

RFA 08-002 APPLICATION INSTRUCTIONS AND PREPARATION GUIDE

This Application Guide Details how to apply for a grant under RFA 08-002. It has 4 sections:

- I** Application Instructions
- II** Application Review
- III** Technical Proposal Guide
- IV** Cost Proposal Guide

I Application Instructions

Applications must be submitted no later than **1PM Monday 16 June 2008**. Applications submitted after this deadline will not be accepted. Applicants should obtain a signed receipt for delivery of their application.

Two copies of the entire application should be submitted on paper at the following address:

**Attention: RFA# 08-002
Uganda AIDS Commission
Civil Society Fund
Plot 1-3 Salim-Bey Road, Ntinda, Nakawa Division
Kampala**

Applications sent by email will not be accepted. Applicants are requested to provide electronic copies of their proposal, budget and budget notes on a CD, along with their paper submission. Electronic copies are requested in Microsoft Office compatible formats (Word and Excel).

The project proposal body should not exceed 15 pages, excluding the cover sheet, budget, budget narrative and appendices. Applicants should use Arial font in 12 point (as in this solicitation) for the text of the proposal and use size A4 paper with one inch margins.

Questions related to this RFA must be sent via email to uac.csf@gmail.com, Attention RFA #08:002, by **5PM Monday 02 June 2008**. Questions should be written in the body of the email message and not submitted as attachments. Printed responses to received questions will be available at the address above by **5PM Wednesday 04 June 2008**. Responses will also be posted on UAC's website (www.aidsuganda.org) and www.coreinitiative.org.

Under this solicitation, the CSF will accept and review proposals from national NGOs, faith based organizations, district NGOs, CBOs, and other members of Uganda civil society that meet the following criteria:

1. Applicants must demonstrate that they have been legally recognized at the district or national level as having government approval to operate in the proposed districts, through registration or other legally recognized documents, obtained prior to 01 July 2007.
2. Applicants must have at least two years of experience successfully serving OVC or building institutional capacity, and provide their most recent annual program report
3. Applicants must have an audited financial statement or certified annual financial report, and provide their most recent.

Proposals that are incomplete, or do not follow instructions in the proposal and budget guidelines, will be regarded as non-responsive to the solicitation. Proposals submitted in response to this RFA will become the property of the CSF and will not be returned.

Issuance of this RFA in no way obligates the CSF. The CSF reserves the right to not make any awards, to make fewer than expected, and to make more than expected. The CSF will not be liable for any costs incurred in an applicant's preparation of its response to this RFA. Furthermore, the CSF may issue written amendments to this solicitation at any time before the proposal due date.

II APPLICATION REVIEW

Proposals submitted before the deadline will pass through an Administrative Compliance Review that tests the application for compliance with all stated requirements in this RFA and for completeness of the submission. Applicants that do not pass this stage will be notified individually with the reason for which their application did not proceed further. Applications that pass the Administrative Compliance Review will be forwarded to a Technical Review Committee (TRC) for scoring. How proposals will be scored is detailed in full below. The TRC consists of independent and neutral experts appointed to guarantee the integrity and consistency of a clear review process. After the TRC has reviewed and scored the technical, managerial, and financial viability of the proposed project, recommended applications will be forwarded to the Civil Society Fund Steering Committee (SC) for final approval. Applicants that do not pass either the TRC stage or the SC stage will be notified individually with their score and the reason for which their application did not proceed further.

The TRC will review and rate proposals according to the following system:

II.A Technical Approach (50 points): Reviewers will assess the entire proposal on its technical merits, and award a maximum of 50 points for this component. Technical merit includes, but is not limited to:

- Program Description (30 points)
 - Problem statement and proposed solution are clearly linked, and reference and respond directly to the district OVC plan and the gaps identified therein.
 - Goal and expected results (qualitative and quantitative) attributable to the proposed program
 - Clarity of coverage area and beneficiaries groups
 - Strategic partnership
 - Clear strategy including application of good practices, linkages with other partners (detailing who and how), beneficiary involvement, and the extent to which the proposed project complements other HIV/AIDS programs in the proposed area of intervention

- Implementation plan (10 points)
 - Realistic and verifiable results—Results are attainable within the proposed period of time and can be confirmed through the M&E Plan
 - Activities logically linked; resources available & practical; reasonable activities to achieve results,
 - Overview of activity timeline; with realistic and reasonable timeframes

- Monitoring and Evaluation Plan (10 points)
 - Clear strategy
 - Timeline of M&E activities
 - Role of beneficiaries in setting up M&E plan, identifying indicators, and monitoring progress and results
 - How monitoring data will be routinely used to adapt project activities
 - Logframe—logical relationship among goals, objectives, activities, and indicators.
 - Clear demonstration of how the project results contribute to the goals and objectives of the district OVC Service Delivery Plan.

II.B Past Performance (20 points): Reviewers will assess the past performance of the applicant and any organizations included as part of its implementation team. Past performance will be based on factors such as:

- Effectiveness of prior similar programs implemented including results achieved
- Proven client satisfaction
- Coverage, impact and relevance of prior programs to proposed project
- Proven capacity to manage resources
- Familiarity with the district in which services are proposed

In evaluating past performance, the CSF will contact some of the references provided by the applicant and other sources of information, including but not limited to donors, local government agencies, program implementation partners (if any), and local or international clients. The CSF reserves the right to verify

past performance and evaluate any past performance information gathered from sources listed above. The CSF may also carry out an organizational assessment of the applicant before deciding on the points given for this component.

II.C Project Management and Key Personnel (15 points): Reviewers will assess the management of the proposed project and the personnel that will support the project, awarding a maximum of 15 points. The assessment will include, but not be limited to, the following:

- Ability and capacity of the proposed Key Personnel to manage and implement the project
- Clarity of overall management plan and administrative arrangement for the implementation of proposed project (e.g. organizational structure, procurement, operational arrangements and partnership plan)

II.D Cost Realism and effectiveness (15 points): Reviewers will assess the budget in relation to activities proposed and award a maximum of 15 points: Assessment will focus primarily on the following:

- Adherence to budget guidelines included with the RFA
- Consistency with the proposed project activities
- Extent to which proposed costs are reasonable, realistic and allowable
- Cost effectiveness and Cost/Benefit analysis
- Appropriate allocation of cost across categories
- Total cost

III TECHNICAL PROPOSAL GUIDE

Project proposals should be submitted with the following cover sheet completed

Name of organization:			
Address: Telephone No: Fax No:			
Type of organization (e.g. NGO, CBO or FBO)			
Project title:			
Project location:	Project time frame (start and end date)	Total amount requested: UGSH _____	
Estimated Project beneficiaries (write number to the applicable type):			
	Youth	Men	Women
			Total
Direct beneficiaries:	_____	_____	_____
Type of Project (Area of Intervention)			
Key contact person:		Key signatory authority:	
Name Position e-mail: telephone:		Signature: Name Position e-mail address: telephone:	
Date proposal submitted:			

The following guide describes each component of project proposals to be submitted and the type of content requested. Please provide adequate information in your proposal based on these guidelines and take note of the points per category as this will be the basis of Technical Review Committee's review and rating. Ensure that the project proposal does not exceed 15 pages of A4 paper using a size 12 font and 1 inch margins. These 15 pages exclude the cover sheet, budget, budget notes and appendices. Ensure that all appendices are attached to this proposal.

III.A Technical Approach (50 points)

The Technical Approach consists of the Program Description (30 points), the Implementation Plan (10 points) and the Monitoring and Evaluation Plan (10 Points)

III.A.1 Program Description (30/50 points)

This section is in three parts, including a problem statement, a proposed solution, and the project description (approximately 6 pages total)

Part I: Problem Statement (5 points)

Please provide a brief description of the problem that you are proposing to address in the coverage area of the proposed project. Summarize how your proposed project will address or mitigate this problem. Include the following information:

- Description of the extent, scope, or severity of the problem in the proposed coverage area
- Analysis of the causes of the problem
- Results of the previous efforts to solve the problem(s), by the proposed partner or other organizations
- Description of geographical coverage area and characteristics of the proposed beneficiaries
- Linkage with the needs and/or gaps identified in the district mapping and service delivery plans

The CSF strongly encourages applicants to confine their problem statement to the coverage area of the project and to problems their proposed project will specifically address. General overviews of the HIV/AIDS situation in Uganda, the plight of Uganda's youth, and the general merits of the areas of intervention are neither necessary nor desired.

Part II: Proposed Solution (5 points)

Briefly provide an overview of the proposed project. In one or two paragraphs, describe the proposed approach to addressing the problem. Describe why the proposed strategy or approach was chosen, and the impact the approach is expected to have on the problem.

Describe the steps that will be taken to ensure beneficiary involvement in program design and implementation, as well as any partnerships with other institutions or organizations that will be involved.

Describe how the approach will complement the activities of other projects and donors addressing this problem, and how the project will address gaps in district coverage and district service delivery priorities, goals and objectives.

Also describe any strategies that will be adopted to ensure continuation of the project after completion of the funding cycle.

Part III – Project Description (20 points)

This section of the proposal should describe the proposed project itself. This section should include the overall goal of the project, detail its beneficiaries and coverage area, detail the specific quantifiable objectives of the project, and for each objective, describe the activities that this project will support and/or implement.

Review of the project description will include an assessment of the extent to which the applicant has:

- Demonstrated an understanding of the district mapping report and district OVC service delivery strategy and plan.
- Demonstrated an understanding of the relationship with HIV/AIDS, integration of HIV prevention services into proposed activities and linkages with other HIV/AIDS programs
- Demonstrated an understanding and application of the 13 guiding principles as outlined in this RFA (pages 5-6).
- Demonstrated an understanding of the need, role of planned intervention and expected outcomes, for each Core Programme Area covered.
- Demonstrated fulfillment of district goals and objectives as detailed in District OVC plans.

Project Goal: Describe in one or two sentences the overall long term goal the project hopes to achieve. The goal should be broader than the individual specific objectives (see below), and may be a goal that the project cannot achieve alone.

Coverage and Target population (beneficiaries): Identify the district that the project will cover, and, the subdistricts or subcounties within each district if coverage is not expected for the entire district. Also describe the intended beneficiaries and target population. Applicants are strongly encouraged to provide quantified estimates of the potential number of clients served, or the potential number of direct and indirect beneficiaries of project activities

Strategy: Identify different strategy in achieving the proposed goals and objectives of the project including identifying and adapting good program practice, partnership with PLHA and child/youth participation leveraging existing programs or resources, etc.

Strategic Partnership: Describe other organizations with which the project will partner, network and/or collaborate in order to achieve the project objectives and goal. Describe the nature of the relationship between the institutions involved, the roles of the other organizations, and the value added by the partnership, networking, and collaboration.

Specific Objectives: The proposed project may have more than one specific objective, although applicants are encouraged to have no more than three. Objectives are specific quantifiable results that the project will directly achieve. The activities that the project will support are expected to directly result in the objectives presented. Objective statements should include an indication of the time within which the objective will be achieved and beneficiaries that are benefiting from the accomplishment of the objective. Objectives must be realistic, measurable, achievable, and time-bound.

Key Activities: Under each objective, provide a brief narrative of the activities that will be supported in order to achieve the objective. The description should describe the work that will be conducted (who it will be conducted by, what will be done, how long the activity will take, when it will be completed, and any outputs resulting from the activity that will directly contribute to its specific objective).

III.A.2 Implementation plan with clear activities, outputs and deliverables (10/50 points)

This section consists of a tabular presentation of 1) objectives, 2) the activities to be conducted under each objective, 3) the month(s) in which the activities will occur, 4) the resultant outputs of each activity, and 5) the expected outcomes associated with the accomplishment of each objective (approximately 1-2 pages)

In addition to project specific outputs and process indicators, all grant recipients will be required to report quarterly on the following indicators. Targets for these indicators must be included in the projected outputs:

Number of OVC served by service outlet and Core Programme Area, disaggregated by sex.

Number of providers/caregivers trained in caring for orphans and vulnerable children

In addition, within applicable core programme areas, the following indicators must also be included, disaggregated by sex:

OVC receiving food and nutritional supplementation through OVC programs

OVC whose basic material needs have been met (has protective shelter, clothing, access to safe water, and sanitation facilities – to be further defined)

OVC receiving legal assistance and protection

OVC receiving health care services

OVC provided with psychosocial support

OVC receiving education

OVC receiving vocational support

III.A.3 Monitoring & Evaluation Plan (10/50 points)

Part I: Monitoring

Describe how the organization will monitor the overall progress of the project. Please summarize how the applicant will ensure that the project activities are progressing according to plan, that the outputs for each activity are being realized, and that progress is being made towards each of the specific objectives. Include in this section information about how the applicant will obtain the information required (means of verification); the frequency and nature of each monitoring activity (e.g., explain what information a monitoring field visit would gather, or other data collection events); who specifically will carry out monitoring activities; and how the applicant will document project progress and results.

Explain already existing M&E systems/MIS that may support this project and tools/forms that may be used for documentation, data gathering, aggregation, and analysis. If sub-grants will be made, describe the partner's role in monitoring. Describe process (output) indicators that will be used (number of participants, products delivered, trainings held, etc). If applicable, also describe impact or behaviour change indicators that will be routinely monitored.

Specifically review proposed plans for including the direct and indirect beneficiaries of the project, as well as the project's collaborating or partnering organizations, in the monitoring and evaluation of the project. What will be the role of beneficiaries in setting up the M&E plan, identifying indicators, and monitoring progress and results? How might the proposed M&E Plan be adapted after consulting stakeholders?

Identify any aspects of monitoring in which the applicant may need technical assistance or capacity building in order to implement a high quality monitoring system.

Explain how the monitoring information will be routinely used for project learning and adaptive management. How will project managers adjust activities, roles, or objectives as needed and communicate adjustments to project staff and partners? Also specifically review how information on project progress will be shared a) across different levels of your organization, and b) across partnering organizations and other stakeholders.

Part II: Evaluation

Describe how the organization will assess the extent to which it has achieved the specific objectives of the project. As with Part I, describe any steps that will be taken to evaluate the quality of the interventions supported over the life of the project. If baseline assessments are required in order to assess the achievement of the stated objectives, describe the plans for the assessment (and be sure the assessment phase is included in the Activities table), the nature of the assessment activities, staff responsible for the assessment, the amount of time required, and coordination among partners and communities.

Also describe what activities will be undertaken at the end of the project to directly assess the achievement of the objectives (e.g. meeting with beneficiaries, analyzing changes in service utilization over the life of the project, etc.). Specifically, describe plans for involving beneficiaries and stakeholders in the overall assessment of the project and how it has or has not met their goals. Describe data collection tools/forms that may be used for the baseline or final assessment for data gathering, aggregation, and analysis. Describe impact or behaviour change indicators that will be compared between the start and end of the project, if applicable. Identify how you will meet staff needs for data analysis (time, skills, software, etc.) for the evaluation you have planned and how the analysis will be accomplished. Also describe any indications of project sustainability that you plan to achieve by the end of the project.

If sub-grants will be made, describe the partner's role in evaluation. Identify any aspects of project evaluation in which your staff or partners may need technical assistance or capacity building.

Finally, explain how the results of the final evaluation will be disseminated.

III.B Past Performance and Organizational Capability (20 points)

This section is in two parts: Organizational Background and History (Part I) and Organizational Qualifications (Part II) (Total: 2 pages)

Provide background information on your organization, including the following:

- Description of the type of organization (faith based organization, community based organization, NGO etc)
- The organization's mission statement and any relevant vision or values statements
- A brief overview of the organization's history (when and why it was established, key aspects of its growth and development)
- A description of the organization's governance structure (board of directors, volunteers etc)
- A description of the organization's management structure (include an organizational chart as an appendix)
- A brief description of the organization's current size (in both personnel and finances)
- Major projects implemented by the organization within the last two years, their key achievements, and sources of support
- A description of the organizational geographic coverage both in terms of districts and sub-counties

III.C Project Management and Key Personnel (15 points)

This section should establish your organization's readiness to handle the project's management and technical requirements. Provide a statement of your organization's current ability to implement the proposed project, highlighting how your organization will staff the project and support the project's management, technical and administrative support requirements. Specifically include the following (2 pages):

- A description of the key management personnel to be supported by the project, including their qualifications and experience
- A description of the key technical personnel to be supported by the project, including their qualifications and experience
- A level of effort table showing each position supported by the project, and the level of effort each position will dedicate to the project in terms of percentage of time.

III.D Required Appendices

- Copy of organization's registration certificate, or document establishing GOU approval of the applicant's business in Uganda
- Names of the applicant's Board of Directors and their current positions, roles and qualifications

- One page CV of the organization's Chief Executive Officer and the project's Project Manager
- Copy of the applicant's most recent annual program report
- Copy of the organization's most recent audit report or certified financial statement
- Funding History for the past 2 years. This should include:
 - Donor and Project Name
 - Amount received
 - Project Duration
 - Key achievements
- Letter of support from District Chief Administrative Officer

In addition, applicants are **requested** to provide any relevant written policies that will be in effect for the proposed project. This includes the applicant's human resource policies and salary structure, travel/per diem policies, financial management and administrative policies, and procurement policies.

IV COST PROPOSAL GUIDE

IV.A Overview and Guidance

Once grant applicants have developed their proposed project's program description and activities, a budget based on objectives, activities and out puts must be developed. Each objective will contain activities that contribute towards achieving the final target in the objective. Each activity must be linked to tangible and verifiable output or outputs. All costs directly associated with implementing the various activities under the objective other than staff time, general procurements and office management should be included in the objective budget.

Staff time, general procurements and office management should be budgeted under Program Management. Note once again that procurements that are directly related to an activity e.g. stationery, T-shirts, Bicycles etc. should be budgeted under it; but all other procurements should be put in program management

Each applicant is then expected to budget for monitoring and evaluation as a separate objective after the main program objectives. This M&E objective should include all the monitoring and evaluation costs expected for the life span of the project.

In the proposal evaluation criteria, the applicant's budget submission accounts for a total of 15 points (out of 100 total).

Budget submissions must include:

- Table 1 – Detailed Budget by Objective and by Activity
- Table 2 – Objective Budget by Quarter

- **Table 3 – Summary of Funding**

You are required to complete all three budget tables. Alongside the above Tables, a budget narrative, within which applicants are expected to provide narrative support and explanations for the proposed costs should be included.

The Excel templates which have been provided should be adapted as appropriate for your project, for example, if you have more than 4 objectives as provided in Tables 1 and 2, please add additional lines in these tables, but ensure that all formulae are correct.

Table 1 – Detailed Budget by Objective and Activity

This table provides a breakdown of expenditures by activities and should be completed first. Table 1 allows you to plan all the resources you will need to execute the activities. In this table, there is a block for each activity. Insert the name of the activity. For each activity, please list the resources needed in the resources column provided. Insert the unit costs and type of measurement for that resource. The total cost of each resource will be calculated automatically. The total direct cost of the activity will also be calculated automatically. Program Management costs, which should include monthly overhead costs (e.g. rent, electricity, water, telephone, maintenance of office equipment) and monthly costs to manage the project (program manager, accountant salaries etc.) should be the last block on your list of activities. Ensure that you detail all anticipated direct costs of program management and co-ordination.

Please add as many activity blocks as you need to this table under each objective, so that you can show all your activities and resources. You may add more lines for an activity if you need them.

Example of an activity budget:

Activity 1 – Train Counsellors

Resource	Unit	Type	Unit	Type	Unit cost	Total cost
Hiring of venue	3	Days	1		150,000	450,000
Daily Subsistence Allowance	20	People	3	Days	10,000	600,000
Facilitation allowance for Trainers	2	People	15	Days	10,000	300,000
Curriculum kits	15	Trainees	1	kit	1,000	15,000
Total for Activity 1						1,365,000

Table 2 - Expenditures Summary by Objective and by Quarter

In Table 2, show how expenditures which you have already detailed in Table 1 will be incurred over the four quarters. If your project is shorter than 4 quarters, leave the extra quarters blank. The total direct cost of all activities will be calculated automatically

A 5% Contingency Fund is automatically included in Table 2. This amount is used for unforeseen costs only. In addition, the use of the contingency fund is only allowed after a formal request in writing is made to the Senior Grant Manager and the Senior Grant Manager authorises the use thereof in writing. Further guidance on use of the contingency fund will be provided to successful applicants

Ensure that the total direct costs as per your activities in Table 2 (excluding the contingency fund), equals the total budget for activities in Table 1.

Table 3 - Summary of Funding

Table 3 shows the funds being requested by your organisation from the CSF as well as the funds to be contributed by the lead organisation and its partners. The Total Grant requested from CSF (refer **A** in Table 3) should equal to the Total Project Cost (**G** in Table 1). Requests and contributions must be broken down by quarters. This table should be filled in last.

Key Points to Consider

- Are the contributions of the members/partners clearly defined in terms of financial, non-financial personal time, support services?
- Have contributions “in kind” been given a financial value and is it clear what the elements of the projections that are “in kind” are? (Note you do not need to value volunteer services. Only substantial in kind assistance will require disclosure in the budget. Such an amount should be shown in both the funding sheet and the expenditure sheets.)

Applicant's are strongly encouraged to categorize project costs within the specific objectives noted above. Specific line item costs to be included in each objective are fully detailed below. The summary budget should present the total cost of objective. The detailed budget should present the individual line item costs contributing to the total cost of each objective above. A budget template is provided in Attachment III.

The budget notes should provide a thorough explanation for each line item and assist the CSF in understanding the different costs needed to implement the proposed project. In support of these notes, applicants are encouraged to provide copies of relevant human resource, travel, procurement and finance and administration policies of their organizations. The budget notes should also include any assumptions underlying the budget, and describe any grantee

financial and administrative policies that affect the budget.

All proposed project costs are expected to be incurred and expensed in Uganda. Applications from International NGOs will be accepted, provided that, as detailed further below, proposed budgets do not include international salaries, benefits or allowances, international travel, other direct costs incurred for international support, or internationally applicable indirect cost rates.

All applicants are encouraged to minimize the management and administrative cost burden on the project. Such costs should be itemized within the above categories, and should in no case exceed 15% of the total project budget. The extent of the management and administrative cost burden will figure prominently in the evaluation of the budget.

All applicants are encouraged to support project monitoring and evaluation costs as part of the project budget. The CSF encourages applicants to consider allocating approximately 10% of the total project budget to such activities.

The CSF reserves the right to amend, or reject some or all line items presented in the budget proposal. All cost proposals will be subject to investigation and verification.

IV. B Costs considered under this RFA

IV.B.1 Personnel – This category includes salaries and wages of personnel supporting the project. The Personnel category includes only staff salaried by the grant recipient, which may support the project on a full time or part time basis. Personnel does not include consultants or fees paid for any other professional service. The detailed budget should include one line for each position funded on a full or part time basis by the project. It should list the position, the basis on which salary costs are prepared (daily, monthly or annual salary rates), the level of effort expected from the position for the project (number of days, number of months or percent of a year) and the total cost for the position on the project. **Grants will not support the payment of international salaries.**

Budgeted salaries must reflect the current salary of existing staff, or proposed salary for new staff.

In the budget narrative for Personnel, applicants should provide a brief description of the roles & responsibilities of each position listed. The notes should include a table presenting the level of effort for all staff working on the project, full or part time. In addition, if applicants propose a part time level of effort for certain positions, applicants must also describe the procedures in place to verify the level of effort provided by the position in support of the project, such as time sheets. Applicants should indicate whether the salaries proposed are based on Personnel or Human Resource Policies and whether they are verifiable

through payroll records.

IV.B.2 Fringe Benefits – Fringe Benefits include pension (NSSF) payments, health insurance, and any other benefits routinely provided by the applicant to their staff. The costs of each benefit must be itemized separately in the detailed budget.

The budget narrative for this section should list the benefits provided to staff and the basis on which their costs are calculated (for example, as fixed costs or as a percentage of salary). Applicants that have human resource policies governing their overall compensation packages are encouraged to provide them as evidence of their ability to effectively manage staff compensation for the project.

IV.B.3 Consultants – The Consultants category includes fees paid for professional services provided by individuals not directly employed by the applicant. The detailed budget should present the activity for which the consultant is needed, the daily rate to be paid the consultant, the duration of the consultancy (in days), and the total amount, for each consultancy. This category also includes the travel costs the proposed consultants will incur in implementing the consultancy (consultant lodging, meals and transport). See the description of Travel for additional information.

The budget narrative for this section should provide a brief description of the work for which consultants are needed, the number of days the consultants will work, and the cost per day.

IV.B.4 Travel – This section includes all costs incurred by staff (personnel) traveling within Uganda in support of project activities. **No international travel will be supported.** Travel costs may include lodging, meals, related incidental expenses, and transport. Applicants are expected to ensure that travel costs charged to the project reflect the actual costs of travel undertaken in support of project activities. **Travel is not regarded as supplemental income, and recipients must be prepared to support lodging and transport costs with receipts.**

Proposed travel costs must be supported by the applicant's travel policies, and if these are not available, must be fully documented in the budget narrative. The budget narrative for Travel should describe the purpose of the travel (with clear reference to specific project activities), the length of travel, and the basis on which costs for transport, lodging, meals and incidental expenses are calculated.

IV.B.5 Equipment and Supplies – This category includes office equipment, office furniture, and office supplies, as well as the costs of insuring, maintaining and/or repairing office equipment. Grant funding may not be used to purchase vehicles. Motorcycles and bicycles may be proposed, provided that applicants can clearly justify their need for the conduct of project activities. The budget detail should

contain one line for each type of equipment budgeted, along with the number of units needed and the budgeted unit price.

The budget narrative for equipment and supplies must clearly explain and justify the project's need for the proposed equipment and supplies. Applicants should describe the equipment to be purchased, and its intended use and purpose. Link the required equipment to specific activities in the proposal and provide an explanation of why the equipment is required. Also indicate the basis on which the costs are presented.

IV.B.6 Training – Training includes all workshops, meetings, conferences, seminars, and other events organized and supported for the purposes of disseminating knowledge, skills, or practices from the recipient to the project's beneficiaries and stakeholders. These costs may include venue fees, participant travel costs (including participant lodging, meals allowances and transport), training materials and facilitator fees.

IV.B.7 Subgrants/Subcontracts – This category includes all funds that the applicant anticipates providing to sub grantees, and all funds that the applicant anticipates paying to firms and institutions providing professional services to the applicant in support of the project.

In the budget narrative for this section, fully describe the subgrants or subcontracts the applicant intends to award in fulfillment of the program description, including an explanation of the role of each funded partner and the costs associated with their involvement in the project. Where possible, applicants should include detailed budgets and notes for each proposed subgrant.

IV.B.8 Other direct costs – This category includes, as the label suggests, those costs the applicant expects to incur in direct support of the project that are not captured under Personnel, Fringe, Consultants, Travel, Equipment and Supplies, Training, and Subgrants/SubContracts. Such costs might include communication expenses (telephone, fax, courier, and/or internet charges), office rent, utilities, office repairs and maintenance, bank charges, printing, fuel, insurance, vehicle maintenance and repair, and subproject audit costs. Applicants are expected to ensure that proposed costs in this category consist only of those costs incurred in direct support of the proposed project. **No Other Direct Costs for international support will be approved.**

In the budget narrative for Other Direct Costs, applicants are required to describe how such costs will be allocated to the proposed project in a manner that ensures the project is supporting no more than its "fair share" of such costs. The notes should explain the basis of the unit cost and number of units in the budget, for each type of other direct cost incurred (for example, project related communications, printing, utility expenses, repair and maintenance, rent and

bank services).

IV.B.9 Indirect Costs – It is understood that applicants may incur costs managing and administering the proposed project that are, in fact, difficult to allocate to the project. Such costs might include rent, utilities, supplies, and financial/administrative personnel, if, for example, the applicant is also implementing other projects with other donor resources.

If the applicant can demonstrate how such costs will be attributed to the proposed project, applicants are requested to itemize these costs in Section H (Other Direct Costs). If the applicant cannot directly attribute such costs to the proposed project, these costs may be treated as indirect costs.

Costs included in this section must be justified with a statement in the budget narrative regarding how such costs are estimated and supported.

Grants will not support the overhead cost or indirect cost rate of international organizations.

IV.C Restricted Costs

None of the following will be regarded as pertinent to supported grant activities, and therefore none of the following costs will be allowed:

- Promotion of religious beliefs, including proselytizing /conversion or denying services to individuals who do not practice a specific religion or politics
- Funding of political parties or campaigns
- Supporting activities already paid for by other donors
- The purchase of military, surveillance, or police related commodities, services, or equipment

ATTACHMENT III: Budget Template

Objective. 1: To increase availability of information and awareness on HIV among the youth						
Activity1: printing and distributing IEC material						
Resource	Unit	Type	Unit	Type	Unit Cost (UGX)	Total Cost (UGX)
consultant to develop brochure	1	person	5	days	100,000	500,000
print brochure	5,000	brochures	1	brochure	500	2,500,000
fuel to distribute brochure	500	litres	1	litre	2,500	1,250,000
Activity 2: Training peer educators among the Youth						-
Venue	1.00	venue	3	days	100,000	300,000
Meals	50.00	persons	3	days	10,000	1,500,000
Trainer	3.00	persons	3	days	50,000	450,000
						-
Total for Objective 1						6,500,000

Objective. 2						
Resource	Unit	Type	Unit	Type	Unit Cost (UGX)	Total Cost (UGX)
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
Total for Objective 2						0.00

Objective. 3						
Resource	Unit	Type	Unit	Type	Unit Cost (UGX)	Total Cost (UGX)
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
Objective 3						0.00

Objective. 4						
Resource	Unit	Type	Unit	Type	Unit Cost (UGX)	Total Cost (UGX)
						0.00
						0.00
Total for Objective 4						0.00

Objective. 5						
Resource	Unit	Type	Unit	Type	Unit Cost (UGX)	Total Cost (UGX)
						0.00
						0.00
Total for Objective 5						0.00

Objective. 6						
Resource	Unit	Type	Unit	Type	Unit Cost (UGX)	Total Cost (UGX)
						0.00
						0.00
						0.00
Total for Objective 6						0.00

PROGRAM MAMAGEMENT						
Resource	Unit	Type	Unit	Type	Unit Cost (UGX)	Total Cost (UGX)
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
Total						0.00

TOTAL EXPENDITURE PER TABLE 1(Direct Cost) excluding contingency

TOTAL EXPENDITURE PER TABLE 2(Direct Cost) excluding contingency

Difference between Table 1 and Table 2

0.00

Notes:

1. Please plan specific activities under a major objectives as illustrated in objective 1 above
2. Ensure that the activities planned contribute directly to achieving the overall target in the objective
3. Please check each line item product, total objective summation and total budget summation for correctness
4. Do not include bank charges in program management, this cost is inclusive in contingency fund
5. Table 1 & Table 2 should have similar direct costs excluding contingency and this is the check below the budget.

Breakdown of Expenditure by Activities	year 1				Year 2				Total
	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4	
	UGX	UGX	UGX	UGX	UGX	UGX	UGX	UGX	
Objective 1 -	-	-	-	-	-	-	-	-	-
Objective 2 -	-	-	-	-	-	-	-	-	-
Objective 3 -	-	-	-	-	-	-	-	-	-
Objective 4 -	-	-	-	-	-	-	-	-	-
Objective 5 -	-	-	-	-	-	-	-	-	-
Objective 6 -	-	-	-	-	-	-	-	-	-
You should add additional activity lines to match the activities in Table 1	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
Program Management	-	-	-	-	-	-	-	-	-

			-			-	-	-	-
Total Expenditure (Direct Cost)	-	-	-	-	-	-	-	-	-
Contingency Funds in the Event of Change in Scope of Work - use MUST be Approved by the Grant Manager (must not exceed 5% of direct cost)	5%	5%	5%	5%	5%	5%	5%	5%	
Contingency Fund	-	-	-	-	-	-	-	-	-
Total Project Cost (G)	-	-	-	-	-	-	-	-	-

Notes:

1. This table is a break down of the total detailed budget in table 1 by Quarters
2. Please note that while you are sub dividing the budget into Quarters, plan related activities to be in the same quarter
3. The Total Expenditure should be equal to what id in Table 1
4. Please ensure that you reserve atleast 5% of your total budget for contingency fund
5. The total project cost inclusive of contingency fund should not exceed the ceiling under the RFA

	Summary of Funding	year 1				Year 2				Total
		Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4	
		UGX	UGX	UGX	UGX	UGX	UGX	UGX	UGX	
A	Grant requested from CSF	-	-	-	-	-	-	-	-	-
	Own Funding									
	Lead Organisation	-	-	-	-	-	-	-	-	-
	Partner 1 (Name)	-	-	-	-	-	-	-	-	-
	Partner 2 (Name)	-	-	-	-	-	-	-	-	-
	Other Source (e.g. beneficiaries)	-	-	-	-	-	-	-	-	-
B	Sub-total Own Funding	-	-	-	-	-	-	-	-	-
C	Total Funding (=A+B = F)	-	-	-	-	-	-	-	-	-

Notes:

1. Section A of this Table shows the total project cost (G)break down per Quarter inclusive of contingenc fund as in Table 2
2. In the section of own funding, please include the lead organisation's direct contribution or other donor/partner contribution to the lead organisation's achieving the same objectives
3. Section C is a total of the CSF and own funding. It shows the total cost incurred in achieving the set objectives.