

GOVERNMENT NOTICE NO. 266 published on 19/3/2021

THE FOREST ACT  
(CAP 323)

**REGULATIONS**

*(Made under section 106(1)(ff))*

THE FOREST (MANNER AND CRITERIA FOR AWARDING GRANTS) REGULATIONS,  
2021

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THE FOREST ACT,  
(CAP. 323)

**REGULATIONS**

*(Made under section 106(1)(ff))*

THE FOREST (MANNER AND CRITERIA FOR AWARDING GRANTS) REGULATIONS,  
2021

PART I  
PRELIMINARY

- Citation 1. These Regulations may be cited as the Forest (Manner and Criteria for Awarding Grants) Regulations, 2021.
- Interpretation 2. In these Regulations, unless the context otherwise requires -
- Cap. 323 “Act” means the Forest Act;
- “Administrative Secretary” means the Head of the Tanzania Forest Fund Secretariat responsible for the day to day administrative, financial and personnel matters of the Fund;
- “Board” means the Board of Trustees of the Tanzania Forest Fund appointed under section 79 (3) of the Act;
- “Committee” means the Evaluation Committee formed under regulation 21;
- “community groups” means local community groups recognised by local or central government authorities the grassroots Government institutions and Local Government Authorities and includes Non-Governmental Organisations (NGOs), Registered Civil Society Organisations, Community Based Organisations (CBOs) and Faith Based Organisations operating at a community level;
- “Director” means the person exercising the functions of the Director of Forestry;
- “Fund” means the Tanzania Forest Fund established under section 79 of the Act;

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- “Government institutions” means Government ministries, departments, companies, agencies, authorities, training institutions, research institutions and local government authorities;
- “grant agreement” means an Agreement signed pursuant to regulation 23 of these Regulations;
- “grant” means the grant issued by the Fund in accordance with the provisions of these Regulations;
- “grantee” means a recipient of the grant issued by the Fund;
- “grantor” means the Tanzania Forest Fund;
- “Institute” means the Tanzania Forestry Research Institute;
- “Minister” means the Minister for the time being responsible for forestry;
- “priority areas” means priority areas for funding by Tanzania Forest Fund which aim at conserving and managing the forests sustainably as prescribed under regulation 6 of these Regulations;
- “Secretariat” means the staff appointed under section 81(h) of the Act who is responsible for day to day activities of the Fund headed by the Administrative Secretary; and
- “training or research institutions” means all training or research institutions legally mandated to deal with issues related to forest protection, conservation or management.

PART II

OBJECTIVES, TYPES AND CRITERIA FOR AWARDING GRANTS

Awarding of grants

3. Subject to the provisions of section 80 of the Act and the procedures and criteria prescribed in these Regulations, the Fund may award grants for the purpose of enhancing sustainable management of forest resources.

Allocation of monies to Tanzania Forestry Research Institute

4. -(1) Notwithstanding regulation (2), the Fund shall set aside ten percent of its annual funds and resources for allocation to Tanzania Forest Research Institute for purposes of facilitating the conduct of research, training and other management and administration costs of the Institute.

(2) The monies set aside for Tanzania Forest Research Institute shall be ring fenced by the Fund and disbursed upon submission of a formal request to the Board by the Institute.

(3) Where the monies requested for under subregulation (2) are for the purpose of undertaking research, the Institute, shall in addition of the formal request, submit a detailed proposal to the Board.

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(4) The provisions of subregulation (2) shall not be applicable where the research is solicited by the Ministry.

(5) The Board may, after consideration of the formal request submitted under this regulation, grant the monies to Tanzania Forest Research Institute.

(6) Without prejudice to the foregoing provisions of this regulation, the Institute shall be eligible to apply and compete with other applicants in respect of call for project proposals advertised by the Fund.

Eligibility criteria

5.-(1) Subject to the provisions of these Regulations, the following shall be eligible for grants-

- (a) individual persons;
- (b) community groups;
- (c) training or research institutions; and
- (d) Government institutions,

undertaking interventions prescribed in the priority areas or committed to sustainable management of forest resources in the country in line with the priority areas.

(2) For the purpose of this regulation, departments, zones, centres and stations under Government institutions shall be treated as separate grantees.

Priority areas

6.-(1) The priority areas for the purposes of awarding grants by the Fund shall be-

- (a) forest resource development protection, conservation and management;
- (b) improvement of livelihood of communities living adjacent to the forest resource base;
- (c) research on forestry geared at-
  - (i) improving forest protection, conservation and management; and
  - (ii) improving quantity, quality and value addition for sustainable use of forest produce;
- (d) to enhance capacity building to training or research institutions; and
- (e) any other area as the Board may prescribe on conservation of forests.

(2) The Board shall on each financial year prescribe the percentage of the grant to be allocated for each priority area.

(3) Notwithstanding subregulation (2) the Board may reallocate the funds to other priority areas.

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Designated  
geographical areas

7.-(1) The Board may, for the purpose of ensuring equitable and sustainable promotion, protection, conservation and management of forest resources across the country, designate geographical areas for awarding grants.

(2) In awarding grants to applicants from designated geographical areas, the Board shall have regard to areas of priorities specified under these Regulations.

Types of grants

8. The Board shall have the powers to award the following grants-

- (a) small grants;
- (b) medium grants;
- (c) large grants; and
- (d) special purpose grants.

Small grants

9.-(1) Small grants shall be awarded to individual persons or community groups for the purpose of supporting small-scale interventions on the priority areas.

(2) Small grants shall be an amount not exceeding-

- (a) five million shillings in case of an individual person; and
- (b) ten million shillings in case of community groups.

(3) Applicants for small grants shall be required to have at least two guarantors whose qualifications shall be provided for in the Guidelines.

(4) For the purpose of this regulation, individual research grants shall be administered through training or research institutions.

Medium grants

10.-(1) Medium grants shall be of an amount above ten million shillings but not exceeding twenty million shillings.

(2) Medium grants shall not be awarded to individual persons.

(3) Medium grants shall be awarded for the purpose of supporting interventions within the four priority areas as specified under regulation 6.

Large grants

11.-(1) Large grants shall be of an amount above twenty million shillings but not exceeding fifty million shillings.

(2) Large grants shall not be awarded to individual persons.

(3) Large grants shall be awarded for the purpose of

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supporting projects that need more resources and time in order to realise the impact and its sustainability within the four priority areas as specified under regulation 6.

Commitment by applicants for small, medium and large grants

12. Applicants for small, medium and large grants shall commit to contribute twenty percent in cash or in kind towards realisation of the project.

Special purpose grants

13.-(1) Special purpose grants shall be of an amount above fifty million shillings and shall be awarded to Government institutions.

(2) Special purpose grants shall be awarded for the purpose of supporting projects that need more resources and time in order to realize the impact and its sustainability within the four priority areas specified in these Regulations.

(3) Unless otherwise specified by the Board and depending on the nature of activities, the funding for activities under special purpose grants shall be for not less than three years.

Grants to be offered by Fund

14. Grants under these regulations may be awarded in terms of-

- (a) monetary assistance to support implementation of approved interventions or project activities;
- (b) material assistance, tools, technology, facilities and equipment in line with the public procurement procedures;
- (c) technical assistance by hiring professionals to offer the requested services; or
- (d) any other form of assistance as the Board may determine.

PART III  
MANNER OF AWARDING GRANTS

Project solicitation and development

15.-(1) The Fund shall-

- (a) prepare the call for proposal with instructions on dates, thematic areas, eligible grantees, formats, maximum amounts and other pertinent information to be taken into account by applicants; and
  - (b) with the approval of the Board, prepare and issue formats for preparing and developing project proposals for grants awarded by the Fund.
- (2) The Board shall advertise through the Fund's

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webpage, newspapers with wide circulation and other approved communication media call for project proposals, inviting interested applicants to apply for grant under these Regulations.

(3) Calls for proposals for grants shall be made once a year on a date to be prescribed by the Board.

Requirements for project proposal by community groups

16. Project proposals prepared by community groups for consideration by the Fund shall indicate that the community group-

- (a) is legally registered;
- (b) is operational; and
- (c) has trained staff to manage the project activities including finances.

Secretariat

17.-(1) There shall be a Secretariat of the Fund which shall be responsible for day to day activities of the Fund.

(2) The Secretariat shall be headed by the Administrative Secretary assisted by such number of qualified staff as the Board may determine.

Submission of project proposals

18.-(1) Save for special purpose grants, applications of call for project proposals, shall be in the form prescribed in the First Schedule, and shall be submitted to the Secretariat in electronic and hard copies.

(2) An application shall be considered to meet the submission deadline if either electronic version or hard copy is received within the deadline.

(3) Without prejudice to the provisions of this regulation, the Board may approve receipt and consideration of the project proposal for special purpose grants at any time of the year provided it is in the public interest to do so.

(4) The Secretariat shall notify all applicants on receipt of project proposals.

Processing of project applications

19.-(1) The Secretariat shall, upon receipt of the project applications, pre-evaluate them for the purpose of determining whether they meet the set requirements as stipulated under these Regulations and the call for proposal.

(2) The Secretariat may reject a project proposal which-

- (a) does not comply with the application terms and conditions prescribed in the call for proposals;
- (b) is not within the priority areas for funding;



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- (c) shows elements of plagiarism;
  - (d) does not meet the deadline for submission; or
  - (e) is not endorsed by relevant authorities.
  - (3) The applicant shall be informed on the reasons for rejection of his project proposal.
  - (4) The Secretariat shall forward to the Evaluation Committee proposals which meet the requirements referred to under subregulation (1).
- Withdrawal and resubmission
- 20.-(1) The applicant may withdraw his project proposal at any time during the period of consideration of the application by writing to the Administrative Secretary.
- (2) The applicant may resubmit such proposal when another call for project proposal is made.
- Evaluation Committee
- 21.-(1) There is hereby formed an Evaluation Committee for the purpose of evaluating project proposals.
- (2) The Committee shall comprise of five members to be appointed by the Board as follows-
- (a) a person from private sector;
  - (b) a person representing local authorities;
  - (c) a person from a higher learning institution concerned with training in forestry and allied matters;
  - (d) a person from the forestry research institution; and
  - (e) a person representing Forest Division.
- (3) In appointing members of the Committee, the Board shall-
- (a) appoint persons who possess the necessary expertise, qualifications and interest in all aspects of forest management and the marketing of forest produce; and
  - (b) ensure gender balance.
- (4) The Committee shall evaluate project proposals and submit hard and soft copies of its recommendations to the Board.
- Recommendation and award of grants
22. The Board shall, upon receiving the recommendations from the Committee, make decision whether to award the grant or not.
- Notification of applicants
- 23.-(1) The Secretariat shall notify all applicants on the decision of the Board.
- (2) The Secretariat shall invite successful applicants to

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sign a grant agreement in a form set out in the Second Schedule.

(3) Funding shall not be provided until the grant agreement is signed between the applicant and the Fund.

Duration of grant agreement

24.-(1) The duration for grant agreement shall be, in the case of-

- (a) small grants, six to twelve months;
- (b) medium grants, twelve to eighteen months;
- (c) large grants eighteen to twenty four months.

(2) Notwithstanding subregulation (1), the Board may extend the duration of grant agreement for a period not exceeding a quarter of the duration of agreement where such extension adds value to the attainment of the results.

Subsequent grant

25.-(1) The grantee may, upon completion of the project which is subject of the grant agreement and where he desires to expand the project, request the Board for subsequent grant.

(2) The Board may, where it is satisfied with the grantee's performance of the grant agreement, award the subsequent grant requested.

(3) In awarding subsequent grant, the Board shall take the following into consideration-

- (a) that the applicant has submitted a comprehensive progress report indicating the achievement attained against what was planned for each activity;
- (b) that the applicant has submitted a comprehensive financial performance report detailing expenditure of the funds as per planned expenditure; and
- (c) recommendations from the field monitoring undertaken by the Fund or its representatives on value for money in consideration with what has been achieved.

(4) The reports to be submitted pursuant to subregulation (3), shall be made using the format to be provided in the Guidelines.

(5) The Board shall, except for Government institutions, training or research institutions and special grants, not award new grant to grantees of the Fund who are still implementing the Fund's funded project.

PART IV  
ADMINISTRATION OF GRANTS

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Disbursement of funds

26.-(1) Disbursement of funds shall, unless the Board directs otherwise, be as follows-

- (a) in two installments for special grants and small grants awarded to individual persons; and
- (b) in three installments for small grants awarded to community groups, medium grants and large grants.

(2) The first installment of the grant shall be disbursed upon signing of the grant agreement.

(3) The first installment shall not exceed forty percent of the total grant except for small grants for individual persons which shall be fifty percent.

(4) Notwithstanding subregulation (3), the Board may, depending on the nature of initial activities, vary the amount of the first installment.

(5) Except for special purpose grants, the Fund shall retain ten percent of the last installment for each type of grant until submission and approval of the project completion report.

Suspension or termination of agreement

27. (1) The Board may suspend disbursements or terminate the grant agreement for non-fulfillment by the grantee of the obligations set forth in the agreement or for non-compliance to the approved project activities or for improper use of the grant.

(2) Depending on the nature of the project, the Board shall give the grantee a specified period to correct the anomalies, failure of which shall lead to termination of the agreement.

(3) The Board shall notify the grantee on the reasons for suspension of disbursement or termination of the agreement.

(4) Upon termination of the agreement under subregulation (1), the grantee shall refund any part of the grant already received in respect of activities that have not been performed.

(5) The grantee may terminate the agreement upon reimbursing the Fund all the disbursed funds regardless of the performed activities.

Reporting requirements

28.-(1) Grantees shall prepare and submit to the Fund progress report at the end of each installment and a final report upon completion of the project.

- (2) The final report shall contain the following-
- (a) project achievements comparing to the planned objectives and targets;
  - (b) outcomes, impact and sustainability of the project; and
  - (c) lessons learned which can assist in future design and implementation of similar projects.
- Monitoring and evaluation of grants
29. The Fund or its representative shall conduct monitoring and evaluation of the disbursed funds for the purpose of obtaining information on-
- (a) relationship between project expenditures and activities carried out, relative to planned activities and budgets;
  - (b) the achievement of goals and objectives of the project;
  - (c) best practices and lessons learned through implementation of the projects;
  - (d) list of challenges encountered during implementation and possible solutions;
  - (e) recommendations to ensure efficiency, effectiveness, impact and sustainability of the project activities;
  - (f) conclusions of the review and recommendations for the future; and
  - (g) follow up schedule for the recommendations.

PART V  
MISCELLANEOUS PROVISIONS

- Conflict of interest
- 30.-(1) Where any matter concerning issuing of grants in which any member of the Board or officer exercising functions under these Regulations or any member of his immediate family has an interest is allocated to, referred to or otherwise comes to that officer for his advice, assistance or decision, that officer shall not exercise any functions under these Regulations in respect of that application or grant.
- (2) Where the member or officer referred to in subregulation (1) is a member of the Board, he shall declare his interest in writing to the Minister, where the officer is the Administrative Secretary, he shall declare his interest in writing to the Board, and where the officer referred to in subregulation (1) is an officer of the Fund, he shall declare his interest in writing to the Administrative Secretary.

Confidential information

31.-(1) Upon receipt of an application, the Fund shall neither make representations of any kind, nor accept any obligations or liabilities, through correspondences with the applicant regarding the proposal.

(2) The proprietary information of the project application contained in the proposal shall remain confidential and shall not be disclosed to any person without prior authorisation of the project proponent except where such information is already in the public domain or the Fund is by law required to disclose.

(3) Subject to subregulation (2), the Fund shall not be responsible for any intellectual property rights accruing to the proposal of the project proponent.

Notification

32. The grantee shall notify the Fund on any-

- (a) matter or thing that is likely to affect the project or its organisation;
- (b) key changes to its organisation or its business activities, particularly if they affect the grantee's ability to implement the project; or
- (c) changes to names, addresses, contact details and bank account details.

Appeals

33.-(1) A person who is aggrieved by the decision of the Board made under these Regulations may, within a period of twenty-one days from the date of receiving the decision, appeal to the Minister.

(2) The Minister shall within a period of thirty days make a decision which shall be final.

Guidelines and circulars

34. The Board may issue guidelines or circulars to facilitate effective implementation of these Regulations.

Offences and penalties

35.-(1) Any person who contravenes any of the provisions of these Regulations commits an offence and shall, upon conviction, be liable to a fine of not less than five hundred thousand shillings but not exceeding one million shillings or imprisonment for a term of six months or both.

(2) The Court shall, on top of the penalty specified under subregulation (1), order the person convicted to reimburse the Fund all the disbursed funds.

Variation, modification or

36. The Board may vary, modify, or alter the Schedule

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alteration of  
Schedule

to these Regulations in an expression to suit the circumstances of each case and any variation, modification or alteration from such Schedule not being a matter of substance shall not affect the validity or regularity of the Schedule.

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FIRST SCHEDULE

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THE UNITED REPUBLIC OF TANZANIA  
MINISTRY OF NATURAL RESOURCES AND TOURISM  
TANZANIA FOREST FUND



*For sustainable financing of forest Management*

*(Made under regulation 18(1))*

APPLICATION PROPOSALS FOR SMALL, MEDIUM AND LARGE GRANTS

A. INTRODUCTION

- Applicants who qualify eligibility criteria should apply. Please read carefully before completing the application form.
- The applicant shall submit a complete application form using the given format and instructions otherwise the applications shall not be considered for funding.
- The deadline for submission of project proposals shall be before or by the end of working hours on the set date. Late applications shall not be accepted.

- Proposal shall be clear, legible and have a font of 12 points with 1.5 sentence spacing.
- An applicant shall indicate in the proposal the personnel and their expertise to ascertain implementation of the project.
- An applicant who has questions or concerns should contact the Tanzania Forest Fund using the official address.
- All applicants for small, medium and large grants shall comply with the requirements of part D and E.
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**B. APPLICATION FORM FOR SMALL GRANTS**

**1. BASIC INFORMATION OF THE PROJECT PROPOSAL**

- 1.1 Project Title
- 1.2 Name and address of the applicant
- 1.3 Name and address of the Contact Person
- 1.4 Project Location
- 1.5 Tanzania Forest Fund's priority area (s) of funding
- 1.6 Grant Type
- 1.7 Type of Assistance
- 1.8 Total project cost (Tanzania Shillings)
- 1.9 Total amount requested from Tanzania Forest Fund (Tanzania Shillings)
- 1.10 Other contributions including in-kind (Tanzania Shillings)
- 1.11 Project duration including proposed start month.....

**2. Background of the Project**

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**3. Rationale and justification of the project**

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**4. Project objectives and performance indicators**

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5. Project expected results

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6. Specific activities required to achieve the expected results:

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7. Anticipated Beneficiaries from the Proposal:

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8. Step by step process or methodology to be followed in order to achieve the proposed objectives:

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9. Project personnel and their expertise:

Applicants to indicate in the proposal the personnel and their expertise to ascertain implementation of the project

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10. Project implementation schedule/plan:

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11. How does the nation benefit from your proposed project, if funded? Explain why your proposed project should be funded by Tanzania Forest Fund?



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**12. PROJECT BUDGET:**

The budget should be divided into two instalments, while 10% of second instalment will be retained until project completion report is submitted and approved and project evaluation is done. The instalments are as follows: 50% (1st instalment), 50% minus 10% retained funds (2nd instalment) and 10% of 2nd instalment (retained funds). Table 1 shows how proposed project budget should be prepared.

Table 1: How to prepare budget for the proposed project (with breakdown into components)

Item (Activity)	Units	Unit Cost (TZS)	Total Cost (TZS)
i.			
ii.			
iii.			
iv.			
v.			
vi.			
vii.			
viii.			
ix.			
	Total Project Budget		
	Amount requested from the Fund		
	Amount provided by Others		
	Applicants' Contribution		

Indicate the sources of funds provided by others:

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**13. ENDORSEMENT BY VARIOUS AUTHORITIES**

Government institutions should fill section No. 13.1 only, and other applicants should fill sections No. 13.1, 13.2 and 13.3. Individual applicants should write the word 'Individual' in the designation under section 13.1, and submit letters from two reputable Guarantors.

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13.1 Recommendations by the Head of applying Institution/organisation/group):

Name: \_\_\_\_\_ Designation: \_\_\_\_\_  
Official Stamp: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_

13.2 Recommendations by the Village/Street Executive Officer(s) of the proposed project area

Name: \_\_\_\_\_ Designation: \_\_\_\_\_  
\_\_\_\_\_

Signature and Official Stamp: \_\_\_\_\_  
Date: \_\_\_\_\_

13.3 Recommendations by the Council Director of the proposed project location:

Name: \_\_\_\_\_ Designation: \_\_\_\_\_  
\_\_\_\_\_

Signature and Official Stamp: \_\_\_\_\_  
Date: \_\_\_\_\_

C. APPLICATION FORM FOR MEDIUM AND LARGE GRANTS

1. PROJECT PROPOSAL BASIC INFORMATION

- 1.1 Project Title
- 1.2 Name and address of the applicant
- 1.3 Name and address of the contact person
- 1.4 Project location
- 1.5 Tanzania Forest Fund's priority area (s) of funding
- 1.6 Grant type
- 1.7 Type of assistance requested
- 1.8 Rationale and justification of the project (not more than 250 words)
- 1.9 Project objectives and performance indicators
- 1.10 Project expected results
- 1.11 Project beneficiaries
- 1.12 Total project cost (Tanzania Shillings)

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- 1.13 Total amount requested from Tanzania Forest Fund (Tanzania Shillings)
- 1.14 Other contributions including in-kind (Tanzania Shillings)
- 1.15 Project duration including proposed start month

**2. ENDORSEMENT BY VARIOUS AUTHORITIES**

Government institutions should fill section No. 2.1 only and other applicants should fill sections No. 2.1, 2.2 and 2.3.

2.1. Endorsement by Head of applying institution(s)/organisation (s) /group (s)  
Name: \_\_\_\_\_ Designation: \_\_\_\_\_ Official  
Stamp: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

2.2. Endorsement by Village/Street Executive Officer(s) of the proposed project location  
Name: \_\_\_\_\_ Designation: \_\_\_\_\_  
Signature \_\_\_\_\_ and \_\_\_\_\_ Official Stamp: \_\_\_\_\_  
Date: \_\_\_\_\_

2.3. Endorsement by Council Director(s) of the proposed project location  
Name: \_\_\_\_\_ Designation: \_\_\_\_\_ :  
Signature \_\_\_\_\_  
Date: \_\_\_\_\_ Official Stamp: \_\_\_\_\_

**3. MAIN TEXT**

3.1. Project Summary

This section must contain all important elements of the proposed project including problems to be addressed, objectives and expected results; rationale and justification of the project, major activities to be implemented, and applicability of the results for conservation and management of forest resources. This section must not be more than 250 words and should be informative to other persons working in the same or related fields and should be understandable even to other people who are specialised in natural resources fields.

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### 3.2. Introduction

The introduction should clearly identify the topic or problem to be dealt with, and presents a general vision of the proposed project, its context within the appropriate priority area of Tanzania Forest Fund and background information on previous or on-going efforts to attain the proposed project.

### 3.3. Project Purpose, Objectives and Expected Results

The applicant should describe the purpose of the proposed project indicating clearly how it will contribute to conservation and management of forest resources in the project location. This section must also describe the objectives and results from the proposed activities. Information on how the proposed projects will enhance efforts towards improvement of community livelihood, participation and awareness on sustainable management of forest resources should be given. Strategies for disseminating results of the proposed project should also be clearly provided. Under this section, project beneficiaries and how they are going to benefit from project implementation should also be described. To enable proper review of the proposed project and monitoring of project implementation, the applicant should also provide a log frame matrix. Project implementation schedule showing activities and timeline of each activity should be prepared and be part of this section.

### 3.4. Methodology

Under this section the applicant is required to describe in detail how project objectives will be operationalized to realize the project results. Project interventions and activities to be implemented should be clearly described and a work plan should be provided. The role of various actors should also be clearly explained. For research project, this section should contain information regarding data collection tools and methods for data collection and analysis, as well as research results' dissemination plan.

### 3.5. Key Success Factors

Describe and analyze the key factors that are going to influence project success and how to ensure that these factors are in place. The analysis of the factors should take into consideration the context of the overall project and the capacity of the project implementing team.

### 3.6. Monitoring and Evaluation Plan

This section will include a description on how the project will be monitored and evaluated throughout its implementation period. The section should also describe the quantifiable parameters that can define if the planned activities have had impact on the problem or issue that the project wants to address. In other words, this section should show how will the success of the project be measured? It is also important to note that log frame matrix needs to be prepared to assist in monitoring and evaluation of the proposed project.

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**3.7. Sustainability Plan**

This section should describe the sustainability aspects of the project. The proposed project should indicate how the project or process will have continuity after the project period and Fund's support is phased out.

**3.8. How does the nation benefit from your proposed project if funded?**

Explain why your proposed project should be funded by Tanzania Forest Fund?

**3.9. Project Budget**

The budget is an essential part of the grant application. Project budget therefore, should: (a) be reasonable, (b) thoroughly and clearly describe each item, (c) be easy to understand, (d) be mathematically correct and (e) be realistic and properly justified. A detailed itemized budget with clear indications of what is being requested from Tanzania Forest Fund, amounts provided by other sources, as well as amount that will be provided by the applicant should be prepared. In-kind contributions should also be highlighted as both an input and as part of the total cost of project budget. The budget should include detailed budget notes to indicate clearly how each amount was calculated (unit costs). Under Tanzania Forest Fund, the following should not be included in the budget since are not eligible for funding: staff salaries; purchase of vehicles, motorcycles and bicycles; office utilities; honorarium and other costs not related directly to project activities. In some circumstances, Tanzania Forest Fund may purchase the requested materials instead of providing cash. Travel costs related to field work including subsistence allowances at the agreed rate may be requested. The budget should be divided into three instalments as follows: 40% (1<sup>st</sup> instalment), 30% (2<sup>nd</sup> instalment), 30% minus 10% retained funds (3<sup>rd</sup> instalment), and 10% of 3<sup>rd</sup> instalment (retained funds). The project budget should be prepared based on the information provided in Table 2.

Table 2: How to prepare budget for the proposed project (with breakdown into components)

Item (Activity)	Units	Unit Cost (TZS)	Total Cost (TZS)
i.			
ii.			
iii.			
iv.			
v.			
vi.			
vii.			
viii.			
ix.			
Total Project Budget			
Amount requested from the Fund			

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	Amount provided by Others	
	Applicants' Contribution	

Indicate the sources of funds provided by others:

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**D. ANNEXES**

Additional information for clarity of the proposal must be provided in annexes. Information to be annexed includes organisation profile including copy of certificate of registration (except for government institutions), log frame matrix, maps, letters from two reputable Guarantors for individual applicants; curriculum vitae of key staff, and other related information. For all research proposals, relevant literature review and reference information should be part of the proposal while for other proposals should appear in an annex. Each reference must include the names of all authors, the article and journal title, book title, volume number, page numbers, and year of publication. Adherence to citation principles should be observed by all project proponents.

SECOND SCHEDULE

THE UNITED REPUBLIC OF TANZANIA  
MINISTRY OF NATURAL RESOURCES AND TOURISM  
TANZANIA FOREST FUND



*For sustainable financing of forest Management*

*(Made under regulation 23(2))*

GRANT AGREEMENT FOR PROJECT IMPLEMENTATION UNDER  
SMALL, MEDIUM, LARGE AND SPECIAL GRANTS CATEGORY

This is an AGREEMENT between TANZANIA FOREST FUND on one part and .....on the other part for the implementation of project ..... number.....titled: "....."

The AGREEMENT is made on -----day of -----, 20..... BETWEEN the TANZANIA FOREST FUND (hereinafter called the "The Fund"), represented by the ADMINISTRATIVE SECRETARY, on the one part, and .....of P.O. BOX ----- (hereinafter called "the Grantee") on the other part.

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WHEREAS the Grantee has applied for grant to the Tanzania Forest Fund for the implementation of project titled “.....”;

AND WHEREAS the Tanzania Forest Fund has agreed to support implementation of the project titled “.....” through making a grant of Tanzania Shillings .....only, upon the terms entered and subject to the conditions contained herein.

NOW THEREFORE, it is hereby agreed between the parties as follows:

1. PROJECT IMPLEMENTATION.

The project shall be implemented in accordance with the Forest (Manner and Criteria for Awarding of Grants) Regulations, 2020 to the project proposal and the budget, which have been approved by the Board of Trustees of the Fund. The approved proposal and budget, and any modifications to them requested by either the Fund or the Grantee and approved by the other party, shall be considered as part of this Agreement.

2. TERMS OF THE AGREEMENT

- (a) Funds provided by Tanzania Forest Fund under this Agreement shall be used by the Grantee exclusively for the implementation of the approved project.
- (b) The person that signs the Agreement is responsible for the implementation of the project, as well as for the correct administration and management of the funds provided by the Tanzania Forest Fund.
- (c) The personnel implementing the approved project shall not be considered as staff of Tanzania Forest Fund and shall not be entitled to any privilege, immunity, compensation or reimbursement by Tanzania Forest Fund. Neither the Grantee nor its agent shall be allowed to incur any commitment or expenses on behalf of Tanzania Forest Fund.
- (d) Any balance of funds after the project has been completed must be reported to the Fund. A written request on use of the balance can be presented to the Fund.
- (e) All project equipment and materials purchased with this grant shall be included in the inventory of the organisation and assigned a number and value.
- (f) The Fund shall assign officers to monitor the progress of the project. The Grantee shall be in touch with the officers and shall jointly agree on a field visit date. The cost of the monitoring process incurred by the officers shall be covered by the Fund. However, the Fund reserves the right to conduct field visit with or without prior information to the Grantee.



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- (g) Tanzania Forest Fund shall have the right to terminate this Agreement, by written notice to that effect, if it considers that continued implementation of the Agreement is impossible or impractical due to the following:
  - (i) for unforeseen causes beyond the control of Tanzania Forest Fund;
  - (ii) in the event of default or delay of implementation on the part of the Grantee; or
  - (iii) for improper use of the approved funds.
- (h) In the event of termination by the Fund for unforeseen causes beyond its control, the Fund shall complete all payments which may be due up to the effective date of termination.
- (i) The grantee may terminate the Agreement upon reimbursing the Fund all the disbursed funds regardless of the performed activities.
- (j) The financial support provided by the Fund shall be acknowledged in publications and public presentations undertaken by the Grantee.
- (k) Where the grant is for a research project, the Grantee shall provide the Fund with five (5) copies of any written materials produced by the project (reports, publications, thesis, books, brochures, posters, etc.)
- (l) The Fund has the right to audit the project at its discretion.

3. TIME LIMIT

The period of this Agreement shall be .....months beginning from the date of signing the Agreement by both parties.

4. DISBURSEMENTS

- (a) The Grantee shall keep all moneys granted under this Agreement in a separate bank account/specific code and shall keep accurately financial records with respect to such moneys for at least two years after the expiration of this Agreement.
- (b) Adequate supporting documentation shall be maintained to allow verification of all grant receipts and disbursement. These records shall be made available for inspection by an officer representing the Fund. The Grantee shall at all reasonable times make such records available to the Fund.
- (c) The total approved amount of TZS .....shall be disbursed in ..... installments, as indicated in the disbursement schedule shown in Table 1 or Table 2. However, 10% of the last installment for small, medium and large grantsshall be retained until the project final report is submitted and approved and project evaluation is done. Every installment shall be acknowledged through a letter accompanied by receipts.

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Table 1: Funds disbursement schedule and conditions for disbursement for medium and large grants

Disbursement	Amount	%	Conditions
First installment	.....	40	Upon signing of the Grant Agreement and submitting request letter
Second installment	.....	30	Upon presentation and approval of first progress, technical and financial reports.
			Recommendations from the physical verification report (monitoring report) and submitting request letter.
Third installment	.....	30 (minus 10% to be retained funds)	Upon presentation and approval of second progress, technical and financial reports.
			Recommendations from the physical verification report (monitoring report) and submitting request letter.
Retained funds	.....	10% of Second installment	Upon presentation and approval of third progress, technical and financial reports.
			Upon presentation and approval of project completion technical and financial reports.
			Recommendations from project evaluation report and submitting request letter.
TOTAL	.....		-

Table 2: Funds disbursement schedule and conditions for disbursement for small and special purpose grants

Disbursement	Amount	%	Conditions
First installment	.....	50	Upon signing of the Grant Agreement and submitting request letter
Second installment	.....	50(minus 10% retained funds for small grants. Special grants has no retained funds)	Upon presentation and approval of first progress, technical and financial reports.
			Recommendations from the physical verification report (monitoring report) and submitting request letter.
Retained funds	.....	10% of first installment	Upon presentation and approval of project final report.

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			Recommendations from project monitoring report and submitting request letter for small grants.
TOTAL	.....		

- (d) The Fund reserves the right to adjust the installments based on progress and expenditures of installments already made available to the Grantee.
- (e) The disbursed funds shall exclusively be spent for implementation of project activities.

**5. REPORTS**

The Grantee shall submit progress technical and financial reports on the dates indicated in Table 3 using the format indicated in the Guidelines for Preparation of Project Proposals and Procedures for Making Grants (hereinafter referred to as “the Guidelines”). Completion report shall be presented using the format provided in the Guidelines. Financial reports must be supported by original or certified copies of invoices and receipts.

**Table 3: Reporting Schedule**

Type of Report	Deadline for Submission of Report
First Progressive technical and financial reports	
Second Progressive technical and financial reports	
Third Progressive technical and financial reports	
Final report	

**6. COMMUNICATION AMONG PARTIES.**

The Grantee shall communicate in writing (post, fax or email) all issues, advances or problems related to the implementation of the project. Notifications by the Fund shall be sent in writing (post, fax or email).

**7. ADDITIONAL CONDITIONS**

- (i) The relationship between the parties under this Agreement shall not be that of employer/employee, partnership, or joint venture and neither party shall create any obligations on behalf of the other.
- (ii) The Fund shall not be responsible for any loss, damage, claim or other liability arising out of the Grantee's activities under this Agreement.
- (iii) The Fund shall not be held responsible for any act, deficiency or omission of the grantee, its personnel or its representatives.

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- (iv) The Fund shall not be liable for any expenses incurred after the termination of this Agreement.
  
- (v) Any expenditure determined to be ineligible or not in accordance with this Agreement after review by the Fund or its representative shall be reimbursed to the Fund.

- (vi) Any modification to the project [objectives/methodology/activities/budget] shall not be made without the prior written consent of the Fund.
- (vii) Any dispute or difference arising between the parties under this Agreement shall be settled by mutual agreement and if the dispute cannot be settled by mutual agreement it shall be referred to the court of competent jurisdiction in accordance with the Laws of Tanzania.
- (viii) Any amendment to this Agreement shall be effected on the basis of written mutual consent by the parties.
- (ix) The grantee shall, whenever issuing any public statement about a project funded by the Fund, acknowledge the grant by, unless otherwise specified in writing by the Board, using the following words:  
"This Project is funded by the Tanzania Forest Fund".
- (x) Upon signing the Agreement, the Administrative Secretary of the Tanzania Forest Fund shall return two copies to the Grantee. The Grantee shall deposit one copy of the Agreement to the Guarantor.

**8. BANKING INSTRUCTIONS / DETAILS**

Payments shall be made by the Tanzania Forest Fund to the Grantee through bank account as provided hereunder:

Account Details:

Bank name:  
.....  
Branch:  
.....  
Account holder:  
.....  
Account number:  
.....

IN WITNESS WHEREOF, the parties hereto, acting through their duly authorised representatives, have caused this Agreement to be signed in their respective names on this day of....., ....., 20.....

FOR THE FUND

Name:  
.....  
Designation:  
.....  
Signature:.....

THE GRANTEE

Name:  
.....  
Designation:  
.....  
Institution/Organisation:

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.....	.....
Date:.....	Signature:.....
..... Postal Address:	.....
.....	Date:.....
Place:.....	.....
.....	Place:.....
.....	.....
<u>WITNESS</u>	<u>GUARANTOR</u>
Name:.....	Name:.....
.....	.....
Designation:.....	Designation:.....
.....	.....
Institution/Organisation: .....	Institution/Organisation: .....
Postal Address:.....	Postal Address:.....
.....	.....
Signature:.....	Signature:.....
.....	.....
Date:.....	Date:.....
.....	.....
Place:.....	Place:.....
.....	.....
.....	.....

\*The Grantee shall sign this Agreement in triplicate and return three copies of the Letter of Agreement for signature by the Administrative Secretary of the Tanzania Forest Fund.

Dodoma,  
....., 2021

DAMAS D. NDUMBARO  
*Minister for Natural Resources and Tourism*