Sample form, not for offline completion.

Visit https://aidsfonds.grantplatform.com to apply.

RCF 2024 Request for Proposals

Through this Request for Proposals, the **Robert Carr Fund** aims to further the aims and objectives of the Fund's **Strategic Plan 2025-2030** and to amplify the mission and vision of the Fund, while responding to the unique challenges and opportunities of this time.

The Robert Carr Fund recognizes that programming to strengthen social enablers, human rights and gender equality, as well as responses led by communities of ISPs, are complex, and require longer-term investments. Therefore, the Fund intends, in this funding cycle, to support continuity, so that well-performing existing partners can build on their achievements. At the same time, the Fund wishes to encourage applications from new, emerging networks, especially those which represent populations and regions which are current under-served in the fund portfolio.

Global and **regional networks** and **consortia of networks**, which meet the definitions and criteria set by this RFP, are invited to apply for a grant to support core funding and/or activity needs of the networks and/or consortia for three years (2025-2027).

When applying as a single network or consortium lead organization, the following entities are **not eligible for funding** under this RFP:

- Non-governmental organizations that are not networks
- National networks (working and having members in one country)
- Cross border/multi-country collaborations between national networks or organizations
- Governmental or inter-governmental organizations or units
- Aggregates of projects, individuals or professional associations

The eligibility criteria will be strictly applied.

Details

Please select in the Chapter and Category list below at which Fund you want to make an Application:
- Aidsfonds
- Emergency Support Fund for Key Populations in Eastern Europe and Central Asia
- Robert Carr Fund

Application name

[   ]

RCF Introduction & Grant Application Regulations

Before starting an application, please first download and read <u>Request for Proposals 2024</u>

- For any questions about this RFP, the application form or technical issues with the Aidsfonds Grant Platform, contact the RCF Secretariat at <u>grants@robertcarrfund.org</u>.
- This online form is to be used for submission of an application responding to the Request for Proposals 2024 launched by the Robert Carr Fund for civil society networks on May 1, 2024.
- Only one online form is to be used per application. When several networks work on a collaborative application, it is advised to share a login name and password; multiple logins cannot access the same application. Applicants are advised to use the "save+next" button below the form during the application drafting process to ensure your work is saved prior to submission.
- Applications submitted before the deadline for submission will receive an automated e-mail confirming submission of your proposal.
- Applications submitted after the deadline for submission has passed or through other communication methods outside of the online form via the Aidsfonds Grant Platform will not be taken in to consideration for review.

Unless marked optional, all questions must be answered to be able to submit your application

Deadline for submission of an application is 22 July 2024 at 12:00 (noon) CET. The online application via the Aidsfonds grant platform closes at this time.

For proposals to be reviewed:

- Only applications submitted through the Aidsfonds grant platform will be considered.
- Applications have to fulfill the eligibility criteria - see 3. Eligibility, <u>Request for Proposals</u> for more information.
- Applications need to be submitted in English.
- Applications need to be accompanied by supporting documents (including budget using <u>RCF Budget Form Template</u>) as listed in the check-list, or information should be provided as to why certain documents are not available - see 10. Supporting Documentation Requirements, <u>Request for Proposals</u> for more information.
- Applications received after the deadline for submission will not be taken into consideration and deemed not eligible.

☐ By submitting this proposal I accept the <u>Grant Application Regulations</u> .

RCF 1. Eligibility Check

1. Eligibility Check

The following questions are provided to help you define if you, as applicant, are eligible to apply under the Reqeust for Proposals 2024.

Please note: if the answer is 'no' to any one of the questions below, you are not eligible to apply under this Request for Proposals

Answers provided under 1. Eligibilty Check will be taken in to consideration for submitted applications during the Administrative Screening phase. Each application will be checked for completeness and applicant eligibility. Applicants will be notified if their application cannot be reviewed because of incompleteness or applicant ineligibiity.

When applying as a single network or consortium lead organization, the following entities are **not eligible for funding** under this Request for Proposals:

- Non-governmental organizations that are not networks
- **National networks** (working and having members in one country)
- Cross border/multi-country collaborations between national networks or organizations
- Governmental or inter-governmental organizations or units
- Aggregates of projects, individuals or professional associations

The eligibility criteria will be strictly applied.

1.1. Is your application submitted/led by a regional or global civil society network or on behalf of a consortium of networks, as defined by the Robert Carr Fund?

▼
Yes
No

Definitions:

In order for a grantee to claim geographical presence or coverage in a **region**, it must: (1) Have conducted an activity directed at a regional body (e.g. African Union or European Union etc. or a regional process (e.g. Global Fund multi-country dialogue or a regional consultation or a campaign targeting at least 3 countries in that region etc.); AND/OR (2) Have conducted a sequence of activities over the course of one year in at least 3 countries in the region; AND/OR (3) Have active national network members operational in at least 3 countries in the region.

In order for a grantee to claim **global** geographical coverage, it must: (1) Have conducted an activity directed at a global body/institution (e.g. the Global Fund Board/World Health Organization/UNAIDS PCB etc.) or global process (e.g. UNGASS on Drugs/High Level Meeting on AIDS etc.); AND/OR (2) Have conducted a sequence of activities over the course of one year in at least 3 regions.

The Robert Carr Fund considers a **network** to be a membership of organizations and/or individuals that pool skills, experience, and resources, working towards common goals. A network creates platforms for social action and is sustained through jointly developed governance structures, resources and regular communication.

The Robert Carr Fund considers a **consortium of networks** to be a network-led group of networks, where other types of agencies or organizations with specific expertise may join (e.g. a human rights/legal organization). The consortium works together in a coordinated partnership towards a common set of inter-related goals and objectives.

1.2. Does your application address the health, social inclusion and wellbeing of inadequately served populations (ISP) in the context of HIV?

▾
Yes
No

The Robert Carr Fund (RCF) defines the term "Inadequately Served Populations" as populations facing a higher vulnerability to HIV infection, mortality and/or morbidity compared to the general population, and, at the same time, facing systematic human rights violations and barriers to information and services. As people with direct experience of key health-related needs and barriers to health services, Inadequately Served Populations are central to efforts to improve human rights environments, improve HIV service accessibility, and improve efficiency and effectiveness of national and international funding for health and human rights.
Inadequately Served Populations include people living with HIV, gay, bisexual, and other men who have sex with men, people who use drugs, people in prison or other closed settings, sex workers and transgender persons. Depending on the dynamic of the HIV epidemic and the legal status of these populations, Inadequately Served Populations may also include women and girls, youth, migrants, and people living in rural areas.
Inadequately Served Populations face stigma and discrimination, criminalization and violence, lack of access to healthcare services, poverty, and inadequate education on HIV prevention and treatment. Additionally, they may face legal and policy barriers that limit their access to HIV prevention, testing, and treatment services, such as laws criminalizing sex work or drug use

1.3. Does your application intend to improve network strength and influence?

▾
Yes
No

RCF 2. Applicant Contact Details

2. Applicant Contact Details

Clearly indicate the organizational entity that holds the overall responsibility for the proposal and implementation, if funding is awarded.

Organization responsible for application:

2.1. Contact name and address   150 words

Name
Street/PO Box
City
Province/State
Postal Code
Country

2.2. Name of focal point: 10 words

[   ]

Formal contact person responsible for this application and communications during the review process, and should be the same as the log in information to the Aidsfonds Grant Portal.

Please ensure this information is correct and up to date when applying. Should there be an amendment to focal point information after submission, please contact grants@robertcarrfund.org quoting your application ID.

Email address

[   ]

Telephone number

[   ]

2.3. Name of person responsible for financial administration   10 words

[   ]

Email address

[   ]

Telephone number

[   ]

2.4. Name of Executive director (or equivalent)   10 words

[   ]

Email address

[   ]

Telephone number

[   ]

2.5.Is the applicant a registered entity?

[▾]
| Yes |
| No |

2.7. Are you applying in partnership with a fiscal host, who is responsible for your financial management (e.g. if the applicant is not a registered entitity?)

[▾]
| Yes |
| No |

See here for explanation of the term fiscal host: https://thesocialchangeagency.org/blog/what-is-fiscal-hosting/

3. Applicant Information

In this form, the term "applicant" refers to the global or regional network or consortium of networks applying for funding.

Note: Depending on the type of applicant, some questions will automatically be skipped in the online application. You are only required to answer the questions for which you are prompted.

3.1. Type of applicant

▾
Single network (Global or regional)
Consortium of networks

3.2. Network name OR Consortium Name   20 words

3.3. Is the applicant a new/emerging regional/global network or consortium (i.e. has been in existence for less than two years?

▾
Yes
No

3.4. Describe the applicant's structures and processes for financial management, including how you prevent and deal with possible fraud or corruption   500 words

3.6. Is the applicant part of a different application to be submitted under this Request for Proposals 2024?

▾
Yes
No

Please refer to Section 6 of the 2024 Request for Proposals : Participation in Multiple Applications.

3.8. Describe the applicant's governance and management structures.   200 words

How are important network management decisions made, and by whom?

RCF 4. Geographic Coverage and Population(s) served

4. Geographic Coverage and Population(s) served

Geographic coverage

4.1. Please indicate your geographical presence and/or coverage appropriate for your expected results (using definitions provided):

☐ Global level

☐ Regional Level

☐ National level

- In order for a grantee to claim **global** geographical coverage, it must: (1) Have conducted an activity directed at a global body/ institution (e.g. the Global Fund Board/World Health Organization/UNAIDS PCB etc.) or global process (e.g. UNGASS on Drugs/ High Level Meeting on AIDS etc.); AND/OR (2) Have conducted a sequence of activities over the course of one year in at least 3 regions.

- In order for a grantee to claim geographical presence or coverage in a **region**, it must: (1) Have conducted an activity directed at a regional body (e.g. African Union or European Union etc. or a regional process (e.g. Global Fund multi-country dialogue or a regional
consultation or a campaign targeting at least 3 countries in that region etc.); AND/OR (2) Have conducted a sequence of activities over the course of one year in at least 3 countries in the region; AND/OR (3) Have active national network members operational in at least 3 countries in the region.

- In order for a grantee to claim geographical presence or coverage in a **country**, it must: (1) Have conducted a sequence (more than 2
interrelated activities) over the course of 1 year in the same country; AND/OR (2) Have an active national network member operational
in that country.

4.2. Please specify regions where you expect to achieve your results:

☐ Eastern and Southern Africa

☐ West and Central Africa

☐ Middle East and North Africa

☐ Asia and Pacific

☐ Eastern Europe and Central Asia

☐ Latin America and the Caribbean

☐ Other (North America, Western Europe)

Population(s) Served

4.3. Please indicate the primary ISP group that your application is designed for and with:

▼

People living with HIV

Sex workers

People who use drugs

Gay, bisexual and other men who have sex with men

Trans and gender diverse people

People in prison and other closed settings

Women and girls

Youth (18-30)

Migrants

People living in rural areas

...

The Robert Carr Fund (RCF) defines the term "Inadequately Served Populations" as populations facing a higher vulnerability to HIV infection, mortality and/or morbidity compared to the general population, and, at the same time, facing systematic human rights violations and barriers to information and services. As people with direct experience of key health-related needs and barriers to health services, Inadequately Served Populations are central to efforts to improve human rights environments, improve HIV service accessibility, and improve efficiency and effectiveness of national and international funding for health and human rights.
Inadequately Served Populations include people living with HIV, gay, bisexual, and other men who have sex with men, people who use drugs, people in prison or other closed settings, sex workers and transgender persons. Depending on the dynamic of the HIV epidemic and the legal status of these populations, Inadequately Served Populations may also include women and girls, youth, migrants, and people living in rural areas.
Inadequately Served Populations face stigma and discrimination, criminalization and violence, lack of access to healthcare services, poverty, and inadequate education on HIV prevention and treatment. Additionally, they may face legal and policy barriers that limit their access to HIV prevention, testing, and treatment services, such as laws criminalizing sex work or drug use"

4.4. If applicable, please indicate any other secondary ISP group(s) that your application is designed for and with:

☐ Not applicable

☐ People living with HIV

☐ Sex workers

☐ People who use drugs

☐ Gay, bisexual and other men who have sex with men

☐ Trans and gender diverse people

☐ People in prison and other closed settings

☐ Women and girls

☐ Youth

☐ Migrants

☐ ...

RCF 5. About the application

About the application

This section relates to the scope of work and activities which the applicant plans to undertake. These activities should correspond with the

four result areas

in the RCF's results framework and its Theory of Change.

Note that only Result Area One is mandatory

. It is not necessary to propose work under the three optional Result Areas, and applications will not be penalized if they propose work under only Result Area One.

Results Area 1: Network strength and influence.

Result Area 1 relates to core funding for ISP networks, and is

mandatory

.
Outcome indicators that measure this result include:

Outcome Indicator 1

: Networks have improved basic organizational status.

Outcome Indicator 2

: Networks show increased fiscal capacity and sustainability.

Outcome Indicator 3

: Networks are more representative of their constituencies and more democratically governed.

Outcome Indicator 4

:Networks show increased influence and capacity to unite and mobilize movements

5.1 Please describe how your application will increase your network's strength and influence, focusing on how the network will achieve one or more of the above outcomes.   500 words

Briefly include the activities you plan to undertake and explain how these activities will lead to the intended outcome.

Optional RCF Result Areas

Optional Result Areas:

Please select at least one result area from the optional RCF Result Areas, which your proposed scope of work within this RFP will contribute to:

☐ Result area 2: Human rights

☐ Result area 3: Access to services

☐ Result area 4: Resource accountability

Please note, it is not necessary to propose work under all three optional Result Areas, and applications will not be penalized if they propose work under only one Result Area

5.5 Please describe how you will monitor and evaluate your project activities, including tracking progress for any of the Result Areas you have selected.   500 words

6. Budget

Submit a summary budget covering a maximum of a three-year period: January 1st 2025 to December 31st 2027. Please treat your budget submission as "indicative" as revisions are likely at both the funding decision and the contracting phases.

At the time of the application a detailed workplan and budget is required for Year 1 only. Detailed budgets for Years 2 and 3 are not required at the time of the application, simply estimate lump sum budgets for Years 2 and 3 respectively. **Each applicant is required to fill out the RCF Budget Form Template in Excel. Only work plans and budgets submitted using the <u>RCF Budget Form Template format</u> . will be considered. The form should be filled out with the support of the person/s responsible for financial administration. The budget (in US Dollars) for up to three years may include both core funding** and **activity funding** for the network/consortium.

☐ **I have downloaded and completed the RCF Budget Form Template and am ready to upload my work plan and budget.**

• **Sheet 1, 2 and 3.1**
The Excel form contains step-by-step guidance and instructions and has five separate sheets to fill in as described below.

• **Sheet 3: Draft Work Plan 2025**
The applicant is required to complete a draft 2025 work plan, using the **Outcome Areas and Activity Categories Guide** of the Budget Form in Excel. The activities and their related costs must be linked to Robert Carr Fund outcomes. The outcomes are described in **Sheet 1. Activity Categories** and in the <u>Overview of the Monitoring and Evaluation for Learning (MEL) Framework</u>. This draft work plan is an indication of activities for Year 1 (2025) only. If you are applying as a consortium, this should be completed with input from both lead and partner organizations.

• **Sheet 4: Summary Budget (in US Dollars)**
The summary of your budget requested from the Robert Carr Fund for Year 1 per network/consortium partner and per type of costs (core and/or activity costs) will be automatically populated from **Sheets 5 and 6. Activity Budget and Core Budget.**

You are requested to provide substantiated estimates for the lump sum budgets for 2026 and 2027 which should be entered manually where indicated.

• **Sheet 5: Activity Budget**
Sheet 6: Core Budget (in US Dollars)
Before filling out Sheets **5** and **6** of the Work Plan and Budget form, **review the online guidance "Costs Eligible for Funding "** and <u>Section 5. Budget Considerations in the Request for Proposals</u>. Furthermore, the core and activity budgets applied for should be in line with the **scope of work and activities described in Section 5 of the application form.**

Costs associated with grant administration can be covered under core costs and/or consortium costs.

• **Sheet 7: Other Sources of Funding**
The applicant is required to detail all secured or expected sources of funding for applicant (and all partners of the consortium) for years 2025-2027.

7. Supporting Documentation

Please select the manner of which the applicant organization is applying:

<div>

▼

</div>

1. Registered organization, and not in partnership with a fiscal host

2. Registered organization, and in partnership with a fiscal host

3. Non-registered organization, and in partnership with a fiscal host

4. Non-registed organization, and not in partnership with a fiscal host

The supporting documents requirements are dependent on the manner that the applicant organization is apply - see **10. Supporting Documentation Requirements**, Request for Proposals for more information.

For **Consortium of networks**: supporting documentation is required at submission of proposal of the Consortium lead only, and for the fiscal host if the applicant is applying as such.

Succesful proposals awarded a grant may be requested for updates to documents or provide further documents to support contracting, including for consortium partners.

There is a maximum of 10MB file size per upload.

Files should be in PDF, doc, docx, or jpeg format only

Clarification by Applicant

You have 10 days to complete the clarification phase, between **10 September 2024, 16:00 CEST and 20 September 2024, 16:00 CEST.**

Note: If you do not submit a clarification , it will be assumed that you are withdrawing your proposal and it will not proceed further with the review process. Only rebuttals submitted through the Aidsfonds Grant Platform and before the deadline of 20 September 2024, 16:00 CEST will be taken in to consideration.

Withdraw Application button - will remove your application from the review process and you will not be able to submit the clarification and should not be used. Should you use this button before the deadline, please contact grants@robertcarrfund.org

Once submitted, your application and rebuttal will then be reviewed by the RCF Program Advisory Panel.

For further instructions, please refer to RCF RFP 2024 – Clarification Instructions.

Feedback Received

Independent Expert Review feedback and questions: strengthening your proposal

Independent expert reviewers will have provided anonymous feedback and questions of clarification to the applications to support the strengthening of the applicants' proposals. Thus, by replying to the Independent Expert Reviewers' feedback through the rebuttal, applicants have the opportunity to provide further information to support and strengthen their proposal.

As the clarification round is an opportunity to support and strengthen your application, all Independent Expert Reviewer points of feedback are visible and questions require a response. Depending on the nature of the feedback, your reply can be clarifying or expanding upon to support your proposal whilst referring back to your application. **Updates to the original proposal submitted will not be possible.**
Note
If you receive general feedback without a specific question, please respond with 'N/A' in the comment box.

Administrative Screening questions

During the administrative screening your application has been checked for completeness and eligibility. If applicable, any clarifying questions raised during the Administrative Screening and or requests for updates to the required documents will be addressed through the rebuttal by applicant.

Good luck!

Clarification responses:

A.   (optional)   300 words
Considering the feedback you have received on your application to section

3: Applicant information

, how would you address this feedback to support and strengthen your application?

Independent Expert Reviewers where asked to consider to what extent is the applicant's current work aligned with the Robert Carr Fund strategy?

B.   (optional)   300 words
Considering the feedback you have received on your responses to questions

3: Applicant information

, how would you address this feedback to support and strengthen your application?

Independent Expert Reviewers where asked to consider how clearly does the applicant's understanding of the context align with Robert Carr Fund's mission?

C.   (optional)   300 words

Considering the feedback you have received on your responses to questions

3: Applicant information

, how would you address this feedback to support and strengthen your application?

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Independent Expert Reviewers where asked to consider Is the applicant ISP-led, by the RCF definition? If not ISP-led, does the applicant justify this, and explain how they meaningfully engage ISPs in the proposed work?

D.   (optional)   300 words

Considering the feedback you have received on your response to question

5.1. Result Area 1: Network strength and influence

, how would you address this feedback to support and strengthen your application?

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How well does the application articulate how it will achieve result area 1: Network strength and influence as identified in the Fund's Theory of Change?

F.   (optional)   300 words

Considering the feedback you received on your responses to questions

5.2-4: Optional Results Areas 2-4

, how would you address this feedback to support and strengthen your application?

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Independent Expert Reviewers where asked to consider how well does the application articulate how it will achieve the selected optional result areas as identified in the Fund's Theory of Change, and how does the proposal address the funding priorities of this RFP?

G. Administrative Screening: clarifying questions   (optional) 500 words

. Prior to being reviewed, all applications underwent an administrative screening for completeness and eligibility. Please address any questions that have been raised during this check which were shared as an attached word document via email earlier. You may upload further documentation to support your response (up to three docs).

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NOTE: Should there be no clarifying questions, please respond "N/A".

If necessary, you can upload up to three documents in support to your rebuttal (1) (optional)

⬆️

Up to 5mb in format: doc; docx; pdf; only

File upload in support to your rebuttal (2) (optional)

⬆️

Up to 5mb in format: doc; docx; pdf; only

File upload in support to your rebuttal (3) (optional)

⬆️

Up to 5mb in format: doc; docx; pdf; only