



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



## **2024 CALL OF PROPOSALS REQUESTING GRANTS**

### **1. INTRODUCTION**

Tanzania Forest Fund (abbreviated as TaFF), is a Government Fund established under Sections 79 - 83 of the Forest Act (Cap. 323 R.E. 2002). The Fund is a mechanism to provide long-term, reliable and sustainable financial support to forest protection, conservation, management and development in the country. The Fund came into operation in July, 2010 and started awarding grants in July 2011. The Fund is under the the Ministry of Natural Resources and Tourism and is governed by a Board of Trustees while day to day activities is done by the Fund Secretariat.

The functions of Tanzania Forest Fund are derived from its purpose and objects stipulated in Section 80 of the Forest Act [Cap. 323 R.E. 2002] as follows:

- i) To promote awareness of the importance of the protection, development and sustainable use of forest resources through public education and training;
- ii) To promote and assist in the development of community forestry directed towards the conservation and protection of the forest resources of the country through the making of grants and providing advice and assistance to groups of persons wishing to form themselves into a group;
- iii) To promote and fund research into forestry;
- iv) To assist in enabling Tanzania to benefit from international initiatives and international funds directed towards the conservation and protection of biological diversity and the promotion of sustainable development of forest resources;
- v) To assist groups of persons and individuals to participate in any public debates and discussions on forestry and in particular to participate in processes connected with the making of an environmental impact assessment provided under section 18 of the Forest Act;

- vi) To assist groups of persons and individuals to ensure compliance with the Forest Act; and
- vii) To promote such other activities of a like nature to those set out in this section as will advance the purposes of the Forest Act.

Tanzania Forest Fund involves various stakeholders in its efforts to attain the objects and purposes for its establishment through awarding grants. The grants award is regulated by the **Forest (Manner and Criteria for Awarding Grants) Regulations, 2021**, and application for grants is through submission of proposals after announcing call of proposals. Through this call of proposals, eligible stakeholders are invited to submit proposals to request grants. Deadline for submission of proposals requesting small, medium and large grants is **31<sup>st</sup> March, 2024**. As such, proposals requesting small, medium and large grants submitted after 31<sup>st</sup> March, 2024 will not be considered for grants award. Table 1 shows schedule of all processes from the call of proposals to grants award.

**Table 1: Schedule detailing all processes from call of proposals to grants award**

<b>Time</b>	<b>Activity</b>	<b>Responsible</b>
December	Announcement of call of proposals	Fund Secretariat
January to March	Preparation and submission of proposals requesting grants	Grants applicants
31 <sup>st</sup> March	Deadline for submitting proposals requesting grants	Grants applicants and Fund Secretariat
April - July	Pre - evaluation of proposals and notification on receiving of proposals	Fund Secretariat
	In depth proposals' evaluation	Evaluation Committee
August	Submission of proposals' evaluation report	Evaluation Committee
	Verification of projects recommended for grants award	Fund Secretariat
September	Decision on grants award	Board of Trustees
	Notification to grants applicants on the decision made to their applications for grants	Fund Secretariat
	Training of new grantees on how to manage grants	Fund Secretariat and New Grantees
October	Preparation and signing of grants agreements	Fund Secretariat and New Grantees
November	Disbursement of 1 <sup>st</sup> instalment project funds Start projects implementation	Fund Secretariat New Grantees

## **2. ELIGIBLE BENEFICIARIES FOR TANZANIA FOREST FUND'S GRANTS**

Tanzania Forest Fund awards grants to various stakeholders undertaking interventions which contribute to forest development and improving forest protection, conservation and management in Mainland Tanzania. The following are eligible beneficiaries who can submit applications to request grants awarded by TaFF:

### **2.1 Individual persons**

Individual persons are eligible for small grants of the amount not exceeding **Tanzania Shillings (TZS) Five Million (5,000,000/=)**. Individual persons applying grants for implementing research projects should be affiliated with training or research institutions. Furthermore, the individual persons who wish to access grants are required to submit proposals (prepared using the format provided in Annex 1), accompanied by the following:

- i) Guarantor letter from the Executive Officer of the villages/streets/wards where the person lives (for individual persons applying grants for implementation of projects which are not part of their Masters or PhD studies);
- ii) Guarantor letter from the Executive Officer of the villages/streets/wards where the projects will be implemented (for individual persons applying grants for implementation of projects which are not part of their Masters or PhD studies);
- iii) Guarantor letter from the Council Director where the project will be implemented (for individual persons applying grants for implementation of projects which are not part of their Masters or PhD studies);
- iv) Minutes of the family meeting showing how the proposed projects will continue to be implemented or how the disbursed funds will be returned to the Fund if the family member who received a grant (grantee) deceases (dies) or is not in a position to continue with project implementation;
- v) Photocopy of the national identity card obtained from The National Identification Authority (NIDA);
- vi) For individual persons interested in implementing tree planting projects, evidence showing ownership of 10 acres of land or more (family agreement for the land obtained through inheritance, letter and minutes of village government, certificate of land occupancy, certificate of customary land occupancy, agreement of land purchase), should be submitted together with evidence of tree planting initiatives;
- vii) For individual persons applying grants for implementing projects which are part of Masters or PhD studies, they should submit evidence of admission from respective training institution/university;

- viii) Letter from the office of Directorate of Postgraduate Studies or other relevant authority to authenticate that the grants applicant has no any other sources of funds for implementing the proposed research project. The letter should also show that the requested grants will be used for implementation of a project which is part of the applicant's Masters or PhD studies;
- ix) Introduction letter and guarantor letter from Head of Department or College where the grants applicant has been admitted/registered (for individual persons applying grants for implementation of projects which are part of their Masters or PhD studies);
- x) Photocopy of student identity card for individual persons applying grants for implementation of projects which are part of their Masters or PhD studies;
- xi) Guarantor letter from the Head of the respective institutions for individual research grant applicants; and
- xii) Individual persons applying grants for implementing individual research projects should submit a letter from the head of affiliated institutions showing that the applicant is an employee of that institution.

## **2.2 Community-based Organizations**

Community-based Organizations (CBOs) are eligible for small grants of the amount not exceeding **TZS Ten Million (10,000,000/=)** for implementing tree planting and beekeeping projects. CBOs wishing to access grants are required to submit proposals (prepared using the format provided in Annex 1), accompanied by the following:

- i) Guarantor letter from the Executive Officer of the villages/streets/wards where the CBO is located;
- ii) Guarantor letter from the Executive Officer of the villages/streets/wards where the projects will be implemented;
- iii) Guarantor letter from the Council Director where the CBO is registered and where the projects will be implemented;
- iv) Photocopy of certificate of registration of the CBO certified by the Council Director where the CBO is registered;
- v) Photocopy of the constitution of the respective CBO signed by all CBO members;
- vi) Minutes of the CBO's meeting with names and telephone numbers of all CBO members and signed by all CBO members. The agenda of the meeting is endorsement of proposal to be submitted to TaFF to request for grants;

- vii) Evidence showing that the CBO owns land of 20 acres or more (letter and minutes of village government, certificate of land occupancy and/or, certificate of customary land occupancy, agreement of land purchase) for tree planting projects geared at establishing woodlots, as well as evidence of tree planting initiatives;
- viii) Evidence showing that the CBO has been granted permit from relevant authorities to allow CBO members to practice beekeeping inside forest reserves or other reserved areas (for proposed beekeeping projects). The permit should show the duration granted to practice beekeeping inside the forest reserves or other reserved areas;
- ix) For CBOs owning natural forests with evidence of using the forests for beekeeping activities, they may submit evidence of ownership of natural forests and minutes of the meeting of CBO members (signed by all participants and authorized the respective Village/Street Executive Officer), to substantiate agreement of using the natural forests for beekeeping activities.; and
- x) Evidence of beekeeping initiatives should also be submitted for CBOs practicing beekeeping.

### **2.3 Non-governmental Organizations; Civil Society Organizations, and Faith-based Organizations**

Non-governmental Organizations (NGOs); Civil Society Organizations (CSOs), and Faith-based Organizations (FBOs) are eligible for medium (amount more than **TZS 10 million** but not exceeding **20 million**) and large grants (amount more than **TZS 20 million** but not exceeding **50 million**), only for implementing tree planting and alternative energy sources projects (and not awareness creation or sensitization projects). The NGOs, CSOs and FBOs wishing to access grants are required to submit proposals (prepared using the format provided in Annex 2), accompanied by the following:

- i) Evidence showing existence of the office for NGOs, CSOs or FBOs (letter from relevant authority and photography);
- ii) Guarantor letter from the Executive Officer of the villages/streets/wards where the office of the NGO or CSO or FBO is located;
- iii) Guarantor letter from the Executive Officer of the villages/streets/wards where the projects will be implemented;
- iv) Guarantor letter from the Council Director where the office of the NGO or CSO or FBOs is located;
- v) Guarantor letter from the Council Director where the projects will be implemented;

- vi) Photocopy of certificate of registration of the NGOs, CSOs or FBOs certified by the Council Director where the NGOs, CSOs or FBOs are permitted to operate and/or the Registrar of NGOs, CSOs or FBOs;
- vii) Letter to authenticate that the NGO or CSO or FBO has been verified by relevant authority;
- viii) Minutes of the meeting of all members or Board members to substantiate that the proposed project which has been submitted to TaFF to request for grants has been endorsed and/or approved by all members or Board members of the relevant NGO, CSO or FBO. The minutes should have all names and phone numbers of all participants and should be signed by all who participated in the meeting;
- ix) Evidence showing that the NGO or CSO or FBO owns land of more than 20 acres (letter and minutes of village government, certificate of land occupancy, certificate of customary land occupancy, agreement of land purchase) for tree planting projects geared at establishing woodlots. Evidence of tree planting initiatives should also be submitted;
- x) Evidence showing that the NGO or CSO or FBO has been granted permit from relevant authorities to practice beekeeping inside forest reserves or other reserved areas (for proposed beekeeping projects). The permit should show the duration granted to practice beekeeping inside the forest reserves or other reserved areas;
- xi) For NGO or CSO or FBO owning natural forests with evidence of using the forests for beekeeping activities, may submit evidence of ownership of natural forests and minutes of the meeting of NGO or CSO or FBO members or Board members (signed by all participants and authorized the respective Village/Street Executive Officer) to substantiate agreement of using the natural forests for beekeeping activities; and
- xii) Map, bill of quantities (BoQ) and/or quotations for proposed projects which will involve construction or rehabilitation or purchase of equipment or machineries.

#### **2.4 Training and Research Institutions**

Training and research institutions are eligible for all types of grants except small grants which are specific for individual persons, primary and secondary schools and CBOs. In addition, only government training and research institutions are eligible for special purpose grants. The training and research institutions wishing to access grants are required to submit proposals prepared using the format provided in Annex 2 or Annex 3, and the proposals should be accompanied by the following:

- i) Introduction letter and guarantor letter from Head of the Institution if the grants applicant is a Centre, College, Campus, zone, district or department;

- ii) Minutes of the Management or Board or Council meeting to substantiate that the proposed project has been endorsed and/or approved by the Management or Board or Council meeting of the relevant institution. The minutes should be properly signed;
- iii) Evidence of land ownership for tree planting projects;
- iv) Permit for practising beekeeping inside the forest reserves or other reserved areas, in case the applicants are proposing to implement beekeeping projects in the reserves which they do not own; and
- v) Map, BoQ and/or quotations for proposed projects which will involve construction or rehabilitation or purchase of equipment or machineries.

## **2.5 Government Institutions**

The government institutions eligible for applying TaFF grants include government departments, companies, agencies, authorities, training institutions, research institutions, primary and secondary schools, as well as Local Government Authorities. The government institutions are eligible for all types of grants including special purpose grants, but small grants category is restricted to government primary and secondary schools. Proposals should be submitted by the head of institutions and should indicate how the project will improve protection, conservation, management and development of forest resources. The campus, departments, zones, centres, districts or district councils under the government institutions will be treated as individual beneficiaries, but should channel their applications through the respective head of the Institutions/colleges/zones. All government institutions submitting applications for grants should ensure that the proposed project activities are part of their annual plans and budgets, and they should submit letter as evidence of incorporation of such activities during the submission of the proposals. Proposals should be prepared using the format provided in Annex 2 or Annex 3 and during submission, the proposals should be accompanied by the following:

- i) Introduction letter and guarantor letter from Head of Institution/college/zone if the grants applicant is a campus, department, zone, centre or district;
- ii) Government schools should submit guarantor letter from the Council Director where the schools are located and where the project will be implemented;
- iii) Minutes of the Management or Board or Council meeting to substantiate that the proposed project has been endorsed and/or approved by the Management or Board or Council meeting of the relevant institution. The minutes should be properly signed;

- iv) Evidence of land ownership for tree planting projects;
- v) Permit for practising beekeeping inside the forest reserves or other reserved areas, in case the applicants are proposing to implement beekeeping projects in the reserves which they do not own; and
- vi) Map, BoQ and/or quotations for proposed projects which will involve construction or rehabilitation or purchase of equipment or machineries.

### 3. PRIORITY AREAS FOR AWARDING GRANTS

The priority areas for awarding grants are outlined in sections 3.1, 3.2, 3.3 and 3.4 as follows:

#### 3.1 Forest resources protection, conservation and management

In 2024 call of project proposals, grants applicants can submit proposals on the following areas:

- 3.1.1 Establishment of tree nurseries in primary and secondary schools and tree planting in schools and surrounding communities. Eligible beneficiaries are primary and secondary schools from 34 districts of 11 regions. They include **Dodoma** (*Chemba, Dodoma and Chamwino Districts*); **Morogoro** (*Gairo, Kilosa, Mvomero, and Morogoro Districts*); **Lindi** (*Ruangwa and Lindi Districts*); **Manyara** (*Simanjiro, Kiteto and Hanang Districts*); **Singida** (*Manyoni, Mkalama, Iramba and Ikungi Districts*); **Mwanza** (*Sengerema, Misungwi and Magu Districts*); **Pwani** (*Rufiji and Kibaha Districts*); **Kilimanjaro** (*Rombo, Same and Mwanga Districts*); **Kigoma** (*Kibondo, Buhigwe and Kigoma Districts*); **Geita** (*Geita, Bukombe and Nyang'wale Districts*), na **Tanga** (*Mkinga, Handeni, Lushoto and Tanga Districts*).
- 3.1.2 Establishment of woodlots of which the eligible beneficiaries are individual persons, CBOs, CSOs and FBOs. The grants applicants should show evidence of owning **10 acres** of land or more for individual persons and 20 acres or more for CBOs, CSOs and FBOs. Applications can be submitted from all regions of Tanzania mainland except **Dar es Salaam**.
- 3.1.3 Tree planting in plantations or land owned by the government institutions. Eligible applicants are government institutions managing forest plantations or have land reserved for establishing forest plantations and the applicants are advised to apply special purpose grants.
- 3.1.4 Alternative energy sources including biogas and stoves using alternative energy sources. The aim is to reduce dependence of firewood and charcoal as sources of energy and improvement of forest protection and conservation. Eligible applicants are NGOs, CSOs, FBOs and government institutions.



### **3.2 Improvement of livelihood of communities living adjacent to forest resource base**

In 2024 call of project proposals, grants applicants will compete on the sub-theme of improving forest conservation through beekeeping. Eligible applicants are CBOs which should apply small grants up to **TZS 10 million** and government institutions which should apply for medium and large grants. ***Women and youth registered groups are encouraged to apply.***

### **3.3 Research in forestry geared at:**

#### **3.3.1 Improving forest development, protection, conservation and management**

Eligible research proposals should aim at providing answers to prevailing problems and challenges in the forest and beekeeping subsector. The research topics or fields should come or link to the national forest or beekeeping research master plans or priority research areas of higher learning institutions and accepted or approved by the national forestry research coordination institution.

#### **3.3.2 Improving quantity, quality and value addition for sustainable use of forest produce**

Eligible research proposals should aim at improving quantity, quality and value addition to forest and or bee products as per national forest master plan and/or beekeeping research master plan.

Eligible applicants are research institutions, training institutions and researchers from research institutions and training institutions, as well as Masters and PhD students wishing to apply grants for the purpose of finalizing their dissertations/Theses.

### **3.4 Enhance capacity building to training and/or research institutions and best student awards**

Proposals requesting grants are invited from the following areas:

3.3.1 Capacity building to government institutions responsible for coordinating forestry research and government training institutions under the Forest and Beekeeping Division responsible for conducting training in forestry, forest industries and beekeeping. Eligible activities include construction and rehabilitation of buildings, and purchase of equipment, machineries and facilities.

3.3.2 The second area of focus is best student award including sponsorship award. Eligible beneficiaries are best students who have completed Certificate and Diploma courses in Forestry, Forest Industries and Beekeeping, as well best first year, second year

and third year students in Forestry Degree from Sokoine University of Agriculture. Procedures for best student award and sponsorship award will be communicated to relevant institutions.

#### **4. TYPES OF GRANTS**

TaFF awards four types of grants, namely; small grants, medium grants, large grants, and special purpose grants. These grant categories are differentiated by amount of money offered, eligible beneficiaries, duration of project implementation and contribution to forest development, protection, conservation and management. The grants types are elucidated hereunder as follows:

##### **4.1 Small Grants (Amounts not exceeding TZS 10 Million)**

Small grants are awarded to individual persons, CBOs and primary and secondary schools for supporting small-scale interventions that contribute to improving forest protection, conservation, management and development. Individual persons and primary and secondary schools are eligible for applying Small grants not exceeding **TZS 5 million**, while CBOs are eligible for applying Small grants up to **TZS 10 million**. Duration for implementing projects awarded small grants is **six (6) to 12 months**.

##### **4.2 Medium Grants (Amounts above TZS 10 million but not exceeding TZS 20 million)**

Medium grants are awarded to support interventions with bigger contribution on forest protection, conservation, management and development compared to interventions supported using small grants. All beneficiaries are eligible for this grant's category except individual persons, primary and secondary schools and CBOs. The duration for implementing projects awarded large grants is **18 to 24 months**.

##### **4.3 Large Grants (Amounts above TZS 20 million but not exceeding TZS 50 million)**

Large grants are awarded to support interventions with bigger contribution to forest protection, conservation, management and development compared to projects awarded medium grants. All beneficiaries are eligible for this grant's category except individual persons, primary and secondary schools and CBOs. The duration for implementing projects awarded large grants is **18 to 24 months**.

##### **4.4 Special Purpose Grants (Amount exceeding TZS 50 million)**

Special purpose grants are awarded to **government institutions** only for the purpose of implementing projects with a significant impact on protection,

conservation, management and development of forest resources, which cannot be realized using other types of grants. Projects to be considered for being awarded special purpose grants include establishment of forest plantations, large-scale afforestation schemes and infrastructure development with enormous impact on forest protection, conservation, management and development. Type of project and the amount to be awarded as special purpose grants is the discretion of the Board of Trustees. Duration for implementing projects awarded special purpose grants will depend on the nature of activities, but should be at least three years (**36 months**).

## **5. TYPES OF ASSISTANCE**

Three types of assistance will be used in awarding grants as elucidated hereunder:

### **i) Monetary assistance**

Tanzania Forest Fund could provide financial assistance to support implementation of interventions or activities of proposed projects;

### **ii) Material assistance**

Tanzania Forest Fund could provide required materials, tools, technology, machineries, facilities and equipment required to implement interventions or activities of proposed projects; and

### **iii) Technical assistance**

Tanzania Forest Fund could provide technical assistance by conducting training or hiring professionals to conduct training or provide other technical support stipulated in the proposed projects.

## **6. KEY CRITERIA TO BE CONSIDERED FOR GRANTS AWARD**

The following are criteria to be considered during grants award:

- i) Direct or indirect contribution of the project to forest protection, conservation, management and development of forest resources;
- ii) Direct or indirect tangible benefits provided by the projects to target beneficiaries;
- iii) Project operations are transparent and demonstrate accountability;
- iv) Innovativeness of the project and evidence on the attainment of the objectives by the proposed activities as shown in the logical framework;
- v) Project showing that TaFF's grants should be complementary of other similar projects and should not substitute existing and ongoing initiatives;

- vi) Applicability of project results/outputs for improving protection, conservation and management of forest and bee resources;
- vii) Capability of the applicant to implement and manage the project including commitment on availability of personnel and their expertise to ascertain implementation of the project;
- viii) Evidence of sustainability plan of the proposed project interventions;
- ix) Evidence of stakeholders' participation;
- x) Applicant's commitment to contribute 20% (cash or in-kind) of the requested funds for applicants of medium, large and special purpose grants;
- xi) Grants applicants for non-research projects should show that the grants will be used to implement activities for the project which has already been started; and
- xii) The proposal should indicate that the project will be implemented in mainland Tanzania.

***It is important to note that grants applications which show elements of copy and paste will not be considered for grants award.***

## **7. PREPARATION OF PROPOSALS REQUESTING GRANTS**

Proposals requesting small grants should be prepared using the format shown in **Annex 1**, while proposals requesting medium and large grants should be prepared using the format shown in **Annex 2**, and proposals requesting special purpose grants should be prepared using the format shown in **Annex 3**. Proposals that will not be prepared according to the given formats will be rejected. The proposals should not exceed 15 pages, excluding annexes. Details on attachments to be submitted together with the proposals are shown in respective formats.

## **8. SUBMISSION OF PROPOSALS REQUESTING GRANTS**

Applicants should submit proposals through an online application using the following link <https://portal.maliasili.go.tz/>. Applicants with no access for online application (particularly those living in rural areas) may request permission from TaFF (using the following mobile number **0714 580 688**) to submit hard copy of proposals through posts. Assistance for online grants application will be provided by ICT Officer using the mobile number **0714 580 688**. All hard copy proposals submitted using postal address will be made online through uploading to the electronic system and the applicants will receive a message on their mobile phones informing them about the receipt of their proposals and all stages up to

the grants award. Therefore, applicants are reminded to provide mobile phone numbers in the contact section shown in the format for preparing proposals. ***It should be noted that proposals submitted through emails will not be accepted.***

Deadline for receiving proposals requesting small grants, medium grants and large grants is **31<sup>st</sup> March 2024**, while proposals requesting special purpose grants can be submitted any time. **No proposals requesting small, medium and large grants will be accepted after the set deadline.** Only proposals which has been permitted by ICT Officer of TaFF can submitted through post using the following address:

Administrative Secretary,  
Tanzania Forest Fund,  
P.O. Box 1764,  
**DODOMA.**

***For more clarification and inquiries kindly use the official telephone and fax numbers provided below and mobile number of ICT expert shown above.***

*Tel: +255 (0) 26 2963290*

*Fax:+255 (0) 26 2963291*

## ANNEX 1: FORMAT FOR PREPARING PROPOSALS REQUESTING SMALL GRANTS

### INSTRUCTIONS

- Before completing the application, please read the criteria for eligibility and objectives of the call of proposals to verify whether your project is eligible for receiving TaFF's grants.
- Please submit a complete application form using the given format and instructions; otherwise your applications will not be considered for grants award.
- Applications must be submitted before or by the end of working hours of the deadline. The deadline is the date the project application is to be received by the Secretariat of TaFF. Late applications will not be accepted.
- All proposals must be clear, legible and should be written using Arial format, font size 12 and with 1.5 line spacing.
- All applicants should indicate in the proposal the personnel and their expertise to ascertain implementation of the project.
- Any applicant who has questions or concerns should contact TaFF using the official address and telephone provided in the call of proposals.

#### 1. Proposal basic information (Project summary)

- 1.1 Project title.....
- 1.2 Name and address of the applicant.....  
.....
- 1.3 Name and address of the contact person including mobile telephone number  
.....
- 1.4 Project location.....
- 1.5 Tanzania Forest Fund's priority area (s) of grants award.....  
.....
- 1.6 Type of grants .....
- 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 proposed project

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3. Rationale and justification of the proposed 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 proposed project

No.	Beneficiary	Realized benefits

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

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10. Project implementation schedule/plan:

No.	Activity	Month											
		J	F	M	A	M	J	J	A	S	O	N	D

11. How does the nation benefit from your proposed project if awarded a grant? Explain why Tanzania Forest Fund should finance your proposed project

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12. Budget for the proposed project

The budget should be divided into two instalments, while 10% of second instalment shall be retained until project completion report is submitted and approved. Therefore, the instalments are as follows: 1<sup>st</sup> instalment is 50% of the proposed project budget, 2<sup>nd</sup> instalment is 50% of the proposed project budget minus 10% retained funds, and retained funds is 10% of 2<sup>nd</sup> instalment. Table below shows how to prepare the proposed project budget. Note that: all overhead costs and administrative costs are not part of the budget particularly funds from Tanzania Forest Fund.

**How to prepare budget for the proposed project (with breakdown into two instalments)**

Activity and items	Units	Cost	Unit cost (TZS)	Total cost (TZS)
Activities and expenditure of 1 <sup>st</sup> instalment funds				
1.				
2.				
3.				
Total for 1 <sup>st</sup> instalment				
Funds requested from Tanzania Forest Fund				
Applicant's contribution				
Activities and expenditure of 2 <sup>nd</sup> instalment funds				
4.				
5.				
6.				
Total for 2 <sup>nd</sup> instalment				
Funds requested from Tanzania Forest Fund				
Applicant's Contribution				
Activities and expenditure of retained funds				
1.				
Total for retained funds				
Funds requested from Tanzania Forest Fund				
Total project budget				
Funds requested from Tanzania Forest Fund				
Funds provided by others				
Applicant's contribution				

Indicate the sources of funds provided by others.....  
 .....



**13. Endorsement by Various Authorities**

Government institutions should fill section number 13.1 only, while community groups and all other institutions which are not government institutions should fill sections 13.1, 13.2 and 13.3. All individual students should write the word **'Individual Postgraduate Student'** in the designation in section 13.1, and should submit recommendation letter from Head of Department where they have been registered. All other individual applicants should write the word **'Individual'** in the designation in section 13.1. Project proposals from primary and secondary schools should be endorsed by the respective District/Municipal (Executive) Directors, as such, they are supposed to fill sections 13.1 and 13.3.

13.1 Recommendations by individual applicant/Head of applying institution/organization/group)-----  
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Name of Individual applicant/applying institution/group: -----  
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Name of individual applicant/Head of applying Institution/Chairperson of applying group:-----  
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Designation: ----- Signature:-----

Date:----- Official Stamp:-----

13.2 Recommendations by the Village/Street/Ward Executive Officer(s) of the proposed project implementation area-----  
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Name of the Village/Street/Ward: -----  
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Name of Village/Street/Ward Executive Officer:-----  
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Designation: ----- Signature:-----

Date:----- Official Stamp:-----

13.3 Recommendations by Head of Institution or Head of Department or College or Council Director of the proposed project implementation area-----  
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Name of the Institution or Department or College or Council: -----

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Name of Head of Institution or Head of Department or College or Council Director: --

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Designation: ----- Signature:-----

Date:----- Official Stamp:-----

**14. ATTACHMENTS:**

1. Individual applicants should submit all other attachments shown in section 2.1 and CBOs should submit all other attachments shown in section 2.2 of the 2024 call of proposals.
2. Primary and Secondary schools should submit the following:
  - i) Government schools should submit guarantor letter from the Council Director where the schools are located and where the projects will be implemented; and
  - ii) Proof of land ownership in case the proposed projects will involve establishment of woodlots.
3. In case the area where project implementation involves more than one village, each Executive Officer will appear as a Guarantor of the intended applicant.

## **ANNEX 2: FORMAT FOR PREPARING PROPOSALS REQUESTING MEDIUM AND LARGE GRANTS**

### **INSTRUCTIONS**

- Before completing the application, please read the criteria for eligibility and objectives of the call of proposals to verify whether your project is eligible for receiving Tanzania Forest Fund's grants.
- Please submit a complete application form using the given format and instructions; otherwise your applications will not be considered for grant award.
- Applications must be submitted before or by the end of working hours of the deadline. The deadline is the date the project application is to be received by the Secretariat of Tanzania Forest Fund. Late applications will not be accepted.
- All proposals must be clear, legible and should be written using Arial format, font size 12 and with 1.5 line spacing.
- All applicants should indicate in the proposal the personnel and their expertise to ascertain implementation of the project.
- Any applicant who has questions or concerns should contact Tanzania Forest Fund using the official address and telephone provided in the call of proposals.

### **1.0 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 grants award .....
- .....
- 1.6 Grant type.....
- 1.7 Type of assistance requested.....
- 1.8 Brief background of the proposed project.....
- 1.9 Rationale and justification of the proposed project (not more than 250 words).....
- .....
- 1.10 Project objectives and performance indicators.....
- 1.11 Project expected results.....
- 1.12 Specific activities required to achieve the expected results.....
- 1.13 Project beneficiaries.....

Under this section, the applicants should describe the project beneficiaries and how they will benefit from implementation of the proposed project. Use Table below to describe the beneficiaries.

No.	Beneficiary	Realized benefits

- 1.14 Total project cost (Tanzania shillings).....
- 1.15 Total amount requested from Tanzania Forest Fund (Tanzania shillings).....
- 1.16 Applicants and other contributions including in-kind (Tanzania shillings).....
- 1.17 Project duration including proposed start month.....

**2.0 ENDORSEMENT BY VARIOUS AUTHORITIES**

Government institutions should fill section number 2.1 only, while NGOs, CSOs, FBOs and other non-government institutions should fill sections number 2.1, 2.2 and 2.3. Applications from Local Government Authorities should be endorsed by the Regional Administrative Secretaries and applications from primary and secondary schools should be endorsed by Council Director of the respective Local Government Authority.

2.1 Recommendations by Head of applying institution(s) / organization(s)-----  
 -----  
 Name of applying institution(s)/organization(s): -----  
 -----  
 Name of Head of applying institution(s)/organization(s):-----  
 -----  
 Designation: ----- Signature:-----  
 Date:----- Official Stamp:-----

2.2 Recommendations by the Village/Street/Ward Executive Officer(s) of the proposed project implementation area-----  
 -----  
 Name of the Village/Street/Ward: -----  
 Name of Village/Street/Ward Executive Officer:-----  
 Designation: ----- Signature:-----  
 Date:----- Official Stamp:-----

2.3 Recommendations by Head of Institution or Zone or College or Council Director of the proposed project implementation area-----  
-----

Name of the Institution or Zone or College or Council: -----  
-----

Name of Head of Institution or Head of College or College or Council Director: -----  
-----

Designation: ----- Signature:-----

Date:----- Official Stamp:-----

### **3.0 PROJECT DESCRIPTION (MAIN TEXT)**

#### **3.1 Project Summary**

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

#### **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 ongoing 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 the proposed project will contribute to improving protection, conservation and management of forest resources in the project implementation area and beyond. 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 should describe in detail how the project objectives will be operationalized to realize the project results/outputs. In addition, the applicant should describe project interventions and activities to be implemented and provide a work plan, including the role of various actors. For proposed research project, this section should also 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**

This section should describe and analyse the key factors that are going to influence project success and how to ensure that these factors are in place. Analysis of the factors should consider the context of the overall project and the capacity of the project implementing team. This section should also describe challenges which are likely to affect the smooth implementation of the proposed projects and explain how to overcome the challenges.

### **3.6 Monitoring and Evaluation Plan**

This section should describe 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 will solve 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.

### **3.7 Sustainability Plan**

This section should describe the sustainability aspects of the project. The proposed project should indicate how the project or activities will have continuity after being phased out of support from the Tanzania Forest Fund.

**3.8** How does the nation benefit from your proposed project if awarded a grant? Explain why Tanzania Forest Fund should finance your proposed project.

### **3.9 Budget for the Proposed Project**

The budget is an essential part of the grant application. Therefore, the project budget should: (a) be reasonable, (b) thoroughly describe each item, (c) be easy to understand, (d) be mathematically correct, and (e) be realistic and adequately justified. The budget must include detailed notes indicating calculations on each amount (unit costs). Under Tanzania Forest Fund support, project budget should not include the following items since they are not eligible for funding: staff salaries; purchase of vehicles, motorcycles and bicycles; office utilities; extra duty allowance, honorarium and other costs not related to project implementation.

The budget should be divided into three instalments, while 10% of third instalment shall be retained until project completion report is submitted and approved. Therefore, the instalments are as follows: 1<sup>st</sup> instalment is 40% of the proposed project budget, 2<sup>nd</sup> instalment is 30% of the proposed project budget, 3<sup>rd</sup> instalment is 30% of the proposed project budget minus 10% retained funds, and retained funds is 10% of 3<sup>rd</sup> instalment funds. Table below shows how to prepare the proposed project budget.

**How to prepare budget for the proposed project (with breakdown into three instalments)**

Activity and items	Units	Cost	Unit cost (TZS)	Total cost (TZS)
Activities and expenditure of 1 <sup>st</sup> instalment funds				
1.				
2.				
<b>Total for 1<sup>st</sup> instalment</b>				
Funds requested from Tanzania Forest Fund				
Applicant's contribution				
Activities and expenditure of 2 <sup>nd</sup> instalment funds				
4.				
5.				
<b>Total for 2<sup>nd</sup> instalment</b>				
Funds requested from Tanzania Forest Fund				
Applicant's contribution				
Activities and expenditure of 3 <sup>rd</sup> instalment funds				
7.				
8.				
<b>Total for 3<sup>rd</sup> instalment</b>				
Funds requested from Tanzania Forest Fund				
Applicant's contribution				
Activities and expenditure of retained funds				
10				
<b>Total for retained funds</b>				
Funds requested from Tanzania Forest Fund				
<b>Total project budget</b>				
Funds requested from Tanzania Forest Fund				
Funds provided by others				
Applicant's contribution				

Indicate the sources of funds provided by others.....

.....

### **3.10 ATTACHMENTS**

The following information and documents should be submitted as attachments to the proposal:

- i) Organisation profile;
- ii) Certified copy of certificate of registration (except for government institutions);
- iii) Log frame matrix,
- iv) Curriculum vitae of project team for research projects;
- v) Letters from two or more reputable Guarantors (Village/Ward Executive Officer and Council Director or Regional Administrative Secretary or head of institutions depending of the nature of the project);
- vi) In case the area where project implementation involves more than one village, each Executive Officer will appear as a Guarantor of the intended applicant;
- vii) Proof of land ownership in case the proposed projects will involve establishment of woodlots; and
- viii) Applicants for projects to be implemented in reserved areas must be supported by a written permit from authorities owning/managing the reserved.

For all research proposals, relevant literature review and reference information should be part of the proposal while for other proposals should appear as attachment. Each reference should 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.

In addition, Non-governmental Organizations (NGOs); Civil Society Organizations (CSOs), and Faith-based Organizations (FBOs) should submit all other attachments shown in section 2.3; research and training institutions should submit all other attachments shown in section 2.4 and other government institutions should submit all other attachments shown in section 2.5.



## **ANNEX NO.3: FORMAT FOR PREPARING PROPOSALS REQUESTING SPECIAL PURPOSE GRANTS**

### **1.0 INTRODUCTION**

- (i) Before completing the application, please read the criteria for eligibility and objectives of the call of proposals to verify whether your project is eligible for receiving Tanzania Forest Fund's grants.
- (ii) Please submit a complete application form using the given format and instructions; otherwise your applications will not be considered for grant award.
- (iii) Applications must be submitted before or by the end of working hours of the deadline. The deadline is the date the project application is to be received by the Secretariat of Tanzania Forest Fund. Late applications will not be accepted.
- (iv) All proposals must be clear, legible and should be written using Arial format, font size 12 and with 1.5 line spacing.
- (v) All applicants should indicate in the proposal the personnel and their expertise to ascertain implementation of the project.
- (vi) Any applicant who has questions or concerns should contact Tanzania Forest Fund using the official address and telephone provided in the call of proposals.

### **2.0. PROJECT PROPOSAL BASIC INFORMATION**

#### **2.1 Project title:**

Should be short, focused, self-explanatory showing in short what is to be done and where.....  
.....

#### **2.2 Name and address of the applicant:**

Should show full name of the organization/institution and abbreviation if any, Designation of head of organization/institution, Postal address of the group/organization/institution, and official telephone numbers, fax and email address.....  
.....

#### **2.3 Name and address of the contact person:**

Write full name of the contact person. If the contact person is the head of organization/institution, then the full name should be written, and if the contact person is not head of the organization/institution, the relationship with the organization/institution should be written. Write postal address, telephone number (mobile telephone number) and email address of the contact person.  
.....  
.....

**2.4 Project location:**

Indicate Village, Ward, Division, District and Region where the project will be implemented. Where necessary, mention the site for instance forest reserve.

.....

**2.5 Tanzania Forest Fund’s priority area (s) of grants award:**

.....

**2.6 Grant type:**

Tanzania Forest Fund awards four (4) types of grants namely; small grants, medium grants, large grants and special purpose grants. The applicant should write the type of grants requested.

.....

**2.7 Type of assistance requested:**

Tanzania Forest Fund offers three types of assistance, namely; monetary assistance, material assistance and technical assistance. Thus, the applicant should write requested type of assistance.

.....

**2.8 Total project cost (Tanzania shillings):**

Write total project cost including amount requested from Tanzania Forest Fund, funds from other sources and applicants and other contributions.

.....

**2.9 Total amount requested from Tanzania Forest Fund (Tanzania shillings):** Write amount of money requested from Tanzania Forest Fund only.

.....

**2.10 Applicants and other contributions including in-kind (Tanzania shillings):**

Write amount of money from your organization/institution to be contributed for project implementation. Write also amount from other sources if any.

.....

**2.11 Project duration including proposed start month:**

.....

**2.12 Project beneficiaries.....**

Under this section, the applicants should describe the project beneficiaries and how they will benefit from implementation of the proposed project. Use the following Table to describe the beneficiaries.

No.	Beneficiary	Realized benefits

### 3.0 PROJECT BACKGROUND

Write brief information regarding your organization/institution, brief information regarding the proposed project particularly, if the proposed project is based on initiatives which have already started or is a new project. ....

### 4. RATIONALE AND JUSTIFICATION OF THE PROJECT (250 WORDS)

Write problems or challenges faced which triggered your application organization/institution to request grants. Write how Tanzania Forest Fund grants will contribute to overcome the challenge will be solution to the problem. The proposal should also indicate initiatives of your organization/institution in addressing the problem/challenge. The applicant should show how the proposed project will contribute to improving protection, conservation, management and development of forest resources in the project implementation area and the nation at large.

### 5. PROJECT OBJECTIVES AND PERFORMANCE INDICATORS

Write overall project objective, specific project objectives and performance indicators for each objective. The Table below can simplify the task.

No.	Objective	Performance Indicator (s)
1.	Overall project objective	
2.	Specific project objectives:	
	1.	
	2.	
	3.	

### 6. PROJECT EXPECTED RESULTS

List project expected outputs/results and relate them with forest resources protection, conservation and management.

### 7. SPECIFIC ACTIVITIES REQUIRED TO ACHIEVE THE EXPECTED RESULTS

List all project activities which will be implemented to achieve the expected results. The activities are derived from specific project objectives.

### 8. PROJECT IMPLEMENTATION SCHEDULE/PLAN

Project implementation schedule is prepared in tabular for using project activities.

**9. METHODOLOGY**

Under this section, the applicant should describe in detail how the project objectives will be operationalized to realize the project results/outputs. In addition, the applicant should describe project interventions and activities to be implemented and provide a work plan, including the role of various actors. For proposed research project, this section should also contain information regarding data collection tools, and methods for data collection and analysis, as well as research results' dissemination plan.

**10. KEY SUCCESS FACTORS**

This section should describe and analyze the key factors that are going to influence project success and how to ensure that these factors are in place. Analysis of the factors should consider the context of the overall project and the capacity of the project implementing team. This section should also describe challenges which are likely to affect the smooth implementation of the proposed projects and explain how to overcome the challenges.

**11. MONITORING AND EVALUATION PLAN**

This section should describe 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 will solve the problem or issue that the project wants to address. In other words, this section should 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.

**12. 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 phase out of Tanzania Forest Fund support to the proposed project.

**13. BENEFIT TO THE NATION**

How does the nation benefit from your proposed project if awarded grants? Explain why Tanzania Forest Fund should finance your proposed project.

**14. BUDGET FOR THE PROPOSED PROJECT**

The budget is an essential part of the grant application. Therefore, the project budget should: (a) be reasonable, (b) thoroughly describe each item, (c) be easy to understand, (d) be mathematically correct, and (e) be realistic and adequately justified. The budget must include detailed notes indicating calculations on each amount (unit costs). Under Tanzania Forest

Fund support, project budget should not include the following items since they are not eligible for funding: staff salaries; purchase of vehicles, motorcycles and bicycles; office utilities; extra duty allowance, honorarium and other costs not related to project implementation.

The budget should be divided into two instalments, while 10% of second instalment shall be retained until project completion report is submitted and approved. Therefore, the instalments are as follows: 1<sup>st</sup> instalment is 50% of the proposed project budget, 2<sup>nd</sup> instalment is 50% of the proposed project budget minus 10% retained funds, and retained funds is 10% of 2<sup>nd</sup> instalment. Table below shows how to prepare the proposed project budget.

**How to prepare budget for the proposed project (with breakdown into two instalments)**

Activity and items	Units	Cost	Unit cost (TZS)	Total cost (TZS)
Activities and expenditure of 1 <sup>st</sup> instalment funds				
1.				
2.				
3.				
Total for 1 <sup>st</sup> instalment				
Funds requested from Tanzania Forest Fund				
Applicant's Contribution				
Activities and expenditure of 2 <sup>nd</sup> instalment funds				
4.				
5.				
6.				
Total for 2 <sup>nd</sup> instalment				
Funds requested from Tanzania Forest Fund				
Applicant's contribution				
Activities and expenditure of retained funds				
1.				
Total for retained funds				
Funds requested from Tanzania Forest Fund				
Total project budget				
Funds requested from Tanzania Forest Fund				
Funds Provided by Others				
Applicant's contribution				

Indicate the sources of funds provided by others.....  
 .....

**15. ENDORSEMENT BY VARIOUS AUTHORITIES:**

**15.1** Endorsement by Head of applying institution(s)/organization(s):

Recommendations:-----  
-----

Name of applying institution(s)/organization(s): -----  
-----

Name of Head of applying institution(s)/organization(s):-----  
-----

Designation: ----- Signature:-----

Date:----- Official Stamp:-----

**16. Attachments**

The following attachments should be submitted together with the proposal:

- i) Covering Letter signed by Head of the applying organization/Institution; and
- ii) Log frame matrix).

In addition, research and training institutions should submit all other attachments shown in section 2.4 and other government institutions should submit all other attachments shown in section 2.5.