

**Contracting Authority: Southern African Development Community**

**SUBMISSION OF PROPOSALS FOR FUNDING UNDER THE SADC HIV AND AIDS SPECIAL FUND**

**ROUND IV**

**Grant Application Form**

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

**Budget: XXXXXXXXXXXXX**

Deadline for submission of Open Procedures for concept notes and full applications: 23rd June 2025

|  |  |
| --- | --- |
| Title of the action: |  |
| {Number & title of lot} |  |
| Location(s) of the action: |  |
| Name of the lead applicant |  |
| Nationality of the lead applicant[[1]](#footnote-2) |  |

|  |  |
| --- | --- |
| Dossier No |  |
|  | |

|  |  |
| --- | --- |
| Lead applicant’s contact details for the purpose of this action | |
| **Postal address:** |  |
| **Telephone number:** (fixed and mobile) Country code + city code + number |  |
| **Contact person for this action:** |  |
| **Contact person’s email:** |  |
| **Address:** |  |
| **Website of the lead applicant:** |  |

**Any change in the addresses, phone numbers, fax numbers or e-mail, must be notified in writing to the Contracting Authority. The Contracting Authority will not be held responsible in the event that it cannot contact an applicant.**

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# Part A. CONCEPT NOTE

## Instructions for drafting the concept note

Please note that if this is a restricted call, only the concept note shall be submitted in the first stage (not the full application). If this is an open call, both the concept note and the full application shall be submitted at the same time.

There is no specific template for the concept note but the lead applicant must ensure that the text:

* does not exceed 5 pages (A4 size) of Arial 10 characters with 2 cm margins, single line spacing;
* provides the information requested under the headings below, in the order in which it is requested, and in proportion to its relative importance (see the relevant scores set out in the evaluation grid in the guidelines for applicants);
* provides full information (as the evaluation will be based solely on the information provided);
* is drafted as clearly as possible to facilitate the evaluation process.

### Summary of the action[[2]](#footnote-3)

Please complete the table below, which should not exceed 1 page.

|  |  |
| --- | --- |
| Title of the action: |  |
| {Lot:  - Please tick the box corresponding to the specific lot for which you are applying} |  |
| Location(s) of the action: — specify country(ies), region(s) that will benefit from the action |  |
| Total duration of the action (months): |  |
| Requested SADC contribution (amount) |  |
| Requested SADC contribution as a percentage of total eligible costs of the action (indicative) [[3]](#footnote-4) |  |
| Total eligible costs of the action (indicative) 3 :  Lead applicant  Co-applicant (1) |  |
| Objectives of the action |  |
| Target group(s)[[4]](#footnote-5) |  |
| Final beneficiaries[[5]](#footnote-6) |  |
| Estimated results |  |
| Main activities |  |

### Description of the action (max 1 page)

Please provide all the following information:

Give the background to the preparation of the action.

Explain the objectives of the action given in the table in section 1.1.

**Objective 1**

**Objective 2**

**Objective 3**

**Objective 4**

Describe the key stakeholder groups, their attitudes towards the action and any consultations held.

Briefly outline the type of activities proposed and specify related expected outputs, outcome(s) and impact including a description of linkages/relationships between activity clusters.

|  |  |
| --- | --- |
| **Activities Proposed** | **Output/Outcomes** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

Outline the broad timeframe of the action and describe any specific factor taken into account.

### Relevance of the action (max 3 pages)

#### Relevance to the objectives/sectors/themes/specific priorities of the call for proposals

Please provide all the following information:

1. Describe the relevance of the action to the objective(s) and priority(ies) of the call for proposals.
2. Describe the relevance of the action to any specific subthemes/sectors/areas and any other specific requirements stated in the guidelines for applicants, e.g. local ownership etc.
3. Describe which of the expected results referred to in the guidelines for applicants will be addressed.

#### Relevance to the particular needs and constraints of the target country/countries, region(s) and/or relevant sectors (including synergy with other initiatives and avoidance of duplication)

Please provide **all** the following information:

State clearly the specific pre-project situation in the target country/countries, region(s) and/or sectors (include quantified data analysis where possible).

Provide a detailed analysis of the problems to be addressed by the action and how they are interrelated at all levels.

Refer to any significant plans undertaken at national, regional and/or local level relevant to the action and describe how the action will relate to such plans.

Where the action is the continuation of a previous action, clearly indicate how it is intended to build on the activities/results of this previous action; refer to the main conclusions and recommendations of any evaluations carried out.

Where the action is part of a larger programme, clearly explain how it fits or is coordinated with that programme or any other planned project. Specify the potential synergies with other initiatives by national and international donors.

#### Describe and define the target groups and final beneficiaries, their needs and constraints, and state how the action will address these needs

Please provide all the following information:

Give a description of each of the target groups and final beneficiaries (quantified where possible), including selection criteria.

* Youths (15-35)
* Women and children
* People living with Disability
* Minority groups-e.g. Albinos,Khoisan and others
* HIV/AIDS groups

Identify the needs and constraints of each of the target groups and final beneficiaries.

|  |  |  |
| --- | --- | --- |
| **Target Groups & Beneficiaries** | **Constraints** | **Needs** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Demonstrate the relevance of the proposal to the needs and constraints of the target groups and final beneficiaries.

Explain any participatory process ensuring participation by the target groups and final beneficiaries.

#### Particular added-value elements

Indicate any specific added-value elements, e.g. the promotion or consolidation of public-private partnerships, innovation and best practice, or other cross-cutting issues such as environmental issues, promotion of gender equality and equal opportunities, the needs of disabled people and the rights of minorities.

# Part B. Full Application Form[[6]](#footnote-7)

**Open procedures: To be submitted by all applicants**

## General information

|  |  |
| --- | --- |
| **Reference of the Call for Proposals** |  |
| **Title of the Call for Proposals** |  |
| **Name of the lead applicant** |  |
| **Number of the proposal**[[7]](#footnote-8) |  |
| **Title of the action** |  |
| **Location of the action** |  |
| **Duration of the action** |  |
| ***[Number of the Lot]*** |  |

The action[[8]](#footnote-9)

### Description of the action

#### Description (max 13 pages)

Provide a description of the proposed action, including all the information requested below, referring to the overall objective(s)/impact and specific objective/outcome, possible intermediary outcomes, outputs described in the concept note:

.

***[For restricted procedures only]:***

* *{Describe/highlight eventual changes of the information provided in the concept note.}*

**Detailed description of proposed action/ include possible outcomes and outputs in line with overall objective**

**State how the action will improve the situation of the target groups and final beneficiaries and the technical and management capacities of target groups and/or any local co-applicants and affiliated entities**

**Broad objective**

**Specific Objectives**

#### Methodology (max 5 pages)

**PROJECT EVALUATION**

Indicative action plan for implementing the action (max 4 pages)

#### Sustainability of the action (max 3 pages)

Provide **all the** information requested below:

|  |  |  |
| --- | --- | --- |
| **Action** | **Risks associated** | **Mitigation measures** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

* Describe the main preconditions and assumptions during and after the implementation phase.

|  |  |  |
| --- | --- | --- |
| Pre-condition | During implementation | After implementation |
|  |  |  |
|  |  |  |
|  |  |  |

* Explain how the action will be made sustainable after completion.

a. Financial sustainability: e.g. financing of follow-up activities, sources of revenue for covering all future operating and maintenance costs.

b. Institutional sustainability: e.g. structures that would allow the results of the action to continue to be in place after the end of the action, capacity building, agreements and local ‘ownership’ of action outcomes.

As a community rooted organisation that intends to ensure that the environment and reduction in levels of harming our climate we shall ensure the following are in place:

1. Incorporating community leadership, both traditional and elected to be involved in our projects and consultations.
2. Utilising existing structures for driving through the community projects for consistency and community ownership.
3. The structures are to be capacitated through various means so that they incorporate climate change programs in the ward development plans

c. Policy level sustainability: e.g., where applicable, structural impact (improved legislation, consistency with existing frameworks, codes of conduct, or methods).

d. Environmental sustainability:

#### Logical Framework

Please fill in Annex C to the guidelines for applicants.-**attached**

#### Budget, amount requested from the Contracting Authority and other expected sources of funding-attached

Fill in Annex B to the guidelines for applicants to provide information on:

* the budget of the action (worksheet 1), for the total duration of the action and for its first *[12/if more specify]* months;
* justification of the budget (worksheet 2), for the total duration of the action, and
* amount requested from the Contracting Authority and other expected sources of funding for the action for the total duration (worksheet 3).

For further information, see the guidelines for applicants (sections 1.3, 2.1.4 and 2.2.5).

Please note that the cost of the action and the contribution requested from the Contracting Authority must be stated in *[insert currency]*

### Lead applicant’s experience

This information will be used to assess whether you have sufficient and stable experience of managing actions in the same sector and of a comparable scale to the one for which a grant is being requested.

1. For similar actions.

Please provide a detailed description of actions in the same sector and of a comparable scale to the one for which a grant is being requested managed by your organisation in the past three years.

Maximum 1 page per action.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of the lead applicant:** | | | | | |
| **Project title:** | | **Sector (see section 3.2.2 of section 3):** | | | |
| **Location of the action** | **Cost of the action (USD)** | **Role in the action: *[lead applicant, co-beneficiary, affiliated entity* ]** | **Donors to the action (name)** | **Amount contributed (by donor)** | **Dates (from dd/mm/yyyy to dd/mm/yyyy)** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Objectives and results of the action** | | **Objectives** | | | |
|  | | **Action** | | | |

1. Other actions

Please provide a detailed description of other actions managed by your organisation in the past three years.

Maximum 1 page per action and maximum 10 actions.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of the lead applicant:** | | | | | |
| **Project title:** | |  | | | |
| **Location of the action** | **Cost of the action (USD)** | **Role in the action: lead applicant, co-beneficiary, affiliated entity** | **Donors to the action (name)** | **Amount contributed (by donor)** | **Dates (from dd/mm/yyyy to dd/mm/yyyy)** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Objectives and results of the action** | |  | | | |
|  | |  | | | |

### Co-applicant(s)'s experience (if applicable)

This information will be used to assess whether you have sufficient and stable experience of managing actions in the same sector and of a comparable scale to the one for which a grant is being requested.

1. For similar actions.

Please provide a detailed description of actions in the same sector and of a comparable scale to the one for which a grant is being requested managed by your organisation in the past three years.

Maximum 1 page per action.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of the co-applicant:** | | | | | |
| **Project title:** | |  | | | |
| **Location of the action** | **Cost of the action (USD)** | **Role in the action: lead applicant, co-beneficiary, affiliated entity** | **Donors to the action (name)** | **Amount contributed (by donor)** | **Dates (from dd/mm/yyyy to dd/mm/yyyy)** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Objectives and results of the action** | |  | | | |
|  | |  | | | |

1. Other actions

Please provide a detailed description of other actions managed by your organisation in the past three years.

Maximum 1 page per action and maximum 10 actions.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of the co-applicant:** | | | | | |
| **Project title:** | |  | | | |
| **Location of the action** | **Cost of the action (USD)** | **Role in the action: lead applicant, co-beneficiary, affiliated entity** | **Donors to the action (name)** | **Amount contributed (by donor)** | **Dates (from dd/mm/yyyy to dd/mm/yyyy)** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Objectives and results of the action** | |  | | | |
|  | |  | | | |

### Affiliated entity (ies) experience (if applicable)

This information will be used to assess whether you have sufficient and stable experience of managing actions in the same sector and of a comparable scale to the one for which a grant is being requested.

1. For similar actions.

Please provide a detailed description of actions in the same sector and of a comparable scale to the one for which a grant is being requested managed by your organisation in the past three years.

Maximum 1 page per action.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of the affiliated entity:** | | | | | |
| **Project title:** | | **Sector (see Section 3.2.2 of Section 3):** | | | |
| **Location of the action** | **Cost of the action (USD)** | **Role in the action: lead applicant, co-beneficiary, affiliated entity** | **Donors to the action (name)** | **Amount contributed (by donor)** | **Dates (from dd/mm/yyyy to dd/mm/yyyy)** |
| … | … | … | … | … | … |
|  |  |  |  |  |  |
| **Objectives and results of the action** | |  | | | |
|  | |  | | | |

ii) Other actions

Please provide a detailed description of other actions managed by your organisation in the past three years.

Maximum 1 page per action and maximum 10 actions

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of the affiliated entity:** | | | | | |
| **Project title:** | | **Sector (see Section 3.2.2 of Section 3):** | | | |
| **Location of the action** | **Cost of the action (USD)** | **Role in the action: lead applicant, co-beneficiary, affiliated entity** | **Donors to the action (name)** | **Amount contributed (by donor)** | **Dates (from dd/mm/yyyy to dd/mm/yyyy)** |
| … | … | … | … | … | … |
|  |  |  |  |  |  |
| **Objectives and results of the action** | |  | | | |
|  | |  | | | |

## The LEAD applicant

|  |  |
| --- | --- |
| **Name of the organisation** |  |

### Identity

|  |  |
| --- | --- |
| **The lead applicant’s contact details for the purpose of this action** |  |
| **Abbreviation** |  |
| **Registration number (or equivalent)** |  |
| **Date of registration** |  |
| **Place of registration** |  |
| **Official address of registration** |  |
| **Country of registration** |  |
| **Website and E-mail address of the organisation** |  |
| **Telephone number:** Country code + city code + number |  |
| **Fax number:** Country code + city code + number |  |

**The Contracting Authority must be notified of any change in addresses, phone numbers, fax numbers and e-mail, in particular. The Contracting Authority will not be held responsible in the event that it cannot contact an applicant.**

### Profile

|  |  |
| --- | --- |
| **Legal status** | Registered |
| **Profit-making** | □ No |
| **NGO** | □ Yes |
| **Value based**[[9]](#footnote-10) | □ Humanistic |
| **Is your organisation linked with another entity?** | **□** Yes, parent entity: |

#### Category

|  |  |  |
| --- | --- | --- |
| **Category**[[10]](#footnote-11) | **Public** | **Private**    ⁭ |

#### Sector(s)[[11]](#footnote-12)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| □ | 11 |  |  | Education | | |
| □ |  | 111 |  |  | Education, level unspecified | |
| □ |  |  | 11110 |  |  | Education Policy & Admin. Management |
| □ |  |  | 11120 |  |  | Education Facilities And Training |
| □ |  |  | 11130 |  |  | Teacher Training |
| □ |  |  | 11182 |  |  | Educational Research |
| □ |  | 112 |  |  | Basic education | |
| □ |  |  | 11220 |  |  | Primary Education |
| □ |  |  | 11230 |  |  | Basic life skills for youth and adults |
| □ |  |  | 11240 |  |  | Early childhood education |
| □ |  | 113 |  |  | Secondary education | |
| □ |  |  | 11320 |  |  | Secondary education |
| □ |  |  | 11330 |  |  | Vocational Training |
| □ |  | 114 |  |  | Post-secondary education | |
| □ |  |  | 11420 |  |  | Higher Education |
| □ |  |  | 11430 |  |  | Advanced Tech. & Managerial Training |
| □ | 12 |  |  | Health | | |
| □ |  | 121 |  |  | Health, general | |
| □ |  |  | 12110 |  |  | Health Policy & Admin. Management |
| □ |  |  | 12181 |  |  | Medical education/training |
| □ |  |  | 12182 |  |  | Medical Research |
| □ |  |  | 12191 |  |  | Medical Services |
| □ |  | 122 |  |  | Basic health | |
| □ |  |  | 12220 |  |  | Basic Health Care |
| □ |  |  | 12230 |  |  | Basic Health Infrastructure |
| □ |  |  | 12240 |  |  | Basic Nutrition |
| □ |  |  | 12250 |  |  | Infectious Disease Control |
| □ |  |  | 12261 |  |  | Health Education |
| □ |  |  | 12281 |  |  | Health Personnel Development |
| □ | 13 |  |  | Population programmes | | |
| □ |  | 130 |  |  | Population polices/programmes and reproductive health | |
| □ |  |  | 13010 |  |  | Population Policy And Admin. Mgmt |
| □ |  |  | 13020 |  |  | Reproductive Health Care |
| □ |  |  | 13030 |  |  | Family planning |
| □ |  |  | 13040 |  |  | Std Control Including HIV/Aids |
| □ |  |  | 13081 |  |  | Personnel development for population & reproductive health |
| □ | 14 |  |  | Water Supply and Sanitation | | |
| □ |  | 140 |  |  | Water supply and sanitation | |
| □ |  |  | 14010 |  |  | Water Resources Policy/Admin. Mgmt |
| □ |  |  | 14015 |  |  | Water Resources Protection |
| □ |  |  | 14020 |  |  | Water supply & sanitation — Large systems |
| □ |  |  | 14030 |  |  | Basic drinking water supply & basic sanitation |
| □ |  |  | 14040 |  |  | River Development |
| □ |  |  | 14050 |  |  | Waste Management/Disposal |
| □ |  |  | 14081 |  |  | Education & training in water supply and sanitation |
| □ | 15 |  |  | Government and Civil Society | | |
| □ |  | 151 |  |  | Government and civil society, general | |
| □ |  |  | 15110 |  |  | Economic and development policy/planning |
| □ |  |  | 15120 |  |  | Public sector financial management |
| □ |  |  | 15130 |  |  | Legal and judicial development |
| □ |  |  | 15140 |  |  | Government administration |
| □ |  |  | 15150 |  |  | Strengthening civil society |
| □ |  |  | 15161 |  |  | Elections |
| □ |  |  | 15162 |  |  | Human Rights |
| □ |  |  | 15163 |  |  | Free Flow Of Information |
| □ |  |  | 15164 |  |  | Women’s equality organisations and institutions |
| □ |  | 152 |  |  | Conflict prevention an resolution, peace and security | |
| □ |  |  | 15210 |  |  | Security system management and reform |
| □ |  |  | 15220 |  |  | Civilian peace-building, conflict prevention and resolution |
| □ |  |  | 15230 |  |  | Post-conflict peace-building (UN) |
| □ |  |  | 15240 |  |  | Reintegration and SALW control |
| □ |  |  | 15250 |  |  | Land mine clearance |
| □ |  |  | 15261 |  |  | Child soldiers (prevention and demobilisation) |
| □ | 16 |  |  | Other Social Infrastructure and Service | | |
| □ |  |  | 16010 |  |  | Social/welfare services |
| □ |  |  | 16020 |  |  | Employment policy and admin. mgmt. |
| □ |  |  | 16030 |  |  | Housing policy and admin. management |
| □ |  |  | 16040 |  |  | Low-cost housing |
| □ |  |  | 16050 |  |  | Multisector aid for basic social services |
| □ |  |  | 16061 |  |  | Culture and recreation |
| □ |  |  | 16062 |  |  | Statistical capacity building |
| □ |  |  | 16063 |  |  | Narcotics control |
| □ |  |  | 16064 |  |  | Social mitigation of HIV/AIDS |
| □ | 21 |  |  | Transport and Storage | | |
| □ |  | 210 |  |  | Transport and storage | |
| □ |  |  | 21010 |  |  | Transport Policy & Admin. Management |
| □ |  |  | 21020 |  |  | Road Transport |
| □ |  |  | 21030 |  |  | Rail Transport |
| □ |  |  | 21040 |  |  | Water Transport |
| □ |  |  | 21050 |  |  | Air Transport |
| □ |  |  | 21061 |  |  | Storage |
| □ |  |  | 21081 |  |  | Education & Training In Transport & Storage |
| □ | 22 |  |  | Communications | | |
| □ |  | 220 |  |  | Communications | |
| □ |  |  | 22010 |  |  | Communications Policy & Admin. Mgmt |
| □ |  |  | 22020 |  |  | Telecommunications |
| □ |  |  | 22030 |  |  | Radio/Television/Print Media |
| □ |  |  | 22040 |  |  | Information and communication technology (ICT) |
| □ | 23 |  |  | Energy | | |
| □ |  | 230 |  |  | Energy generation and supply | |
| □ |  |  | 23010 |  |  | Energy Policy And Admin. Management |
| □ |  |  | 23020 |  |  | Power Generation/Non-Renewable Sources |
| □ | x |  | 23030 |  |  | Power Generation/Renewable Sources |
| □ |  |  | 23040 |  |  | Electrical Transmission/Distribution |
| □ |  |  | 23050 |  |  | Gas distribution |
| □ |  |  | 23061 |  |  | Oil-Fired Power Plants |
| □ |  |  | 23062 |  |  | Gas-Fired Power Plants |
| □ |  |  | 23063 |  |  | Coal-Fired Power Plants |
| □ |  |  | 23064 |  |  | Nuclear Power Plants |
| □ |  |  | 23065 |  |  | Hydro-electric Power Plants |
| □ |  |  | 23066 |  |  | Geothermal energy |
| □ |  |  | 23067 |  |  | Solar energy |
| □ |  |  | 23068 |  |  | Wind power |
| □ |  |  | 23069 |  |  | Ocean power |
| □ |  |  | 23070 |  |  | Biomass |
| □ |  |  | 23081 |  |  | Energy education/training |
| □ |  |  | 23082 |  |  | Energy research |
| □ | 24 |  |  | Banking and Financial Services | | |
| □ |  | 240 |  |  | Banking and financial services | |
| □ |  |  | 24010 |  |  | Financial Policy & Admin. Management |
| □ |  |  | 24020 |  |  | Monetary institutions |
| □ |  |  | 24030 |  |  | Formal Sector Financial Institutions |
| □ |  |  | 24040 |  |  | Informal/Semi-Formal Financial intermediaries |
| □ |  |  | 24081 |  |  | Education/training in banking & fin. services |
| □ | 25 |  |  | Business and Other Services | | |
| □ |  | 250 |  |  | Business and other services | |
| □ |  |  | 25010 |  |  | Business support services and institutions |
| □ |  |  | 25020 |  |  | Privatisation |
| □ | 31 |  |  | Agriculture, Forestry and Fishing | | |
| □ |  | 311 |  |  | Agriculture | |
| □ |  |  | 31110 |  |  | Agricultural Policy And Admin. Mgmt |
| □ |  |  | 31120 |  |  | Agricultural development |
| □ |  |  | 31130 |  |  | Agricultural Land Resources |
| □ |  |  | 31140 |  |  | Agricultural Water Resources |
| □ |  |  | 31150 |  |  | Agricultural inputs |
| □ |  |  | 31161 |  |  | Food Crop Production |
| □ |  |  | 31162 |  |  | Industrial Crops/Export Crops |
| □ |  |  | 31163 |  |  | Livestock |
| □ |  |  | 31164 |  |  | Agrarian reform |
| □ |  |  | 31165 |  |  | Agricultural alternative development |
| □ |  |  | 31166 |  |  | Agricultural extension |
| □ |  |  | 31181 |  |  | Agricultural Education/Training |
| □ |  |  | 31182 |  |  | Agricultural Research |
| □ |  |  | 31191 |  |  | Agricultural services |
| □ |  |  | 31192 |  |  | Plant and post-harvest protection and pest control |
| □ |  |  | 31193 |  |  | Agricultural financial services |
| □ |  |  | 31194 |  |  | Agricultural cooperatives |
| □ |  |  | 31195 |  |  | Livestock/Veterinary Services |
| □ |  | 312 |  |  | Forestry | |
| □ |  |  | 31210 |  |  | Forestry Policy & Admin. Management |
| □ |  |  | 31220 |  |  | Forestry development |
| □ |  |  | 31261 |  |  | Fuel wood/charcoal |
| x□ | x |  | 31281 |  |  | Forestry education/training |
| □ |  |  | 31282 |  |  | Forestry research |
| □ |  |  | 31291 |  |  | Forestry services |
| □ |  | 313 |  |  | Fishing | |
| x□ | x |  | 31310 |  |  | Fishing Policy And Admin. Management |
| □ |  |  | 31320 |  |  | Fishery development |
| □ |  |  | 31381 |  |  | Fishery education/training |
| □ |  |  | 31382 |  |  | Fishery research |
| □ |  |  | 31391 |  |  | Fishery services |
| □ | 32 |  |  | Industry, Mining and Construction | | |
| □ |  | 321 |  |  | Industry | |
| □ |  |  | 32110 |  |  | Industrial Policy And Admin. Mgmt |
| □ |  |  | 32120 |  |  | Industrial development |
| □ |  |  | 32130 |  |  | Small and medium-sized enterprises (SME) development |
| □ |  |  | 32140 |  |  | Cottage industries and handicraft |
| □ |  |  | 32161 |  |  | Agro-Industries |
| □ |  |  | 32162 |  |  | Forest industries |
| □ |  |  | 32163 |  |  | Textiles — leather & substitutes |
| □ |  |  | 32164 |  |  | Chemicals |
| □ |  |  | 32165 |  |  | Fertiliser plants |
| □ |  |  | 32166 |  |  | Cement/lime/plaster |
| □ |  |  | 32167 |  |  | Energy manufacturing |
| □ |  |  | 32168 |  |  | Pharmaceutical production |
| □ |  |  | 32169 |  |  | Basic metal industries |
| □ |  |  | 32170 |  |  | Non-ferrous metal industries |
| □ |  |  | 32171 |  |  | Engineering |
| □ |  |  | 32172 |  |  | Transport equipment industry |
| □ |  |  | 32182 |  |  | Technological research and development |
| □ |  | 322 |  |  | Mineral resources and mining | |
| □ |  |  | 32210 |  |  | Mineral/Mining Policy & Admin. Mgmt |
| □ |  |  | 32220 |  |  | Mineral Prospection And Exploration |
| □ |  |  | 32261 |  |  | Coal |
| □ |  |  | 32262 |  |  | Oil and gas |
| □ |  |  | 32263 |  |  | Ferrous metals |
| □ |  |  | 32264 |  |  | Non-ferrous metals |
| □ |  |  | 32265 |  |  | Precious metals/materials |
| □ |  |  | 32266 |  |  | Industrial minerals |
| □ |  |  | 32267 |  |  | Fertiliser minerals |
| □ |  |  | 32268 |  |  | Offshore minerals |
| □ |  | 323 |  |  | Construction | |
| □ |  |  | 32310 |  |  | Construction Policy And Admin. Mgmt |
| □ | 33 |  |  | Trade and Tourism | | |
| □ |  | 331 |  |  | Trade policy and regulation | |
| □ |  |  | 33110 |  |  | Trade Policy And Admin. Management |
| □ |  |  | 33120 |  |  | Trade facilitation |
| □ |  |  | 33130 |  |  | Regional trade agreements (RTAs) |
| □ |  |  | 33140 |  |  | Multilateral trade negotiation |
| □ |  |  | 33181 |  |  | Trade education & training |
| □ |  | 332 |  |  | Tourism | |
| □ |  |  | 33210 |  |  | Tourism Policy And Admin. Management |
| x□ | x41 |  |  | General Environment Protection | | |
| □ |  | 410 |  |  | General environmental protection | |
| □ |  |  | 41010 |  |  | Environmental Policy And Admin. Mgmt |
| □ |  |  | 41020 |  |  | Biosphere protection |
| □ |  |  | 41030 |  |  | Bio-diversity |
| □ |  |  | 41040 |  |  | Site Preservation |
| □ |  |  | 41050 |  |  | Flood Prevention/Control |
| □ |  |  | 41081 |  |  | Environmental education/training |
| □ |  |  | 41082 |  |  | Environmental research |
| □ | 43 |  |  | Other multisector | | |
| □ |  | 430 |  |  | Other multisector | |
| □ |  |  | 43010 |  |  | Multisector Aid |
| □ |  |  | 43030 |  |  | Urban Development And Management |
| □ |  |  | 43040 |  |  | Rural Development |
| □ |  |  | 43050 |  |  | Non-agricultural alternative development |
| □ |  |  | 43081 |  |  | Multisector education/training |
| □ |  |  | 43082 |  |  | Research/scientific institutions |
| □ | 51 |  |  | General budget support | | |
| □ |  | 510 |  |  | General budget support | |
| □ |  |  | 51010 |  |  | General budget support |
| □ | 52 |  |  | Development food aid/food security | | |
| □ |  | 520 |  |  | Development food aid/food security assistance | |
| □ |  |  | 52010 |  |  | Food Aid / Food Security Programmes |
| □ | 53 |  |  | Other commodity assistance | | |
| □ |  | 530 |  |  | Other commodity assistance | |
| □ |  |  | 53030 |  |  | Import support (capital goods) |
| □ |  |  | 53040 |  |  | Import support (commodities) |
| □ | 60 |  |  | Action relating to debt | | |
| □ |  | 600 |  |  | Action relating to debt | |
| □ |  |  | 60010 |  |  | Action relating to debt |
| □ |  |  | 60020 |  |  | Debt forgiveness |
| □ |  |  | 60030 |  |  | Relief of multilateral debt |
| □ |  |  | 60040 |  |  | Rescheduling and refinancing |
| □ |  |  | 60061 |  |  | Debt for development swap |
| □ |  |  | 60062 |  |  | Other debt swap |
| □ |  |  | 60063 |  |  | Debt buy-back |
| □ | 72 |  |  | Emergency and distress relief | | |
| □ |  | 720 |  |  | Emergency and distress relief | |
| □ |  |  | 72010 |  |  | Material relief assistance and services |
| □ |  |  | 72040 |  |  | Emergency food aid |
| □ |  |  | 72050 |  |  | Relief coordination; protection and support services |
| □ | 73 |  |  | Reconstruction relief and rehabilitation | | |
| □ |  | 730 |  |  | Reconstruction relief and rehabilitation | |
| □ |  |  | 73010 |  |  | Reconstruction relief and rehabilitation |
| □ | 74 |  |  | Disaster prevention and preparedness | | |
| □ |  | 740 |  |  | Disaster prevention and preparedness | |
| □ |  |  | 74010 |  |  | Disaster prevention and preparedness |
| □ | 91 |  |  | Administrative costs of donors | | |
| □ |  | 910 |  |  | Administrative costs of donors | |
| □ |  |  | 91010 |  |  | Administrative Costs |
| □ | 92 |  |  | Support to NGO | | |
| □ |  | 920 |  |  | Support to NGO | |
| □ |  |  | 92010 |  |  | Support to national NGOs |
| □ |  |  | 92020 |  |  | Support to international NGOs |
| □ |  |  | 92030 |  |  | Support to local and regional NGOs |
| □ | 93 |  |  | Refugees | | |
| □ |  | 930 |  |  |  | Refugees (in donor countries) |
| □ |  |  | 93010 |  |  | Refugees (in donor countries) |
| □ | 99 |  |  | Unallocated/unspecified | | |
| □ |  | 998 |  |  | Unallocated/unspecified | |
| □ |  |  | 99810 |  |  | Sectors Not Specified |
| □ |  |  | 99820 |  |  | Promotion of Development Awareness |

#### Target group(s)

|  |
| --- |
| □ All  □ Child soldiers  □ Children (less than 18 years old)  □ Community Based Organisation(s)  □ Consumers  □ Disabled  □ Drug consumers  □ Educational organisations (school, universities)  □ Elderly people  □ Illness affected people (Malaria, Tuberculosis, HIV/AIDS)  □ Indigenous peoples  □ Local authorities  □ Migrants  □ Non-Governmental Organisations  □ Prisoners  □ Professional category  □ Refugees and displaced  □ Research organisations/Researchers  □ SME/SMI  □ Students  □ Urban slum dwellers  □ Victims of conflicts/disasters  □ Women  □ Young people  □ Other (please specify): …………………………….. |

### Capacity to manage and implement actions

#### Experience by sector

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sector | Year(s) of Experience | Experience in the past 7 years | Number of Projects in the past 7 years | Estimated amount  (in thousand USD) in the past 7 years |
| Community Climate adaptation and mitigation | □ 4 to 7 years | □ 1 to 3 years | □ 1 to 5 | □ 50 to 100 |
| Women and youth | □ 4 to 7 years | □ 4 to 7 years | □ 1 to 5 | □ 20 to 50 |
| Natural resources and Livelihoods | □ 4 to 7 years | □ 4 to 7 years | □ 6 to 10 | □ 20 to 50 |

#### Experience by geographical area

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **By geographical area (country or region)** | Year(s) of experience | Number of projects in this geographical area in the past 7 years | Estimated amount  (in thousand USD) invested in this geographical area in the past 7 years | **Indicative list of regions**   * Eastern Africa * Central Africa * Western Africa * Southern Africa * Northern Africa * Europe * Central America * South America * South-East Asia * North-East Asia * South Asia * Central Asia * Mediterranean * Gulf Countries * Indian Ocean * Caribbean * Pacific |
|  | □ 4 to 7 years | □ 11 to 20 | □ 100 to 300 |
|  | □ Less than 1 year  □ 1 to 3 years  □ 4 to 7 years  □ 7 years + | □ 1 to 5  □ 6 to 10  □ 11 to 20  □ 21 to 50  □ 51 to 200  □ 200 to 500  □ 500+ | □ Less than 1  □ 1 to 5  □ 5 to 20  □ 20 to 50  □ 50 to 100  □ 100 to 300  □ 300 to 1.000  □ 1000+  □ Unknown |

**Cross-reference of experience by sector and by geographical area:**

|  |  |
| --- | --- |
| Sector(s)  (as selected in 3.2.2) | Geographical area(s) (country or region, as identified previously) |
| |  |  |  |  | | --- | --- | --- | --- | | 31281 |  |  | Forestry education/training | | 31282 |  |  | Forestry reserch | |  |
| |  |  |  |  | | --- | --- | --- | --- | | 31281 |  |  | Forestry education/training | | 31282 |  |  | Forestry research | |  |
| |  |  |  |  | | --- | --- | --- | --- | | 23030 |  |  | Power Generation/Renewable Sources | |  |
| |  |  |  |  | | --- | --- | --- | --- | | 31281 |  |  | Forestry education/training | |  |
| |  |  |  |  | | --- | --- | --- | --- | | 410 |  |  | General environmental protection | |  |
|  |  |

#### Resources

* **Financial data**

*Please provide the following information, if applicable, on the basis of the profit and loss account and balance sheet of your organisation, amounts in thousands USD.*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Year | Turnover or equivalent | Net earnings or equivalent | Total balance sheet | Shareholders’ equity or equivalent | Medium and long-term debt | Short‑term debt (<1 year) |
| N[[12]](#footnote-13) |  |  |  |  |  |  |
| N-1 |  |  |  |  |  |  |
| N-2 |  |  |  |  |  |  |

* **Financing Source(s)**

*Please tick the source(s) of the revenues of your organisation and specify the additional information requested*

|  |  |  |  |
| --- | --- | --- | --- |
| Year | Source | Percentage (total for a given year must be equal to 100 %) | Number of fee-paying members (only for source = Member’s fees) |
| N | □ SADC Secretariat |  | N/A |
| N | □ Member States’ Public Bodies |  | N/A |
| N | □ Third Countries’ Public Bodies |  | N/A |
| N | □ United Nations |  | N/A |
| N | □ Other International Organisation(s) |  | N/A |
| N | □ Private Sector-business |  | N/A |
| N | □ Membership fees |  |  |
| N | □ Other (please specify)NGOs |  | N/A |
| N | Total |  | N/A |

|  |  |  |  |
| --- | --- | --- | --- |
| Year | Source | Percentage (total for a given year must be equal to 100 %) | Number of fee-paying members (only for source = Member’s fees) |
| N — 1 | □ SADC Secretariat |  | N/A |
| N — 1 | □ Member States’ Public Bodies |  | N/A |
| N — 1 | □ Third Countries’ Public Bodies |  | N/A |
| N — 1 | □ United Nations |  | N/A |
| N — 1 | □ Other International Organisation(s) | 40% | N/A |
| N — 1 | □ Private Sector | 15% | N/A |
| N — 1 | □ Membership fees |  |  |
| N — 1 | □ Other (please specify): NGOs | 45% | N/A |
| N — 1 | Total | 100 % | N/A |
| N — 2 | □ SADC |  | N/A |
| N — 2 | □ Member States’ Public Bodies |  | N/A |
| N — 2 | □ Third Countries’ Public Bodies |  | N/A |
| N — 2 | □ United Nations |  | N/A |
| N — 2 | □ Other International Organisation(s) | 20% | N/A |
| N — 2 | □ Private Sector | 50% | N/A |
| N — 2 | □ Membership fees |  |  |
| N — 2 | □ Other (please specify): NGOs | 30% | N/A |
| N — 2 | Total | 100 % | N/A |

***EXPLANATORY NOTE: only for grants over 750.000 USD for non public bodies.***

|  |  |  |
| --- | --- | --- |
| Year | Name of approved auditor | Period of validity |
| N |  | From dd/mm/yyyy to dd/mm/yyyy |
| N — 1 |  | From dd/mm/yyyy to dd/mm/yyyy |
| N — 2 |  | From dd/mm/yyyy to dd/mm/yyyy |

* **Number of staff (full-time equivalent)**

*please tick one option for each type of staff*

|  |  |  |
| --- | --- | --- |
| Type of staff | Paid | Unpaid |
| HQ Staff: recruited and based in Headquarters (located in Developed Country) | □ < 10 | □ < 10 |
| Expat Staff: recruited in Headquarters (located in Developed Country) and based in Developing Country | □ N/A | □ N/A |
| Local staff: recruited and based in Developing country | □ < 10 | □ < 10 |

### List of the management board/committee of your organisation

| Name | Profession | Function | Country of Nationality | On the board since |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

## The Co-applicant(s)

This section must be completed for each co-applicant within the meaning of section 2.1.1 of the guidelines for applicants. You must make as many copies of this table as necessary to create entries for each additional co-applicant.

|  |  |
| --- | --- |
|  | Co-applicant no.1 |
| **Name of the organisation** |  |
| **The co-applicant’s contact details for the purpose of this action** |  |
| **Abbreviation** |  |
| **Registration number (or equivalent)** |  |
| **Date of registration** |  |
| **Place of registration** |  |
| **Official address of registration** |  |
| **Country of registration** |  |
| **Website and E-mail address of the organisation** |  |
| **Telephone number:** Country code + city code + number |  |
| **Fax number:** Country code + city code + number |  |
| **Legal status** | **NGO □ Yes □ No** |
| **Value based** | □ Humanistic |
| **Is your organisation linked with another entity?** | **□** Yes, parent entity: |
| **History of cooperation with the lead applicant** | Nil |
| **Category (refer to section 3.2.1)** | Private - Other Non-State actor |
| **Sector(s) (refer to section 3.2.2)** |  |
| **Target group(s) (refer to section 3.2.3)** | Promotion of Development Awareness |

### Capacity to manage and implement actions

### Experience by sector

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sector | Year(s) of Experience | Experience in the past 7 years | Number of Projects in the past 7 years | Estimated amount  (in thousand USD) in the past 7 years |
|  | □ 1 to 3 years |  | □ 1 to 3 years |  |
|  | □ 1 to 3 years |  | □ 1 to 3 years |  |

#### Experience by geographical area

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **By geographical area (country or region)** | Year(s) of experience | Number of projects in this geographical area in the past 7 years | Estimated amount  (in thousand USD) invested in this geographical area in the past 7 years | **Indicative list of regions**   * Southern Africa * Central Africa * Western Africa * Eastern Africa * Europe * Central America * South America * South-East Asia * North-East Asia * South Asia * Central Asia * Mediterranean * Gulf Countries * Indian Ocean * Caribbean * Pacific |
|  | □ 1 to 3 years | □ 1 to 5 | □ 50 to 100 |

**Cross-reference of experience by sector and by geographical area:**

|  |  |
| --- | --- |
| Sector(s)  (as mentioned in table above) | Geographical area(s) (country or region, as identified previously) |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**Important: This application form must be accompanied by a signed and dated mandate from each co-applicant, in accordance with the template provided below.**

**Mandate (for co-applicant(s))**

I have read and approved the contents of the proposal submitted to the Contracting Authority. I undertake to comply with the principles of good partnership practice.

|  |  |
| --- | --- |
| Name: |  |
| Organisation: |  |
| Position: |  |
| Signature: |  |
| Date and place: |  |

## AFFILIATED ENTITY (ies) participating in the action

### Description of the affiliated entity (ies)

This section must be completed for each affiliated entity within the meaning of section 2.1.2 of the guidelines for applicants. You must make as many copies of this table as necessary to create entries for each affiliated entity.

|  |  |
| --- | --- |
|  | Affiliated entity no.1 |
| **Full legal name** |  |
| **Date of registration** |  |
| **Place of registration** |  |
| **Legal status** | **Profit-Making □ Yes □ No.**  **NGO □ Yes □ No** |
| **Value based** | □ Political □ Religious □ Humanistic □ Neutral |
| **If fulfilling the criteria and conditions to be considered as affiliated entity(ies)[[13]](#footnote-14) specify to which entity you are affiliated (lead applicant/co-applicant) detailing the specific nature of the affiliation (i.e. parent entity,**  **family organisation / network entity, etc)** |  |
| **Official address of** **Registration**[[14]](#footnote-15) |  |
| **Country of registration** |  |
| **Contact person** |  |
| **Telephone number**: country code + city code + number |  |
| **Fax number**: country code + city code + number |  |
| **E-mail address** |  |
| **Number of employees** |  |
| **History of cooperation with the lead applicant/co-applicant** |  |
| **Category (refer to section 3.2.1)** |  |
| **Sector(s) (refer to section 3.2.2)** |  |
| **Target group(s) (refer to section 3.2.3 3)** |  |

### Capacity to manage and implement actions

### Experience by sector

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sector | Year(s) of Experience | Experience in the past 7 years | Number of Projects in the past 7 years | Estimated amount  (in thousand USD) in the past 7 years |
|  | □ Less than 1  □ 1 to 3 years  □ 4 to 7 years  □ 7 years + | □ Less than 1 year  □ 1 to 3 years  □ 4 to 7 years  □ 7 years + | □ 1 to 5  □ 6 to 10  □ 11 to 20  □ 21 to 50  □ 51 to 200  □ 200 to 500  □ 500+ | □ Less than 1  □ 1 to 5  □ 5 to 20  □ 20 to 50  □ 50 to 100  □ 100 to 300  □ 300 to 1.000  □ 1000+  □ Unknown |
|  | □ Less than 1  □ 1 to 3 years  □ 4 to 7 years  □ 7 years + | □ Less than 1 year  □ 1 to 3 years  □ 4 to 7 years  □ 7 years + | □ 1 to 5  □ 6 to 10  □ 11 to 20  □ 21 to 50  □ 51 to 200  □ 200 to 500  □ 500+ | □ Less than 1  □ 1 to 5  □ 5 to 20  □ 20 to 50  □ 50 to 100  □ 100 to 300  □ 300 to 1.000  □ 1000+  □ Unknown |
|  | □ Less than 1  □ 1 to 3 years  □ 4 to 7 years  □ 7 years + | □ Less than 1 year  □ 1 to 3 years  □ 4 to 7 years  □ 7 years + | □ 1 to 5  □ 6 to 10  □ 11 to 20  □ 21 to 50  □ 51 to 200  □ 200 to 500  □ 500+ | □ Less than 1  □ 1 to 5  □ 5 to 20  □ 20 to 50  □ 50 to 100  □ 100 to 300  □ 300 to 1.000  □ 1000+  □ Unknown |

#### Experience by geographical area

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **By geographical area (country or region)** | Year(s) of experience | Number of projects in this geographical area in the past 7 years | Estimated amount  (in thousand USD) invested in this geographical area in the past 7 years | **Indicative list of regions**   * Southern Africa * Eastern Africa * Central Africa * Western Africa * Europe * Central America * South America * South-East Asia * North-East Asia * South Asia * Central Asia * Mediterranean * Gulf Countries * Indian Ocean * Caribbean * Pacific |
|  | □ Less than 1 year  □ 1 to 3 years  □ 4 to 7 years  □ 7 years + | □ 1 to 5  □ 6 to 10  □ 11 to 20  □ 21 to 50  □ 51 to 200  □ 200 to 500  □ 500+ | □ Less than 1  □ 1 to 5  □ 5 to 20  □ 20 to 50  □ 50 to 100  □ 100 to 300  □ 300 to 1.000  □ 1000+  □ Unknown |
|  | □ Less than 1 year  □ 1 to 3 years  □ 4 to 7 years  □ 7 years + | □ 1 to 5  □ 6 to 10  □ 11 to 20  □ 21 to 50  □ 51 to 200  □ 200 to 500  □ 500+ | □ Less than 1  □ 1 to 5  □ 5 to 20  □ 20 to 50  □ 50 to 100  □ 100 to 300  □ 300 to 1.000  □ 1000+  □ Unknown |
|  | □ Less than 1 year  □ 1 to 3 years  □ 4 to 7 years  □ 7 years + | □ 1 to 5  □ 6 to 10  □ 11 to 20  □ 21 to 50  □ 51 to 200  □ 200 to 500  □ 500+ | □ Less than 1  □ 1 to 5  □ 5 to 20  □ 20 to 50  □ 50 to 100  □ 100 to 300  □ 300 to 1.000  □ 1000+  □ Unknown |  |

**Cross-reference of experience by sector and by geographical area:**

|  |  |
| --- | --- |
| Sector(s)  (as mentioned in table above) | Geographical area(s) (country or region, as identified previously) |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**Important: This application form must be accompanied by a signed and dated affiliated entities' statement from each affiliated entity, in accordance with the template provided below.**

### Affiliated entity(ies)'s statement

To ensure that the action runs smoothly, the *[insert the name of the Contracting Authority]*(Contracting Authority) requires all affiliated entity(ies) to acknowledge the principles of set out below.

1. All affiliated entity(ies) must have read the guidelines for applicants and grant application form and understood their role in the action before the application is submitted to the Contracting Authority.
2. All affiliated entity(ies) must have read the standard grant contract and understood what their respective obligations under the contract will be if the grant is awarded. They authorise the organisation to which they are affiliated to sign the contract on their behalf with the Contracting Authority and represent them in all dealings with the Contracting Authority in the context of the action’s implementation.
3. The affiliated entity(ies) must consult regularly with the organisation to which they are affiliated whom, in turn, should keep them fully informed of the progress of the action.
4. All affiliated entity(ies) must receive copies of the reports — narrative and financial — made to the Contracting Authority.
5. Proposals for substantial changes to the action (e.g. activities, affiliated entity(ies), etc.) should be agreed by the affiliated entity(ies) before being submitted to the Contracting Authority.

I have read and approved the contents of the proposal submitted to the Contracting Authority. I undertake to comply with the principles of good partnership practice.

|  |  |
| --- | --- |
| Name: |  |
| Organisation: |  |
| Position: |  |
| Signature: |  |
| Date and place: |  |

## Associates participating in the action

This section must be completed for each associated organisation within the meaning of section 2.1.3 of the guidelines for applicants. You must make as many copies of this table as necessary to create entries for more associates.

|  |  |
| --- | --- |
|  |  |
| **Full legal name** |  |
| **Country of Registration** |  |
| **Legal status**[[15]](#footnote-16) |  |
| **Official address** |  |
| **Contact person** |  |
| **Telephone number:** country code + city code + number |  |
| **Fax number**: country code + city code + number |  |
| **E-mail address** |  |
| **Number of employees** |  |
| **Experience of similar actions, in relation to role in the implementation of the proposed action** |  |
| **History of cooperation with the applicants** |  |
| **Role and involvement in preparing the proposed action** |  |
| **Role and involvement in implementing the proposed action** |  |

## Checklist for the full application form

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

|  |  |
| --- | --- |
| **ADMINISTRATIVE DATA** | To be filled in by the lead applicant |
| **Name of the lead applicant** |  |
|  |  |
| **Country and date of registration** |  |
|  |  |
| **Legal status**[[16]](#footnote-17) |  |
| **Co-applicant[[17]](#footnote-18)** |  |
| **Name of the co-applicant** |  |
|  |  |
| **Country** **and date of registration** |  |
|  |  |
| **Legal status** |  |
| **Affiliated Entity[[18]](#footnote-19)** |  |
| **Name of the Affiliated-Entity** |  |
|  |  |
| **Country** **and date of registration** |  |
| **Legal status:** |  |
| **Specify to which entity you are affiliated (lead applicant and/or the co-applicant).**  **Specify the kind of affiliation you have with that entity.** |  |

|  |  |  |
| --- | --- | --- |
| **Before sending your proposal, please check that each of the following criteria HAVE BEEN MET IN FULL AND TICK THEM OFF** | **Tick the items off below** | |
| **Title of the proposal:** | **Yes** | **No** |
| **PART 1 (ADMINISTRATIVE)**  **1. The correct grant application form has been used.** |  |  |
| **2. The declaration by the lead applicant has been filled in and signed.** |  |  |
| **3. The proposal is typed and is in *English*.** |  |  |
| **4. One original submitted via collab** |  |  |
| **5. An electronic version of the proposal submitted** |  |  |
| **6. Each co-applicant has completed and signed the mandate and the mandate is included*. {Please write ‘Not applicable’ (NA) if you have no co-applicant(s)}*** |  |  |
| **7. Each affiliated entity(ies) has completed and signed an affiliated entity(ies)'s statement and the statements are included. *{Please write ‘Not applicable’ (NA) if you have no*** ***affiliated entity(ies)}*** |  |  |
| **8. The budget is enclosed, in balance, presented in the format requested, and stated in *USD.*** |  |  |
| **9. The logical framework has been completed and is enclosed.** |  |  |
| **PART 2 (ELIGIBILITY)**  **10. The action will be implemented in *an* eligible *country(ies)* and in the minimum required number of eligible *as per our Guidelines.*** |  |  |
| **11. The duration of the action is between 18 months nor exceed 36 months (the minimum and maximum allowed).** |  |  |
| **12. The requested SADC Secretariat contribution is between USD 600,000.00*. Applicants are free to apply for smaller amounts of grants for the Contracting Authority consideration.* (the minimum and maximum allowed).** |  |  |
| **13. The requested SADC Secretariat contribution is between 7*0%* and 10*0 %* of the total eligible costs (minimum and maximum percentage allowed).[[19]](#footnote-20)** |  |  |
| **14.**  **The total amount of financing requested on the basis of simplified cost options does not exceed** USD **30 000 per each applicant.** |  |  |
| **15. The lead applicant may act individually if established in one or more SADC Member States, or with co-applicant if not established in a SADC Member State, as follows:**  **(i) Eligible applicants not established in one or more SADC Member States must act with at least one co-applicant established in a SADC Member State.**  **(ii) The co-applicant shall be responsible for the implementation of a minimum of 35% of the total eligible costs or a minimum of 20% of total eligible costs in the case of two or more co-applicants** |  |  |

## Declaration by the LEAD applicant (FULL APPLication)

The lead applicant, represented by the undersigned, being the authorised signatory of the lead applicant, in the context of the present call for proposals, representing any co-applicant(s), affiliated entity(ies) in the proposed action, hereby declares that

* the lead applicant has the sources of financing specified in section 2 of the guidelines for applicants;
* the lead applicant has sufficient financial capacity to carry out the proposed action or work programme;
* the lead applicant certifies the legal statues of the lead applicant, of the co-applicant(s) and of the affiliated entity(ies) as reported in part 3, 4, and 5 of this application;
* the lead applicant, the co-applicant(s) and the affiliated entity(ies) have the professional competences and qualifications specified in section 2 of the guidelines for applicants;
* the lead applicant undertakes to comply with the obligations foreseen in the affiliated entity(ies)'s statement of the grant application form and with the principles of good partnership practice;
* the lead applicant is directly responsible for the preparation, management and implementation of the action with the co-applicant(s) and affiliated entity(ies), if any, and is not acting as an intermediary;
* the lead applicant, the co-applicant(s) and the affiliated entity(ies) are not in any of the situations excluding them from participating in contracts which are listed in section 2.5.2 of the SADC Guidelines for Procurement and Grants (available from the following Internet address: <http://www.sadc.int/opportunities/procurement/sadc-procurement-documentation/>
* the lead applicant and each co-applicant and affiliated entity (if any) is in a position to deliver immediately, upon request, the supporting documents stipulated under section 2.4 of the guidelines for applicants.
* **the lead applicant and each co-applicant and affiliated entity (if any) are eligible in accordance with the criteria set out under Sections 2.1.1 and 2.1.2 of the guidelines for applicants;**
* if recommended to be awarded a grant, the lead applicant, the co-applicant(s) and the affiliated entity(ies) accept the contractual conditions as laid down in the standard grant contract annexed to the guidelines for applicants (Annex F);

We acknowledge that if we participate in spite of being in any of the situations listed in Section 2.5.2 of the SADC Guidelines for Procurement and Grants or if the declarations or information provided prove to be false we may be subject to rejection from this procedure and to administrative sanctions in the form of exclusion and financial penalties representing 2 % to 10 % of the total estimated value of the grant being awarded and that this information may be published on the SADC website.

Signed on behalf of the lead applicant

|  |  |
| --- | --- |
| **Name** |  |
| **Signature** |  |
| **Position** |  |
| **Date** |  |

## Assessment grid FOR the full application

(FOR the USE OF THE contracting authority ONLY)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | **YES** | | **NO** | |
| **For open procedures: opening &administrative check and concept note evaluation** | |  | |  | |
| 1. The submission deadline has been met. | |  | |  | |
| 2. The application satisfies all the criteria specified in the checklist in section 7 of Part B. | |  | |  | |
| Administrative compliance has been checked by:  Date: | | | | | |
| **DECISION:**  **A.** The committee has decided to evaluate the concept note, which passed the administrative checks. | |  | |  | |
| **B.** The committee has decided to recommend evaluation of the full application form. | |  | |  | |
| The concept note has been evaluated by:  Date: | |  | |  | |
| **For restricted procedures: [opening &administrative check** | |  | |  | |
| 1. The submission deadline has been met. | |  | |  | |
| 2. The full application satisfies all the criteria specified in the checklist in section 7 of Part B. | |  | |  | |
| **DECISION:**  The committee has decided to evaluate the full application, which passed the administrative checks. | |  | |  | |
| Administrative compliance has been checked by:  Date: | | | | | |
| **evaluation of the full application** | |  | |  | |
| **decision:**  **A.** The proposal has been provisionally selected as one of the top ranked proposals within the available financial envelope and the committee has recommended eligibility checking. | |  | |  | |
| **B.** The proposal has been put on the reserve list as one of the top ranked proposals and the committee has recommended eligibility checking | |  | |  | |
| The proposal has been evaluated by:  Date: | | | | | |
| **eligibility verification** |  | |  | |
| 3. The checklist for the full application form (part 2) has been duly completed. |  | |  | |
| 4. The lead applicant satisfies the eligibility criteria in section 2.1.1 of the guidelines. |  | |  | |
| 5. The co-applicant(s), if any, satisfy the eligibility criteria in section 2.1.1 of the guidelines. |  | |  | |
| 6. The affiliated entity(ies), if any, satisfy the eligibility criteria in section 2.1.3 of the guidelines. |  | |  | |
| 7. The supporting documents listed below were submitted in accordance with the guidelines (section 2.4) |  | |  | |
| a. The lead applicant's statutes or articles of association |  | |  | |
| b. The statutes or articles of association of the co-applicants and the affiliated entity(ies) |  | |  | |
| c. The lead applicant’s external audit report (if applicable) |  | |  | |
| d. Copy of the lead applicant’s latest accounts. |  | |  | |
| Eligibility has been assessed by:  Date: | | | | |
| **decision:**  The committee has checked the proposal’s eligibility under the criteria laid down in the guidelines for applicants and has selected the proposal for funding. |  | |  | |

1. [↑](#footnote-ref-2)
2. Cover page as per template in page 1 should be attached as well. [↑](#footnote-ref-3)
3. If applicable, insert an additional % of the total accepted costs. [↑](#footnote-ref-4)
4. “Target groups” are the groups/entities who will directly benefit from the action at the action purpose level. [↑](#footnote-ref-5)
5. “Final beneficiaries” are those who will benefit from the action in the long term at the level of the society or sector at large. [↑](#footnote-ref-6)
6. The full application is composed of this full application form, the budget (Annex B) and the logical framework (Annex C) [↑](#footnote-ref-7)
7. For restricted procedures only; when the Contracting Authority has evaluated the concept note it informs the lead applicant of the outcome and allocates a proposal number. [↑](#footnote-ref-8)
8. The evaluation committee will refer to information provided in the concept note as regards objectives and the relevance of the action. [↑](#footnote-ref-9)
9. Please choose only one set of values. [↑](#footnote-ref-10)
10. Please specify (1) the sector to which your organisation belongs, as defined in its statutes (or equivalent document): public (established and/or funded by a public body) OR private (established and/or funded by a private entity); (2) in the appropriate column, the category to which your organisation belongs (one choice only). [↑](#footnote-ref-11)
11. Please tick the box for each sector your organisation has been active in the past 7 years. [↑](#footnote-ref-12)
12. N = previous financial year. [↑](#footnote-ref-13)
13. As described in section 2.1.2. of the guidelines for applicants. [↑](#footnote-ref-14)
14. If not in one of the countries listed in section 2.1.1 of the guidelines for applicants, please justify its location. [↑](#footnote-ref-15)
15. E.g. non-profit, governmental body or international organisation. [↑](#footnote-ref-16)
16. E.g. non-profit, governmental body, or international organisation. [↑](#footnote-ref-17)
17. Add as many rows as co-applicant(s) [↑](#footnote-ref-18)
18. Add as many rows as affiliated entities [↑](#footnote-ref-19)
19. If applicable, insert an additional % of the total accepted costs [↑](#footnote-ref-20)