

ActHIVate application questions and scoring criteria

PLEASE NOTE: This is a summary of the application questions for the ActHIVate Request for Proposals 2027-2028 to give applicants an overview for their application planning.

Your application CAN ONLY be submitted using Aidsfonds' Good Grants online portal at : <<https://aidsfonds.grantplatform.com/>>. Applications via any other means will not be accepted.

The use of AI

While AI can make proposal writing easier, it may remove the personal touch and character from your application. You may use AI tools to assist you with generic sections, such as the context update, but sections critical to your proposal such as the goal, problem analysis, and results should reflect your own organizational thinking and strategy. Aidsfonds and the advisory panel value identity, ownership, and unique perspective - qualities that distinguish your organization from others. Please keep this in mind when writing your proposal.

Applicant(s) details

- Are you applying as one organisation, or as a partnership of maximum 2 organisations?

A partnership of 2 organisations is one where both organisations are working on this proposed project together, taking up different aspects of the work. Having a fiscal host is not considered a "partnership"; you will have space further to specify if you additionally have a fiscal host.

Choose from: One organisation, Partnership of two organisations

If you are applying as one organisation, you will enter your details in the Good Grants form. If you are applying in a partnership of two organisations, you will first enter the details of the primary applicant, and after that you will automatically get a form to enter all the following details of the second organisation, plus a question on specifying the relationship between the two organisations in the partnership and how you make strategic decisions.

- Please give a brief introduction of your organisation including the vision, mission, key activities, governance structure, size of staff and volunteers. (max. 250 words)
- Official name of organisation
- Name Executive Director or CEO (or equivalent) of the organization
 - Do they belong to any of these communities: MSM, Trans Communities, Other, None
- Contact person for this application (name, position in organisation, email address)
- Organisation details:

Physical address of organization (street, number, city, country)	
Contact details of organization (phone number, email)	
Legal representative (s) of your organization – (name, position, organisations, email, phone number)	

Chairperson of the board (name, position and contact details, email, phone number)	
When was the organisation founded?	
Please add the website(s) of your organization(s) (if available)	
Please include links to your social media pages of your organization (e.g. Twitter, Facebook, LinkedIn, Instagram)	
Please include links to websites, articles, posts that showcase the work you have been doing	

- Please tick this box if you are applying through a host organisation
If host organization is ticked, we need details of the host organization. Same details will be requested as above, but with additional fields: "Start date of hosting arrangement", "Please briefly describe the hosting relationship between your organization and the host and what kind of support the host provides, e.g. financial, book keeping, HR, registration compliance, etc"
- Bank details of your organization (if you work with a host organization, please enter their bank details here):

Name on the account	
Account number	
Bank name	
Bank Address	
BIC/SWIFT code	
Currency	

- Is there a joint signature and payment authorization? (YES/ NO)
This means that at least two people in the organisation(s) sign off on all major financial transactions
- Organisational budget and income from 2024 to 2026:

Organisation's budget and income	In Euro	In your working currency
2026 Total annual budget		
2026 Total income from all funding sources		
2025 Total annual budget		
2025 Total income from all funding sources		
2024 Total annual budget		
2024 Total income from all funding sources		

- How has your funding situation changed over the last 3 years? (*max. 75 words*)
- Are you currently receiving funding from the US government (USAID, PEPFAR, other US government initiatives) or have confirmation of such US government funding to your organisation for 2027? (*checkbox yes or no*)

- In which geographic area(s) do you currently operate (countries, provinces/states, districts, cities)? *(max. 75 words)*
 - In what ways does your organization demonstrate MSM and/or trans leadership at all levels of the organisation (leading roles, governance, and decision-making positions, including the board). Please give concrete examples. *(max. 100 words)*
 - Please describe three (3) changes your organization has achieved or contributed to, through advocacy and service provision in the past 5 years, that have improved HIV-related health outcomes for MSM and trans people. (This is not about numbers reached, but about outcomes) *(max. 150 words)*
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Overview of the proposal application sections:

Part A (Introductions and preliminary eligibility)

1. Title
2. Duration
3. Total Budget
4. Country of operations (and cities/districts)
5. Short Summary of the project.
6. Target Audience
7. Project Goal
8. Community involvement

Part B (Project Details)

9. Context
10. Problem Analysis
11. Project Impact
12. Sample activities and core needs
13. Approach on service delivery for advocacy
14. Project coherence

Part C (Project Analysis)

15. Stakeholders
16. Risks
17. Track Record

Proposal

Part A (introductions and preliminary eligibility)

The fund aims to sustain existing work done to support HIV services and advocacy for MSM and trans communities.

1. What is the title of your project? (*max. 30 words*)
2. How long is your proposed project in months? (confirmation that it is a maximum of 1 year and 9 months)
3. What is the total budget requested in Euro and the budget division per year?
(*max 20 words per cell*)

Years of implementation	Project Budget Request
2027	
2028	
Total	

4. What is the country of implementation? (only one country is allowed per project)
Select from: Nigeria, Uganda, Morocco, Egypt, Lebanon, Ukraine, Kazakhstan, Kyrgyzstan, Moldova

4a. Specify the cities/provinces/districts in which you will focus. Briefly indicate if these settings are new, or a continuation of work for your organisation. In Q17 you will describe your previous track record to justify your work in the settings (*max. 75 words*)
5. Please provide a summary of the proposed project. Focus on What, Why, How.
(*max. 300 words*)
6. ActHIVate wants to fund initiatives that serve MSM and trans people at risk of HIV or living with HIV. Who are the primary targets of your proposed project? Describe the target population more specifically (e.g. in a specific city/age groups .. etc) (*max. 100 words*)
7. Describe the overall goal of the project
(*Please do NOT include activities! Focus on what will change or improve as a result of your work*) (*max. 75 words*)
8. How have MSM and/or trans community members contributed to identifying the problem and designing this proposal? How will they participate in decision-making, implementation, monitoring and feedback throughout the project? Please provide concrete examples. (*max. 200 words*)
- 8A. (*only shown for partnerships of two organisations*) Why did you decide to apply for the ActHIVate request for proposals as a partnership of two organisations? What makes your

partnership best placed to respond to the needs of your communities, and to the project you are proposing? *(max. 200 words)*

Part B (Project Details)

9. Please describe the context in your specific project area and explain the influence on MSM and trans people's access to HIV-related health services. (max. 100 words per cell)

Domain	Current Situation	Main barriers	Existing Opportunities/Support
Physical access to HIV prevention, treatment and testing for MSM and trans People			
Policies that influence the access of MSM and trans people to HIV-related healthcare services			
Social practices that influence the access of MSM and trans people to HIV-related healthcare services.			
Other Factors affecting the access of MSM and trans people to HIV-related healthcare services			

10. Problem analysis

Describe the main problem your project aims to solve.

Make your explanation stronger by adding specific details - like statistics, local data, or real examples from the context where you work. We understand that it's not realistic to fix an entire societal or policy problem with one project. That's why we ask you to be specific on the problem you will address and your analysis of it. (max. 300 words overall)

Problem:	
Consequences of this problem:	
Causes of this problem:	
Why is this important or urgent right now?:	

11. Impact analysis (for your complete project)

11A. What overall changes do you want to see per outcome area after the implementation period?

(Impact is about the ultimate change, not just outputs. For example: By the end of the 2-year intervention, X will increase from A to B because of... OR Within 24 months, MSM's access to ___ will improve by ___%.)

(max. 150 words per cell)

More MSM and trans people access sensitized HIV Services.	
Increased accountability from health systems towards the HIV needs of MSM and trans people.	

11B. What concrete results do you expect to achieve?

	MSM	Trans people
Number of MSM and trans people accessing sensitized services because of your project	(max. 75 words)	(max. 75 words)
List the national/district/city/local level policies you will influence to ease the HIV burden on MSM and trans people	(max. 75 words)	(max. 75 words)

11C. Beyond the indicators listed above, what community-defined measures of success will your project track (e.g. service quality, continuity, uptake, retention, institutional practice, financing, accountability, or community experience)? Please identify two indicators and the concrete results you expect to achieve against each.

Community-defined indicator	Concrete result expected

12. Activities

12A. Please briefly describe the range of implementation activities your project will carry out to achieve each planned outcome.

Activities are the steps you will take to reach that outcome.

(max. 150 words per cell)

Outcome areas	Year 1	Year 2
More MSM and Trans people increasingly access and adopt HIV-related health care services		
Increased accountability from health systems towards the HIV needs of MSM and trans people.		

12B. Since the grant also provides support towards core operational costs, please list these categories of core operational costs below, and provide a justification of how these will contribute to your organisation's ability to carry out the programmatic work under the funded project.

(max. 50 words per cell)

Examples of core operational cost categories can be: staff costs, rent, overhead, registration, audits, and any other critical line items necessary for your organization to continue your service delivery and advocacy work with communities

For partnerships of two organisations, you will be asked to also specify which line is for which organisation

Core operational cost category	Why is this needed right now for your organisation	What will be the impact of covering these costs towards the success of your project

12C. *(only for partnerships of two organisations)* Work division: Explain which aspects of this project will be worked on by each of your organisations. *(max. 150 words)*

13. How will evidence or learning from your service-delivery work inform advocacy, accountability or systems change? Identify the actors you will seek to influence and explain why this pathway is feasible and safe in your context. Where engagement with public authorities is not appropriate, describe the alternative pathway you will pursue.
(Max 150 words)

14. Project Coherence

14A. Please demonstrate that your project is working along the movement's priorities (working with other actors) to achieve the results. Explain how your project supports or aligns with existing priorities for the HIV-related healthcare needs of MSM and trans people in the national health system, private health care, donor funded care, identified by community members, or other.
(max. 150 words)

14B. Does your proposal seek to achieve change at the district and/or national level? If your work operates at multiple levels, describe how the different activities are linked and reinforce each other.
(max. 100 words)

Part C (Project Analysis)

15. Stakeholder analysis

Please identify the people, groups, or organisations who are key to your project. *(Be as specific as possible and name types of allies, institutions, people etc.)*
(max. 75 words per cell)

Who are you going to be working with to achieve your results?	
Who is benefitting from your work?	
Who will you be influencing to achieve your results?	

16. Please list the risks or threats you expect in your project, how likely they are to happen, and what you will do to reduce their likelihood or lessen their impact.

(max. 120 words per cell)

Risk (include at least 3; organizational risks too)	Likelihood (Low . Med . High)	Planned Mitigation

17. Track Record

17A. Summarise your organisation's previous work and how your capacity, past experience and positionality within the community enable you to carry out the project you are proposing. (max. 200 words)

For partnerships of two organisations, you will be asked to summarise the past work of both your organisations, especially work you have undertaken together

17B. Please only answer this question if under the proposed project you are planning to work in new geographic areas and/or with new communities, or are planning new approaches to program implementation: Describe how your previous approaches to project implementation have led to the desired results, and how your new approaches will build on this past track record. How have you selected the new aspects of your work, and what brings you confidence in this expansion/change?
(max. 150 words)

If your proposal is approved for funding, Aidsfonds will carry out a due diligence check of your organization. This includes requesting documents such as your Strategic and financial plan, Fundraising Strategy, Financial and Procurement Policies, Integrity policy, Corruption and Fraud Management, Whistle blower policy, and HR Manual. Please tick this box if you agree to provide them.

Please note that the outcomes of the due diligence process may result in approved funding amounts that differ from the proposal request. Aidsfonds aims to communicate transparently about the due diligence process and its financial risk capacity and will communicate about this to all partners selected for due diligence review.

Documents to be uploaded

If any of the following documents are not in English, please upload the document in the original language accompanied by a machine translation in English

- Registration certificate of applicant (or the financial host, if the applicant is not registered)
- Statutes of the applicant: your mission and vision document, organisation constitution and bylaws
- Governance structure of your organisation (incl. names and roles of key staff)
- Annual programmatic report 2024, 2025
- Audited organisational financial statements 2024 and 2025 of the applicant/fiscal host. If the organisational audit is not available for a certain year, please upload all available project audit reports and the annual financial report for that year instead.
- Organizational budget 2024, 2025, 2026
- Signed bank form confirming bank details
- (If there is a fiscal hosting arrangement) Signed agreement of MoU with fiscal host specifying roles and responsibilities division between fiscal host and applicant organisation.

If any of the requested documents are not available, explain why

- Proposal Budget Year One (April to December 2027, 9 months), and high over Year Two (January to December 2028, 12 months). Please only submit the proposal budget in the template provided.

For partnerships of two organisations, the same list of documents will be asked for both organisations, and additionally we will also request a signed partnership agreement between both organisations

Scoring criteria

Aidsfonds will carry out an eligibility check on all the proposals received. Proposals which are eligible will be reviewed by an independent Grantmaking Committee who are familiar with the geographic regions and the communities in focus. They will evaluate proposals based on 4+1 Criteria.

1. **Proposal fit with the Fund.**

Does the suggested proposal align with the goals of the fund and combine service delivery and advocacy?

2. **Capacity of applicant:**

Has the applicant demonstrated that they have carried out similar work and understand the proposed approach to be a strong pathway for change?

3. **Impact.**

Is the proposal designed to maximize a long-lasting positive impact on the communities?
What would be the impact on the lived realities of communities?

4. **Coherence and Effectiveness.**

Is the proposal in line with existing efforts in the country/region?
Is there logical alignment between the different components of the proposal (context, risks, communities targeted, problem identified, activities proposed, impact envisioned)?
Are the project outcomes expected to respond to the main problem identified?

Balance

Final proposal selection will consider scoring as well as weighing to achieve a balance of settings and target communities across all funded projects