



## INDEPENDENT DEVELOPMENT FUND (IDF)

*Supporting Civil Society in Uganda*

### Guidelines for Grant Applicants Call for Proposal 7 (2016)

#### LOT NO.1 HUMAN RIGHTS

**Human Rights Awareness and Access to Justice**

#### LOT No. 2 GOOD GOVERNANCE

**Promoting good governance and Social accountability**

#### **Important Note:**

Please note that for this call, ( Cfp7) applicants are required to submit both the Concept note and full proposal in separate envelopes attached together and at the same time within the dead line for submission( 7<sup>th</sup> April, 2016). Applications missing either the concept note or the full proposal may be rejected for the sole reason.

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## 1.1. BACKGROUND

The Independent Development Fund (IDF) is a grant making organization, incorporated in Uganda as a company limited by guarantee. IDF was set up by four Development Partners namely: - Royal Danish Embassy, DFID, Swedish Embassy/Sida and Royal Netherlands Embassy who also made funding commitments to the Programme. IDF is a non-political, non-governmental, not-for-profit grant mechanism for supporting civil society organizations in Uganda. It is set up to deliver a range of support services to Ugandan civil society organizations as a means of strengthening their capacities to effectively contribute to the country's human rights, civil rights, good governance and poverty reduction efforts. It aims to give grants and grant management support to Civil Society Organizations (CSOs) that will work to promote a human rights approach, support and facilitate citizens to access and understand laws and Government policies that impact on their human and civil rights.

IDF's **Vision** is a "vibrant indigenous grant-making institution contributing to the achievement of human rights, good governance, and rule of law, local democracy and better quality of life" and its **Mission** is to enable indigenous CSOs access grants through an efficient grant making system.

IDF's goal in its five year strategic plan (2013- 2018) is to transit into a highly efficient and transparent grant making institution for small and medium-sized organizations working on human rights and good governance issues at local level, and a grant manager of choice for funding partners aiming at enhancing protection, fulfilment and observance of human rights and good governance in Uganda. It also aims at building upon the organization's achievements, address highlighted challenges and transform into a Results-Oriented Centre of Excellence in Uganda.

## 1.2. OBJECTIVES OF IDF AND PRIORITY ISSUES

The respect, promotion and protection of human rights, democratic principles and transparency, good governance and accountability have taken center stage in Uganda today. IDF in its strategic period intends to build on the lessons learned and momentum built throughout the past five years. The 2013-2018 strategy has placed emphasis on four value adding areas; A competent, knowledgeable and vigilant public monitoring human rights and governance in their communities; Small and medium sized civil society empowered to monitor compliance to human rights and good governance norms, and provide rapid response to victims of violations; New frontiers for the protection and observance of human rights at the local level opened

up and promoted; An efficient, effective, transparent IDF grant making structure responsive to the Strategic needs.

Pertinent to this Call is to build civic consciousness and competence through “grass-rooting” human rights and elements of good governance among the public in Uganda particularly within the vulnerable and disadvantaged populations.

## 2. CALL FOR PROPOSAL FOCUS

IDF's response is in line with the provision of the Constitution of the Republic of Uganda 1995, as amended which guarantees fundamental and other human rights freedoms. IDF will provide grants and grant management support to local level CSOs working through projects with interventions focused at enhancing protection, fulfillment and promotion of essential human rights and good governance practices to impact on individual lives as well as bring about the desired community changes for the most pressing social needs.

IDF will award grants and provide related grant management support to projects that will be focused on the following areas;

### LOT 1: HUMAN RIGHTS AND MECHANISMS FOR ACCESS TO THE JUSTICE

- a) Increased human rights awareness on issues of land and property rights, child protection and gender based violence;
- b) Enhanced mechanisms for access to recourse/redress mechanisms with emphasis on utilisation of the Local Council Courts and other community structures for mediation especially for the most marginalized groups especially women and children;

### LOT 1: KEY RESULT AREAS UNDER HUMAN RIGHTS AND ACCESS TO JUSTICE

#### **KRA1: Enhanced civic competence;**

Increase Human Rights awareness and monitor rights observance at the grassroots level on issues of land and property rights, child protection and gender based violence.

#### **KRA2: Access to recourse/redress mechanisms;**

Local innovations and social structures that provide fast response to address violations and eliminate barriers to access/ redress mechanisms with emphasis on

utilisation of the Local Council Courts and other community structures for mediation and alternative dispute resolution for the marginalised groups, especially women and children.

## LOT 2: GOOD GOVERNANCE AND SOCIAL ACCOUNTABILITY

- c) Increased participation and linkages between communities and duty bearers in priority community affairs and;
- d) Lobby and advocate for, and enforcement of local ordinances/bye- laws that promote social accountability and improved service delivery.

### LOT 2: KEY RESULT AREAS UNDER GOOD GOVERNANCE AND SOCIAL ACCOUNTABILITY;

#### **KRA1: Increased engagement between rights holders and duty bearers;**

Increase participation and linkages between local communities and duty bearers to improve openness and accountability on priority community affairs resulting in tangible improvements in the lives of men, women & children.

#### **KRA2: Enhanced social accountability;**

Lobby and advocate for enactment and enforcement of local ordinances/ bye- laws and local participation in budget processes and performance to promote social accountability, improved service delivery and greater integrity in the management of public resources.

## 3. FINANCIAL ALLOCATION PROVIDED BY IDF

### 3.1. SIZE OF GRANTS

Any grant awarded under this programme must fall between the following minimum and maximum amounts:

Maximum: \$65,000; Minimum: \$20,000

## 4. RULES FOR THIS CALL FOR PROPOSALS

These guidelines set out the rules for the submission, selection and implementation of actions financed under this Call, in conformity with the provisions of the IDF Grants Manual, which is applicable to the present Call.

### 4.1. ELIGIBILITY OF APPLICANTS: WHO MAY APPLY?

It is our policy to only make grants to organisations which are established as a Civil Society Organisations for not-for-profit purposes and have been in existence for at least two years.

**Civil Society Organisations** are organisations which we have defined as :

- **‘Citizens outside government guided by their legitimate interest and common aspirations to influence change for a better management of public goods’.**

All applicants will have to be registered as Ugandan NGOs / CSOs and having physical presence and offices of operation where the action is to be implemented, in order to receive grant funds from us. Organisations running satellite/ coordination offices may not be considered under this grant.

Applicant organisations must not have characteristics which are contrary to charity and for the public good, such as the possibility of self interest or making a personal profit, and they must not serve purpose which is party political.

If you are concerned about your eligibility, please contact the IDF office to ask for further information or for more advice at the appropriate time.

**Regional Awareness Sessions have been organised in Arua, Mbale and Masaka on the dates and venues indicated below;**

- Gulu	15 <sup>th</sup> March, 2016	Golden Peace Hotel	2:00pm
- Mbale	17 <sup>th</sup> March. 2016	Mt Elgon Hotel	2:00pm
-Masaka	22 <sup>nd</sup> March,2016	Maria Flo Hotel	2:00pm

There are three (3) sets of eligibility criteria, relating to IDF potential applicants:

- Applicant(s) who may request a grant and their partners ,
- Actions for which a grant may be awarded
- Costs for which a grant may be awarded

In order to be eligible for a grant, applicants **must:**

- be non profit making **and**
- be nationals **and**
- be directly responsible for the preparation and management of the action with their partners, not acting as an intermediary **and**
- Have at least two years’ experience of similar actions.
- Operating an annual budget turnover of below One (1) billion Uganda shillings for the last two years.

- Organisations must have physical presence and operations at district level, be duly registered as Ugandan CSOs, NGOs, CBOs and Civil Society Networks in Uganda including human rights groups and agencies, grass root organisations, women associations, youth organisations, development oriented faith based organisations, cultural associations, professional associations and organisations dealing with the marginalized.

#### YOUR ORGANISATION MUST ALSO MEET THE FOLLOWING CONDITIONS;

- You must have adopted a constitution or a set of rules, setting out your organisation's aims and how you will work.
- You must send us a copy of your current constitution.
- Your management committee must have at least three members.
- You must have a bank account in the name of your organisation with at least two signatures on each cheque or withdrawal (*with only one (1) signature from management*)
- You must be able to provide a copy of your most recent approved accounts, signed and dated by your Chairperson, secretary or treasurer and where appropriate by your auditor or accountant.

#### HOW WE CHECK YOUR ELIGIBILITY

We use your registration certificate and your constitution to check whether your organisation or group is legally eligible to receive a grant. Your constitution describes the purposes of your organisation and how it is managed.

#### THE FOLLOWING ARE NOT ELIGIBLE TO RECEIVE A GRANT.

- Government and Government Departments, including institutions or services they directly manage.
- City Municipal Councils, including institutions or services they directly manage.
- Regional and District Municipal Councils, including institutions or services they directly manage.
- Individuals.
- Private companies that exist to trade for profit.
- Organisations not fully established in Uganda.
- International NGO's (except as part of a consortium)
- Closed organisations (members only organisations with unreasonable membership joining restrictions)
- Political parties or politically motivated organisations linked to a political party



## PROJECTS OUTSIDE THE POWERS OF YOUR CONSTITUTION

Your constitution must give you the power to carry out the project or activity you are asking us to fund. We will check the clauses which tell us about your objectives and powers to make sure this is the case.

## BRANCHES

If your organisation is linked to a larger organisation, you may only apply for a grant in your own right if you are independent. If you are not independent, you may still be able to apply for a grant, but you will need to fulfil the requirements for dependent branches and obtain the support of your 'parent' organisation in writing.

## LOCAL INDEPENDENT ORGANISATIONS

By 'independent' we mean that you must have:

- a constitution of your own;
- a separate management/steering committee/board;
- a bank account under your direct control;
- Your own and most recent approved annual accounts, signed and dated by your Chairperson and by your auditor or accountant, and total control over your income and how it is spent.
- Organisations with their own registration number are normally independent.

## DEPENDENT ORGANISATIONS

If you are not independent but meet the following requirements you can still apply for a grant. You must:

- have a management/steering committee/board;
- have a bank account under your direct control; and
- Produce your own annual accounts.

However, the organisation you are linked to will need to support your application and agree to take legal responsibility for any grant we make to you. If you think that this applies to you, contact the office for a standard 'letter of endorsement' and make sure that this is signed by the organisation you are linked to.

If you cannot meet one or more of these requirements, you will need to get the organisation to which you are linked to apply for you. Branches of CSO's that have the same registration number as their parent are almost always dependent.

## PARTNERSHIPS AND ELIGIBILITY OF PARTNERS

Applicants may act individually or with partner organisations as Lead Agencies Applicants' partners participate in designing and implementing the action, and the costs they incur are eligible in the same way as those incurred by the grant Beneficiary. They must therefore satisfy the same eligibility criteria as applicants

## ASSOCIATES

Other organisations/persons may be involved in the action. Such associates play a real role in the action but may not receive funding from the grant with the exception of per diem or travel costs. Associates do not have to meet the eligibility criteria referred to above.

## SUBCONTRACTORS

The grant beneficiaries have the possibility to award contracts to subcontractors. Subcontractors are neither partners nor associates, and are subject to the procurement rules set out in the financial management Guide.

If you don't know

*Please contact the organisation you are linked to and discuss the matter with them.*

## 4.2. ELIGIBILITY OF PROJECTS: PROJECTS FOR WHICH AN APPLICATION MAY BE MADE:

**Definition of a project:** A project is composed of a set of activities that result into measurable change in terms of outcome (s) and impact.

**Duration:** The planned duration of a project under this Call may be not more than 18 months.

**Sectors or themes:** All projects must aim to address the strategic objectives of promoting and strengthening Human Rights and Good Governance in Uganda. When evaluating proposals, a special consideration will be given to proposals that demonstrate wide consultation of the target group in proposal development and intend to use participatory methods and technologies that are adapted to local conditions in the area of operation. The projects should adopt a human rights based approach and integrate cross-cutting issues such as gender, conflict sensitivity, and environment with a local focus.

**Location:** Actions must take place in Uganda.

**Types of action:** Only the types of actions that are aimed at achieving the strategic objectives mentioned above are eligible for funding under this Call for Proposals. The proposed types of actions include but are not limited to those specified under Result Area 1, 2, 3 and 4 of these guidelines.

PLEASE NOTE:

Applications should respond to either Human Rights and access to Justice under Lot 1; OR Good Governance and Social accountability under lot 2, and not both. Your interventions should respond to both Key Result Areas (KRA) under your appropriate Lot.

Please note that applying under BOTH Lot (1) and (2) will be going against these guidelines and therefore grounds for exclusion.

THE FOLLOWING TYPES OF ACTIONS ARE INELIGIBLE:

- Individual sponsorships for participation in workshops, seminars, conferences, congresses;
- Individual scholarships for studies or training courses;
- One-off conferences. *Conferences can only be funded if they form part of a wider range of activities to be implemented in the life-time of the project.*

4.3. ELIGIBILITY OF COSTS: COSTS WHICH MAY BE TAKEN INTO CONSIDERATION FOR THE GRANT

Only "eligible costs" can be taken into account for a grant. The budget is therefore both a cost estimate and a ceiling for "eligible costs". Note that the eligible costs must be based on real costs based on supporting documents.

Recommendations to award a grant are always subject to the condition that the checking process which precedes the signing of the contract does not reveal problems requiring changes to the budget (for instance arithmetical errors, inaccuracies or unrealistic costs and other ineligible costs). The checks may give rise to requests for clarification and may lead the IDF to impose modifications or reductions to address such mistakes or inaccuracies. The amount of the grant is as a result of these corrections may not be increased in any case. It is therefore in the applicant's interest to provide a **realistic and cost-effective budget**.

*Note: Do not ask for unrealistic amounts - It is unlikely that we will give a grant to an organisation where the amount asked for significantly increases the size of the organisation. If you apply for a grant which would substantially increase your organisation's assets or yearly income, you will need to show that your organisation will be able to manage the extra funds.*

*When you apply for a grant, you should always ask for the actual cost of what you need, not a rounded-up figure. If necessary, you should include in your costs VAT that you cannot claim back.*

## VEHICLES

We are unlikely to make grants for vehicles

## RECURRENT COSTS

You can apply for a grant to cover the recurrent costs of your project. The amount can include any extra administrative costs that you will have to meet to carry out the project, but not a general contribution to your organisation's existing running costs.

The extra costs may include new areas of spending, as well as increases to existing costs that you can show will result from the new project.

Typical recurrent costs include:

- maintenance;
- insurance;
- training;
- extra accommodation costs;
- VAT that you cannot claim back; and
- professional fees.

## SALARIES

If you apply for a grant for salaries, you must show us that your organisation:

- knows about its responsibilities as an employer;
- practises equal opportunities when recruiting staff;
- advertises new posts openly; and
- Uses media that could attract disadvantaged people.

We also ask for a job description and a person specification for each post you ask us to fund.

You can include the costs of recruitment in your application.

## FUNDING EXISTING POSTS AND COSTS

We want to encourage and fund new projects or existing projects that involve new ways of working (based on learning) and new posts. We will fund the administration or management costs that result from your existing project, as long as they are in addition to your existing project costs.

We will also fund part of a post if it is in a new organization or if you are creating a new post to work on more than one project. We will not fund a general contribution to running costs, such as a share of existing staff salaries or a percentage add-on to cover project management or administration.

In general, we do not fund existing posts. However, we may consider this if you can prove that your organization has received funds for existing posts or parts of posts from another source and that funding has been withdrawn. You will need to prove that the funding was directly for the posts in question and that it has definitely been withdrawn. Some costs, such as phone, postage and stationery will rise as a result of new work. We will fund estimates for these costs, even if you cannot identify them as strictly relating to the new work. Any costs must be reasonable for the size of the project.

You may include extra rent in your project budget only if you can show that the project would need more accommodation than is currently available. If you will carry out the new project in the same accommodation, do not include a budget for rent in the project budget.

## RELIGIOUS ORGANISATIONS AND PROJECTS

We welcome applications from religious organisations that want to carry out work in the community. However, we do not normally fund projects designed to promote religion or to benefit people who practise a particular religion. This means that:

- People should not have to take part in any type of religious service to benefit from the project, and
- How you deliver the project should not contain elements that would exclude people who practise other religions or none at all.

Sometimes projects which benefit particular communities will mainly benefit people from one religion. We will accept this as long as your project plan takes steps to make sure that it will not exclude others for religious reasons.

## RESEARCH AND EDUCATION/INSTITUTIONS

We do not normally give grants to fund mainstream higher or further education activities. And, we will not normally fund applications made solely by further or higher education institutions or by Civil Society organisations set up just to support them.

We would not normally fund applications if the grant would replace statutory block grants or funding. However, we will consider applications for certain sorts of projects that involve these institutions, as long as the project is being developed and led by independent, eligible organisations. Examples of these are:

- Community organisations using the facilities of a further or higher education institution;
- Learning projects taking place in the community which are delivered in association with higher or further education institutions; and

- Other partnership projects designed to improve the access to learning of disadvantaged groups.

This means that further and higher education institutions can apply as part of a consortium, as long as a civil society organisation is the lead applicant.

## POLITICAL PARTIES AND POLITICAL PARTY ORGANISATIONS

We do not normally give grants to fund mainstream political parties or political activities. And, we will not normally fund applications made solely by Civil Society organisations set up just to support them.

## PROJECTS OUTSIDE OUR GENERAL FUNDING POLICIES

**As a general rule we do not give grants for:**

- endowments;
- down payments for loans or repaying loans;
- retrospective funding (money that has already been spent);
- debts you run up before we pay our grant;
- projects covered by other donors ;
- projects which are specifically aimed at helping other organisations apply for funding from us;
- projects which would mainly benefit individuals or organisations which would not be eligible to apply to us themselves;
- projects which duplicate an existing application (or part of one) which you have sent us; and
- Projects which do not meet the aims and priorities of our grants programmes.

## GRANT MANAGEMENT SUPPORT

If you believe that you can benefit from some capacity development support to manage the project applied for more effectively, we will consider any capacity development support you identify, that you require. Such a proposal within your budget will have to be discussed and agreed upon.

## HOW MANY GRANTS CAN YOU APPLY FOR?

Due to the limited funds available, we restrict our grants to one existing grant per organisation. You will also be considered to be in receipt of a grant if you are part of consortia and therefore ineligible to receive another grant until the current grant is closed.

**We do not have to provide any further funding for a project when any grant ends.  
We judge all applications competitively**

## 5. HOW TO APPLY

You must fill/type in the application form in English. Hand-written applications will not be accepted.

**Please note that for this call, ( Cfp7) applicants are required to submit both the Concept note and full proposal in separate envelopes attached together and at the same time within the dead line for submission. Applications without the either the concept note or the full proposal may be rejected for the sole reason.**

### 5.1. GETTING HELP

Please remember you do not need any special knowledge to fill in the form. This guide and the information enclosed in the application pack should give you all the information that you need to fill in the form successfully.

**In addition, IDF will undertake regional awareness sessions to clarify on expectations and requirements of the Call. Dates and venues will be provided on the website. Check the IDF website for this detail.**

### 5.2. WHO CONSIDERS YOUR APPLICATION?

We have a separate Grants management committee and a Board of Directors supporting the Grants team in considering your application. The Grants team can only make recommendations. Only the Grants management committee/Board of Directors will make the final decision as for who to award a grant.

### 5.3. WHERE TO SEND YOUR APPLICATION

Applications must be submitted in a sealed envelope by registered mail, private courier service or by hand delivery (a signed and dated certificate of receipt will be given to the deliverer) at the address below:

#### **Address for email**

[applications@idf.co.ug](mailto:applications@idf.co.ug) (Ensure that you receive an auto acknowledgment or else cross check if the email has not bounced back. IDF will not take responsibility for bounced emails)

#### **Address for hand delivery or by private courier service**

The Executive Director,  
Independent Development Fund,  
Plot 18 off Martyrs Way,  
Ntinda



## WHEN WILL YOU HEAR FROM US?

We hope that you will hear the outcome of your application within a period of two months after receiving your complete application.

## 6. EVALUATION AND SELECTION OF APPLICATIONS.

Applications will be examined and evaluated by IDF with the transparency and professionalism. All actions submitted by applicants will be assessed according to the following steps and criteria:

### 6.1. OPENING AND ADMINISTRATIVE CHECK

The following will be assessed:

- The deadline has been respected. If the deadline has not been respected the proposal will automatically be rejected.
- The Application Form satisfies all the criteria mentioned in the Checklist of the grant application form. If any of the requested information is missing or is incorrect, the proposal may be rejected on that **sole** basis and the proposal will not be evaluated further.
- The proposal is responding to either Lot 1 or lot 2. If the application responds to both lots, it will be administratively rejected.

Following the opening session and the administrative check, IDF will send communication to all applicants, indicating whether their application was submitted prior to the deadline, informing them of the reference number they have been allocated, whether they have satisfied all the criteria mentioned in the checklist and whether their Application Form has been recommended for evaluation.

### 6.2. EVALUATION OF THE CONCEPT NOTE

The evaluation of the Concept Notes that have passed the first administrative check will cover the relevance of the action, its merits and effectiveness, its viability and sustainability. IDF reserves the right to skip the evaluation of the Concept Notes whenever considered justified (for example when a less than expected number of proposals are received) and to go straight to the evaluation of the corresponding full proposals.

The Concept will be evaluated on the basis of the following;

- a) **Relevancy of the Action;** How relevant is the proposal to the objectives and priorities of the Call for Proposals; particular needs and constraints of the target



region(s) is the proposal; How clearly defined and strategically chosen are those involved; and whether the proposal contains specific added-value elements, such as environmental issues, promotion of gender equality and equal opportunities, needs of disabled people, rights of minorities and rights of indigenous peoples, or innovation and best practices.

- b) **Design of the action;** How coherent the overall design of the action is and whether it reflects the analysis of the problems involved, take into account external factors and relevant stakeholders as well as its feasibility and consistency in relation to the objectives and expected results of IDF.

The Concept Note will be given an overall score out of 50 points in accordance with the breakdown provided in the Evaluation Grid. The evaluation shall also verify the compliance with instructions provided in the guidance for Concept Note.

If the examination of the Concept Note reveals that the proposed action does not meet the eligibility criteria stated, the proposal shall be rejected on this sole basis.

The evaluation criteria are divided into headings and subheadings. Each subheading will be given a score between 1 and 5 in accordance with the assessment categories: 1 = very poor; 2 = poor; 3 = Adequate; 4 = good; 5 = very good.

#### 6.4. EVALUATION OF THE FULL APPLICATION

**Full assessment criteria and scoring for administratively compliant applications will be as follows;**

Criteria and Scores	Score
Financial and operational capacity	/ 20
Relevance of the action ( <i>Score to be transferred from Concept note grid</i> )	/ 30
Effectiveness and feasibility of the action	/ 20
Sustainability of the action	/ 15
Budget and cost-effectiveness of the action	/ 15
<b>TOTAL :</b>	<b>/100</b>

An evaluation of the quality of the proposals, including the proposed budget, and of the capacity of the applicant and his partners, will be carried out in accordance with the evaluation criteria set out in the Evaluation Grid. There are two types of evaluation criteria: selection and award criteria.

**The selection criteria** are intended to help evaluate the applicants' financial and operational capacity to ensure that they:

- Have stable and sufficient sources of finance to maintain their activity throughout the period during which the action is being carried out and, where appropriate, to participate in its funding;

- Have the management capacity, professional competencies and qualifications required to successfully complete the proposed action. This also applies to any partners of the applicant.

**The award criteria** allows the quality of the proposals submitted to be evaluated in relation to the set objectives and priorities, and grants to be awarded to Projects which maximise the overall effectiveness of the call for proposals. They cover such aspects as the relevance of the action, its consistency with the objectives of the call for proposals, quality, expected impact, sustainability and cost-effectiveness.

If the examination of the proposal reveals that the proposed action does not meet the eligibility criteria, the proposal shall be rejected on this sole basis.

## PROVISIONAL SELECTION

Following the evaluation, a listing of the proposals ranked according to their score and within the available financial envelope will be established as well as a reserve list following the same criteria.

## 6.5. GRANTS SELECTION COMMITTEE FOR SHORT LISTING AND RECOMMENDATIONS

The Grants Selection Committee will review provisional approved and rejected short list and make Recommendations on the process.

All applications processed through IDF and recommended for funding are considered by a separate and independent committee (Grants Selection Committee) that takes the final decisions on which applications are successful, with appropriate justification going back as information to the Board of Directors.

The Grants Committee will be the body to pre-approve the projects that it considers has the greatest potential for the IDF. The committee will provide comments and recommendations on the improvements and points that need to be clarified on those pre-approved.

This Committee will also provide an independent check as a quality assurance measure to ensure that no organisation can undeservedly be rejected.

They will receive a portfolio with all the applications recommended for rejection based on full assessment criteria. The Committee will be required to consider and approve the rejection recommendation of each of the applications and to sign off the applications proposed for rejection (and the feedback to be provided in the rejection letter).

Response will thereafter be made by the Programme Support Unit to any applications not approved stating the reasons for declining the application. This will show transparency in the process while at the same time building capacity of the applicants as it will make them know the key requirements at that stage.

#### IF YOU ARE SUCCESSFUL:

If we offer you a grant, you will have to accept our terms and conditions. Please contact the IDF office if you would like to see a copy of these. The terms and conditions may change from time to time.

We will send you a *Grant offer pack* which explains what you must do to claim your grant. The pack will also contain the terms and conditions and also details on our project monitoring and compliance reporting requirements. .

#### SUCCESSFUL GRANT HOLDERS - CONTRACT SIGNING AND TRAINING PROGRAMME

All preferred applicants will be required to attend a contract signing meeting in Kampala. We will also require you to attend our induction and successful grant holders training programme which will focus on your understanding our terms and conditions of the grant and also provide grant management related training to you ie project management skills (including financial/budget planning and management) skills that will help you manage your project successfully and meet our reporting and compliance monitoring requirements.

**Please note: The training is compulsory and you will have to include your expenses in the application budget for your attendance costs, including travel, accommodation and any subsistence costs (outside of the training venue) for three people from your organisation to attend the training in Kampala. One of your attendees should be an executive/senior member of your management committee (who is able to sign the contract on behalf of your organisation and the other should be the person who will be directly responsible for managing the project**

#### Publicity

You must acknowledge that you have received your grant in your annual report and accounts covering the period of the project. All advertisements and publicity associated with your project must carry our logo, as must all equipment which we fully or partly fund. We will tell you what display and publicity materials you can get from us when we offer you the grant. From time and again, IDF may use the

name of your organisation and project in our publicity material. *However, we will always be sensitive to situations where confidentiality is an issue.*

## Monitoring

Before the grant begins, we will agree with you the sorts of things we will want you to measure over the life of the grant. We refer to these as 'outputs and outcomes' and we ask about these on the application form, in the Results Framework /template.

We monitor all projects which we fund to make sure that they are meeting the grant conditions and delivering the tasks and benefits we have agreed with you. As the money we distribute is International donors' money, we have to show them how we are using their funds and monitoring helps us to do this.

## 7. SUBMISSION OF SUPPORTING DOCUMENTS FOR APPLICANTS

Applicants are requested to supply the following documents in order to allow the IDF to verify the eligibility of the applicants and their partners:

1. The statutes or articles of association or a valid certificate of registration of the applicant organisation and of each partner organisation.
2. An external audit report produced by an approved auditor, certifying the accounts for the last financial year available.
3. Copy of the applicant's latest accounts (the profit and loss account and the balance sheet for the previous financial year for which the accounts have been closed)
4. A financial identification form, certified by the bank to which the payments will be made. (NOTE : we recommend one person from management to be a principle signatory )

The supporting documents requested must be supplied in photocopies of the said originals.

## 8. IMPORTANT INFORMATION

### OUR AIMS

We aim to:

- be accessible to a wide range of organisations and communities, large and small, and to make reasonable efforts to make sure all organisations have the same chance to apply for grants;

- reflect any geographical, cultural and religious differences of groups and communities across Uganda in the grants we give;
- be fair and open and to answer for our procedures;
- Practise equal opportunities in our grant-making.

## OUR PRACTICE

We will:

- monitor and evaluate our service to make sure we provide the best service we can;
- assess all eligible applications against our criteria;
- acknowledge applications and answer letters within 14 days of receiving them, in a professional and polite way; and
- Make sure that we treat all groups fairly.

### Information and openness

We will:

- publish our annual report and accounts so that everyone can see how we work and the types of projects we have supported;
- produce information about our programmes in English
- aim to keep in touch with the views and needs of the Civil Society sector.

### Being polite and helpful

- We aim to be efficient, polite and supportive in everything we do.
- If possible, seek help on how to fill in your application form only through: [applications@idf.co.ug](mailto:applications@idf.co.ug)

## YOUR OBLIGATIONS

You must:

- read the assessment criteria carefully;
- apply for a grant under the most relevant grants programme;
- send in a complete application within the guidelines and templates provided;
- answer all our questions thoroughly; and
- be willing and prepared to talk with our Grants Officers.

### Complaints

Please remember that our decision on your application will be communicated as final and does not fall within our complaints procedure.

## Your comments and questions

We are committed to giving you the best possible information, in the best way possible. If you would like to make comments or suggestions for improving our publications or procedures, please let us know. On [applications@idf.co.ug](mailto:applications@idf.co.ug)

### Please note.

1. The information in this application pack can change. The law and government regulations on CSO's funds may also change. We can change or alter our policies, procedures and assessment criteria.
2. The application form does not necessarily cover all the information we use to decide which applications to fund. We can ask you (or others such as a previous donor or a referee) for extra information.
3. All applications are made at your own risk. We will not be liable for loss, damage or costs arising directly or indirectly from:
  - the application process;
  - our decision not to award you a grant; or
  - Dealing with the application.

## CONTACTS

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