



The Uganda AIDS Commission's Civil Society Fund thanks you for your interest in its Request For Applications (RFA #08-002): Strengthening District Level Services for Orphans and Other Vulnerable Children



RFA #08-002 describes the types and areas of interventions that the CSF is interested in

supporting. Its attached Application Guide contains a detailed guide for applicants to use in preparing the proposals. The guide fully details the various required sections of the proposals and the expected content in each of the sections. Section 4 of the guide contains detailed information for applicants to use in preparing the proposal budget and budget notes, including the expected categories and content of the budget and notes, guidance on the types of costs grants will be able to support, and a budget template. As fully detailed in the attached, submitted applications are expected to include the following:

- 1) Project Proposal Cover Sheet
- 2) Technical Approach
 - a) Program Description (6 pages, 30 points)
 - i) Problem Statement
 - ii) Proposed Solution
 - iii) Project Description
 - b) Implementation Plan (1-2 pages, 10 points)
 - c) Monitoring and Evaluation Plan (2 pages, 10 points)
- 3) Past Performance – Organizational Capability (2 pages, 20 points)
- 4) Project Management and Key Personnel (2 pages, 15 points)
- 5) Budget and Budget Notes – Cost Realism (no page limits, 15 points)
- 6) Appendices (no page limits)
 - a) Copy of organization's registration certificate, or legal document demonstrating GOU awareness or approval of the applicant's operations in Uganda
 - b) Names of the applicant's Board of Directors and their current positions, roles and qualifications
 - c) One page CV of the organization's Chief Executive Officer and the project's Project Manager
 - d) Copy of the applicant's most recent annual program report
 - e) Copy of the organization's most recent audit report or certified financial statement
 - f) Funding History for the past 2 years. This should include:
 - i) Donor and Project Name
 - ii) Amount received
 - iii) Project Duration
 - iv) Key achievements
 - g) Letter of support from the District Chief Administrative Officer

Detailed information regarding where, when and how to submit proposals is included on page 1 of the Application Guide, as is information on how the UAC CSF will address any questions applicants may have about preparing proposals. The Uganda AIDS Commission looks forward to receiving your application.