



**APPLICATION GUIDANCE
FOR
FAITH BASED 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 Social and Behavior change
 - Community Outreach activities (Demand creation, HIV counselling and adherence)
 - *List of schools targeted*
 - *Community youth clubs targeted*
 - *Number of pupils to be reached*
 - Formation of peer groups in and out of schools
 - *Number of peer groups for in school youths to be formed*
 - *Number of peer groups for out of school youths to be formed*
 - *Number of community youth groups to be formed*
 - Capacity building in RH, HIV/TB, VMMC, Prevention, and life skills to mention but a few.
 - *Number of trainings conducted*
 - *Number of participants trained*

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

Currency: XXXXXX

Exchange Rate: XXXXXX

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\$)
28	Prevention programs for adolescents and youth, in and out of school	Conduct demand creation	Lunch Allowance	Average cost of event per participant per day	8
28	Prevention programs for adolescents and youth, in and out of school	Conduct demand creation	Stationery (paper, Printing, Pen, Note book/Pad, Folder)	Average cost of event per participant per day	8

28	Prevention programs for adolescents and youth, in and out of school	Conduct demand creation	Fuel	Average cost of event per participant per day	1.6
31	Prevention programs for adolescents and youth, in and out of school	Conduct bi-annual demand creation via SMS for Ureport platform	Lunch Allowance	Average cost of event per participant per day	8
31	Prevention programs for adolescents and youth, in and out of school	Conduct bi-annual demand creation via SMS for Ureport platform	Stationery (paper, Printing, Pen, Note book/Pad, Folder)	Average cost of event per participant per day	8
31	Prevention programs for adolescents and youth, in and out of school	Conduct bi-annual demand creation via SMS for Ureport platform	Fuel	Average cost of event per participant per day	1.6
119	Prevention programs for adolescents and youth, in and out of school	Formation of Peer education Group committees in schools with non and strengthen those existing for follow up activities	Fuel	Average cost of event per participant per day	1.6
119	Prevention programs for adolescents and youth, in and out of school	Formation of Peer education Group committees in schools with non and strengthen those existing for follow up activities	Refreshments	Average cost of event per participant per day	3
119	Prevention programs for adolescents and youth, in and out of school	Formation of Peer education Group committees in schools with non and strengthen those existing for follow up activities	Drama Performances	Average cost of event per participant per day	40
119	Prevention programs for adolescents and youth, in and out of school	Formation of Peer education Group committees in schools with non and strengthen those existing for follow up activities	Meals	Average cost of event per participant per day	8
120	Prevention programs for adolescents and youth, in and out of school	Carry out Inter school peer group debates from selected schools	Snacks and Refreshments	Average cost of event per participant per day	8
120	Prevention programs for adolescents and youth, in and	Carry out Inter school peer group debates from selected schools	Moderator Fees/Judges Fees	Average cost of event per participant per day	40

	out of school				
120	Prevention programs for adolescents and youth, in and out of school	Carry out Inter school peer group debates from selected schools	1st Prize	Average cost of event per participant per day	400
120	Prevention programs for adolescents and youth, in and out of school	Carry out Inter school peer group debates from selected schools	2 nd Prize	Average cost of event per participant per day	322
120	Prevention programs for adolescents and youth, in and out of school	Carry out Inter school peer group debates from selected schools	3 rd Prize	Average cost of event per participant per day	241
123	Prevention programs for adolescents and youth, in and out of school	Support to Peer education Group committees for out of school adolescents to carryout HIV/Sexual reproduction/VMMC outreach activities	Funds for disbursement to CBOs/FBO to support the peer education activities for out of school youths.	Average cost of event per Qtr.	945
117	Prevention programs for adolescents and youth, in and out of school	Conduct Training for In school Peer groups by SR to be carried out in 60 Schools targeting 12 schools per per province per year in years 1 and 2	Stationery	Average cost of training per person per day	1.6
117	Prevention programs for adolescents and youth, in and out of school	Conduct Training for In school Peer groups by SR to be carried out in 60 Schools targeting 12 schools per per province per year in years 1 and 2	Lunch Allowance	Average cost of training per person per day	33
117	Prevention programs for adolescents and youth, in and out of school	Conduct Training for Inschool Peer groups by SR to be carried out in 60 Schools targeting 12 schools per per province per year in years 1 and 2	Transport Refund	Average cost of training per person per day	6.5
117	Prevention programs for adolescents and youth, in and out of school	Conduct Training for Inschool Peer groups by SR to be carried out in 60 Schools targeting 12 schools per per province per year in years 1 and 2	Facilitation	Average cost of training per person per day	80

117	Prevention programs for adolescents and youth, in and out of school	Conduct Training for In school Peer groups by SR to be carried out in 60 Schools targeting 12 schools per per province per year in years 1 and 2	Fuel	Average cost of training per person per day	1.6
117	Prevention programs for adolescents and youth, in and out of school	Conduct Training for Inschool Peer groups by SR to be carried out in 60 Schools targeting 12 schools per per province per year in years 1 and 2	Venue	Average cost of training per person per day	65

