



Christian Children's Fund – Belarus

Grants management guidelines

CCF-Belarus, 2006

VISION

CCF-Belarus grant programs provide local institutions such as NGOs and CBOs with the financial resources and technical assistance to enhance their services to vulnerable groups, increase their visibility in local communities and improve their public image as valuable societal actors.

CCF-Belarus grants also make a significant contribution to NGOs/CBOs capacity building, help them to implement programs and gain experience in managing donor funds responsibly. CCF-Belarus grants as a part of holistic and comprehensive approach to programming are based on participatory needs assessment and lessons learned and integrated with trainings and capacity building activities to provide a more tangible impact than stand-alone grant giving.

CCF-Belarus has developed a grant management system that enables grant managers to understand and monitor every phase of the process.

This system seeks to assure:

- the grant program is used to support the goals of the donors' program;
- an objective, understandable and transparent grant award process;
- integrity in the grant payment and reporting process;
- reporting on the use of grant funds in compliance with donor requirements;
- that grant programs accomplish the goals set out in the grant agreement.

This system also provides access to programmatic and financial management documents to track grantee progress in meeting grant goals and objectives, adhering to the budget, and remaining compliant with USAID or other donor procurement regulations.

PROCEDURES

The grant making includes of three main procedures:

1. development of clear guidelines, criteria and grant application form easily understood by the potential applicants (Belarusian NGOs, CBOs);
2. evaluation and selection process that is transparent, objective and ensures equal opportunities for the applicants;
3. implementation of granted project. This is supported by:
 - *grant agreement*, which is online with Belarus legislation, CCF policies and USAID requirements;
 - *grantee reporting procedures*, including reporting schedule, standardized reporting spreadsheets and forms;
 - *M&E procedure* that ensures delivery and documentation of outcomes and impacts in accordance with Performance Measurement Plan.

I. Development of Call for Proposals (CFP) guidelines, grant application form and selection criteria

CFP guidelines

Grant manager in coordination with program specialists, lead the process of designing CFP guidelines. CFP guidelines should include:

- the ultimate goal of the grant program;
- clearly stated criteria for the types of organizations that are eligible to receive grants under this program (officially registered in Belarus NGOs, excluding political parties, trade unions and religious organizations);

- priority programmatic areas and respective activities that will be supported for potential projects;
- project review criteria and obligatory requirements for this CFP (budget limitations, cost sharing requirements, etc.);
- description of technical procedure for submitting of project-proposal, including clear identified deadline for this CFP.

Grant Application Form

Grant manager in coordination with program specialists, lead the process of designing CFP guidelines. CFP guidelines should include:

- cover sheet with general information re applicant and project;
- organizational capacity, including overview of organization previous experience and recourses available;
- introduction of partner organizations or governmental institutions participating in the project (in brief);
- project background and problem statement;
- project goal statement;
- project objectives;
- project target group;
- project work plan;
- project monitoring and evaluation;
- sustainability and replication of project results and key learnings;
- project time schedule (*attachment 1*);
- budget (*attachment 2*);
- key staff CVs (*attachment 3*).

II. Evaluation criteria and selection process

Grant manager in coordination with M&E specialist and program staff, design evaluation criteria for the selection process. Selection process consists of two main phases: *pre-screening* and *external evaluation*. At the pre-screening phase all the submitted project-proposals are checked considering their compliance with technical requirements of this particular CFP. Criteria for external evaluation should be designed in order to assess following main aspects related to NGO capacity and design of the project-proposal:

- capacity of the applicant;
- project goal and objectives;
- work plan and budget;
- project target groups;
- M&E plan and project sustainability;
- applicant's reputation and public image.

Involvement of external experts helps CCF-Belarus to get broader vision in assessing of project-proposal and applicant, to check if double financing avoided. Assistance of external experts makes evaluation process more transparent, objective and participatory and gives better understanding about potential risk factors, that may occur at the project implementation phase, provides grounded recommendations on improvements in project methodology.

The grant selection cycle begins once the supporting documents and criteria outlined above are finalized. The key steps in the grant selection cycle include:

1. Call For Proposals announcement – There should be a broad and public announcement of the grant program. If there is a project newsletter the program should be announced in it. Other donor agencies and NGO community should be informed of the grant program. CFP should be promoted, with

emphasis on eligibility criteria and the submission process. CFP guidelines and Grant Application Form should be available to any and all potential applicants.

2. Consultation on proposal writing – CCF-Belarus provides an opportunity for potential applicants to get clear consultation and advice on technical issues related to proposal writing. Topical workshop could be organized as a group consultation as well as ongoing individual consultations are available at CCF-Belarus office.
3. Registration of project proposals – All the submitted project proposals are received by the grant manager and registered in filing system. CCF-Belarus keeps the originals of project-proposals during the all period of program duration.
4. Evaluation Committee (*external experts*) – Selection criteria for members includes substantial experience working in the relevant subject area and recognition as a leader in the relevant field. Members of the committee, representing different communities and stakeholder groups are given with clear guidelines on technical aspects of evaluation process, evaluation criteria/forms. Every member of evaluation committee takes responsibility to follow ethical principles evaluating project proposals.
5. Review Project-Proposals – Selection process consists of two main phases: *pre-screening* and *external evaluation*. At the pre-screening phase all the submitted project-proposals are checked considering their compliance with technical requirements of this particular CFP. Evaluation Committee will assess NGO capacity and project-proposal as well as about provide CCF-Belarus with broader vision re potential risk factors that may occur at the project implementation phase. CCF-Belarus uses Evaluation Committee recommendations for making educated decisions in selection of project-proposals.
6. Notify Applicants – All applicants should receive a response regarding the status of their application. For those that are funded, the notification should include information concerning next steps and a contact person. For those that are not funded, an issues paper with comments concerning the application's strengths and weaknesses should be included as well as dates for the next scheduled grant application cycle.
7. Sign Grant Agreements – To implement a grant agreement there must be a clear, written understanding by both CCF-Belarus and the grantee on the conditions of a grant. The Grant Agreement is a legal document, consistent as much as possible with host country national laws and regulations.

III. Implementation of granted project

M&E

Once the grant is in process, CCF-Belarus M&E specialist tracks its progress, assisting the grantee in implementing the project and preventing problems. We consider monitoring and evaluation both as an on-going process that promotes accountability and transparency, and as a tool to document qualitative and quantitative data to measure program impacts.

Reporting

Grantee provides CCF-Belarus with regular progress reports (narrative and financial). Frequency and technical procedure of submission of the reports clearly described in the Grant Agreement and agreed with grantee. Grant Manager maintains and keeps all the records related to the grant in filing system. Grant cannot be closed out until a final narrative report and financial report are reviewed and added to the file.

SUPPORTING DOCUMENTS

Attachment 1: CCF-Belarus Grant Application Form

Attachment 1.1: Project time schedule (attachment to Grant Application Form)

Attachment 1.2: Project Budget (attachment to Grant Application Form)

Attachment 2: CCF-Belarus Call For Proposals on HIV/AIDS

Attachment 3: CCF-Belarus Prescreening Protocol for project-proposals

Attachment 4: CCF-Belarus Evaluation Protocol for project proposals

Attachment 5: List of project-proposals submitted within the HIV/AIDS CFP (Feb, 06)



Christian Children's Fund – Belarus

GRANT APPLICATION FORM

NGO name:

Project name:

Project Goal:

Full NGO official name (in accordance with registration certificate):	
Project manager name:	
Contact address:	
Tel, fax, e-mail:	

Total budget amount:	\$
Amount requested from CCF-Belarus:	\$
Project duration period (months):	months

Signature of chair-person: _____ Name: _____

Stamp:

1. INFORMATION ABOUT THE APPLICANT

- **NGO Mission:**

- **Description of NGO's programmatic activity for the last 2 years:**

2004

<i>Name of the program/project:</i>	
<i>Donor:</i>	
<i>Geographic coverage of the program/project:</i>	
<i>Goal of the program/project:</i>	
<i>Target group:</i>	
<i>Results:</i>	

2005

<i>Name of the program/project:</i>	
<i>Donor:</i>	
<i>Geographic coverage of the program/project:</i>	
<i>Goal of the program/project:</i>	
<i>Target group:</i>	
<i>Results:</i>	

- **Identify resources (human, technical, informational, etc.), that your NGO already has for implementation of the project submitted?**

2. INFORMATION ABOUT PARTNER ORGANIZATION

<i>Name of organization:</i>	
<i>Contact address:</i>	
<i>Telephone:</i>	
<i>Contact person:</i>	
<i>Role of partner organization in the project submitted (very specific):</i>	

3. PROJECT DESCRIPTION

- ***Project background/problem statement***

Briefly describe the project background and the main reasons for implementation of this project. Clearly identify the problem, which will be solved as a result of project implementation. How this problem link to acute needs of target audience and community, the project focused on?

- ***Goal of the project:***

- ***Objectives:***

- ***Target groups***

Provide the quantitative and qualitative measures of the target group; briefly describe the specific of the geographic area, covered in the project.

- ***Project work plan***

Describe all the activities by each project objective. Identify measurable expected results (quantitative - %, numbers, copies, etc., or qualitative - level of knowledge, skills, information etc.).

Objective 1

Date/period	Activity	Participants	Expected results

The same with objective 2, 3, 4.

▪ **Monitoring and evaluation of the project**

Describe your approach to project monitoring and evaluation. How do you plan to monitor the project's progress and evaluate results? Provide brief description of monitoring and evaluation methods you will use and identify performance indicators.

▪ **Project sustainability and replication of project results**

What is the basis for project sustainability? How project key learnings and best practices could be replicated in other communities.

PLEASE, CHECK !!!

Each applicant should provide following obligatory documents/material:

Hard copies:

- One copy of project-proposal (*in accordance with standardized CCF-Belarus application form*);
- One copy of project work plan (*Gantt chart, attachment 1*);
- One copy of project budget (*MS Excel file, attachment 2*);
- One photocopy of NGO Statute;
- One photocopy of NGO Registration Certificate;
- List of project implementers with clear description of experience and level of expertise (*random format*);
- Support letters from partner organizations (*random format*).

Electronic copies:

- One copy of project-proposal (*in accordance with standardized CCF-Belarus application form*);
- One copy of project work plan (*Gantt chart, attachment 1*);
- One copy of project budget (*MS Excel file, attachment 2*);

Project time schedule

Nº	Activity	1st month	2nd month	3rd month	4th month	5th month	6th month
1							
2							
3							
4							
5							
6							
7							

ATTACHMENT 1.2.

№	Budget Category	Category Description	Amount requested from CCF	Applicant contribution (cost share)	Other donors contribution	Grand total
1	Project administration costs					
1.1	Office rent					\$0,00
1.2	Administrative personnel					\$0,00
1.3	Office supplies					\$0,00
	Subtotal:		\$0,00	\$0,00	\$0,00	\$0,00
2	Project direct costs					
2.1	<i>Name of project activity</i>					
2.1.1	Premises rent					\$0,00
2.1.2	Consultant fee					\$0,00
2.1.3	Supplies					\$0,00
2.1.4	Travel expenses					\$0,00
2.1.5	Participants meals					\$0,00
2.1.6	Participants accommodation					\$0,00
2.2	<i>Name of project activity</i>					
2.2.1	Premises rent					\$0,00
2.2.2	Consultant fee					\$0,00
2.2.3	Supplies					\$0,00
2.2.4	Travel expenses					\$0,00
2.2.5	Participants meals					\$0,00
2.2.6	Participants accommodation					\$0,00
	Subtotal:		\$0,00	\$0,00	\$0,00	\$0,00
3	Other direct cost:					
3.1	Sub contracts					\$0,00
3.2	Internet, telephone, communication					\$0,00
	Subtotal:		\$0,00	\$0,00	\$0,00	\$0,00
	TOTAL:		\$0,00	\$0,00	\$0,00	\$0,00

CALL FOR PROJECT-PROPOSALS ON HIV/AIDS CCF-BELARUS

Background/Introduction The HIV/AIDS epidemic in Belarus is spreading rapidly, and despite a population of only 10 million, Belarus has the third highest incidence of registered HIV/AIDS cases in Eastern Europe. The epidemic is now officially present in 156 districts across the country, although the real number is likely to be much higher. According to current estimates of the National Centre for the Prevention of AIDS, there are 5,751 infected persons in Belarus that represents 58.4 per 100,000 people. This incidence is approximately forty seven times higher than in 1995 when the virus had been found in 113 people. Young people between 15-25 years are one of the most affected groups and approximately 80.6% of infected persons are aged 14 to 29 years old. Injecting drug use is the main route of infection (73.2%), although increasingly HIV/AIDS is now being transmitted through sexual contact, in particular sexually transmitted diseases (STDs). Experience shows that the HIV virus spreads faster in societies with high rates of STDs. During the last 8 years, the number of STD cases in Belarus increased by 107 times.

The Goal of Call for Project Proposals: to improve the effectiveness of NGOs' HIV/AIDS prevention, care and supports services to vulnerable groups.

Priorities

- HIV/AIDS prevention among vulnerable groups – youth, women, PLWH and their family members, IDU, STW, MSM.
- Care and support for PLWH and their family members including counseling, psychological and social assistance, adherence to ARVT.
- Creation of information-referral systems and creation of better access to information re available community-based HIV/AIDS services to vulnerable groups.

General information

- Total amount of funds available is \$ 60'000.00
- Each grant do not exceed \$ 6000.00
- Each project duration period do not exceed 6 months (the project start date due to its registration in Belarus Department of Humanitarian Assistance)
- All the projects approved by CCF-Belarus have to be registered in Belarus Department of Humanitarian Assistance by the applicant

Requirements for the applicants

- Officially registered Belarusian NGOs are eligible to submit project-proposals and apply for grant. Political parties, trade unions and religious organizations are not eligible for this call for proposals.
- Applicants should submit project-proposals, which complies with applicant Statute and legislation of Belarus.

Guidelines for project development

- The project's goal is realistic and measurable.
- The project meets identified needs of vulnerable groups and directly address their problems.
- The project will be implemented in cooperation with partner NGO or state HIV/AIDS service.
- The project ensures better outreach of project beneficiaries and geographic areas.

Additional requirements

- Applicant should provide its finance or in-kind contribution to the project. Thus, applicant's cost share should be no less than 5% of total budget amount.
- Project overheads should not exceed 20% of the grant required.

Technical procedure for submission of project-proposal

Each applicant should provide the following documents:

- one hard copy and one electronic copy of project proposal;
- one photocopy of NGO's Statute and Registration Certificate.

The deadline for submission of project proposals: is February 27, 2006.

All the documents should be submitted to CCF-Belarus office. Project-proposals designed in accordance with standard application form, with all obligatory attachments and submitted on term will be considered for review.



Christian Children's Fund – Belarus

Call for project-proposals on HIV/AIDS

PRESCREENING PROTOCOL

<i>NGO name:</i>	
<i>Project name:</i>	
<i>Registration number:</i>	

Checklist for obligatory documents within standardized CCF-Belarus grant application form

- Hard copy of project proposal
- Hard copy of project budget (*attachment 1*).....
- Hard copy of project work plan (*attachment 2*)
- The NGO's Statute (*photocopy*)
- The NGO's Registration Certificate (*photocopy*)
- The list of project's staff (*with description of work experience and level of expertise*)
- Support letters from partner organizations (*random format*).....
- Electronic copy of project-proposal with attachments 1,2

- All the documents were submitted on time
- The applicant is officially registered Belarusian NGO (excluding political parties, trade unions and religious organizations)
- The cover sheet of the project-proposal is signed by the chair-person and stamped
- *The amount requested from CCF-Belarus does not exceed \$ 6000.00.....*
- NGO's cost share is not less than 5% of the total budget amount.....
- The overheads does not exceed 20% of the requested amount.....
- The project duration period does not exceed 6 month
- The project goal is online with programmatic areas identified in the NGO's Statute
- The project activities do not contradict with Belarusian legislations.....
- The project focuses on HIV/AIDS prevention, care and support.....
- The project will be realized in Belarus.....

Notes:

<i>Pre-screening date:</i>	<i>Responsible person:</i>
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Christian Children's Fund – Belarus

Call for project-proposals on HIV/AIDS

PROJECT EVALUATION PROTOCOL

NGO name:	
Project name:	
Registration number:	

№	NGO Capacity	
1.1.	The organization has proven work experience in HIV/AIDS	<input type="checkbox"/>
1.2.	The NGO has own resources (<i>including experts, information and methodology</i>) necessary for project implementation	<input type="checkbox"/>
1.3.	The NGO has partner organizations, that will support implementation of the project	<input type="checkbox"/>
Comments (if any):		

Goal and objectives of the project

2.1.	The project idea and content are online with the goal and priorities of the call for proposals.	<input type="checkbox"/>
2.2.	The project goal and objectives are realistic, considering timeframe and budgetary limitations	<input type="checkbox"/>
2.3.	The project goal and objectives are measurable (<i>specific enough, defined as a final result, that can be evaluated</i>) and logically interrelated	<input type="checkbox"/>
Comments (if any):		

Work plan and budget

3.1.	Activities planned in the project lead to specific project objectives and ensure their	<input type="checkbox"/>
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	accomplishment	
3.2.	Scope of work in the project is realistic, considering timeframe and budgetary limitations	<input type="checkbox"/>
3.3.	Project budget is adequate and effective (<i>all the calculations are realistic and well-grounded re project's needs</i>)	<input type="checkbox"/>
<i>Comments (if any):</i>		

Target groups

4.1.	Target groups of the project are clearly identified and described	<input type="checkbox"/>
4.2.	Project in general (<i>project background/problem statement, project activities, and expected results</i>) are adequate to the target group and meet its specific needs	<input type="checkbox"/>
<i>Comments (if any):</i>		

M&E and project sustainability

5.1.	It is clear that project evaluation could be made using performance indicators, suggested by the applicants, to make a conclusion re project effectiveness and its usefulness for project beneficiaries	<input type="checkbox"/>
5.2.	Replication of project's key learnings, results and best practices are realistic after the project completion	<input type="checkbox"/>
<i>Comments (if any):</i>		

- *Do you know this NGO?*
- *What its reputation and public image?*
- *What risks do you foresee in case the project is approved and financed?*
- *What are your recommendations to the NGO for project improvement?*

Expert's recommendation to CCF-Belarus

.....To finance the project To reject the project To improve the project and resubmit with the next CFP

Expert name: _____

Date of evaluation: _____

ATTACHMENT 5**List of project-proposals submitted within the HIV/AIDS CFP (Feb, 06)**

No	Registration code	Name of NGO	Region	Amount requested
1	CCF-B 2006-HIV-01	Pinsk branch of republican public union "Mothers against drugs"	Brest	\$6 000,00
2	CCF-B 2006-HIV-02	Public union "Doctors union"	Mogilev	\$5 100,00
3	CCF-B 2006-HIV-03	Youth public union "Healthy choice"	Minsk	\$5 977,00
4	CCF-B 2006-HIV-04	Vitebsk city women public union "Ul'ijana"	Vitebsk	\$5 931,00
5	CCF-B 2006-HIV-05	Public union "Christian community of adult and young"	Grodno	\$5 986,50
6	CCF-B 2006-HIV-06	Public union "Alternative"	Gomel	\$5 999,00
7	CCF-B 2006-HIV-07	Public union "Alternative"	Gomel	\$4 100,50
8	CCF-B 2006-HIV-08	Orsha city public union "Belarusian association of help to disabled children and young disabled"	Vitebsk	\$5 481,00
9	CCF-B 2006-HIV-09	Public union "Association "Family, Children, Future"	Grodno	\$5 695,00
10	CCF-B 2006-HIV-10	Local charity fund "Friendly association"	Gomel	\$5 992,00
11	CCF-B 2006-HIV-11	Public union "Amrita"	Minsk	\$6 175,00
12	CCF-B 2006-HIV-12	Regional public union "Gomel association of children and youth"	Gomel	\$6 000,00
13	CCF-B 2006-HIV-13	Public charity organization "Belarusian children's hospice"	Minsk	\$6 000,00
14	CCF-B 2006-HIV-14	Republican public union "Mothers against drugs"	Minsk	\$6 000,00
15	CCF-B 2006-HIV-15	Volcovyssk regional branch of Republican public union "Mothers against drugs"	Grodno	\$6 000,00
16	CCF-B 2006-HIV-16	Gorky regional branch of Republican public union "Mothers against drugs"	Mogilev	\$5 960,00
17	CCF-B 2006-HIV-17	Belarusian Youth Public Union "New Faces"	Minsk	\$5 820,00
18	CCF-B 2006-HIV-18	International public union "Social help"	Minsk	\$6 000,00
19	CCF-B 2006-HIV-19	Republican Youth Public Union "Meeting"	Minsk	\$5 500,00

20	CCF-B 2006-HIV-20	Public Union "Youth cultural-educational centre "Crossroads"	Vitebsk	\$5 850,00
21	CCF-B 2006-HIV-21	Baran' city public union "Belarusian association of help to disabled children and young disabled"	Vitebsk	\$5 950,00
22	CCF-B 2006-HIV-22	Gomel city public union "Social projects"	Gomel	\$5 975,00
23	CCF-B 2006-HIV-23	Children's charity fund "Blue banks"	Mogilev	\$4 606,00
24	CCF-B 2006-HIV-24	Public Union "Smorgon' social agency"	Grodno	\$6 000,00
25	CCF-B 2006-HIV-25	Public union "Mogilev women's centre of support and self-education"	Mogilev	\$5 870,00
26	CCF-B 2006-HIV-26	Bobruisk city branch of republican public union "Mothers against drugs"	Mogilev	\$6 000,00