



**APPLICATION GUIDANCE
FOR
CIVIL SOCIETY ORGANISATIONS**

1. General Tips

- Please make sure all documents are properly labeled
- Use 1.5 spacing
- Use Times New Roman with a 12 Font, Headings 14 Font
- Do Not exceed 14 pages excluding the budget, appendices and support documentation (narrative maximum 14 pages)

2. Project Proposal Format

Proposals submitted for approval must contain certain critical standard information, which will be the basis for assessment. This section tries to highlight examples of information to be filled in the above format

a) *Cover Page (1 Page)* - Containing organizational details.

b) *Executive Summary (1 page)* -

One page summary of the project, stating the main objectives, activities and the total cost of the project and amount being sought etc.

c) *Organisational information (1 page)*

A brief introduction of the organization on one page such as the historical connotations, location, structure, mission statement, vision, beneficiaries, objectives, resources available, achievements and the comparative advantages, in any order of emphasis.

d) *Rationale for the proposed work (1 page)*

A one page description of the rationale for existence and the proposed efforts to respond to the perceived problems.

e) *Project Design (6 pages)*

This section looks at the actual interventions that will be undertaken and the expected output (maximum of four pages) containing the following basic information:

1. Examples of HIV and AIDS Interventions for community systems strengthening:
 - *Institutional capacity building,*
 - *Social mobilization*
 - *Advocacy and community based monitoring and accountability*

f) Management and Implementation (2 pages)

A **two page** summary outlining the responsibilities people will assume in the implementation of the project. This should also include the implementation strategy detailing the path the project will take including;

- a) financial management such as:
 - i) Internal control systems;
 - ii) accounting manual and persons responsible
- b) procedures or processes used for identifying the beneficiaries;
- c) overall timeframe of the project; and
- d) Explanation of how the work will be implemented and managed and the human resource and material inputs available/needed.

g) Monitoring and Evaluation (1 page)

In this section, one page outlining the methods that will be used to monitor and evaluate the activities, including quantifiable measures and a plan of how the target population will be involved in the monitoring process.

h) Assumptions and Risk factors to be considered (1 page)

This section should briefly explain the factors that are likely to affect the implementation of the project negatively; financial risk funds would be exposed to? (**One page**)

i). **Appendix 1** - the budget template should have the following:

- i) objectives of the intervention;
- ii) a detailed description stating the activity to be carried out and during which periods;
- iii) the quantity being proposed to be supported;
- iv) the unit costs of the activity; and
- v) the frequency of the activity and the total.

The budget should be accompanied by budget notes explaining each budget item, i.e. indicator the budget item is contributing to, rational of unit costs used other than those provided by CHAZ.

BUDGET FORMAT

A detailed Activity based Budget together with a summary should be included in the proposal as shown in the example below:

Budget for the Period: XXXXX

Indicator/Activity	Yearly Target	Description/Details	Quantity	Unit Cost	Frequency	Total Cost	Implementing entity

Standard Unit Costs

E.g; To be completed

Budget Code	Module	Activity Description	Item Description	Unit of Measure	Unit Cost(US\$)
109	Community systems strengthening	CSO Administrative Costs - Disburse funds for operational support to Community based organisations umbrella bodies	Operational Support to CCOs	Office Cost per Qtr.	967
90	Community systems strengthening	SR Admin Costs - Office and Bank Account running costs that Bank	Bank Charges	Office Cost per Qtr.	32

		Charges, Stationary, Fuel and Electricity Contribution for Health facilities			
75	HSS - Health information systems and M&E	Conduct monthly monitoring activities	Lunch Allowance	Average cost of event per participant per day	8
75	HSS - Health information systems and M&E	Conduct monthly monitoring activities	Stationery (paper, Printing, Pen, Note book/Pad, Folder)	Average cost of event per participant per day	8
75	HSS - Health information systems and M&E	Conduct monthly monitoring activities	Fuel	Average cost of event per participant per day	1.6

