



## SPECIFIC GRANT NOTICE

### REQUEST FOR APPLICATIONS FOR SUBMISSION OF PROPOSALS FOR FUNDING UNDER THE SADC HIV AND AIDS SPECIAL FUND ROUND IV

#### REQUEST FOR GRANT APPLICATIONS

**Reference Number:** SADC/3/5/2/397

**Grant Funding Entity:** SADC SECRETARIAT

**Location:** SADC Secretariat, Western Commercial Road (near Lobatse and Siboni Roads), CBD Plot 54385, Private Bag 0095, Gaborone, BOTSWANA.

1. The Southern African Community (SADC) Secretariat has set aside funds for the operation of the Secretariat during the financial year 2025/26. It intends to use part of the proceeds to cover eligible payments under the contract to engage different not for profit Organizations to receive grants for SADC HIV AND AIDS SPECIAL FUND- ROUND IV
2. The SADC Secretariat now invites soft copy grant concept notes together with full applications from eligible and reputable non-profit making organizations interested to receive the grants of different sizes as per our Guidelines.
3. The applicant will be selected under the Open Grant procedures selection and procedures described in this Grant Guidelines and Application Documents.
4. The Grant Guidelines and Application and associated documentation can be accessed through the link below this notice.
5. The closing time and date for submission of the applications at the address indicated in the grant application document is **Monday, 23<sup>rd</sup> June 2025 at 23.59 hours Botswana local time.** Applications received after this time and date, or submitted

otherwise than indicated in the Grant Guidelines and Application Document shall not be considered.

6. All notifications concerning this grant application process, including: or cancellation notices, Requests for clarification and the respective responses will be published on the following website: [www.sadc.int](http://www.sadc.int).
7. Interested non-profit organization may seek clarification or/ and additional information concerning this grant application, only in writing (or by email) and by latest **30<sup>th</sup> May 2025** from the below contact points: Please note that there will be an information session for all interested applicants virtually on the **22<sup>nd</sup> May 2025**, all are welcome to join the below link;

*Topic: SADC HIV SPECIAL FUND Grant Guidelines information Session- Round IV*

*Time: 22 MAY, 2025 10:00 AM Harare, Pretoria*

*Microsoft Teams Need help?*

*Join the meeting now*

*Meeting ID: 391 032 475 717*

*Passcode: YE6AG2Zx*

8. Replies to clarifications will be given no later than **6<sup>th</sup> June 2025 at 16.00hours**. Closing day for receiving application shall be **23<sup>rd</sup> June 2025** at 23.59 hours Botswana local time. All responses will be uploaded on the SADC website.

**Attention:**

Mr. Thomas Chabwera, Head of Procurement

E-mail address: [tchabwera@sadc.int](mailto:tchabwera@sadc.int) and [mmikuwa@sadc.int](mailto:mmikuwa@sadc.int)

with a copy to: [lkumboneki@sadc.int](mailto:lkumboneki@sadc.int) and [dtimbo@sadc.int](mailto:dtimbo@sadc.int)