

Stay On – Example application form grants 2019

Aidsfonds call for proposals

Please read the eligibility criteria for applicants and proposals in [the Call for Proposals 2019](#) carefully. These are applied strictly. Proposals that do not satisfy the conditions set by the eligibility criteria will not be considered eligible for further assessment.

Proposals must be submitted through this official online form. Each applicant can only submit one application form. If more proposals are received per applicant, only the first proposal submitted will be taken into consideration.

Upon submitting your proposal you will receive an automated e-mail confirming receipt of your application. If you do not receive this e-mail, please check if you submitted the form and resubmit if necessary, and make sure to check the Spam-folder of your e-mail. If you are facing technical problems filling out this form, please contact us via grants@aidsfonds.nl.

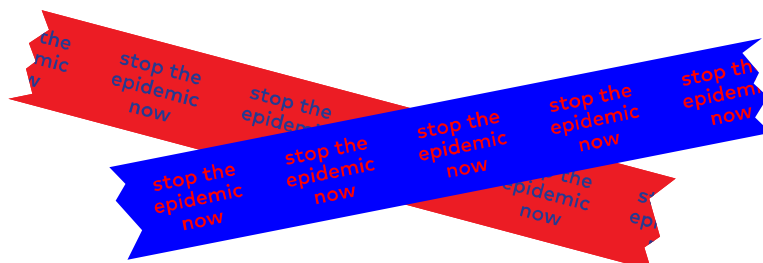
Submit the proposal *including required attachments* before 12 September 2019 at 12:00 (noon) CEST

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Part 1 - General information

- 1. Programme title** Make sure title captures the essence of what you are trying to accomplish.
- 2. Applicant organisation name** Please note that only registered NGOs are eligible
- 3. Postal address**
- 4. a) The name of the person ultimately responsible for this proposal**
 - b) Telephone number
 - c) E-mail address
- 5. a) Programme lead**
 - b) Telephone number
 - c) E-mail address
- 6. a) Financial lead**
 - b) Telephone number
 - c) E-mail address



7. **Duration proposed programme** between 2020 and 2022 (max. 3 years)
 - a) Start date
 - b) End date
8. **Total budget of the programme:**
 - a) **Total budget requested from Aidsfonds for proposed programme:**
In Euros, state three year total
 - b) **Total budget secured for this programme:**
In Euros, state three year total, including other funds (if applicable)
9. **Pitch your programme!** (max 300 words)

Address the “what”, “why”, “who”, “where” and “how”.

Please be aware this text may be used in publications, e.g. the website. Hence, try to write it without using jargon, so that any lay person (think of your neighbour, granny or grocer) can understand at once.

Part 2 - Description applicant organisation

1. **Organisation history** (max 200 words)

Brief history of applicant organisation including but not limited to: strategic goals, brief description of the organisational structure (incl. governing body), number of staff and volunteers.
2. **Statement of qualifications/capacity to execute the proposed programme** (max 300 words) Briefly describe how the following structures contribute to implementing the planned activities and achieving the expected results:
 - Organisational structure
 - Financial and administrative management structure
 - Monitoring and evaluation structure
3. **Roles and responsibilities proposed programme** (max 200 words)

If applicable, provide a clear breakdown of roles and responsibilities for different partners in this programme. Please clarify the collaborations and linkages and how they play out in day-to-day work during implementation?
4. **Financial situation**

Total annual organisational budget for 2017, 2018 and 2019. Please list your main sources of income and donors.
5. **Reports**

Upload the latest annual narrative and financial reports available.

Part 3 - Programme description

1. Country / countries

Indicate in which country/countries the programme will be implemented:

- Ethiopia
- Mozambique
- Nigeria
- South Africa

Describe where the programme will be implemented (regions, districts, towns...):

2. Context (background and initial situation) (max 350 words)

Provide a short and thorough analysis of the context. Ensure to demonstrate using a gender lens.

- Why do you propose to work in the selected area?
- Who is most prone to drop out of care there?
- What are the barriers for PLHIV to remain in care here?
- Which is/are the problem(s) the proposed programme responds to?
- What are the specific gender-related factors of the problem in this context?

3. Target group (50 words)

Who is this programme specifically targeting? Which group, key population, age group, phase of life, gender, location, or otherwise, is most vulnerable to drop-out, based on the context analysis

4. Theory of Change statement: what are the main outcomes you want to achieve at the end of this 3-year program? (max 350 words)

Provide a short description of the “logic” of the proposed interventions and activities. Briefly note the underlying assumptions in your argumentation.

Elaborate on the synergy of your combination approach. Why do you choose to combine these interventions? Provide a specific explanation of how the combination approach will lead to a bigger impact.

Please be explicit about how your programme contributes to a sustainable HIV response.

5. Describe how your programme will improve the life of one person living with HIV? (max 200 words)

The funds for this call for proposals are raised among the Dutch public, meaning donations from individual supporters who believe in our cause. It is Aidsfonds’ responsibility to link back the results and impact of programmes we fund with their money. Hence the following question:

Please describe from the perspective of one person living with HIV how the programme will affect their life. Centre the story around his/her experiences throughout different phases of life. How will your programme affect one person’s lifelong relationship to treatment and living with HIV?

6. Proposed strategy and implementation

a) Please tick at which three levels the proposed programme works.

- Individual
- Medication

- Health system
- Structural

b) Please describe the activities at each level and indicate which partner will implement them (max 250 words)

c) Specify stages of implementation throughout the three-year project cycle, and link the timeline to the results framework (max 100 words)

Please note the review criteria are:

- Clear explanation on how activities contribute to the results;
- Realistically planned implementation;
- Complementing to existing services for PLHIV in the context;
- Demonstrable link to the Ministry of Health.

7. Track record - one per organisation (max 200 words)

Describe the track records of each implementing partner on the proposed activities. Make sure a track record answers the following questions:

- What were your main achievements?
- What were your lessons learnt?
- How will these achievements and lessons learnt contribute to the success of the present proposal?

In addition, each partner may provide a maximum of two web links to written or visual material demonstrating the successful programme activities you mentioned above (e.g. website or YouTube, etc.)

8. What does success look like after three years of your programme? (max 150)

Please think carefully how you would define success. What does success look like after completing the programme? When will you consider this programme a success?

9. Monitoring and evaluation indicators

a) In addition to the results and budget framework, please develop two indicators measuring the following (max 200 words):

- Measuring your contribution to the Aidsfonds goal: everyone living with HIV worldwide receives treatment
- Measuring retention in care as a result of your programme. In this call we aim for retention in care defined in terms of client satisfaction and uninterrupted adherence to treatment, ideally measured in viral load suppression (if possible).

These two quantitative indicators must be disaggregated by gender and age.

b) Please also elaborate what qualitative indicators you are planning to develop and what they will measure. Indicate how these can be used to create change stories and build an investment case (max 200 words):

10. Linkages with formal healthcare system and potential to scale up (max 150 words)

Please describe how you will work together with the formal healthcare system. Indicate how this will add to the sustainability of care for PLHIV.

11. Linking and learning

Please indicate whether you intend to reserve up to €10.000 in your annual programme budget for the purpose of linking and learning.

- Yes

- No

If yes, please make sure the amount is included in the budget line in the Results and Budget Framework. This will be discussed further once your proposal is selected.

12. Other essential information (max 100 words)

Is there anything else you would like to add or highlight?

Part 4 – Budget

Download and fill in the Results and Budget Framework

Upload the filled out Excel Result and Budget Framework to describe objectives, outcomes, activities, outputs and the budget. Please choose “save” or “save as” to view the form. This form has two different tabs: A (compulsory) and B (if applicable). You may find an example of a complete results and budget framework on our [Grants webpage](#).

- **Tab A: Results – Result & Budget framework in Euros**

In the first tab ‘Results’ the applicant is required to fill out the requested budget for 2020, 2021 and 2022 per expected outcome and output. The budget applied for should be in line with the planned activities as described above. Please note that rows can be added to describe your activities and budget accurately.

- **Tab B: Partner & Consultancy fees**

This tab is applicable when the programme is implemented by multiple partners. Indicate the budget amounts partners or consultants will receive each year and relate them to the relevant activity numbers from tab A.

Written budget justification (<250 words)

Please provide a short justification explaining both the necessity and basis for the proposed costs. The budget justification should address each of the major cost categories in the budget, such as personnel and participant/trainee costs, travel and other direct costs like materials and supplies, consultants and/or sub awards. Please note the review criteria:

- Demonstrated need for items included in the budget;
- Demonstrated critical awareness of cost-efficiency;

Part 5 – Independent reviewers

Please suggest the names and contact information of two independent reviewers from your country, with expertise in the field of HIV care and adherence. Aidsfonds will contact them to evaluate 3 other proposals during this call for proposals (see timeline). Please take into consideration [the Aidsfonds conflict of interest policy](#).

Reviewer 1

- Name and surname:
- Organisation/Institution:
- Email address:
- Field of expertise:

Reviewer 2

- Name and surname:
- Organisation/Institution:
- Email address:
- Field of expertise: