

## Template for In-Country Submissions (Annotated Version)

**The annotated version of the template is an information document intended solely for use by the CCM. The annotated version contains suggestions for the CCM concerning how it can adapt the Template for In-Country Submissions.**

This template is divided into three main sections:

- Section 1 – General Information
- Section 2 – Project Details
- Section 3 – Project Budget

Applicants should read the “Guidance Note for Filling Out the Template for In-Country Submissions” (hereinafter “Guidance Note”) before filling out this template.

### SECTION 1 – GENERAL INFORMATION

Name of applicant organisation			
Abbreviated name of applicant organisation (if applicable)			
Type of organisation (NGO, FBO, government, academic, private sector)			
Component (indicate whether AIDS, TB or malaria)			
Project title			
Geographic area covered by the project			
Project duration (e.g., number of years or months)			
Total project budget			
Total amount requested from the Global Fund			
Date submitted			

**Comment [Aidspan 1]:** CCMs can amend the list shown for “Type of organization” if they see a need to do so (e.g., spell out the abbreviations in full).

**Comment [Aidspan 2]:** If the CCM is issuing a call for just one component (which is probably what happens most of the time), the CCM can insert the name of the component here directly.

**Comment [Aidspan 3]:** The maximum “Project duration” is five years. It is probably not necessary to state this. However, if the CCM has decided that it wants to submit a proposal for a period that is shorter than five years, the CCM should indicate this here (and also make changes to other parts of the template that show a five-year period).

**Comment [Aidspan 4]:** The “Total amount requested from the Global Fund” may be the same as the “Total project budget” unless the CCM expects applicants to have some co-funding already in place. The CCM may want to add an explanatory note about this in the Guidance Note that accompanies the template.

**Comment [Aidspan 5]:** CCMs should insert the appropriate date in the “Note to applicants.”

**Note to applicants: When considering project duration and budget, please keep in mind that the earliest expected date that the grant would be accepted and project initiated is**

Contact information for the applicant		
	Primary Contact	Secondary Contact
Name		
Title		
Mailing address		
Telephone (land line)		
Telephone (cell)		
Fax		
Email address		
Alternate email address		

Sample template (annotated version) prepared by Aidspan 3 December 2007

## SECTION 2 – PROJECT DETAILS

### 2.1 Narrative Summary

Provide a short narrative description (10-12 lines) of the proposed project (major activities, expected results, etc.).

**Comment [Aidsplan 6]:** This item contains a space limit for the response from applicants (10-12 lines). CCMs may want to add similar limits for some of the other items in Section 2.

### 2.2 Rationale

Explain why you think this project is important. What are the problems that you think need to be addressed? What is the gap that you are trying to fill? Is this based on a needs assessment that has already been conducted? If so please explain the main findings of this assessment. Explain how this project fits with the national strategy for this disease (if applicable).

### 2.3 List of Objectives and Service Delivery Areas (SDAs)

In Table 2.3, list the objectives and the service delivery areas in your proposed project. Please add lines to the table, if required, to show additional objectives or SDAs. Applicants should select their SDAs from the list included in the Guidance Note.

**Table 2.3 Objectives and SDAs**

Objective No. 1:	
SDA No.	SDA Description
Objective No. 2:	
SDA No.	SDA Description

## 2.4 Detailed Description of the SDAs

Fill out a separate table 2.4 for each SDA in your submission. Copy the table template as many times as you need to cover all SDAs.

**Table 2.4 Detailed Description of the SDA**

<b>Obj. No.:</b>	<b>Objective Description:</b>							
<b>SDA No.:</b>	<b>SDA Description:</b>							
<p><b>Major Activities</b>  <i>List the major activities to be undertaken under this SDA. Also, explain how each activity will be implemented. If applicable, indicate which partners will be involved.</i></p>								
<p><b>Rationale</b>  <i>Briefly explain why this SDA and these activities have been selected. If appropriate, explain how this links to the rationale you provided in Section 2.2..</i></p>								
<p><b>Output Indicators and Targets</b>  <i>Please consult the Guidance Note for information on how to fill out this section of the table.</i></p>								
No.	Output Indicator	Targets for Years 1-2				Targets for Years 3-5		
		6 m.	12 m.	18 m.	24 m.	Year 3	Year 4	Year 5

## 2.5 Target Groups

*Describe (a) the target groups for your proposed project; (b) the rationale for including these groups; and (c) the impact the project will have on these groups. In addition, describe (d) how the target groups were involved in the preparation of this submission; and (e) how they will be involved in the implementation of the project. With respect to questions (a) and (b), please refer to existing national strategies and priorities.*

## 2.6 Equitable Access

*Describe how principles of equity will be ensured in the selection of clients to access services, particularly if the services in your submission will only reach a proportion of the population in need (e.g., some antiretroviral therapy programs).*

## 2.7 Social Inequalities

*Describe how this submission addresses the needs of specific marginalized groups. For example, if your proposed project targets a gender, age-group or other demographic presently excluded or under-represented in existing programmes, identify this and describe how the group will be targeted.*

## 2.8 Stigma and Discrimination

*Describe how your proposed project will contribute to reducing stigma and discrimination against people living with and/or affected by HIV/AIDS, tuberculosis and/or malaria, as applicable, and other types of stigma and discrimination that facilitate the spread of these diseases.*

## 2.9 Linkages to Grants from the Global Fund and Other Donors

*Please explain how this project is linked to other funding you are currently receiving from the Global Fund or other donors (if applicable).*

## 2.10 Sustainability

*Indicate how your organisation plans to ensure the sustainability of the services and activities included in this project once the project ends.*

**Comment [Aidspan 7]:** Question 2.9 is appropriate if the call for submissions is being sent primarily to large organisations. However, if the call is being sent to small organisations, the CCM may prefer to leave this question out (since it would be difficult for small organisations to respond).

If the CCM thinks it is appropriate, it can add a question here about contributions from the private sector. The question could be worded as follows: "If the Private Sector is intended to be a contributor/co-investor to the overall objectives of this proposal, describe the main contributions (whether financial or non-financial) anticipated from the private sector, and explain how these contributions are important to the achievement of the outputs of this project."

## SECTION 3 – PROJECT BUDGET

**Comment [Aidspan 8]:** If the call for submissions is going primarily to large organisations, the CCM may want to request data in Section 3 for all five years of the project instead of just the first two years. (This is based on the assumption that larger organisations would be better able to estimate costs for the full five years.)

### 3.1 Budget Breakdown by Source

**Table 3.1 Budget, by source**

Source	Year 1	Year 2	Total
Provided by the organisation			
Provided from other sources (indicate the sources)			
Requested from the Global Fund			
<b>Total budget</b>			

### 3.2 Budget Breakdown by Objective and SDA

Add lines to the table to add more objectives or SDAs, if required. The total budget shown in Table 3.2 should equal the total budget shown in Table 3.1.

**Table 3.2 Budget, by objective and SDA**

Obj. No.	SDA No.	SDA Description	Year 1	Year 2	Total
1					
<b>Sub-Total for Objective 1</b>					
2					
<b>Sub-total for Objective 2</b>					
<b>Total budget</b>					

### 3.3 Budget Breakdown by Cost Category

Please consult the Guidance Note for information on what costs should be included in each category. The total budget shown in Table 3.3 should equal the total budget shown in Table 3.1.

**Table 3.3 Budget, by cost category**

<b>Category</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Total</b>
Human resources			
Technical Assistance			
Training			
Health products and Health Equipment			
Medicines and pharmaceutical products			
Procurement and supply management costs			
Infrastructure and other equipment			
Communication Materials			
Monitoring & Evaluation			
Living Support to Clients/Target Populations			
Planning and administration			
Overheads			
Other (please specify)			
<b>Total budget</b>			

### **3.4 Key Budget Assumptions**

#### **3.4.1 Human Resource Costs**

*If human resources represent an important share of the budget, explain how these amounts have been budgeted in respect of the first two years, to what extent human resources spending will strengthen health systems' capacity at the client/target population level, and how these salaries will be sustained after the proposal period is over. Please attach as an annex an organizational chart; a list of proposed positions, showing title, function and planned annual salary, and the proportion (in percentage terms) of time that will be allocated to the work under this submission.*

#### **3.4.2 Other Key Expenditure Items**

*Explain the rationale for how other expenditure categories which form an important share of the budget (e.g., infrastructure and other equipment; communication materials; planning and administration), have been budgeted for the first two years.*