

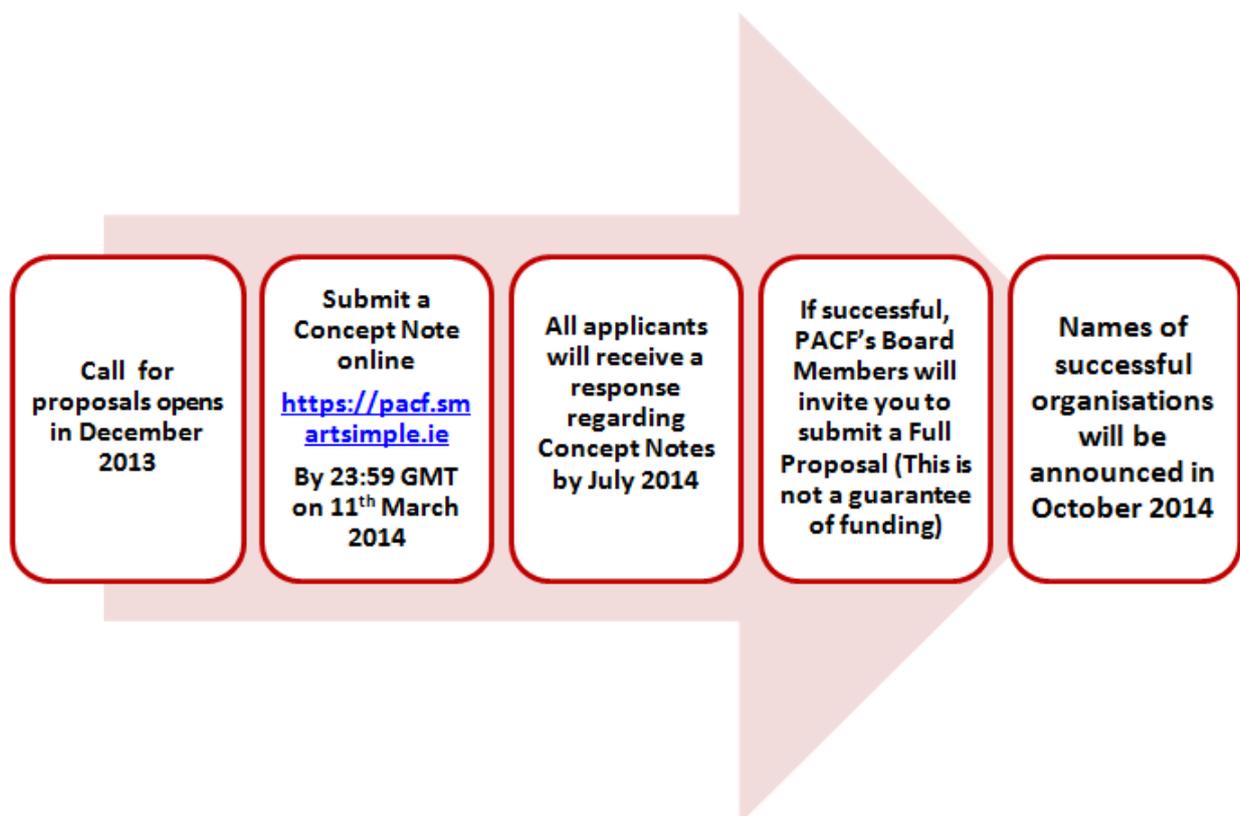
THE POSITIVE ACTION FOR CHILDREN FUND

Call for Proposals 2014: Guidance Notes and Frequently Asked Questions

(Updated October 2013)

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Introduction

Please read this document carefully: it explains what kinds of projects we are looking for and what you should include in your Concept Note and Full proposal. Please check that your application clearly reflects this guidance.

You should **not** write a full proposal for the Fund at this stage, but instead submit a Concept Note via the online application system available at <https://pacf.smartsimple.ie>

The Concept Note Application Form will allow you to outline a problem your organisation is trying to address, how you will do this, and your capabilities to respond.

Complete the Concept Note Form in full, and ensure that it meets our criteria (outlined on pages 3 and 4). Concept Notes that are not well aligned to our criteria will not be taken further. Use this guidance, the Frequently Asked Questions (FAQs), and the Positive Action for Children Fund web pages to guide you.

Please do not email applications to the Positive Action for Children Fund Mailbox. We can only accept Concept Notes via the online application system. If you have any problems accessing the online system, please review FAQs and/or contact the Positive Action for Children Fund mailbox.

You will need to register your organisation on the system before you are able to submit your application. If you have registered in a previous year, your login details remain valid and can be used to access the online system and submit your application in this round.

Collaborations: We welcome collaborative projects with two or more organisations working together to address one of the Call for Proposals topics. The lead organisation should submit the Concept Note on behalf of all partners. Please see FAQs for details on collaborative applications.

Deadline: All applications must be received by 23:59 GMT on March 11th 2014. Remember to attach all required attachments including, proof of your organisation's registered status and last set of audited accounts.

We have tried to provide all the information you should need to prepare your proposal, including a set of FAQs at the end of this document, but you may have one or more specific questions you need to put to us. The PACF will respond to queries submitted on <https://www.pacfonline.com/> and by email to the Positive Action for Children Fund mailbox.

How 2014 proposals should be targeted

This call for proposals for larger grants from the Positive Action for Children Fund is focused on non-governmental and community-based organisations that can deliver change at a community level thanks to their links with or representation of the communities affected.

The work should focus on one or more of the areas of Prevention of Mother to Child Transmission (PMTCT) that we have prioritised for this call for proposals. Please make sure your proposal is relevant to at least one of the following five themes:

1. Community interventions addressing loss to follow-up in PMTCT

Working with communities to address and overcome causes of loss to follow-up of PMTCT services; objectives should demonstrate how community interventions can minimise loss to follow-up by improving retention of women, children and partners in local HIV, PMTCT, ANC and paediatric services

2. Community advocacy for gender equity in education and health, including but not limited to, for positive mothers and their affected families

Projects by and for the community should promote women's and girls' access to education and/or health services; Objectives must demonstrate how improvements in access to education and/or health can deliver educational or health outcomes for women and girls

3. Preventing unintended pregnancies

Improving women's knowledge of and access to Sexual and Reproductive Health (SRH) services, projects should enable women living with HIV to exercise their right to comprehensive SRH services

4. Community intervention to keep HIV negative women negative

Targeted primary prevention at a community level to ensure women who are HIV negative stay negative; with special emphasis on women planning to have families, pregnant women and new mothers

5. Early infant diagnosis

By using community developed interventions and testing to promote continuing care of infants and young children of HIV+ parents, projects should reduce the numbers of infants who go undiagnosed or who are diagnosed too late for successful care and treatment interventions

Your project should consist of new work that has not been previously funded; it can include projects transferred to a new location(s) and/or include the expansion of a recently tested model or pilot. You must make a compelling case for your project: successful Concept Notes will also address the criteria below, which sum up the focus of the Positive Action for Children Fund.

Trying to address every one of the five themes in your application will not improve the likelihood of success and in fact may weaken your submission. Focused initiatives that demonstrate real change in one or two of the themes above are most frequently the strongest proposals.

The focus of the Positive Action for Children Fund

The Fund aims to support global efforts towards Countdown to Zero: The Global Plan Towards the Elimination of New HIV Infections Among Children by 2015 and Keeping their Mothers Alive

(http://www.unaids.org/en/media/unaids/contentassets/documents/unaidspublication/2011/20110609_JC2137_Global-Plan-Elimination-HIV-Children_en.pdf). The Fund also aims to alleviate the impact of HIV and AIDS on women and children's health by supporting interventions that engage affected communities, developing their capacity to participate and lead.

Community engagement, participation and/or leadership are mandatory requirements for all Positive Action for Children Fund grants: your proposal must demonstrate how your work will engage, involve or empower affected communities. *Additionally, to be successful, applicants should demonstrate how their proposals meet **one or more** of these criteria:*

- **Patient focused and family-centred approaches**
Work that starts from the needs of the patient or the family affected by HIV will be favoured.
- **Greater and meaningful involvement of people living with HIV and AIDS**
Projects should involve people living with HIV in meaningful ways: helping to design an intervention; using their experience to help manage or implement.
- **Addressing stigma and discrimination**
The stigma attached to HIV and AIDS is a real barrier to women and other family members accessing HIV and SRH services: communities need to address stigma and combat the discrimination it can lead to.
- **Integration**
Even small organisations and projects can explore ways to optimise health impacts for patients and clients through an integrated approach to education, prevention, and care in sexual and HIV health.
- **Generating demand**
Work that generates demand for sexual and reproductive health services, HIV services and paediatric testing, care and treatment, by targeting young people, women and families will be favoured.
- **Advocacy**
Projects that focus on or include advocacy can help promote the funding and adoption of good practice.
- **Evidence-based and evidence-generating**
The Fund will support proposals that are either grounded in evidence (including your own evidence) or committed to generating and publishing evidence of their successes and failures.

Definitions

Community

When we say that the Positive Action for Children Fund is community focused we mean two things:

- the Fund is dedicated to helping HIV affected communities improve their own PMTCT outcomes
- we will support community-led projects or projects run in full and active partnership with communities

You should demonstrate in your Concept Note just how the community is engaged or represented in your project or your organisation. For example, if your project supports women you should demonstrate how affected women have helped determine the shape of your project and what role they will play in it, and likewise for projects targeted at adolescents, young couples etc.

The Fund does not support clinical interventions or programmes that are delivered primarily in clinical settings. Projects that link communities with clinical services through partnerships are encouraged.

We want our projects to leave the community better equipped to address the problem of mother-to-child transmission of HIV.

Advocacy

Positive Action for Children Fund projects with an advocacy component are those that seek to:

- give a voice to affected people not otherwise heard by decision makers
- change local, national or international policies and practices by focusing on a problem or demonstrating your own successes
- share experiences and good practice

This approach could include using the views of local parents to petition for improved sex education in their children's schools, or submitting your model for increasing couples' attendance for PMTCT services to the district health officer for wider adoption.

General Guidance

Closing date

Concept notes should be submitted through the online application system by 23:59 (GMT) on Tuesday 11th March 2014.

If your Concept Note is selected you will be notified by July 2014 on next steps to submit a Full Proposal. This is NOT a guarantee that your project will be funded. Successful applicants will be notified of the Board's decision in September/October 2014. Work funded under this call for proposals should commence before the end of 2014.

Your organisation

The Positive Action for Children Fund is targeted at helping communities affected by HIV and AIDS. Any properly registered not-for-profit organisation that represents, or is working with, or for affected communities is eligible to submit proposals. Your Concept Note should make clear why your organisation is qualified to propose and do this work.

We also need to know the organisation's income for the last financial year (the Positive Action for Children Fund will annually publish details of all its grants and what proportion of grantees' income they represent).

The size and period of the grant

For this call for proposals, the maximum funding available will be **£300,000** over three years. Budgets should be submitted in your local currency and GB£ at current exchange rates. **Please remember that Positive Action for Children Fund grants cannot account for more than 50% of an organisation's income.** Grant requests over this proportion of your income will be rejected.

The minimum grant request in this round is £60,000 (over 3 years).

Geography

The Fund has stipulated that at least 80% of its funding overall will go to projects focused on sub-Saharan Africa. In particular we have identified 15 priority countries for PMTCT interventions: Nigeria, Democratic Republic of Congo, Uganda, Ethiopia, Cameroon, Mozambique, Zimbabwe, Zambia, Malawi, Angola, Burundi, Chad, Tanzania, Kenya and India.

Projects from Nigeria, Democratic Republic of Congo, Mozambique, Burundi and Chad are especially welcomed.

Projects that are focused in other countries and regions will also be considered – but need to clearly demonstrate the need that the project will address. Please be aware that we receive a very large number of applications from Uganda. We will continue to fund new projects in Uganda, but it is an extremely competitive country for PACF funding. The next most competitive countries are Kenya, Zambia, Zimbabwe and Nigeria.

The Fund stipulates that **85% of project budgets should be spent in country**: your budget should make it clear that you comply with this requirement.

Strengthening Monitoring and Evaluation

The Positive Action for Children Fund wishes to see that all funds will be accounted for. We expect you to be able to report on your progress through quarterly phone calls, six monthly written reports, and an end of year/project report. as well as through

If you are invited to submit a Full Proposal, you will be asked to submit a logical framework and a project time line. The Full Proposal will also incorporate Monitoring and Evaluation (M+E), reporting and communications into your work plan.

Outline budget

The online application system will require you to enter an outline budget alongside your completed Concept Note. This should show spending for each year of the project against lines including any capital costs (equipment etc.), staffing, travel, training, monitoring and evaluation, and communications. **The Positive Action for Children Fund allows overheads costs of up to 15% of the total project budget.** A more detailed budget will be required if you are invited to submit a Full Proposal.

Please note that the PACF does not ordinarily fund large capital expenditures such as buildings or vehicles except in exceptional circumstances. If large capital expenditure is justified and approved, it will count towards the 15% overhead allowed for projects.

Attachments

Your Concept Note should be submitted with four attachments: a letter of declaration, a list of your trustees with contact details, proof of your organisation's registration and a copy of your latest audited accounts

Declarations, References and Validation

Please fill in the attached letter of declaration template with your organisation's details. This will need to be attached to your online application as mentioned above. If you are unable to scan a copy of the letter please mailor a hard copy can to us.

If possible it should be printed on your official headed paper and signed by a legal representative of your organisation. A false statement will render your proposal inadmissible and any grant obtained by it will be forfeit. If your proposal is a

partnership or consortium we will require a letter of declaration from each of the participating organisations.

References are required. References should have knowledge of your organisation's work and should include a named contact with phone number and email.

If your funding is approved by the Board, validation of your organisation's charitable status is required before funding is made available. Validation will be undertaken by the Charities Aid Foundation (CAF). Please see FAQs for more details on Validation.

Multiple proposals

As a rule Non-Governmental Organisations (NGOs) should not apply for more than one grant in this call for proposals. However, we will consider applications from different country offices of the same organisation.

Designating a Primary Contact

We require that all international organisations with a country office where the project will be located, provide a contact in-country. A secondary contact out of country may also be included.

Letter of Declaration

Please print this text on your organisation's official letterhead and submit it signed and dated with your online Concept Note Application Form, or send as a hard copy if you are unable to scan and upload with your application.

<Date>

Positive Action for Children Fund
ViiV Healthcare
980 Great West Road
Brentford
Middlesex TW8 9GS

Dear sir

Official declaration by applicants to the Positive Action for Children Fund Request for Proposals

I hereby declare on behalf of <name of organisation> that:

- <name of organisation> is registered as a legal entity in our country of origin
- we have not received funding from any other source to carry out the activities described within our proposal
- <name of organisation> is not bankrupt, being wound up, is not having its affairs administered by the courts, has not entered into an arrangement with creditors, has not suspended business activities, has not been the subject of proceeding concerning these matters, and is not in any similar predicament arising from national or international legislation or regulation
- <name of organisation> and its officers have not been the subject of any judgment with the force of law for fraud, corruption or other illegal activity detrimental to the financial and reputational interests of ViiV Healthcare
- we have not been declared to be in serious breach of contract for failure to comply with our contractual obligations

Yours faithfully

<Signature of legal representative>

<Name>

<Position>

Frequently Asked Questions

What size of grant may we apply for?

The PACF Call for Proposals 2014 has an upper limit of £300,000 over three years and a lower limit of £60,000 (minimum £20,000 per year).

Can I submit an application for small grants?

The PACF will not be inviting applications for small grants in 2014. We anticipate opening another small grants window in 2014. This will be confirmed at the end of 2014.

Can I submit a collaborative proposal with one or more organisations if my organisation has less than £20,000 annual income to reach the minimum funding threshold?

Yes, we encourage collaborations with other groups – if they address community needs and make sense programmatically with clear roles and responsibilities. One organisation will have to submit as lead organisation and the online application system will require you to enter both/all organisations details.

My last financial years audited accounts are unavailable, i don't have audited accounts or i have a project audit but not an organisational audit.

We require a set of audited accounts before funding will be disbursed. We will accept Concept Notes without audited accounts, so long as an explanation is provided with the reasons for non-submission and details of when audited accounts will be available are provided. For Small Grants Applications only, project audits are acceptable so long as they account for over 80% of an organisations income.

I am submitting a three year budget, but my country's currency fluctuates significantly with Pound Sterling – how do I plan for currency fluctuations in my budget

We request that all budgets are submitted in both local currency and Pound Sterling (at prevailing rate of exchange) when budget is submitted. We recognise that there can be significant currency fluctuations both positively or negatively for successful grantees over the course of a three year period. If there is either a funding shortfall or budget gain as a result of currency fluctuations, we ask that you notify your contact in the PACF team who will work with you to manage any funding gain or shortfall as a result of currency movements.

What constitutes a project?

A project needs to be new, innovative work, not the simple continuation of previously funded activity. For example, this could be the piloting of a new approach; taking a pilot approach to the next level; or transferring a successful model to a new location. It must have an objective that is achievable and measurable within the period of funding requested. It must be identifiable as a discrete programme of work alongside or within any larger programme your organisation runs; it should have a name that can be used by the implementer and the funder to describe the project.

When should our project start?

You should not request funds for a project that you cannot start before the end of 2014. As it has to be a new project, it should not need to start until after the scheduled decision date for these grants in September 2014. We will not fund retrospectively.

Are there any geographical restrictions?

The Fund has stipulated that at least 80% of its funding over all will go to projects focused on sub-Saharan Africa. Proposals that are focused in other regions will also be considered. In your application, you will need to demonstrate the need in the local community you are proposing to work in.

We already have a project, can I apply for another grant?

Existing large grantee recipients are not eligible to apply for additional grants at this time. Please keep in mind if you have multiple country offices, we treat each country office as a separate entity so long as the grant is managed from the applicant country directly.

Small grantees that are not applying for an extension in the same funding round may apply for a new grant – separate to their previous/existing grant.

Who should I designate as lead contact?

The PACF requests that the lead contact be the person responsible for delivery of the project at a country level wherever possible. We believe that building capacity includes managing grants and funders and therefore will require clear explanation when the proposed primary contact for a project is not in-country.

Up to what age will Positive Action consider funding for projects targeted at adolescents?

We will support projects that are primarily targeted at adolescents up to the age of 19. Those services or projects may reach older age groups, but their primary focus should be 19 and younger.

What is Technical Assistance (TA)?

Technical Assistance (TA) is provided to eligible organisations across three priority areas for the PACF: developing organisational capacity, improving PMTCT and HIV knowledge and understanding and supporting development of partnership skills.

Is TA available for my project in 2014?

Successful grantees may request TA once they have been awarded a grant – but availability of TA cannot be guaranteed. Please outline briefly any technical assistance needs you may require in your application.

Can we apply in a partnership or consortium?

Yes. Smaller Community Based Organisations (CBOs) are encouraged to submit applications on behalf of consortia. Larger NGOs are encouraged to name smaller CBO implementing partners, and we particularly encourage you to develop new relationships that can enhance the capacity of CBOs. One agency must act as the lead agency and be prepared to hold the budget and

take responsibility for the finances, management, delivery, communication and reporting of the project. All members of any consortium need to provide a signed copy of the Letter of Declaration.

Can we apply for part or co-funding?

Yes. Provided the project is new and the other source of funding is named in the application, the PACF will consider applications for part-funding.

Where the PACF is being asked to co-fund, please make clear what specific aspect of the project you are requesting funds for. Please ensure that you link the PACF request with one of the Call for Proposal topics (page 2) and at least two PACF areas of focus (page 3) .

Can we submit a proposal outside this process?

This call is the only foreseen Call for Proposals in 2014. At this stage we will not consider any unsolicited proposals.

What is CAF Validation? (Only applicable if your Concept Note and Full Proposal are accepted by the PACF Board)

CAF is the Charities Aid Foundation and if your Concept Note and proposal are successful, they will validate your organisation to ensure you are an eligible registered charity to receive funding.

To complete validation, your organisation will need amongst other things:

- Certified Governing Documents (covering aims, constitution, dissolution clauses etc...) - Documents can be certified by a notary, lawyer, accountant or other equivalent official.
- Audited Accounts
- Proof of the Charity's tax exemption and/or proof of registration as a charity or not for profit
- Description of the Charity's programmes and activities, including any brochures or other printed material.

If these documents are not available in English, they will need to be translated into English (further instructions and support is available if your organisation is awarded a grant). **Funding will be contingent upon your organisation successfully completing this validation process.**

Where can i find out more details on registering and applying via the PACF online application system? Full details on how to apply are available after logging in at: <https://pacf.smartsimple.ie>

What happens to my proposal Concept Note after I have submitted it?

You will receive an automatically generated email from the online application system once your completed application has been successfully received by us. This will be sent from the email address noreply.pacf@viivhealthcare.com. **Please add this to your Address Book to avoid any emails from us being sent to Junk Mail.**

What happens if I do not include the requested appendices?

Your Concept Note will not be considered.

How will my Concept Note be assessed?

Your Concept Note will be assessed for adherence to the focus of the Fund and relevance to the topics prioritised for this call. From those Concept Notes that meet these criteria, the Board will select those it wishes to see worked up into Full Proposals: this is not a guarantee of funding. These Full Proposals will then be considered by the Board to determine which should receive funding. The PACF Board Members are experts in the fields of HIV and PMTCT from across the world.

Please see the PACF webpages for more details on the stages of the review process.

Will I receive any feedback on my proposal?

Unsuccessful applicants should not expect any feedback on their Concept Notes.

When will the grants be announced?

We hope to announce our grants in September or early October 2014 following the decision of our Board.

May I submit my application in any languages other than English?

The PACF accepts applications in French.

Can different country offices of the same organisation make separate applications for funding?

Yes, we will consider applications from multiple country offices of the same organisation

Must we budget for communications and monitoring and evaluation costs within the 15% overhead?

No. You should budget separately for those items and they should appear in the outline budget that you submit as one of the requested Appendices.

Can we seek clarification on other aspects of the grant process?

Yes. Please do not telephone our office. Please visit PACFOnline at <https://pacf.elgg.com/> for a live discussion Q&A on this call for Proposals (you will need to register and login). You will be able to enter your question in the discussion forum '2014 Call for Proposals'. You will also be able to view other people's questions and answers in this forum.

How will project success be measured?

Projects need to be able to demonstrate their impact in the community over the funding period. We are looking for both output (the numbers you have been able to get through your services) and outcomes (change that has been achieved as a result of your services) measures.

Will our financials be audited?

Yes, the PACF reserves the right to audit a project at any time. If sufficient evidence cannot be provided that funding is being used for the charitable purpose stated in your project proposal, then we may terminate funding

If successful, what are the PACF reporting requirements? We require a written report on project activities every six months. At a minimum the Positive Action for Children Fund team also expects to be in contact with grantees on a quarterly basis via phone, skype email etc... Every grant we award is a partnership, and we hope if you are successful that we can work with you and support you to maximise the impact of your grant.