contribution to a larger, multi-donor funded project, you must provide:

- Two copies of letters of confirmation from all other donors who will be funding the project. This letter should clearly state the amount of funds to be contributed by them, the period of time over which the funds will be available, and the activities those funds will be used for. You should be very specific about the activities to be funded by the Foundation

REMEMBER

Please enclose two copies of each documents requested. Also be sure to write your organization's name and address clearly at the top of each document you enclose with your application. This will help us to keep them together with the application form

8. REFERENCES

We will be contacting the donors and references you have provided in your application

When providing contact information for your current and previous donors and your references,

please ensure that:

- The contact details are correct
- The individuals named have been informed of your application
- The individuals named will be available by telephone to respond to questions from the Foundation within the three weeks following your submission. If the contact person is not reachable by telephone, please be sure to provide a postal address and e-mail address, and to submit your application early.

All applications need to include two references.

8.1 Who should you ask to be a reference for your application?

References should be honest individuals whom you consider to be reputable and in good standing, and whose judgment can be relied on. They should have known your organization for more than 1 year, and be able to discuss its experiences and capabilities. They should have a good understanding of your organization's activities, management and finances.

References should NOT be:

- Your family members, relatives or friends of anyone within the organization
- Current or previous staff or leaders of your organization
- Currently contracted business associates
- People who you may involve in the activities for which you are requesting funds

Please inform your references that they have been included as references in your application, and let them know about the project you propose in your application.

NOTE: *You should state your relationship with the references clearly in your application. We expect you to follow good practice in choosing your references. If the reference is deemed inappropriate by the Foundation, your application may be disqualified.*

8.2 Donor References

The donor reference must have provided funding to you within the last 3 years. Whether or not you expect us to call them, it is important for you to list **all** of your donors over the past three years in of the Application Form. If the person you know in the donor organization has changed, please indicate this; also include the name of his/her replacement if you know it.

Donor reference template is appended to this guide as **Appendix I**. *Note that; applicants will be required to append to the Donor Reference matrix a one page summary of the summary of the most recent accomplished project highlighting changes (results) that occurred in the community as a result of implementing that particular project.*

9. HOW OFTEN YOU CAN APPLY

An organization may not submit more than one application for each deadline. If you submit more than one application for any given deadline, all applications will be rejected. Please note that an organization can receive only one grant at a time from the Foundation.

An organization submitted an application of any type is advised to wait for response from the Foundation before submitting another application. This is to make sure all issues raised are well addressed.

9.1 If you have received funds from the Foundation in the past

Your previous grant must be officially closed before a new application will be considered. An official evaluation of your project must be carried out by the Foundation before considering your new request.

You will be expected to provide results, success stories, lessons learned from your previous grant, reflect experience gained in implementing projects, and justify your reasons for continuation or expansion in any subsequent grant application to the Foundation

9.2 Sending your application to us

Once you have filled out the application form and attached all the supporting documents, you should send your completed application to the address provided on the inside front cover of this booklet. It must be received at the Foundation's office before the deadlines. Application can also be submitted online using the e-mail address provided in this guideline

10. WHAT HAPPENS TO YOUR APPLICATION

Once you have submitted your application, you will be issued with a reference number as an acknowledgement of receiving the application. Please do not call to ask about its status until after the expected notification date. Please give us time to review it before contacting us.

Each application goes through a number of screening stages. The selection of successful applicants is done by the management of the Foundation.⁴

The screening results will be communicated to all applicants through letters, website and newspapers.

10.1 Assessment Criteria

The Foundation judges every application against a generic set of assessment criteria before deciding whether to award a grant. As part of this assessment, you may receive requests for additional information. You should not assume that your chances of receiving a grant have improved because you have been asked for additional information by Foundation staff.

If your organization is eligible⁵, your application will be judged against the criteria listed below:

10.2 Your Organization

These criteria help us to assess the structure and management of your organization. We need

⁴ Except for Strategic Grants where the final decision for selection is done by the Board of Directors of the Foundation

⁵ The organization is legally registered in the United Republic of Tanzania as shown in Section 3 of this guide and has bank account

to be sure that:

- Your organization has clear management roles and responsibilities
- You can effectively manage your organization finances
- Your organization has clear methods of planning and organizing its activities
- Your organization's activities are open to all, and committed to equal opportunities
- Your organization can clearly show that it has experience in its area of work
- Your organization has linkages with other institutions with similar aims
- Your organization operates in line with our values

10.3 Your Project

These criteria help us to assess your proposed activities. We need to be sure that:

- The problem identified is really the need of the target group (beneficiaries/community)
- Your project/activities have been properly planned and staffed
- Your project addresses a clearly identified need
- Your plan can easily be monitored i.e. are based on the reliable baseline information with measurable indicators
- The combination of activities you plan to do will lead to the changes you expect to achieve (outputs & outcomes)
- Your project meets our vision, mission and at least one of our thematic areas

Your Project Outputs & Outcomes should be:

- Specific** - Are your outputs & outcomes focused?
- Measurable** - Can the changes you expect be assessed in relation to what the situation is now?
- Achievable** - Is the change possible within the time available?
- Relevant** - are the outputs & outcomes clearly related to the thematic area you are applying for? Are they appropriate for your proposed participants?
- Time bound** - Can you specify when will you be able to see the outputs & outcomes?
- Sustainable** - Will the outputs & outcomes continue to be seen even after the project is over?

10.4 Your Finances

These criteria help us to assess how you manage your funds. We need to be sure that:

- Your organization is financially well-managed and in need of funding
- Your organization's bank account requires more than 1 signatory

Your Project budget should be:

Detailed:	Each activity must include details of all costs. The same activities that are listed in the application form should be detailed in your budget. You should include a brief description of the activity (how and where it will be done, when it will be done, how many people will be involved), and provide a detailed costing of this.
Realistic:	The items budgeted are sufficient and realistically costed.
Accurate:	The items budgeted reflect actual costs, and are added correctly.
Appropriate:	The budget is of an amount that is appropriate to your organization's size and experience.
Value for Money:	The budget is cost-efficient and effective. Applications demonstrating high outcomes for low cost will be given preference.
Financial Systems:	Organizations are expected to have financial and administrative systems that assure good control and record-keeping of expenditure.

A template of Budget is appended to this guide as **Appendix III**

10.5 If your application is not successful

If the Foundation decides not to award grant to your organization, you will be notified by post a maximum of 8 weeks after the submission deadline. You will receive a letter that explains WHY your organization was not successful, which you should read carefully.

If you decide to re-apply to the Foundation for the same project, you must fill out a new application form, and address the issues raised in the letter from us.

11. BUDGET GUIDELINES

You should present your budget in a clear and easy-to-read format so that it conforms to the guidelines provided (*refer the format in the Appendix III*). Your budget must demonstrate that you have considered the amount of funds needed for the proposed project. When budgeting, be sure to plan what you want to do, how you will do it, and how much funding is required to do it.

The Foundation will not enter into negotiations with you on the content or amounts of the budget items in your application. It is therefore very important that you present a budget that is detailed, accurate, and offers value for money. Design your budget based on actual costs, and be modest in your request. Do not assume that you will receive the maximum amounts available.

Your application will not be given consideration if your budget does not come within the terms and rates in the Budget Guidelines, and if you do not provide enough detail.

11.1 Travel costs

All travel should be by the most economical route possible, and you should only put this into your budget when it is necessary for people to travel long distances to participate in project activities.

11.2 Accommodation and subsistence costs

All subsistence and accommodation costs included will have to be justified by receipts, in quarterly financial reports. The Foundation will not approve expenses without legitimate receipts. We encourage organizations to pay for these costs directly, rather than as payments to participants.

The following guidelines should be used as a maximum for accommodation and subsistence:

Location	Accommodation	Subsistence
Cities, Zanzibar, Dodoma, Bagamoyo Town	32,000	13,000
Municipalities	22,000	13,000
Regional & District Capitals	11,000	9,000
All other locations	5,000	6,000

11.3 Approval of expenses on receipts only

When you prepare your budget, please remember that we have provided you with guidelines on the maximum that can be budgeted for transport, accommodation and subsistence.

All transport, accommodation and subsistence costs should only be paid to participants from out of town (that is, for those participants who do not normally live in the location of the event). Participants who are resident in the location of the event should not receive these payments.

11.4 Participants Payment

Paying cash incentives (sitting allowances) for participation in workshops or other forums is not permitted.

11.5 Honorarium

Honoraria can be paid to external resource persons for specific services or outputs. You should select your resource persons bearing in mind the need for low cost alternatives and realistic budgeting. Honoraria should not be paid to salaried staff of your organization. Keep in mind that if honoraria, subsistence and accommodation costs are considered excessive, your application may be rejected.

11.6 Overhead & administration costs / Salaries / Capital items

You may budget for organizational costs in your budget. This should not exceed 30% of the total funding requested. This is the equivalent of support costs, and should cover all core organizational costs (i.e. rent, stationary, salaries, vehicle costs, administrative staff time, and utilities of the organization that are not project-specific). Your budget should not include any other line items for administrative costs beyond this 30%. Applying for less than 30% will be looked upon as good value for money.

REMEMBER

As you complete the application form, please remember:

- You should fill the application form based on your organization's experience and plans.
- We assess the ideas within your project, not just the words you use on the application form. If we feel that your application has been prepared by professional fund-raisers, it may be disqualified
- You need to provide us with the facts and figures that support your application
- You need to be realistic about your project and what it can achieve
- Prepare your budget based on actual costs, using the financial guidelines provided. Do not over-price or inflate real costs
- Do not attach supplementary information that has not been specifically requested
- Follow the instructions in these guidelines and the guiding notes in the application form fully.

12. MONITORING

All projects which receive grants from the Foundation will be monitored. You will be expected to provide both financial and narrative reports and any other documents if required to the Foundation on a quarterly basis, as per contract agreement. The monitoring will be based on the activities stated in your application, and on your regular progress and financial reports. A reporting schedule and formats will be provided to you once you have signed the contract. A template of Monitoring Plan is appended to this guide as **Appendix IV**.

13. HOW TO FILL GRANT APPLICATION FORM

This part contains instructions on how to fill the application form. The objective of this section is to provide applicants with comprehensive information of what is required of them in the course of filling in the form.

We hope applicants will find the contents of this part useful. We would appreciate your comments or feedback that would help us improve further our service to the Tanzania Civil Society Sector.

The Grant Application form has four (4) sections as follows:

- Section 1: Project Information
- Section 2: Organizational Details
- Section 3: Check that your application is Complete
- Section 4: Agreement Clause

Section 1: Project Information

1.1. Title of Project: Here the applicant is supposed to write Project Name. (*E.g. HIV/AIDS Control and Prevention Project.*)

1.2. Thematic Areas

Here the applicant is supposed to show which Thematic Area of the Foundation that appropriately describes the theme that the proposed project fits into.

1.3. The overall goal of the project: In this section the applicant is supposed to write a brief statement of the broader development impact to which the project contributes at a national and sectoral level (*E.g. To improve the health status of XXX district community by mobilizing the community to manage HIV/AIDS in a sustainable way*)

1.4. Project Summary: Provide a brief explanation of what the project aims at achieving over its life time to the target area and beneficiaries

Example: The project will provide a sustainable approach to HIV/AIDS and STD control through CBHC, Community mobilization and participation, BCCI, Community Counseling, support for Youths, PLWHA and promotion of Voluntary counseling and testing. It will also mitigate the impact of malaria as the main opportunistic disease that tends to shorten the lives of the people living with HIV/AIDS, or aggravate the living conditions of the affected members of families of the HIV infected. Project activities will be undertaken in close partnership with Government of Tanzania (e.g. MOH and MOEC) District and village government and NACP. The implementation of the project will be guided by MOH Plan for Prevention and Control of HIV/AIDS/STDs MTP III) and NACP.

Main Development Objective is to improve the health status of XXX district community by mobilizing the community to manage HIV/AIDS in a sustainable way.

The main intervention will include: Prevention of HIV/AIDS transmission; Care and; support for people living with HIV/AIDS; Care and support for orphans and vulnerable children and Networking, Education and Advocacy on HIV/AIDS.

1.5. Problem Statement: What makes you think that there is a need for this project? (Provide a description of the situation that needs to be changed at the level of the target beneficiaries by implementing the project)

(E.g. According to the National AIDS Control Program (NACP) report about 90% of National population is aware of HIV/AIDS. This fact is however contradicted by increasing HIV incidences, which result into alarming number of HIV/AIDS victims. The epidemic has rapidly spread to rural communities and in 1997, more than 10% of women attending antenatal clinics situated in some rural areas were found to be HIV infected.

The cumulative AIDS cases as reported from surveillance reports collected by the NACP in Tanzania mainland rose from 25,503 at the end of 1990 to 88,667 in 1996. Over 80% of the reported AIDS cases were in the age range of 20- 44 years. Tanzania is one of the Sub-Saharan countries that are seriously affected by HIV/AIDS pandemic in the world, with an adult rate of 10%. The cumulative AIDS cases as reported from surveillance reports by Tanzania National AIDS Control Program (NACP) in Tanzania mainland rose from 25,503 at the end of 1990 to 88,667 in 1999. 14,112 AIDS cases were reported in 2001 with a result of cumulative cases of 144498 since 1983. Over 80% of the reported cases were in the age group 20 – 44 years. An estimate of HIV burden is around 2229770 people aged over 15 years. STIs episodes reported

in 2001 were 211291 and 149222 and 39385 in 2000 and 1999 respectively (HIV/AIDS/ STI surveillance report NACP 2002). Tanzania Ministry of Health (MOH) has responded with a strategic framework (MTP – III) defining the national response to the HIV epidemic for 1998 to 2002.)

Note that a good problem statement must possess the following features:

- Clearly state a situation that need to be changed through the implementation of the project
- Clearly show who/what is affected
- Quantifies/qualifies the problem
- Addresses an issue related to organization purpose/mission
- Explains the extent of the problem in target community.

1.6. Project Duration: Lifetime of the project in months. (E.g. *Project lifetime will be 24 months*)

1.7. In this section the applicant is supposed to show the amount requested from the Foundation (E.g. *TZS 249,000/=*)

1.8. Explanation should be provided only if the amount of funds requested from the Foundation is meant to finance part of project budget

1.9. Logical Framework Analysis

Outcome:

Here the applicant is supposed to write developmental results/benefits expected at the end of project. Note that all project components will contribute to this.

Indicators for outcome:

Here the applicants is required to provide conditions at the end of project indicating that the outcome has been achieved and that benefits are sustainable.

Output

Here the applicant is supposed to write down direct results /deliverables (goods and services) of the project which are largely under project management's control

Indicators for output

Indicators at output level measure the quantity and quality of outputs and the timing of their delivery. These measures are used during review and evaluation.

Activities

Here the applicant needs to present the tasks to be carried out to implement the project and deliver the identified outputs

Illustration of Logical Framework

Outcomes	Indicators for Outcomes	Outputs for each Outcome	Activities for each Output
To reduce transmission of HIV through sustainable Primary Health Care, Social support, and behavioral change by December 2009	<ul style="list-style-type: none"> Community Based Information Sharing System on HIV/AIDS in place and functioning by December 2009 % of Youth practicing safe sex in District X by December 2009. 	Increased capacity of 40 community members to conduct PRA by December 08.	<ul style="list-style-type: none"> Identify 40 community members to be trained by October 07 Facilitate PRA training to identified 40 community members by January 08 Prepare training report by February 08
		40 Trained community members conduct PRA in 21 villages of X District by December 09	<ul style="list-style-type: none"> Facilitate after training follow up and evaluation by December 08
		Increased awareness of 30 Community volunteers on HIV/AIDS transmission and prevention and BCCI by December 08.	<ul style="list-style-type: none"> Identify 30 community volunteers to be trained by March 08 Facilitate HIV/AIDS and BCCI training to identified 30 community members by April 08 Prepare training report by May 08
		30 Community volunteers provides information in 21 villages of X District by December 08	<ul style="list-style-type: none"> Facilitate after training follow up and evaluation by October 08
		40 peer educators providing HIV/AIDS BCCI to peers in 21 villages of X District by December 09	<ul style="list-style-type: none"> Provide quarterly supportive visit to peer educators

1.20. Outcomes monitoring Plan (An Example)

Outcome	Indicator(s)	Data source	How frequent will the data be collected
Reduce transmission of HIV through sustainable Primary Health Care, Social support, and behavioral change by December 2009.	Community Based Information Sharing System on HIV/AIDS in place and functioning by December 2009.	<ul style="list-style-type: none"> Records of information centre attendance Focus groups proceedings Evaluation reports 	<ul style="list-style-type: none"> Monthly Quarterly Annually

1.21. Beneficiaries

Specify the names of the villages/wards, districts, regions and number of direct beneficiaries

Section 2: Organizational Details

- 2.1. **Name of Organization:** Fill in Organization Name as it appears in the registration and constitution
- 2.2. **Name you regularly use:** This part should be filled only if the name regularly used is different from 2.1 above (i.e. abbreviation or acronym etc)
- 2.3. **Registration:** Here the applicant is required to provide details of organization registration including type of registration, date of registration and address.
- 2.4. **If you are applying as a consortium** to implement this project list all the other partner organisations that will be involved in the implementation of the project. If more than six, attach as an appendix at the end of this form
- 2.5. **Key Contact Person for this project:** Fill the name, position and contacts of key person to be contacted by the Foundation on behalf of the organization.
- 2.6. **Leaders and Staff:** Provide the names of the leaders within your organization, and the position which they hold. Leaders can be a Board of Trustees, Steering Committee, or a Board of Directors
- 2.7. **Bank Account Details** Here the applicant is required to provide information such as Account name, Account number, Type of account, Full name of bank, Branch name, Branch address, and Names and designations of all account signatories
- 2.8. **Independent Referee: References** should be honest individuals whom you consider to be reputable and in good standing, and whose judgment can be relied on. They should have known your organization for more than 1 year, and be able to discuss its experiences and capabilities. They should have a good understanding of your organization's activities, management and finances.

NOTE: *You should state your relationship with the references clearly in your application. We expect you to follow good practice in choosing your references. If the reference is deemed inappropriate by the Foundation, your application may be disqualified.*

Section 3: Agreement Clause

This should be filled by the chair, secretary or treasurer, but must not be the main contact.

Section 4: Check that your application is complete

Applicants are advised to use the checklist provided to make sure that they are submitting a complete application. Applicant must tick every box that applies before you sending in their applications

14. THINGS YOU SHOULD KNOW

Please read the following carefully. It is a condition of any application to the Foundation that you have read, understood and accepted the following:

14.1 Applications

- (i) These guidelines and the application forms are provided free of charge.
- (ii) The information in these Guidelines and in the Application Form can change from time to time. We reserve the right to alter our policies, procedures and assessment criteria.

- (iii) The Application Form does not necessarily cover all the information we use to decide which applications to fund. We may ask you for additional information to verify your application. We will also ask for information from third parties such as your referees and current or previous donors.
- (iv) All applications are made at your own risk. We will not be liable for loss, damage or costs arising directly or indirectly from the application process, from the rejection of the application, or from dealing with the application.
- (v) Decisions on applications for funding are at the discretion of the Management of The Foundation for Civil Society, and all decisions are final and not subject to appeal.
- (vi) Sometimes the Leadership, management and members of staff may be familiar with particular applicant organizations. They are required to formally declare conflict of interest
- (vii) Your application will be disqualified if you provide any misleading statements at any stage during the application process, or after receiving a grant.

14.2 Conditions of Grants

- a. When a grant expires, there is no commitment on the part of the Foundation to provide any further funding for the project.
- b. Funds will not be released until we have a signed contract with you, which will state your organization's written acceptance of the terms and conditions attached to the offer of a grant.
- c. If your organization does not adhere to the terms and conditions of the contract at any time, your grant may be withdrawn or cancelled.
- d. We may use the name of your organization and its project in our publicity material, and your organization's name and project will be publicly available and publicized. However, you should not use the Foundation's name or insignia for your own organization's publicity without prior written permission from the Foundation.
- e. All approved grants will be published in the national media as part of the Foundation's transparency policy.
- f. The Foundation is committed to keeping the government informed of all grants issued, both at national and local levels. Grant recipients are expected to inform local authorities in writing of any grants received.
- g. Your project will be monitored/visited by a member of the Foundation staff, its consultants and its donors. Grant recipients are expected to maintain financial records (including legitimate vouchers of expense) for all grant expenditure. Expenditure may be officially

audited by the Foundation's auditors. Concerns over misuse, or poor accounting of funds may lead to cancellation of grants, and the decision not to consider future applications from your organisation.

- h. The Foundation grantees should adhere to the Non Governmental Organizations Code of Conduct inserted in this guide.

15.1 Donor Reference

Name of Organization:

Name of Donor	Contact Person	Contact Details (phone, postal address, e-mail)	Amount of funds	Project Name	Start and End Date

Note: The applicant of Medium Grant is required to provide the information for organization donors in the last 3 years



15.2 Training/workshop Plan

Appendix II:

Objective of Training/ Workshop	Outline of topics to be covered	Training methodology to be used	Target Group	Selection Criteria for Participants	Transfer of Learning Strategy (Explain how you will ensure utilization of what will be learnt from the training)

15.3 Budget Template

ORGANIZATION NAME:

S/No	ACTIVITY AND INPUTS	TOTAL CONTRACT VALUE	TOTAL COSTS QTR 1	TOTAL COSTS QTR 2	TOTAL COSTS QTR 3	TOTAL COSTS QTR 4	YEAR 1 TOTAL	YEAR 2 TOTAL	YEAR 3 TOTAL
1.0	Project preparations								
1.1	Transport for 2 coordinators @ 10,000	20,000	20,000	0	0	0	20,000		
1.2	Transport for 2 coordinators @ 12,000	24,000	24,000	0	0	0	24,000		
1.3	Allowance for 4 coordinators @ 11,000/= X 2 days	88,000	88,000	0	0	0	88,000		
1.4	Typing of invitation letter 1 X 1,000/=	1,000	1,000	0	0	0	1,000		
1.5	Typing of activity report 1 X 1,000/=	1,000	1,000	0	0	0	1,000		
	Typing of invitation letter to government leaders 1 X 1,000/=	1,000	1,000	0	0	0	1,000		
1.6	Photocopying of invitation letters 220 @ 50/=	11,000	11,000	0	0	0	11,000		
1.7	Photocopying of activity report 4 X 50/=	200	200	0	0	0	200		
1.8	Photocopying of invitation letters to government leaders 4 X 50/=	200	200	0	0	0	200		
1.9	Envelops 228 Pcs @ 50/=	11,400	11,400	0	0	0	11,400		
1.10	stempms 228 Pcs X 400//=	91,200	91,200	0	0	0	91,200		
1.11	Total	249,000	249,000	0	0	0	249,000	0	249,000

(In lines 1.0, 2.0, 3.0 and others at a column of Activity and Inputs indicate the activity to be carried out in full; it should specifically show what is going to be done, where, for how long and for whom. From line 1.1 downward at a column of Activity and Inputs, indicate and calculate the total cost of every required input; it should show clearly, the number and costs for each required input in order to accomplish the activity; the total cost for each should be indicated as *Total Contract Value*. For RSG Total Costs for QTR 1 should be equal to Total Contract Value, for Multi year projects, estimated costs for each year should be shown under Totals for Year 1, 2 and 3. In each operational Year the costs should be divided into Quarters depending on when the activity is to be carried out). We advise that Budget should be worked on when work plans are already prepared.

15.4 Monitoring and Evaluation Plan

Results and Activities	Objective Statement	Objectively Verifiable Indicators <i>(Number of indicators for each outcome and output should not exceed two [2])</i>	Means of Verification (Data Source)	How to Collect Data	How Frequent will the data be Collected
Outcome					
Output					
Activities					
Outcome					
Output					
Activities					

15.5 Zero Tolerance Policy on Corruption:

The Foundation of Civil Society operates a Zero Tolerance policy on all forms of corruption, both within the Foundation and its services, and externally with all whom the Foundation may have any association. Any member of the Foundation found guilty, following a full in depth investigation of inappropriate corrupt practice will be severely dealt with under the Foundation's disciplinary procedures.

Where any member of the public has any cause of concern with regards to any individual associated with the Foundation, he should contact the Executive Director, in full confidence, and inform him of the issues as early as possible, in writing if possible, or by any other means available, providing as much evidence to support his/her claim immediately after being alerted or directly approached.

The Executive Director will ensure that the matter is investigated confidentially and sensitively within the Foundation's complaints procedure and guarantees the anonymity of the complainant, so as not to place him/her in a position of vulnerability. The complainant will not be discriminated against in any way as a result of making a genuine complaint.

The Foundation will then conduct an in-depth investigation, the outcomes of which will be reported back to the complainant with full and appropriate justification.

It should be noted that any investigation conducted and its subsequent outcome will be with due regard and reference to the Foundation's complaints policy and procedures, and with particular regard to the principles of justice and Tanzanian law. For more information on how to make complaints please refer to the Foundation's Complaints Handling Policy (15.6), also available on our website www.thefoundation-tz.org

15.6 Complaints Handling Policy

The Foundation for Civil Society has five core values, namely, fairness, integrity, professionalism, transparency and accountability and gender equity. Based on these values, the Foundation intends to provide an opportunity for the recipients of our services to lodge complaints on matters of corruption, behavior, procedure and decision making. The Foundation has therefore prepared this Complaints Handling Policy to be used by all our stakeholders. It should be noted however that Complaints Handling Policy does not in any way entertain appeals against decisions made by Foundation. Decisions regarding grants made by the Foundation are final but complaints against the decisions may help the Foundation improve its future decision/services. The Foundation will deal with all complaints in a fair, consistent, transparent and timely manner.

The Foundation aims to:

- Treat complaints seriously and deal with them efficiently
- Resolve complaints promptly whenever possible
- Learn from the complaints and take action to improve our services
- Assist and protect the complainant

What to do if you have a complaint

If you wish to make a complaint about the Foundation, a grant the Foundation has made or about a member of the Foundation staff, or Board, you can do so in writing, by fax, email (malalamiko@

thefoundation-tz.org), and phone or in person. Those wishing to complain in person will need to make an appointment. If you are writing, faxing or e-mailing your complaints, please provide your telephone number if an initial response by telephone would be convenient. If you are e-mailing, please state whether a reply by e-mail is required and, if not, please provide full postal address. We will ask you to put the complaint in writing, if you have communicated it to us orally. We can provide you with assistance with this if necessary. In the first instance you should make your complaint directly to the Executive Director of the Foundation or if appropriate and in exceptional circumstance, to the Chair of the Board of Directors.

You will receive an acknowledgement from us that your complaint has been received. If you do not receive an acknowledgment within seven working days of submitting your complaints, please contact the Executive Director directly.

What happens next

Upon receipt of your complaint, we will aim to respond promptly, and always within 14 days. If this is not possible, we will explain why and let you know how long it will take.

If you are not happy with the initial response you receive, you should contact the Executive Director again and seek clarifications. Following the second response, if you are still not satisfied, you are advised to write to the Chair of the Board of Directors.

If you remain unhappy with the Foundation's actions, you may ask the Chair of the Board to forward your complaint to independent Adjudicators to investigate your complaint and/or the way it has been handled.

Confidentiality

Complainants are generally encouraged by the Foundation to declare their names and contacts, while filing a complaining. They are in return assured of utmost levels of confidentiality by the Executive Director and the Chair of the Board. In exceptional cases, the complainant may however choose not to indicate his/her name and contact details and can make an anonymous complaint. However complainants should be aware that direct cooperation with the complaints generally facilitates the handling procedures greatly, and makes it easier for the Foundation to take adequate, fair and sustainable measures to address the respective shortcomings.



THE FOUNDATION FOR CIVIL SOCIETY

Haidery Plaza, 5th Floor, Upanga / Kisutu Street

P.O. Box 7192, Dar es Salaam, Tanzania.

Tel: 022-2138530-2. Mob. Off: 0754-005708

Fax: 022-2138533

Web: www.thefoundation-tz.org