

THE UNITED REPUBLIC OF TANZANIA

MINISTRY OF NATURAL RESOURCES AND TOURISM



For Sustainable Financing of Forest Management

TANZANIA FOREST FUND

GUIDELINES FOR APPLYING AND AWARDING GRANTS

SECOND EDITION

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LIST OF ABBREVIATIONS

BTI	Beekeeping Training Institute
CBOs	Community Based Organizations
CSOs	Civil Society Organisations
FBD	Forestry and Beekeeping Division
FBOs	Faith Based Organisations
FITI	Forest Industries Training Institute
FTI	Forestry Training Institute
GN	Government Notice
M&E	Monitoring and Evaluation
MNRT	Ministry of Natural Resources and Tourism
NGOs	Non-Governmental Organizations
TaFF	Tanzania Forest Fund
TAFORI	Tanzania Forestry Research Institute
TFS	Tanzania Forest Services Agency
ToR	Terms of Reference
TZS	Tanzania Shillings
SUA	Sokoine University of Agriculture

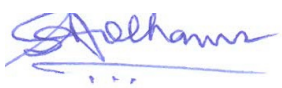
PREFACE

Tanzania Forest Fund abbreviated as “TaFF” prepared its first guidelines titled **"Guidelines for Preparation of Project Proposals and Procedures for Awarding Grants”** in March 2012 for the purpose of achieving its mandate especially fairness, transparency and efficiency in issuing grants. The Fund has gained vital experiences and lessons in 10 years of using the guidelines. Key lessons learnt, stakeholders' opinions and the gazettement of the Forest (Manner and Criteria for Awarding of Grants), Regulations (GN. No. 266) in March, 2021 have necessitated revision of the guidelines.

Therefore, the Fund has reviewed its guidelines for preparation of project proposals and procedures for awarding grants and prepared a second edition of the guidelines titled **"Guidelines for Applying and Awarding Grants"**. The second edition of the guidelines has some improvements which will facilitate the Fund in fulfilling its mandate of awarding grants to eligible stakeholders for improving protection, conservation and management of forest resources in the country. Furthermore, the guidelines aim to avoid bias, and increase transparency and efficiency in awarding grants and follow up of projects implementation. The guidelines are also important tools for maintaining needed communication between the Fund and its stakeholders.

The guidelines enlighten the Fund stakeholders on how to prepare proposals requesting grants, how to submit grants applications, procedures for evaluating proposals requesting grants, modalities of grants award and disbursement of funds, how to manage grants, and monitoring and evaluating supported projects.

On behalf of Tanzania Forest Fund, I appeal to all stakeholders to use grants award opportunity for the purpose of improving protection, conservation, management and development of forest resources for the benefit of the present and future generations.



Prof. Shabani A. Chamshama

Chairman, Board of Trustees

TANZANIA FOREST FUND

CHAPTER ONE

1.0 INTRODUCTION

1.1 Overview of Forest Resources and Tanzania Forest Fund

Forests and woodlands play an important role in the economic growth and livelihood of communities in Tanzania. Forests and woodlands supply a variety of wood and non-wood products, offer employment, are a source of revenue and conserve soils. Furthermore, the forests and woodlands contribute to agricultural stability, climate change mitigation, protect water sources, and have aesthetic, recreational, cultural, spiritual and scientific values.

The forest sector, however, faces many challenges including inadequate financial resources; forest fires; inadequate law enforcement; encroachment due to the expansion of agriculture, human settlements, grazing, and shifting cultivation. Other challenges include illegal logging and trade in forest products, high demand for forest products, illegal mining in the forests, inadequate public education and publicity, and inadequate facilities such as transport.

To address the above challenges, in 2002, the Parliament of the United Republic of Tanzania enacted the Forest Act (Cap. 323 R.E. 2002), which, among others, embraced the establishment of the Tanzania Forest Fund (TaFF). The Fund is a mechanism to provide long-term, reliable and sustainable financial support to forest protection, conservation, management and development as well as sustainable use of forest resources in the country. Tanzania Forest Fund is a Public Fund under the Ministry of Natural Resources and Tourism (MNRT) established under Sections 79 - 83 of the Forest Act [Cap. 323 R.E. 2002). The Fund came into operation in July, 2010 through Treasury Circular No. 4 of 2009/2010, and started awarding grants in July 2011.

Tanzania Forest Fund supports forest protection, conservation, management and development, as well as sustainable use of forest resources by awarding grants. In achieving this mandate, the Fund prepared its first guidelines for preparing proposals and procedures for awarding grants in 2012. However, based on experiences gained since the Fund became operational, stakeholders' opinions, lessons learnt and gazettement of the Forest (Manner and Criteria for Awarding of Grants) Regulations, 2021(GN No. 266), dated 19th March 2021, the need for revision of the guidelines became paramount.

1.2 Guiding Principles and Set Up of Tanzania Forest Fund

1.2.1 Vision

To become a sustainable funding institution for supporting forest resources conservation and management.

1.2.2 Mission

To mobilize financial resources and support forest protection, conservation, management, development and sustainable use of forest resources in Tanzania.

1.2.3 Core Values

The following core values influence the culture and public image of TaFF:

i) **Transparency:** Through adhering to clear procedures and exercising openness in executing duties;

ii) **Accountability** in delivery of services effectively and efficiently and taking full responsibility of decisions and actions;

iii) **Team work** by capitalizing on working together and integrating diverse disciplines;

iv) **Integrity** through demonstration of high level of ethics in discharging duties and delivering services; and

v) **Fairness** in exercising equality and equity to ensure equal and unbiased consideration.

1.2.4 Mandate and Functions of Tanzania Forest Fund

The mandate and functions of TaFF are derived from its objects and purposes stipulated in Section 80 of the Forest Act [Cap. 323 R.E. 2002] as elucidated hereunder:

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.

1.2.5 Administration of Tanzania Forest Fund

Tanzania Forest Fund is governed by a Board of Trustees composed of Board Chairman, Vice Chairman, Secretary and Board Members. According to Sections 79 (3) and 79 (4) of the Forest Act [Cap. 323 R.E. 2002], appointing authority for Board Chairman is the President of the United Republic of Tanzania, while appointing authority for Board Members and Board Secretary is the Minister responsible for forestry. The Board of Trustees is the decision-making organ with mandate of the overall administration of TaFF including decision-making on grants award. The Board is assisted by a Fund Secretariat on day to day activities of the Fund. The Fund Secretariat is headed by an Administrative Secretary who is also the Secretary to the Board of Trustees.

1.3 Layout of the Guidelines

Second Edition of the guidelines for applying and awarding grants contain six chapters and 16 Appendices. **Chapter one** introduces the document and has three sections including an overview of forest resources and the Fund, guiding principles and set-up of TaFF and layout of the guidelines. **Chapter two** elaborates on funding opportunities and grants award and the sections include eligible beneficiaries, priority areas for grants award, types of assistance, types of grants and criteria for projects selection. **Chapter three** explains how to prepare and submit proposals requesting grants. **Chapter four** outlines how the grants applications are processed and procedures for awarding grants; **Chapter five** elaborates on grants administration, and **Chapter six** outlines other matters relating to grants award.

CHAPTER TWO

2.0 FUNDING OPPORTUNITIES AND GRANTS AWARD

This section describes priority areas for grants award, types of grants, types of assistance, eligible beneficiaries and key criteria for projects selection.

2.1 Priority Areas for Grants Award

Tanzania Forest Fund has five priority areas for grants award. They include forest resources development, protection, conservation and management; improvement of livelihood of communities living adjacent to forest resource base; research on forestry; enhance capacity building to training or research institutions, and any other areas on protection, conservation, development and management of forest resources as per Board discretion. The Board of Trustees will designate specific priority and geographical areas for awarding grants each year. Eligible activities for each priority area will be stipulated in the call of proposals each year. Proposals to be considered for grants award should come from applicants who have shown initiatives on the intended projects. This helps to prove that the intended project is in progress and the grants will complement its undertaking.

2.1.1 Forest resources development, protection, conservation and management

Eligible proposals should focus on projects that implement activities geared at contributing to improving protection, conservation, management and development of forest resources. In particular, priority projects should be associated with establishment of tree nurseries; tree planting and management of planted trees; management of reserved natural forests; forest surveillance in natural forests; alternative sources of energy to reduce dependence on biomass energy and improved cooking stoves. The Board of Trustees may add activities to be awarded grants from time to time when deemed necessary.

2.1.2 Improvement of livelihood of communities living adjacent to forest resource base

Eligible proposals should focus on projects that implement activities which will contribute to improving livelihoods of forest-adjacent communities for the purpose of reducing dependence on forest resources as a source of livelihoods. Furthermore, the projects to be awarded grants should contribute to improving forest protection, conservation and management. Priority projects for grants award should be associated with beekeeping to be implemented in forest reserves and other reserved natural resources as a means to support conservation while improving livelihoods of forest adjacent communities. Moreover, this priority may also accept proposals with justification of establishing other

forest-related income-generating activities undertaken by the forest-adjacent communities. The Board of Trustees may add activities to be awarded grants from time to time when deemed necessary.

2.1.3 Research on forestry geared at:

i) Improving forest development, protection, conservation and management

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

ii) 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 forestry research master plan and/or beekeeping research master plan.

2.1.4 Enhance capacity building to training or research institutions

Under this priority area, proposals should be submitted by institutions responsible for coordinating forestry research and institutions under the Ministry responsible for training on forestry, forest industries and beekeeping. Projects to be considered for grants award should be associated with building capacity of the respective training or research institutions.

This priority area also includes best students' sponsorship and best student awards. The best students' sponsorship award aims at supporting three best students who have completed certificate course at Forestry Training Institute (FTI); three best students who have completed certificate course at Forest Industries Training Institute (FITI), and three best students who have completed certificate course at Beekeeping Training Institute (BTI) to continue with diploma studies. Best students award also aim at rewarding first year best student, second year best student and third year best student in Bachelor of Science in Forestry Degree at Sokoine University of Agriculture (SUA). In addition, the overall best students in diploma course and best students in practical training at diploma and certificate courses are included in the best student award programme as detailed in Table 1. The amount of money to be used for sponsoring diploma studies for nine (9) best students will depend on fees structure and other costs submitted by the respective institute. On the other hand, the amount of money to be given as reward to best students shall not exceed

Tanzania Shillings (TZS) One Million to each best student. Exact amount of money to be given as a reward to the best students shall be approved by the Board of Trustees. This award opportunity will be announced through relevant institutions and names of qualified best students for specific award will be submitted by respective institutions.

The best student sponsorship award is called ***"TaFF Best Student Sponsorship Award"***, the award for overall best students in diploma course is called ***"TaFF Overall Best Students in Diploma Course Award",*** while award for best students in practical training is called ***"TaFF Practical Training Best Students Award"*** and award for best students in first degree in forestry is commonly known as **"*TaFF Forestry Bachelor Degree Best Students Award".***

Table 1: The Breakdown of Categories of the Best Students Awards

S/N	Type of Award / Award Category	Number Awardees	Institutions
1.	TaFF best students' sponsorship award for studying diploma course	Three (3) students each from FTI, BTI and FITI	FTI, BTI and FITI
2.	TaFF overall diploma course best students' award for forestry, beekeeping and forest industries courses	One student each from FTI, BTI and FITI	FTI, BTI and FITI
3.	TaFF practical training best students award for certificate training in forestry, beekeeping and forest industries courses	One student from FTI, BTI and FITI	FTI, BTI and FITI
4.	TaFF practical training best students award for diploma training in forestry, beekeeping and forest industries courses	One student from FTI, BTI and FITI	FTI, BTI and FITI
5.	TaFF Forestry Bachelor Degree best students award	Three students (one each from the first, second and third years)	SUA

Furthermore, the sponsorship award includes Masters and PhD scholarship for studying forestry rare professions that are currently not offered in the country. Example of those rare professions are **tree breeding/tree improvement and forest pathology**. The Forestry and Beekeeping Division (FBD) under the Ministry responsible for forestry will collaborate with higher government learning institutions that offer forestry degrees; Tanzania Forestry Research Institute (TAFORI) and Tanzania Forest Services Agency (TFS) to identify required professions and candidates to be awarded scholarship. Once the potential candidates are identified, they will be informed on requirements needed for the scholarship award, and approval for the scholarship shall be done by TaFF Board of Trustees.

2.1.5 Any other areas on conservation of forests as per Board discretion

TaFF Board of Trustees may add priority areas and activities to be considered for grants award from time to time when deemed necessary. The Board may also approve the priority areas and activities that contribute to protection, conservation, management and development of forest resources based on the request of the Ministry responsible for forestry.

2.2 Types of Grants

Tanzania Forest Fund 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 for project implementation and contribution to forest protection, conservation, management and development. TaFF will advertise its grants opportunities through offering a call of proposals as detailed in **Appendix 1.**

2.2.1 Small Grants (Amounts not exceeding TZS 10 million)

Small grants are awarded to individual persons, Community Based Organizations (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 grants not exceeding **TZS 5 million,** while CBOs are eligible to apply for grants up to **TZS 10 million**. However, under certain circumstances, primary and secondary schools may be eligible for applying grants exceeding **TZS 5 million**. Duration for implementing projects awarded small grants is six (6) to 12 months. More details on the requirements for grants award are stipulated in section 2.5, and the format for preparing proposals to request for small grants are shown in **Appendix 2**.

2.2.2 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. Medium grants shall not be awarded to Individual persons and CBOs, but all other beneficiaries are eligible for the grants. Duration for implementing projects awarded medium grants is 12 to 18 months. Proposals requesting medium grants should be prepared using the format shown in **Appendix 3**.

2.2.3 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. Large grants are provided to support projects that need more resources and time to realize the impact and ensure sustainability. In most cases, projects under this grants category are multi-year projects. All beneficiaries are eligible for this grant category except individual persons and CBOs. Duration for implementing projects awarded large grants is 18 to 24 months. Proposals requesting large grants should be prepared using the format shown in **Appendix 3**.

2.2.4 Special Purpose Grants (Amount exceeding TZS 50 million)

Special purpose grants are awarded to **government institutions** only for the purpose of implementing projects with significant impact on the 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. Proposals requesting special purpose grants should be prepared using the format shown in **Appendix 4** and should be submitted by the head of the government institutions.

2.3 Allocation of Funds to Tanzania Forestry Research Institute

Pursuant to regulation 4 (1) of The Forest (Manner and Criteria for Awarding Grants) Regulations of 2021, TaFF shall set aside 10% of its annual funds (after deduction of capital investment, which is 40% of TaFF's annual budget), for allocation to Tanzania Forest Research Institute (TAFORI) for purposes of facilitating the conduct of relevant research and support other related activities. Besides, according to regulation 4 (2) of The Forest (Manner and Criteria for Awarding Grants) Regulations of 2021, the monies set aside for TAFORI shall be ***ring fenced*** by the Fund and disbursed upon submission of a formal request accompanied by research proposal (s) and the proposal (s) approved by the Fund Board of Trustees. TaFF will notify TAFORI on the amount set aside for the purpose each year.

2.3.1 Submission of Proposals

TAFORI shall submit detailed research proposal (s) with topics drawn from the National Forestry Research Master Plan (NAFORM) and/or National Beekeeping Research Master Plan (NABERM). In addition, the research proposal (s) should address challenges with detrimental effects on the forest sector or developing strategies for enhancing sustainable forest resources management in the country. A format for preparing research proposal (s) for soliciting funds set aside by the Fund for allocation to TAFORI is shown in **Appendix 4.** In addition, pursuant to regulation 4 (4) of The Forest (Manner and Criteria for Awarding Grants) Regulations of 2021, the Ministry responsible for forestry may solicit funds set aside by the Fund for allocation to TAFORI to incur costs for conducting research or studies (with interest to the forest sector), which need immediately action, by submitting the formal request. TAFORI is also eligible to apply and compete with other applicants in call of proposals advertised by TaFF for small, medium and large grants.

2.4 Types of Assistance

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

i) **Monetary assistance**

In awarding grants, TaFF could provide financial assistance to support implementation of interventions or activities of proposed projects;

ii) **Material assistance**

TaFF could provide materials, tools, technology, facilities and equipment required to implement interventions or activities of proposed projects;

iii) **Technical assistance**

TaFF could provide technical assistance by conducting training or hiring professionals to offer training or other technical support stipulated in the proposed projects; and

iv) Any other form of assistance as per the Fund Board discretion.

2.5 Eligible Beneficiaries

Tanzania Forest Fund awards grants to various stakeholders undertaking interventions which contribute to forest protection, conservation, management and development in the country particularly mainland Tanzania. The Fund also supports innovative ideas and approaches geared at improving livelihoods of communities living adjacent to forest resource base for the purpose of reducing dependence on forest resources as source of

livelihood thereby contributing to forest protection, conservation and management. The following are eligible beneficiaries who can be awarded grants by the TaFF:

i) Individual persons;
ii) CBOs;
iii) Non-governmental Organizations (NGOs);
iv) Civil Society Organizations (CSOs),
v) Faith-based Organizations (FBOs);
vi) Training Institutions;
vii) Research Institutions; and
viii) Government Institutions including departments, companies, agencies, training and research institutions, primary and secondary schools, authorities, and Local Government Authorities.

2.5.1 Individual persons

Individual persons undertaking interventions with positive contribution to improving forest protection, conservation, management, and development are eligible for TaFF's grants. Individual persons are eligible for small grants of the amount not exceeding five million shillings (TZS 5,000,000/=). Individual persons applying grants for implementing research projects should be affiliated with the training or research institutions. Moreover, the individual persons who wish to access grants are required to submit proposals (prepared using the format provided in Appendix 2), 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 implementing 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 implementing 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 implementing 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 received grants (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 that the individual applicants own 10 acres of land or more (letter from relevant authority, certificate of land occupancy, certificate of customary land occupancy, agreement for land buying), should be submitted. In addition, evidence of tree planting initiatives should be submitted;

vii) Individual persons applying grants for implementing projects which are part of their Masters or PhD studies should submit evidence of admission from respective training institution / university;

viii) Individual persons applying grants for implementing projects which are part of their Masters or PhD studies should submit letter from Deputy Vice Councilor Academic or Administration or Deputy Principal Academic or Administration to authenticate that the grants applicant has not any other sources of funds for implementing the proposed research project. The letter should also show that the requested grants will be used for implementing project which is part of the applicant's Masters or PhD studies;

ix) Individual persons applying grants for implementing projects which are part of their Masters or PhD studies should submit introduction letter and guarantor letter from Head of Department or College where the applicant has been admitted/registered; and

x) Individual persons applying grants for implementing projects which are part of their Masters or PhD studies should submit Photocopy of student identity card;

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 institutions.

2.5.2 Community Groups

Community groups refer to registered local community groups recognized by local or central government authorities as well as Local Government Authorities, and they include CBOs, NGOs, FBOs and CSOs. CBOs are eligible for small grants of the amount up to TZS10,000,000/=. The CBOs wishing to access grants are required to submit proposals (prepared using the format provided in Appendix 2), accompanied by the following:

i) Guarantor letter from the Executive Officer of the villages/streets/wards where the CBO is located and where the projects will be implemented;

ii) Guarantor letter from the Council Director where the CBO is registered and where the projects will be implemented;

iii) Photocopy of certificate of registration of the CBO certified by the Council Director where the CBOs is registered;

iv) Photocopy of the constitution of the respective CBO signed by all CBO members;

v) Minutes of the CBO's meeting with names and telephone numbers of all CBO members and signed by all CBO members. Agenda of the meeting is endorsement of proposal to be submitted to Tanzania Forest Fund to request for grants;

vi) For CBO interested in implementing tree planting projects it should submit evidence showing that the CBO owns land of 20 acres or more (letter from relevant authority, certificate of land occupancy, certificate of customary land occupancy, agreement for land buying). Evidence of tree planting initiatives should also be submitted; and

vii) Evidence showing that the CBO has been granted permit from relevant authorities to allow the CBO members to practice beekeeping inside reserved land (forest, game reserve or other reserved areas) should be submitted for proposed beekeeping projects. The permit should show the duration granted to practice beekeeping inside the reserved land or other reserved areas.

Other community groups including NGOs, CSOs and FBOs are eligible for medium and large grants. The NGOs, CSOs and FBOs wishing to access grants are required to submit proposals (prepared using the format provided in Appendix 3), accompanied by the following:

i) Evidence showing existence of the office (letter and photography);

ii) Guarantor letter from the Executive Officer of the villages/streets/wards where the office of the NGOs, CSOs or FBOs are 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 NGOs, CSOs or FBOs are 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 NGOs, CSOs or FBOs have been verified by relevant authority;

viii) Minutes of the meeting of all members or Board members to substantiate that the proposed project 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 NGOs, CSOs or FBOs own land of more 20 acres (letter from relevant authority, certificate of land occupancy, certificate of customary land occupancy, agreement for land buying), for tree planting projects. Evidence of tree planting initiatives should also be submitted;

x) Evidence showing that the NGOs, CSOs or FBOs have been granted permit from relevant authorities to allow NGOs, CSOs or FBOs 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; and

xi) For proposed projects which will involve construction or rehabilitation or purchase of machineries, map, bill of quantities (BoQ) and/or quotations should be submitted.

2.5.3 Training and Research Institutions

2.5.3.1 Training Institutions

These are institutions offering training related to forest resources protection, conservation, management and development. Under this category, proposals requesting small, medium and large grants can be submitted by the Heads of Departments, Colleges, Schools or Heads of the Institutions, while proposals requesting special purpose grants should be submitted by Heads of the Institutions. The proposals should indicate how the project will contribute to improving forest protection, conservation, management and development. For higher learning institutions, Colleges, Schools, Institutes and Departments, will be treated as individual beneficiaries, but their applications should be channelled through the respective heads of institutions. Training institutions (except government training institutions), are eligible for all types of grants except special purpose grants. Only government training institutions are eligible for special-purpose grants. The training institutions wishing to access grants are required to submit proposals accompanied by attachments which will be shown in the call of proposals for respective year.

2.5.3.2 Research Institutions

These are institutions mandated to conduct and/or coordinate research geared at improving forest protection, conservation, management and development as well as sustainable use of forest resources. Research proposals should be submitted by the head of institutions in respective year, and should indicated how the project will improve forest protection, conservation, management and development. Research centres under the respective research institutions will be treated as individual beneficiaries, but they should channel their applications through the respective heads of research institutions. The research institutions (except those owned by the government), are eligible for all types of grants except special purpose grants. Only government owned research institutions are eligible for special-purpose grants. The research institutions wishing to access grants are required to submit proposals accompanied by attachments which will be shown in the call of proposals for respective year.

2.5.3.3 Government Institutions

The government institutions include government ministries, departments, companies, agencies, authorities, training institutions, research institutions, primary and secondary schools, as well as Local Government Authorities. Proposals should be submitted by the heads of institutions in respective year, and should indicated how the project will improve protection, conservation, management and development of forest resources. However, zones, centres, regions and districts under the government institutions shall be treated as individual beneficiaries, but the applications should be channelled through the respective heads of the institutions. The government institutions are eligible for all types of grants including special purpose grants. 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 letters as evidence of incorporation of such activities during the submission of the proposals. The government institutions wishing to access grants are required to submit proposals accompanied by attachments which will be shown in the call of proposals for respective year.

2.6 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 protection, conservation, management and development of forest resources;

ii) Direct or indirect tangible benefits provided by the project 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 shown in logical framework;

v) Project showing that Tanzania Forest Fund'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 ensure 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 requesting medium and large grants;

xi) 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 project proposals which show elements of copy and paste will not be considered for grants award.

CHAPTER THREE

3.0 PROPOSALS PREPARATION AND SUBMISSION

3.1 Call for Proposals

Tanzania Forest Fund will advertise available grants opportunities through offering call of proposals. Through the call of proposals, eligible beneficiaries will be invited to submit proposals requesting for grants. The call of proposals will be announced each year unless otherwise stated. The deadline for submitting proposals requesting small, medium and large grants will be announced in the call of proposals for respective year. The call of proposals will be made once a year and proposals will also be submitted only once per year (based on the deadline which will be shown in the call of proposals for respective year).

The call of proposals will be advertised on the Fund's website (www.mfukowamisitu.go.tz), in newspapers with wide circulation and other media. The call of proposals will also be available at all district, town, municipal and city councils, and all TFS zonal and district offices in mainland Tanzania. The call of proposals will stipulate priority areas, types of grants, eligible beneficiaries and geographical area for each respective year. General format for call of proposals is shown in **Appendix 1**.

For special purpose grants, applications will be submitted any time, but at least three months before beginning of budget preparation for the next financial year. Proposals requesting special purpose grants should align with the institutional plans and should address matters pertaining to protection, conservation, management and development of forest resources. Special purpose grants will be awarded to government institutions, and the proposals requesting this grants category will be accepted all year round.

3.2 Submission of Proposals

Applicants should submit proposals through an online link which will be shown in the call of proposals for each respective year. Applicants with no access to online application (particularly those living in rural areas), may request permission from the Fund to submit hard copy of proposals through posts using address which will be provided in the call of proposals in the respective year. All hard copy proposals submitted using postal address will be made online through uploading to the electronic system. The applicants will receive a message on the mobile phones of the contact persons informing them about the receipt of their proposals and all stages up to grants award. Therefore, all applicants are reminded

to provide mobile phone numbers in the contact section shown in the format for preparing proposals for respective grants category. It should be noted that, proposals submitted through email address will not be accepted.

3.3 Notification on Receipt of Proposals Requesting Grants

Grants applicants will be notified on the receipt of the proposals by short message on the mobile phones of the contact persons and/or notification letter prepared using sample letter shown in **Appendix 5**. The notification letter will be sent to applicants through posts or email using the address indicated in the submitted proposals requesting grants.

The proposals submitted after the deadline will not be processed and the applicants will receive a letter with the message ***"your proposal received on this date which is beyond the deadline prescribed in the call of proposals and will not be processed".***

Tanzania Forest Fund may reject proposals submitted within the deadline due to the following reasons:

i) The proposals do not comply with the applicable terms and conditions prescribed in the call for proposals;

ii) The proposals do not align to the Fund priority areas of grants award;

iii) The proposals show elements of plagiarism (copy and paste);

iv) The proposals missing endorsement of the relevant authorities; and

v) The proposals missing required attachments.

3.4 Withdrawals, Returns and Declinations

Applicants may withdraw applications for grants at any time during the period of processing the application by notifying the Fund through proper government communication channel (official letter signed and sent via post or email). The applicants may resubmit the proposals when another call of proposals is advertised. However, the proposals will be required to have new endorsement from relevant authorities and should be submitted with all required attachments.

CHAPTER FOUR

4.0 PROCESSING OF PROPOSALS AND GRANTS AWARD

4.1 Evaluation of Proposals

Proposals requesting grants received by the Fund will undergo the following processes of evaluation: i) pre-evaluation to be done by the Fund Management to determine whether the proposals meet the requirements prescribed in the call of proposals, and ii) in-depth evaluation to be done by the Evaluation Committee. During pre-evaluation, the Fund Secretariat will establish a sheet showing received proposals and each proposal will be assigned a number. Thereafter, the received proposals will be short-listed into those not qualified for in-depth evaluation and those qualified for in-depth evaluation. Then, proposals qualified for in-depth evaluation shall be submitted to the Evaluation Committee and proposals not qualified for in-depth evaluation will be submitted to the Board of Trustees for decision. Eventually, all applicants of proposals not qualified for in-depth evaluation will be notified.

4.1.1 Evaluation Committee

The proposals requesting TaFF grants which have been qualified for in-depth evaluation shall be evaluated by the Evaluation Committee. The Committee shall be established according to Section 21(1) of the **Forest (Manner and Criteria for Awarding of Grants) Regulations** (GN. No. 266), of 2021. Members of the Evaluation Committee shall be appointed by the Fund Board of Trustees as detailed hereunder:

i) A person representing FBD;
ii) A person representing Local Government Authorities;
iii) A person from a higher learning institution concerned with training in forestry and allied matters;
iv) A person from the forestry research institution; and
v) A person from the private sector.

The Evaluation Committee should have gender balance and members shall serve for one year and may be re-appointed for one further term. In addition, persons to be appointed to as members of the Evaluation Committee should possess the necessary expertise, qualifications and interest in all aspects of forest protection, conservation, management and development, and project management skills. Appointed Evaluation Committee should also elect a Chairperson and Secretary among the members.

The Project Evaluation Committee shall work based on terms of reference (ToR) approved by the Fund Board of Trustees. Every Committee member shall perform independent evaluation for each proposal, fill evaluation sheet for each evaluated proposal and produce an individual report in a tabular form. The report from individual member of the Evaluation Committee shall be discussed in a meeting comprising of all Evaluation Committee members. Thereafter, a consolidated evaluation sheet for each evaluated proposal and a consolidated evaluation report with recommendations will be produced and submitted to Fund Secretariat for subsequent presentation to the Board of Trustees. The evaluation report should indicate scores, comments and recommendations for each evaluated proposal. In addition, each member of the Evaluation Committee shall submit an individual report and evaluation sheet for each evaluated proposal. Projects with an average mark of 50% and above shall be considered for the grants award. During performing its duties, the Evaluation Committee will use the criteria indicated in section 2.6 and the sample evaluation sheets shown in **Appendix 6 and Appendix 7**.

4.2 Recommendations for Grants Award

The Fund Secretariat will conduct verification of all applicants whose proposals have been recommended for grants award by the Evaluation Committee. Thereafter, the pre-evaluation report, consolidated project evaluation report from the Evaluation Committee and the report on the verification of the projects recommended for grants award by the Evaluation Committee shall be summitted to the Board of Trustees for making decision on grants award. The decision of the Board will be based on the pre-evaluation report, recommendations from the Evaluation Committee, and the verification report. The decision of Board of Trustees will be final and thereafter, the Fund Secretariat shall make all necessary requirements and award grants to successful applicants.

4.3 Notification to Grants Applicants

Grants applicants will be notified on the decision made by the Board of Trustees regarding their proposals requesting grants submitted to the Fund. The notification shall be in the form of a letter sent to grants applicants through postal or email using the respective applicants' address. Successful applicants will be notified using a sample letter shown in **Appendix 8**, while unsuccessful applicants will be notified using a sample letter shown in **Appendix 9.**

4.4 Signing of Grant Agreement

Successful grants applicants shall be invited to sign a grant agreement which shall be prepared using the format shown in **Appendix 10.** Furthermore, a sample letter for inviting successful grants applicants to sign the grant agreement is shown in **Appendix 11**. Disbursement of funds shall start after signing the grant agreement by both parties (the Fund and the grantee) and fulfilling all the necessary requirements for fund disbursement. No payment shall be made before signing the grant agreement. In addition, no new grants will be awarded to the Fund grantees which is still implementing TaFF funded project (s) except for Government institutions implementing projects received special purpose grants.

The schedule showing all processes from the call of proposals to grants award is shown in Table 2.

Table 2: Schedule detailing all processes from call of proposals to grants award

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

4.5 Extension of Grant Agreement

The Board of Trustees may extend duration of the grant agreement for a period not exceeding a quarter of the duration of the signed agreement where such extension is

necessary to ensure attainment of the project outputs. Thereafter, the Fund will sign addendum of the grant agreement with the grantees whose duration of the agreement has been extended. The Fund may also use other legally accepted means for ensuring attainment of the project goal and outputs.

4.6 Sustainability Strategy

Mechanism for ensuring sustainability of projects awarded grants are outlined hereunder:

i) Issuing certificate of successful completion of grant agreement two (2) years after grants completion;

ii) All applications for grants should show sustainability plan by indicating how the project will have continuity after phasing out of the Fund's support (grants);

iii) Collaborate with Councils where the projects are implemented for continuing follow-up of the project after phasing out of the grants;

iv) Ensure commitment of the grantees to continue to manage trees planted for at least five (5) years after phasing out of the grants (This should be part of the grant agreement);

v) Ensure commitment of the grantees to continue to manage bee apiary and bee hives for at least five years after phasing out of the grant (This should be part of the grant agreement);

vi) Award subsequent grant to project (s) which have shown substantive and reputable performance for a period of 2 years after phasing out of the former grants;

vii) Ensure commitment of the grantees to continue to submit project progress reports annually for a period of 5 years after phasing out of the grants. This should be part of the grant agreement); and

viii) Continue to follow up on the progress of funded projects for a period of 5 years after phasing out of the grants.

CHAPTER FIVE

5.0 GRANTS ADMINISTRATION AND MANAGEMENT

5.1 Conditions and Modalities for Funds Disbursement

Disbursement of funds to grantees will be done in two instalments for special purpose grants and small grants, and three instalments for medium grants and large grants. More details are shown in sub-sections 5.1.1 and 5.1.2. First instalment of the grants shall be disbursed upon signing of the grant agreement and submitting request letter. **Appendix 12** shows sample letter for disbursement of funds for projects awarded grants. The first instalment shall not exceed 40% of the total grant for medium grants and large grants, and 50% of the total grant for special purpose grants and small grants. The Board of Trustees may, depending on the nature of initial activities, vary the amount of the first instalment to special purpose grants.

5.1.1 Small grants and special purpose grants

Funds approved for small grants and special purpose grants will be disbursed based on schedule and conditions shown in Table 3.

Table 3: Schedule and conditions for disbursement of small grants and special purpose grants

Disbursement	Amount	%	Conditions
First instalment	-	50	Upon signing of the grant agreement and submitting a letter requesting for 1st instalment disbursement.
Second instalment	-	50 (minus 10% retained funds)	Upon submission and approval of technical and financial progress reports for 1st instalment disbursement.
			Positive recommendations from physical verification report (monitoring report), and submitting a letter requesting for 2nd instalment disbursement.
Retained funds	-	10% retained funds	Upon submission and approval of technical and financial progress reports for 2nd instalment disbursement
			Upon submission and approval of project completion technical and financial reports.
			Positive recommendations from project evaluation report (evaluation report), and submitting a letter requesting for retained funds.
TOTAL	**-**		**-**

5.1.2 Medium and large grants

Funds approved for medium grants and large grants will be disbursed based on schedule and conditions shown in Table 4.

Table 4: Schedule and conditions for disbursement of medium grants and large grants

Disbursement	Amount	%	Conditions
First instalment	-	40	Upon signing of the grant agreement and submitting a letter requesting for 1st instalment disbursement.
Second instalment	-	30	Upon submission and approval of technical progress and financial reports for 1st instalment disbursement.
			Positive recommendations from physical verification report (monitoring report), and submitting a letter requesting for 2nd instalment disbursement.
Third Instalment	-	30 (minus 10% retained funds)	Upon submission and approval of technical progress and financial reports for 2nd instalment disbursement.
			Positive recommendations from physical verification report (monitoring report), and submitting a letter requesting for 3rd instalment disbursement.
Retained funds	-	10% retained funds	Upon submission and approval of technical progress and financial reports for 3rd instalment disbursement.
			Positive recommendations from physical verification report (monitoring report of activities implemented using 3rd instalment disbursement).
			Upon submission and approval of project completion technical and financial reports.
			Submitting a letter requesting for retained funds.
TOTAL	**-**		**-**

5.1.3 Subsequent funds disbursement

Subsequent funds disbursements will be made after fulfilling the following conditions:

i) Submission of a comprehensive progress report detailing implemented activities and the achievements attained against what was planned for each activity. The report should also highlight challenges encountered during project implementation

and strategies used to overcome the challenges. The format for preparing project progress report is shown in **Appendix 13**;

ii) Submission of a comprehensive financial report showing expenditure of the funds spent for implementing project activities. The format for preparing the financial report is shown in **Appendix 14**;

iii) Recommendations from field monitoring reports based on value for money. The monitoring report should show implementation of the planned activities and project performance. For subsequent instalments to be disbursed, the field monitoring report should show that all planned activities have been implemented according to the grant agreement. The format for preparing the field monitoring reports is shown in **Appendix 15**.

The Board of Trustees may adjust the instalments based on progress and expenditures of instalments already made available to the grantees. The Fund will retain 10% of the last instalment for each type of grant until the project completion report is submitted and approved. The format for preparing the project completion report is shown in **Appendix 16**.

5.2 Suspension or Termination of Grant Agreement

The Fund may suspend disbursements or terminate the grant agreement due to the following reasons:

i) For non-fulfilment of the obligations set forth in the grant agreement;
ii) For non-compliance to the approved project activities; or
iii) For improper use of the grants or approved project funds.

Depending on the nature of the project, the Fund will give the grantees a specified period to correct the anomalies, failure of which shall lead to termination of the grant agreement. The grantees will be notified on the reasons for suspension of disbursement or termination of the grant agreement. Upon termination of the grant agreement, the grantees shall refund any part of the grant already received in respect of activities that have not been implemented. The grantees may terminate the agreement upon reimbursing the Fund all the disbursed funds regardless of implemented activities.

5.3 Reporting

The grantees shall prepare and submit to the Fund progress and financial reports at the end of each instalment as well as project completion report using the formats shown in

Appendices 13, 14 and 16, respectively. Financial reports must be supported by legally acceptable documents (invoices, vouchers, receipts). The government institutions shall submit certified true copies of invoices, vouchers, receipts and other documents that justify expenditure of the funds. All other grantees including individual persons, CBOs, NGOs, CSOs, FBOs, should submit original invoices, vouchers, receipts and other documents that justify expenditure of the funds. On the other hand, the project completion report shall contain the following details:

i) Project achievements by comparing planned and implemented activities, objectives and targets;

ii) Outcomes and sustainability of the project; and

iii) Lessons learned which can assist future designing and implementation of similar projects.

Reporting schedules for each type of the grants are described hereunder:

i) Small grants and special purpose grants

The grantees are expected to complete their operations during the second instalment. Therefore, the grantees shall submit two progress and financial reports, and project completion report. Specifically, the grantees under this category shall submit the report detailing activities implemented using 1st instalment disbursement, and the report detailing activities implemented using 2nd instalment disbursement. The grantees shall also submit financial report detailing expenditure of 1st instalment disbursement and the financial report detailing expenditure of 2nd instalment disbursement. In addition, the grantees shall submit project completion report comprising of both progress and financial reports.

ii) Medium and large grants, and small grants exceeding TZS five (5) million

The grantees under these types of grants must submit three progress reports, three financial reports, and project completion report. Particularly, the grantees shall submit three progress reports detailing activities implemented using 1st, 2nd and 3rd instalment disbursements; three financial reports showing expenditure of 1st, 2nd and 3rd instalment disbursements as well as submitting project completion report.

5.4 Monitoring and Evaluation of Projects Awarded Grants

Tanzania Forest Fund will conduct monitoring and evaluation (M&E) of projects awarded grants to ensure proper implementation. M&E are valuable tools for measuring and improving performance of projects to ensure adherence to the grant agreement. Monitoring

will be conducted by Fund staff, staff from other government institutions or both. The evaluation will be done internally by Fund staff and the Board and externally by experts which are not part of Fund staff and the Board. The monitoring will be conducted in each instalment of the respective project awarded grants. The following elements will be considered during monitoring project awarded grants.

i) Planned activities for each instalment;
ii) Implemented activities for each instalment;
iii) Challenges encountered and strategies to overcome the challenges for each instalment;
iv) Lessons learnt; and
v) Project performance measurement.

The monitoring report will be prepared using the format shown in **Appendix 15.** Evaluation will be conducted at least every two years and ToR of the assignment will be prepared.

CHAPTER SIX

6.0 OTHER MATTERS RELATING TO GRANTS AWARD

6.1 Subsequent Grants

The grantees who completed implementation of the projects awarded grants by TaFF may apply for subsequent grants based on the call of proposals for the respective year. The Fund will adhere to procedures and criteria for evaluating and awarding grants. However, during the decision for awarding subsequent grants, the following will be considered:

i) The applicant has submitted a comprehensive progress report indicating achievements attained against what was planned for each activity;
ii) The applicant has submitted a comprehensive financial performance report detailing the expenditure of funds as per planned activities;
iii) Recommendations of the field monitoring report undertaken by the Fund or its representatives on value for money in relation to the achievements; and
iv) The Fund is satisfied with the grantee's performance of the grant agreement before awarding the subsequent grant (s).

The Fund shall not award new grants to grantees who are still implementing projects except for the Government institutions, training or research institutions and those awarded special purpose grants.

6.2 Appeals

The applicants or grantees who are not satisfied with the decision made by the Fund may appeal to the Minister responsible for forestry within 21 days from the date of receiving the decision. The Minister will make decision on the appeal and his/her decision will be final.

6.3 Offences and Penalties

Any grantee who contravenes with the grant agreement commits an offence and upon conviction, shall be liable to a fine of not less than TZS five hundred thousand, but not exceeding TZS one million or imprisonment for a term of six months or both. On top of the penalty specified above, and Pursuant to regulation 35(1) of the **Forest (Manner and Criteria for Awarding Grants) Regulations, 2021 (GN No. 266)**, the convicted grantee shall be ordered by the Court to reimburse all the disbursed funds to Tanzania Forest Fund.

6.4 Confidential Information

The Fund shall neither make representations of any kind, nor accept any obligations or liabilities, through correspondences with the applicant regarding the grants' application. The information contained in the proposal requesting for grants shall remain confidential and shall not be disclosed to any person without prior authorisation of the applicant except where such information is already in the public domain or the Fund is by law required to disclose. In addition, the Fund shall not be responsible for any intellectual property rights accruing to the proposal of the project applicant.

6.5 Conflict of Interests

Where any matter concerning issuing of grants in which any member of the Board or officer exercising functions regarding issuing of grants or any member of his immediate family has an interest in such project, that member of the Board or officer shall not exercise any functions in respect of that grant application and shall be required to declare interest. Members of the Board shall declare interest in writing to the Minister, Fund Administrative Secretary shall declare interest in writing to the Board, and other Fund staff shall declare interest in writing to the Fund Administrative Secretary.

6.6 Notification

The grantees shall notify TaFF on any of the following:

i) Matters or things which are likely to affect the project implementation or its organization;
ii) Key changes to its organization or its business activities, particularly if they affect the grantees' ability to implement the project; and
iii) Changes to names, addresses, contact details and bank account details.

Communication between the grantees and Tanzania Forest Fund is by writing through letters, emails or fax.

6.7 Amendments

The Guidelines will commence from the date of signature and may be reviewed or modified at any time when deemed necessary.

APPENDICES

APPENDIX 1: GENERAL FORMAT FOR CALL OF PROPOSALS

1. INTRODUCTION

TaFF is Public Conservation 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 as well as sustainable use of forest resources in the country. TaFF came into operation in July, 2010 through Treasury Circular No. 4 of 2009/2010 and started awarding grants in July 2011. The Fund is under the MNRT and is governed by a Board of Trustees.

The objects and purposes of establishing TaFF are stipulated under section 80 of the Forest Act Cap. 323 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.

TaFF involves various stakeholders in its efforts to attain the objects and purposes for its establishment. Grants award is among the means of stakeholders' involvement and is done through submission of proposals. Through call for proposals, TaFF invites eligible

stakeholders to submit proposals for requesting grants. General call of proposals shall comprise of the following sections:

2. ELIGIBLE BENEFICIARIES FOR TANZANIA FOREST FUND'S GRANTS

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

i) Individual persons;
ii) CBOs;
iii) NGOs;
iv) CSOs;
v) FBOs;
vi) Training Institutions;
vii) Research Institutions; and
viii) Government Institutions including departments, companies, agencies, training and research institutions, primary and secondary schools, authorities, and Local Government Authorities.

Details on the requirement and documents to be submitted for each category of beneficiaries will be shown in the call of proposals which will be announced each year.

3. PRIORITY AREAS FOR GRANTS AWARD

The following categories are considered as priority areas under TaFF grants award:

3.1 Forest resources development, protection, conservation and management;
3.2 Improvement of livelihood of communities living adjacent to forest resource base;
3.3 Research on forestry geared at:
  i) Improving forest protection, conservation and management
  ii) Improving quantity, quality and value addition for sustainable use of forest produce;
3.4 To enhance capacity building to training or research institutions; and
3.5 Any other areas on conservation of forests as per Board discretion.

Details on eligible activities to be considered for grants award will be shown in the call of proposals which will be announced each year. Furthermore, proposals to be considered for grants award should come from applicants who have shown initiative to undertake the intended project.

4. TYPES OF ASSISTANCE

The following are types of assistance which will be used in awarding grants:

i) **Monetary assistance**

TaFF could provide financial assistance to support implementation of approved interventions/project activities;

ii) **Material assistance**

TaFF could provide required materials, tools, technology, facilities and equipment required to implement projects awarded grants;

iii) **Technical assistance**

TaFF could provide technical assistance to grantees by conducting training or hiring professionals to offer the requested services; and

iv) **Any other form of assistance as per the Fund Board discretion**.

5. 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, project implementation duration and contribution to forest protection, conservation, management and development. The grant types are as follows:

5.1 Small Grants (Amounts not exceeding TZS 10 million)

This type of grant is specifically for individual persons, primary and secondary schools and CBOs. CBOs are eligible to apply for grants up to TZS 10 million, while individuals and primary and secondary schools are eligible for applying grants not exceeding TZS 5 million. Duration of implementation is 6-12 months.

5.2 Medium Grants (Amounts above TZS 10 million but not exceeding TZS 20 million)

Medium grants shall not be awarded to individual persons, but all other beneficiaries are eligible for the grants, and duration for implementing projects awarded medium grants is 12 to 18 months.

5.3 Large Grants (Amounts above TZS 20 million but not exceeding TZS 50 million)

All beneficiaries are eligible for this grant category except Individual persons, and duration for implementing projects awarded medium grants is 18 to 24 months.

5.4 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 the protection, conservation, management and development of forest resources, which cannot be realized using other types of grants.

6. PROJECTS SELECTION CRITERIA

TaFF will award grants to projects that meet the following criteria:

i) Projects with direct or indirect contribution to forest protection, conservation, management and development of forest resources;

ii) Projects providing direct or indirect tangible benefits to target beneficiaries;

iii) Project operations are transparent and demonstrate accountability;

iv) Projects which are innovative and show evidence on the attainment of the objectives by the proposed activities (logical framework);

v) Project showing that TaFF's grants should be complementary of other similar projects and should not substitute the already available funds;

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 project interventions;

ix) Evidence of stakeholders' participation;

x) Applicant's commitment to contribute 20% (cash or in-kind) of the requested funds for medium and large grants;

xi) Applicants for non-research projects should show that the grants will be used to implement activities for the projects which have already been started; and

xii) The proposal should indicate that areas of project implementation are within Mainland Tanzania.

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

7. SUBMISSION OF PROPOSALS

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 CBOs), may request permission from TaFF to submit hard copy of proposals through posts

using address which will be provided in the call of proposals in the respective year. All hard copy proposals submitted using postal address will be made online through uploading to the electronic system. The applicants will receive a message on their mobile phones informing them about the receipt of their proposals and all stages up to grants award. Therefore, all 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 31st March each year, 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**. For proposals submitted through post, the following address will be used:

Administrative Secretary,
Tanzania Forest Fund,
Roads Fund Board Building,
P.O. Box 1764,
DODOMA.

8. FORMATS FOR PREPARING PROPOSALS REQUESTING GRANTS

Proposals requesting small grants shall be prepared using the format shown in **Appendix 2**, while proposals requesting medium and large grants shall be prepared using the format shown in **Appendix 3**, and proposals requesting special purpose grants shall be prepared using the format shown in **Appendix 4.**

Proposals that will not be prepared according to the given formats will be rejected. Proposals should not exceed 15 pages, excluding Appendices. Details on attachments to be submitted together with the proposals will be shown in the call for proposals.

For more clarification and inquiries, official telephone number and mobile number of information technology expert will be included in the call of proposals which will be announced each year.

APPENDIX 2: FORMAT FOR PREPARING PROPOSALS REQUESTING SMALL GRANTS

INSTRUCTIONS

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 TaFF's grant.

ii) Please submit a complete application form using the given format and instructions; otherwise your application 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 TaFF. 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 sentence 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 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 TaFF's priority area (s) of grants award…….

.....

1.6 Type of grant ……

1.7 Type of assistance…….

1.8 Total project cost (TZS)…….

1.9 Total amount requested from TaFF (TZS)

……

1.10 Other contributions, including in-kind (TZS)……..……

1.11 Project duration including proposed start month…….

2. Background of the proposed project

_____
_____

3. Rationale and justification of the proposed project

_____
_____

4. Project objectives and performance indicators

_____
_____

5. Project expected results

_____
_____

6. Specific activities required to achieve the expected results

_____
_____
_____

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:

_____
_____
_____

9. Project personnel and their expertise:

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

_____
_____
_____

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 TaFF should finance your proposed project.

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: 1st instalment is 50% of the proposed project budget, 2nd instalment is 50% of the proposed project budget minus 10% retained funds, and retained funds is 10% of 2nd 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	Unit Cost (TZS)	Total Cost (TZS)
Activities and expenditure of 1st instalment funds			
1.			
2.			
3.			
Total for 1st instalment			
Funds requested from TaFF			
Applicant's contribution			
Activities and expenditure of 2nd instalment funds			
4.			
5.			
6.			
Total for 2nd instalment			
Funds requested from TaFF			
Applicant's Contribution			
Activities and expenditure of retained funds			
1.			
Total for retained funds			
Funds requested from TaFF			
	Total project budget		
	Funds requested from TaFF		
	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 non-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 letters from Heads of

Departments where they are 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 Recommendation by individual applicant / Head of applying Institution / organization / group)……..……..

……...

Name: _____ Signature:_____

Designation:_____Date:_____

Official Stamp: _____

13.2 Recommendation by the Village/Street/Ward Executive Officer (s) of the proposed project implementation area……...

……

Name: _____ Signature:_____

Designation:_____Date:_____

Official Stamp: _____

13.3 Recommendation by Head of Institution or Head of Department or College or Council Director of the proposed project implementation area…….

…….

Name: _____ Signature:_____

Designation:_____Date:_____

Official Stamp: _____

Attachments:

1. Individual applicants should submit the following:
   i) Copy of national identity and copy of student identity for an individual postgraduate student;
   ii) Recommendation letter from Head of Department College Principal for individual postgraduate students;
   iii) Evidence of registration as postgraduate student for individual students;

iv) Guarantor letter from the Executive Officer of the Village/Street/Ward where the individual person lives and where the project will be implemented (for individuals who are not postgraduate students);

v)Guarantor letter from the Council Director where the project will be implemented for an individual who is not a postgraduate student);

vi) Individual researchers applying for grants should submit Guarantor letters from the Heads of the respective organizations/institutions; and

vii) Applicants for projects to be implemented in reserved areas must be supported by written permits from authorities owning/managing the reserves.

2. CBOs should submit the following:

i) Copy of certificate of registration certified by the Council Director or other authority where the CBO is registered;

ii) Guarantor letter from the Council Director where the project will be implemented;

iii) Guarantor letter from the Executive Officer of the Village/Street/Ward where the project will be implemented;

iv) Applicants for projects to be implemented in reserved areas must be supported by a written permit from authorities owning/managing the reserves; and

v) Proof of land ownership in case the proposed project will involve establishment of a woodlot.

3. Primary and Secondary schools should submit the following:

i) Copy of certificate of registration of respective school certified by the Council Director or other authority where the school is registered; and

ii) Proof of land ownership in case the proposed project will involve establishment of woodlot.

In case the area where project implementation involves more than one village, each Executive Officer will appear as a Guarantor of the intended applicant.

In additional, all other attachments specified in the calls of proposals shall be also be included.

APPENDIX 3: FORMAT FOR PREPARING PROPOSALS REQUESTING MEDIUM AND LARGE GRANTS

INSTRUCTIONS

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 TaFF's grant.

ii) Please submit a complete application form using the given format and instructions; otherwise your application 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 TaFF. 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 sentence spacing.

v) All applicants should indicate in the proposals the personnel and their expertise to ascertain implementation of the projects.

vi) Any applicant who has questions or concerns should contact TaFF using the official address and telephone provided in the call of proposals.

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 TaFF'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 applicant 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

1.14 Total project cost (TZS)……..

1.15 Total amount requested from TaFF (TZS)…….

1.16 Applicants and other contributions including in-kind (TZS)……..……

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 numbers 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 Directors of the respective Local Government Authority.

2.1 Endorsement by Head of applying institution (s) / organization (s) / group (s):

Recommendation…….....

Name: _____ Signature:_____

Designation:_____Date:_____

Official Stamp: _____

2.2 Endorsement by Village/Street/Ward Executive Officer(s) of the proposed project implementation area:

Recommendation…….....

Name: _____ Signature:_____

Designation:_____Date:_____

Official Stamp: _____

2.3 Endorsement by Head of Institution / Council Director(s) of the proposed project implementation area:

Recommendations…….....

Name: _____ Signature:_____

Designation:_____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 present a general vision of the proposed project, its context within the appropriate priority area of TaFF and background information on previous or ongoing efforts to attain the proposed project outputs.

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 project 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 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 project 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 the success of the project will be measured. It is also important to note that a log frame matrix needs to be prepared to assist in M&E of the proposed project.

3.7 Sustainability Plan

This section should describe the sustainability aspects of the project. The proposed project should indicate how tl continuity will be ensured after end of TaFF support.

3.8 How does the nation benefit from your proposed project if awarded a grant? Explain why TaFF 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 TaFF 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: 1st instalment is 40% of the proposed project budget, 2nd instalment is 30% of the proposed project budget, 3rd instalment is 30% of the proposed project budget minus 10% retained funds, and retained funds is 10% of 3rd instalment funds. 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	Unit Cost (TZS)	Total Cost (TZS)
Activities and expenditure of 1st instalment funds			
1.			
2.			
3.			
Total for 1st instalment			
Funds requested from TaFF			
Applicant's contribution			
Activities and expenditure of 2nd instalment funds			
4.			
5.			
6.			
Total for 2nd instalment			
Funds requested from TaFF			
Applicant's contribution			
Activities and expenditure of 3rd instalment funds			
7.			
8.			
9.			
Total for 3rd instalment			
Funds requested from TaFF			
Applicant's Contribution			
Activities and expenditure of retained funds			
10			
11			
Total for retained funds			
Funds requested from TaFF			
	Total project budget		
	Funds requested from TaFF		
	Funds provided by others		
	Applicant's contribution		

Indicate the sources of funds provided by others……

……

3.10 ATTACHEMENTS

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

i) Organization 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 Heads 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;
viii) Applicants for projects to be implemented in reserved areas must be supported by a written permit from authorities owning/managing the reserve;
ix) All other attachments which will be specified in the calls of proposals.

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

APPENDIX NO.4: 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 TaFF's grant.

(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 TaFF. 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 sentence 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 TaFF 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 name of a forest reserve.

.....

.....

2.5 **TaFF's priority area (s) of grants award:**

……

2.6 **Grant type:**

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

.....

2.7 **Type of assistance requested:**

TaFF 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 (TZS):**

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

……....

2.9 **Total amount requested from TaFF (TZS):** Write the amount of money requested from TaFF.

……....

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

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 applicant 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. ……

……

4.0 RATIONALE AND JUSTIFICATION OF THE PROJECT (250 WORDS)

Write problems or challenges faced which triggered your application organization/institution to request a grant. Write how a TaFF grant will contribute to overcome the challenges and provide appropriate solutions. The proposal should also indicate initiatives of your organization/institution in addressing the problems/challenges. 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.

……

5.0 PROJECT OBJECTIVES AND PERFORMANCE INDICATORS

Write overall project objective, specific project objectives and performance indicators for each objective. The Table below should be used.

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.

……..……..……

…….

7.0 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.

……

8.0 PROJECT IMPLEMENTATION SCHEDULE/PLAN

Project implementation schedule is prepared in tabular form.

……

9.0 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.

……

10.0 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 project and explain how to overcome the challenges.

……

11.0 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 success of the project will be measured. It is also important to note that log frame matrix needs to be prepared to assist in M&E of the proposed project.

……

……

12.0 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 at the end of TaFF support.

……

13.0 HOW DOES THE NATION BENEFIT FROM YOUR PROPOSED PROJECT IF AWARDED A GRANT?

Explain why TaFF should finance your proposed project.

……

14.0 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: 1st instalment is 50% of the proposed project budget, 2nd instalment is 50% of the proposed project budget minus 10% retained funds, and retained funds is 10% of 2nd instalment. Table below shows how to prepare the project budget.

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

Activity and Items	Units	Unit Cost (TZS)	Total Cost (TZS)
Activities and expenditure of 1st instalment funds			
1.			
2.			
Total for 1st instalment			
Funds requested from TaFF			
Applicant's contribution			
Activities and expenditure of 2nd instalment funds			
4.			
5.			
Total for 2nd instalment			
Funds requested from TaFF			
Applicant's Contribution			
Activities and expenditure of retained funds			
7			
Total for retained funds			
Funds requested from TaFF			
	Total rroject budget		
	Funds requested from TaFF		
	Funds provided by others		
	Applicant's contribution		

Indicate the sources of funds provided by others……

……

15.0 ENDORSEMENT BY VARIOUS AUTHORITIES

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

Recommendation:_____

Name:_____Signature:_____

Designation:_____Date:_____

Official Stamp:_____

16.0 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.

iii) All other attachments which will be specified in the calls of proposals.

APPENDIX 5: SAMPLE OF NOTIFICATION TO APPLICANTS FOR RECEIVING THE PROPOSAL

Use Tanzania Forest Fund Headed Letter

Title and Name of the Applicant (as indicated in the proposal) …….

Physical Address (as shown in the proposal)

Postal Address……..

District and Region……..

Re: NOTIFICATION FOR RECEIVING PROPOSAL

Kindly refer to the heading above and your proposal titled ---------- submitted online on dd/mm/yy or hard copy received on dd/mm/yy at the office of the Tanzania Forest Fund and given reference number.....

2. This letter is to inform you that your proposal has been received, given a reference number …….. and therefore, been among the list of proposals received by …….March yy. You will be notified by short message through the mobile phone number of the contact person on the evaluation process. You will also be notified by letter about the decision made on your request / application for grants.

3. Thank you for showing interest to join the government efforts on ensuring protection, conservation, management and development of forest resources.

4. Yours faithfully.

……..

ADMINISTRATIVE SECRETARY

TANZANIA FOREST FUND

APPENDIX 6: SAMPLE SHEET FOR INDIVIDUAL MEMBERS OF THE EVALUATION COMMITTEE

1. Introduction

This Appendix guides the Individual Member of the Evaluation Committee (Individual Evaluator) while evaluating the proposals from the applicants' requesting grants from TaFF. The following is necessary information for the evaluation process:

Project Title: _____

Proposal Number: _____

Priority Area: _____

Grant Type: _____

Type of Assistance_____

Total Project Cost: _____

Amount Requested from the Fund:_____

Individual Evaluator Number: _____

2. Copy of Received Proposals for Evaluation Assignment

The Secretariat of TaFF has shortlisted …… proposals that meet requirements for external evaluation.

S/N	PROPOSAL NUMBER	TITLE	GRANT TYPE
1			
2			
3			
4			
5			

I certify to receive a ---- copy of proposals which are due for external evaluation.

Name of the Individual Evaluator …….

Signature……..

Date……..

3. Ranking and Scoring

Please read and analyze critically …… proposals you have received and give your score, comments and recommendations to assist the Board of Trustees in making the precise decision on awarding grants. In doing so, please rank each proposal using a score of 1 to 5 based on the scale shown in the Table below:

Ranking and score scale to be used during proposals evaluation

Proposal Ranking	Score Scale
Excellent	5
Very Good	4
Good	3
Average	2
Poor	1

4. Evaluation process

Independent evaluation will be performed by every member of the Evaluation Committee for each proposal. Each member of the Evaluation Committee will give a score for each evaluated proposal based on the criteria shown in the Table above. Each member of the Evaluation Committee will also prepare an evaluation report and fill evaluation sheet for each evaluated proposal. Finally, each member of the Evaluation Committee will discuss the report and evaluation sheet in the panel comprising all members of the Evaluation Committee.

Generally, proposals eligible for grant awards should have an average score of 50% or above. Decisions on grant awards will base on the availability of funds and will give priority to proposals with the highest score.

4.1. Evaluation Criteria

Criteria for evaluation include the following.

A. Structure and Coherence of the Proposal (30 marks):

i. Coherence of the objectives ☐

ii. Innovativeness of the project idea ☐

iii. Adherence of the applicant to the provided format

iv. Adequacy of the methodology and activities in attaining desired results

v. Relation of the expected results to project objectives and activities. Can they be measured and realized during the duration of project implementation?

vi. Adequacy of timeframe for the implementation of the project to reach the project objectives and the expected results

vii. Capacities and experience of project personnel required to implement the project

viii. Analyze if the budget is precise and realistic and reflects the project's objectives ar activities.

ix. Commitment to contribute 20% of the project budget (cash or in-kind) of the total budget.

Sub-total average score in percentages (Total score /45*30) ----------

B. **Participation of beneficiaries (10 marks)**

i. Involvement of the communities and other stakeholders in the project implementation

ii. Approaches for disseminating project information to beneficiaries and other stakeholders

iii. Opportunities of the project to provide learning and/ or capacity building to communities

Sub-total average score in percentages (Total score/15*10) ----------

C. Relevance and sustainability of the project (60 marks)

i. Relevance of the proposed interventions to the Fund priority area

ii. Relevance of expected results to the selected priority area

iii. Relevance of sustainability plan to ensure the continuation of project implementation after phasing out of the grant

iv. The ability of proposed interventions and expected results of the project to provide tangible benefits to the society

v. Contribution of the project to the protection, conservation and management of forest resources

vi. Relevance and applicability of the monitoring plan to the proposed interventions

vii. Relevance of the key factors to influence project success

viii. Appropriateness of the log frame matrix for proper monitoring of project implementation

Sub-total average score in percentages= (Total score/40*60) ----------

4.2. Scoring

Average score: The sum of sub-total (A+B+C) = ……..……

4.2.1 Reasons

a. Why did you assign the proposal such scores?.....

b. What are the strengths of the proposal? ……

c. What are the weaknesses of the proposal?.....

4.2.2 Recommendations

Select one of the following conclusions and provide your comments:

a. Recommended for grant award (RG) (------)
   Reasons……..

b. Recommended for grant award subject to incorporating comments (special purpose grants only) (RGC) (------)
   Comments ……..

c. Not Recommended for grant award (NR) (------)
   Reasons……

d. Recommended budget ……..

Name of the Individual Evaluator……

Signature……

Date……

4.2.3 Format for individual evaluation report for the evaluated proposals

S/N	PROPOSAL NUMBER	PROPOSAL TITLE	BUDGET		SCORE	REC	REASONS
			APPL	REC			
Name of the Evaluator							
Signature							
Date							

APPENDIX 7: SAMPLE SHEET FOR EVALUATION COMMITTEE

A panel of the Evaluation Committee will discuss reports from individual evaluators, and the average score for each evaluated proposal will be agreed upon. The Committee will fill evaluation sheets for each evaluated proposal based on agreed average scores and recommendations using the format shown.

Proposal Number						
Items	**Individual Evaluator (E Number)**					**Average**
	E1	**E 2**	**E3**	**E4**	**E5**	
Score from Individual Evaluator						
Agreed Score						
Proposed Budget						

7.1. Recommendations

Select one of the following conclusions and provide your comments:

(a) Recommended for grant award (RG) (------)

Reasons ……

(b) Recommended for grant award subject to incorporating comments(special purpose grants only) (RGC) (------)

Comments……...

(c) Not Recommended for grant award (NR) (------)

Reasons……

(d) Recommended budget ……..

7.2. Signatures of Members of the Evaluation Committee

Name: E Number ……. Signature: Date

Name: E Number ……. Signature: Date

Name: E Number ……. Signature: Date

Name : E Number ……. Signature: Date

Name: E Number ……. Signature: Date

7.3. Format for consolidated report for the evaluated proposals

The Committee will produce a consolidated evaluation report with agreed average scores and recommendations for the evaluated proposals signed by each Committee Member. After that, the Committee will make a report showing a list of proposals recommended for grants award and a list of proposals not recommended for grants award with reasons for the recommendations. The format for the consolidated evaluation report is shown below.

S/N	Proposal Number	Proposal Title	Applicant Budget	Agreed Score						Recommended Budget	Reasons
				E 1	E 2	E 3	E 4	E 5	Average		
1											
2											
3											

Signatures of Reviewers

Name:	Evaluator Number:	Signature	Date:……..….
Name:	Evaluator Number:	Signature	Date:……..….
Name:	Evaluator Number:	Signature	Date:……...
Name:	Evaluator Number:	Signature	Date:…….....
Name:	Evaluator Number:	Signature	Date:…….....

7.4. Format of list of proposals recommended for grants award

S/N	Proposal Number	Proposal Title	Applicant Budget	Agreed Score						Agreed Budget	Reasons
				E 1	E 2	E 3	E 4	E 5	Average		
1											
2											
3											

Name……...
Committee Chairman
Signature……..
Date ……..

Name ……..……
Committee Secretary
Signature……..
Date ……..

7.5. Format of list of proposals not recommended for grants award

S/N	Proposal Number	Proposal Title	Applicant Budget	Agreed Score						Reasons
				E 1	E 2	E 3	E 4	E 5	Average	
1										
2										
3										

Name……...
Committee Chairman
Signature……..
Date ……..

Name ……..……
Committee Secretary
Signature……..
Date ……..

7.6. Format of the list of proposals recommended for grants award subject to incorporating comments

S/N	Proposal Number.	Proposal Title	Applicant Budget	Agreed Score						Reasons
				E 1	E 2	E 3	E 4	E 5	Average	
1										
2										
3										

Name……...
Committee Chairman
Signature……..
Date ……..

Name ……..……
Committee Secretary
Signature……..
Date ……..

APPENDIX 8: SAMPLE LETTER FOR FEEDBACK OF DECISION - SUCCESSFUL

Use Headed Letter of Tanzania Forest Fund

Title and Name of the Applicant (as indicated in the proposal)…….
Physical Address (as shown in the proposal)
Postal Address……..
District and Region……..

Re: ACCEPTANCE OF PROPOSAL FOR FUNDING

Kindly refer to the heading above, your proposal titled ..... and our notification of receiving your proposal with reference number.....

2. After a critical review of all submitted proposals using the set criteria for project selection, we are pleased to inform you that your project has been accepted for grants award.

3. Preparation of the grant agreement is underway, and you should prepare the following documents to be submitted together with the grant agreement.

i) .....
ii) .....
iii) .....

2. Your cooperation during project implementation is vital and highly appreciated.

3. On behalf of the Tanzania Forest Fund, I congratulate you / your organization for this success.

……..
ADMINISTRATIVE SECRETARY
TANZANIA FOREST FUND

APPENDIX 9: SAMPLE LETTER FOR FEEDBACK OF DECISION FOR UNSUCCESSFUL APPLICANTS

Use Headed Letter of Tanzania Forest Fund

Title and Name of the Applicant (as indicated in the proposal)…….
Physical Address (as shown in the proposal)
Postal Address……..
District and Region……..

Re: FEEDBACK ON THE STATUS OF YOUR APPLICATION FOR GRANTS

Kindly refer to the heading subject, your proposal titled ..... and our notification of receiving your proposal requesting for grants.

2. After critically evaluating all submitted proposals using the set criteria for project selection, I regret to inform you that your proposal requesting for grants has not been successful because of the following reasons:

i)
ii)
iii)

3. Thank you for showing interest on Tanzania Forest Fund's grants. If you are still interested in applying for the grants, available opportunities will be announced in the next call of proposals.

4. Yours faithfully.

.

……..
ADMINISTRATIVE SECRETARY
TANZANIA FOREST FUND

APPENDIX 10: SAMPLE OF GRANT AGREEMENT

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

For Sustainable Financing of Forest Management

GRANT AGREEMENT FOR IMPLEMENTATION OF RESEARCH PROJECT UNDER MEDIUM GRANTS CATEGORY

This is a GRANT AGREEMENT between **TANZANIA FOREST FUND** on one part, and **……**, on the other part, for the implementation of project number **……** titled: ***"……"***

The GRANT AGREEMENT is made on ----------day of ----------, 20……..between **TANZANIA FOREST FUND** of P.O.BOX 1764 **DODOMA** (hereinafter called the "the Fund"), represented by an **ADMINISTRATIVE SECRETARY**, on the one part, and **……**, of P.O. BOX …….. (hereinafter called "the Grantee") on the other part.

WHEREAS the Grantee has applied grants for the purpose of implementing the research project titled ***"……";***

AND **WHEREAS** the Tanzania Forest Fund has agreed to support implementation of the research project number **……** titled ***"……"*** through awarding a grant of **Tanzania Shillings ……** only subject to the terms and 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 of 2021** and based on the research project proposal and budget, which have been approved by the Board of Trustees of the Fund. The approved proposal and budget, and any modification of the Grant Agreement requested by either the Fund or the Grantee and approved by the other party, shall be considered as part of this Agreement. All appendixes attached thereto also form part of the Grant 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 research project.

b) The person that signs the agreement is responsible for the implementation of the research 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 organization and assigned a number and value.

f) The Fund shall assign officers to monitor the progress of the project. The Grantee will be in touch with the officers and will jointly agree on a field visit date. However, the Fund reserves right to conduct field visit with or without prior notification to the Grantee.

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 project implementation on the part of the Grantee; or

    (iii) for improper use of the approved project 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 publication 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 produced by the project (reports, publications, thesis/dissertation, books, brochures, posters, etc); and

l) The Fund has the right to audit the project at its discretion.

3. DURATION (TIME LIMIT) OF THE AGREEMENT

The Grant Agreement shall be valid for a period of …… 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 two instalments for small grants and special purpose grants or three instalments for medium and large grants as detailed in the disbursement schedule shown in Table 1 and Table 2. In addition, 10% of 2nd instalment for small grants and special purpose grants and 10% of 3rd instalment for medium and large grants will be retained until the project completion report is submitted and approved. Every instalment shall be acknowledged through a letter accompanied by original receipts.

d) The Fund reserves the rights to adjust the instalments based on progress and expenditures of the instalments already made available to the Grantee;

e) The disbursed funds shall exclusively be spent for the implementation of project activities.

Table 1: Disbursement schedule and conditions for funds disbursement for medium and large grants

Disbursement	Amount	%	Conditions
First installment	----------	40	Upon signing of the grant Agreement and submitting a letter requesting for 1st installment disbursement.
Second installment	----------	30	Upon submission and approval of progress report with details on the activities implemented using 1st installment funds and financial report

			detailing expenditure of 1st installment disbursement.
			Positive recommendations from physical verification report (monitoring report) for activities implemented using 1st installment, and submitting a letter requesting for 2nd installment disbursement.
Third installment	----------	30 (minus retained funds)	Upon submission and approval of progress report with details on the activities implemented using 2nd installment funds and financial report detailing expenditure of 2nd installment disbursement.
			Positive recommendations from physical verification report (monitoring report) for activities implemented using 2nd installment, and submitting a letter requesting for 3rd installment disbursement.
Retained funds	----------	Retained funds from 3rd installment	Upon submission and approval of progress report with details on the activities implemented using 3rd installment funds and financial report detailing expenditure of 3rd installment disbursement.
			Upon submission and approval of project completion report (with technical and financial reports).
			Positive recommendations from physical verification report (monitoring report) for activities implemented using 3rd installment
			Submitting letter requesting retained funds.
TOTAL	**----------**		**-**

Table 2: Disbursement Schedule and Conditions for Funds Disbursement for small grants and special purpose grants

Disbursement	Amount	%	Conditions
First installment	----------	50	Upon signing of the grant Agreement and submitting a letter requesting for 1st installment disbursement.
Second installment	----------	50 (minus retained funds)	Upon submission and approval of progress report with details on the activities implemented using 1st installment funds and financial report detailing expenditure of 1st installment disbursement.
			Positive recommendations from physical verification report (monitoring report) for activities implemented using 1st installment, and submitting a letter requesting for 2nd installment disbursement.
Retained funds	----------	Retained funds from 2nd installment	Upon submission and approval of progress report with details on the activities implemented using 2nd installment funds and financial report detailing expenditure of 2nd installment disbursement.
			Upon submission and approval of project completion report (with technical and financial reports).
			Positive recommendations from physical verification report (monitoring report) for activities implemented using 2nd installment.
			Submitting letter requesting retained funds
TOTAL	**----------**		**-**

5. REPORTING

The grantees shall submit progress technical (with details on the activities implemented using 1st instalment, 2nd instalment funds and/or 3rd instalment funds depending on the type of grants), using the format shown in Appendix No. 13 and financial reports shall be prepared using the format shown in Appendix No. 14. Project completion report shall be prepared using the format shown in Appendix No. 16. In addition, the financial reports must be supported by legally accepted documents (invoices, vouchers, receipts and other supporting documents). The dates for submission of the reports are shown in Table 3 below for small grants and special purpose grants and Table 4 for medium and large grants.

Table 3: Reporting schedule for small grants and special purpose grants

Type of the Reports	Deadline for Submission of the Three Types of the Reports
Progress technical and financial reports for 1st instalment disbursement.	d/m/year
Progress technical and financial reports for 2nd instalment disbursement.	d/m/year
Project completion report (with technical and financial reports)	d/m/year

Table 4: Reporting schedule for medium and large grants

Type of the Reports	Deadline for Submission of the Three Types of the Reports
Progress technical and financial reports for 1st instalment disbursement.	d/m/year
Progress technical and financial reports for 2nd instalment disbursement.	d/m/year
Progress technical and financial reports for 3rd instalment disbursement.	d/m/year
Project completion report (with technical and financial reports)	d/m/year

6. COMMUNICATION AMONG THE PARTS

The Grantee shall communicate all issues, advances or problems related to the implementation of the project in writing through letters or message submitted through post, fax or email. Notifications by the Fund will also be sent in writing through 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 cannot be held responsible for any act, deficiency or omission of the Grantee, its personnel or its representatives.

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 consultation shall be referred to the court of Competent jurisdiction in accordance with the Laws of Tanzania.

viii) Any amendment to this Agreement shall be affected 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, acknowledged the grant by, unless otherwise specified in writing by the Board, using the following words; "**This equipment/farm/tree nursery/item is funded by the Tanzania Forest Fund".**

x) Upon signing the Agreement, the Administrative Secretary of Tanzania Forest Fund shall return two copies of signed Grant Agreement to the Grantee. The Grantee shall ensure that the Guarantor gets one copy of the Grant Agreement.

8. BANKING INSTRUCTIONS / DETAILS

Payments shall be made by the Tanzania Forest Fund to the Grantee through bank account using bank details provided hereunder;

Bank Name:…….

Branch Name : ……

Name of Account Holder: ……

Account Number: ……

IN WITNESS WHEREOF, the parties hereto, have caused this grant agreement to be signed in their respective names on this date …….month……, 20……..…..

TANZANIA FOREST FUND

Name: ……

Designation: Administrative Secretary

Institution: Tanzania Forest Fund

……

Signature: ……

Date:……

Postal Address:……

Place:…….

THE GRANTEE

Name: ……..……..

Designation: ……..……

Institution: ……

Signature: …….....

Date:……..……...……

Postal Address:……

Place:……...…….……..…

WITNESS

Name: …….....

Designation: Director of Legal Services

Institution: Ministry of Natural Resources and Tourism

Postal Address: ……..……..

Signature:…….……..…

Date:…….……..…

Place:……..…

GUARANTOR

Name: ……..…….

Designation:

Institution:

Postal Address: ……..……

Signature:…….……..…….

Date:…….……..…

Place:……..…….

The Grantee and Tanzania Forest Fund shall sign three copies of the Grant Agreement printed using Legal Paper.

APPENDIX 11: SAMPLE LETTER FOR SIGNING OF GRANT AGREEMENT

Use Headed Letter of Tanzania Forest Fund

Title and Name of the Applicant (as indicated in the proposal) …….
Physical Address (as shown in the proposal)
Postal Address……...
District and Region…….

Re: SIGNING OF GRANT OF AGREEMENT FOR PROJECT NO. …….

Kindly refer to the heading above.

2. After agreeing on the contents of the draft grant agreement for the project mentioned above, I am pleased to forward to you three copies of the grant agreement for project No_____titled_____
_____

3. Ensure that the grant agreement is adequately filled, signed and stamped by each signatory and relevant authority as indicated. To expedite the process of fund disbursement, the Fund would appreciate receiving three copies of the dully signed grant agreement accompanied with a letter requesting first instalment disbursement, dully filled vendor form and all other required documents within two weeks from the date of this letter.

Thank you for your continued cooperation.

……..
ADMINISTRATIVE SECRETARY
TANZANIA FOREST FUND

APPENDIX 12: SAMPLE LETTER OF DISBURSEMENT OF FUNDS FOR PROJECTS AWARDED GRANTS

Use Headed Letter of Tanzania Forest Fund

Title and Name of the Applicant (as indicated in the proposal)…….

Physical Address (as shown in the proposal)

Postal Address……..

District and Region……..

Re: DISBURSEMENT OF FUNDS

Kindly refer to the heading above and your request letter Ref. No_____ dated _____.

2. Tanzania Forest Fund has the pleasure to inform you that on _____20_____disbursed funds amounting to TZS ……. and (in words) only to the project account number_____ with name_____ Bank _____Branch_____.

3. The disbursed funds constitute the_____ instalment of the total approved grant and are specifically for the implementation of activities under project No_____titled_____.

4. You are therefore, required to immediately start implementation of the designated activities as per signed grant agreement.

5. Kindly acknowledge receipt of the funds through a letter accompanied by original receipt.

6. Thank you for your continued cooperation

……..

ADMINISTRATIVE SECRETARY

TANZANIA FOREST FUND

APPENDIX 13: FORMAT FOR PREPARING PROJECT PROGRESS REPORT

1. **Title page:**
   - Project Number……..
   - Project Name……
   - Grantee's name……...
   - Report Prepared by……..……
   - Address……..
   - Reported period / instalment and date of submission

     ……..

2. **Executive summary to date:** Briefly describe activities and results to date.

3. **Objectives and Results of the Project:** Copy these as stated in the approved proposal.

4. **Project progress:**
   i) Indicate if the approved methodology was applicable or if it has been modified. In the latter's case, explain why, the changes were made, and when such changes were approved.
   ii) Describe the results/advances/products to date by planned activity.
   iii) Indicate progress of the project compared with the original timetable, including explaining the reason for any delays encountered.

5. **Opportunities and Challenges:**
   Indicate if there have been any unforeseen opportunities and challenges to the project implementation that have enhanced/prevented achieving the planned goals or complying with the schedule of activities, and how you took advantage of those opportunities / solved or plan to solve the situation.

6. **Links with other organizations:** Describe any links established during the project implementation.

7. **Description of activities for the following period:** Briefly describe the activities to be undertaken in the next period.

8. **Log frame matrix:** A dully-filled log frame matrix must be attached to the report to compare the planned activities with the achievement attained.

APPENDIX 14: FORMAT FOR PREPARATION OF FINANCIAL REPORTS

1. **Project Number:** Write the number assigned to the project by the Fund.
2. **Project Name:** As stated in the approved proposal.
3. **Grantee:** Write the name of the beneficiary organization.
4. **Author of Report:** Write the name of the person responsible for compiling the information, writing and presenting the report.
5. **Report period:** Indicate the beginning and ending date of the period being reported.
6. **Expenses:**
    a. **Budget items:** List down the budget items shown in the approved budget.
    b. **Approved budget:** Insert the total amounts per budget item.
    c. **Expenses:**
        i) **First Report:** Total expenses incurred by budget item during the first reporting period.
        ii) **Second Report:** Total expenses incurred by budget item during the second reporting period.
        iii) **Third report:** Total expenses incurred by budget item during the third reporting period.
        iv) **Final Report:** Total expenses incurred from the end of the third reporting period until project completion.
    d. **Accumulated to date:** Total expenses incurred since the beginning of the project (this will be accumulative throughout the project duration).
    e. **Balance:** Balance by budget item for each reporting period.
7. **Summary:**

Funds received:

- **a. Amounts brought forward**:
- **b. Amount received during the reported period:**
- **c. Accumulated receipts to date** (total amount received to date from the Fund**):** **……..**
- **d. Total expenditure made during the reported period:……**
- **e. Accumulated expenses (covering all reported periods):……**
- **f. Balance (**funds left over that were not used during this reporting period):
- g. **Reimbursement (***applicable to final financial report only***:** indicate the amount to be reimbursed, including the cheque number, and attach the deposit slip.

8. **Date of completion of the report:**
9. **Signature of the author of the report:** Signature of the person responsible for compiling the information, elaborating and presenting the report
10. **Detail of expenses:** List individual expenses by date, with the following information: date, number of invoice/receipts, and amount in TZS.
11. Financial reports must include photocopies of all invoices/receipts. Please present them taped to sheets of paper and organized by date. Reports must have the information requested in these formats and present adequate support documents, such as invoices or receipts, to be accepted.

Financial Report for Project Number …….. for the period …… to ……
(Draft)

No.	Description	Amount (TZS)	Remarks (if any)
1.	Amount Brought Forward		
2.	Amount Received		
3.	Accumulated Receipts		
4.	Total Expenditure During the Period		
5.	Accumulated Expenditures		
6.	Balance		
7.	Reimbursements Made		➢ *For the Final Project Report, only* ➢ *Relevant Cheque Numbers and Receipts*

SUMMARY OF FINANCIAL REPORTS

1. Project Number	
2. Project Name	
3. Grantee	
4. Author of Report	
5. Report Period	

6. Expenses (TZS)						
Budget Item/Activity	**Approved Budget**	**1st instalment**	**2nd instalment**	**3rd instalment**	**Accumulated to date**	**Balance**
Purchase of materials						
Purchase of equipment and other facilities						
Labour charges						
Transport related costs						
Daily subsistence allowance						
Other expenses (mention them)						

7. SUMMARY			This period	Accumulated to date	
Amount received					
(-)(+) previous balance					
Total expenses this period					
Balance					
Reimbursement Bank:	**Check No.**				

Date of completion of the report: _____

Signature of report author: _____

8. DETAIL OF EXPENSES

No. and Name of Project:
Report period:
Grantee:

Date	Doc. Number	Budget Category	Item Description	Total Expenses
TOTAL				

APPENDIX 15: FORMAT FOR PREPARING FIELD MONITORING REPORT

The field monitoring report will comprise the following information for the given monitoring period based on disbursed funds in specific instalments:

1. Name of grantee.
2. Project title.
3. Project number.
4. Location (Village, District and Region).
5. Project objective.
6. Approved budget.
7. Fund disbursed (instalment).
8. Date of monitoring.
9. Planned activities and budget for each activity.
10. Implemented activities and spent budget for each activity.
11. Relationship between project expenditures and activities carried out relative to the planned activities and budget.
12. Challenges encountered during project implementation and possible solutions.
13. Best practices and lessons learned through the implementation of the project.
14. Recommendations to ensure efficiency, effectiveness, impact and sustainability of the project activities.
15. Measure the project's performance based on the implementation of planned activities and spent funds and value for money.
16. Name of the person who conducted monitoring, affiliated institutions and signature.

APPENDIX 16: FORMAT FOR PREPARING PROJECT COMPLETION PROGRESS REPORT

1. **Title page:**
   i) Project Number.
   ii) Project Name.
   iii) Grantee.
   iv) Author of the Report.
   v) Address.
   vi) Reported Period and Date of Submission.

2. **Executive summary:** Briefly provide the executive summary for the report indicating the objectives and results of the project, activities undertaken, impacts attained, lessons learned etc.

3. **Introduction:** Provide an introduction about the project, and the reason for the implementation of the project. What was expected from it?

4. **Project progress:**
   i) Indicate if the project initially applied the planned methodology or if it has been modified. In the case of the latter, explain why, and when the Fund approved modifications and the changes made.
   ii) List the results/advances/products by planned activity.
   iii) Indicate the advance of the project concerning the original timetable and explain the reason for any delays encountered.

5. **Opportunities and Challenges:** Indicate if there have been any unforeseen opportunities or challenges to the implementation of the project that have impacted attaining the planned objectives/results or complying with the timetable, and how you took advantage of or how you solved them.

6. **Links with other organizations:** Describe any links established during the project implementation.

7. **Lessons learned:** Besides the technical issues, explain any social and administrative aspects that may be useful in future projects regarding the same topic or implemented under similar conditions.

8. **Project Outcomes:** Has the project results promoted the conservation and management of forest resources and environmental, social or economic changes? How was this determined/measured?

9. **Communication of results:** What mechanisms were used or will be used to communicate the results, and to which audience?

10. **Project continuity:** Will the processes established by this project continue operating? How will it be done? Who will provide follow-up and backup?

11. **Conclusion:** What are the technical conclusions of this project?

12. **Recommendations:** What are the significant recommendations you could provide based on the implementation of this project?

13. **Log frame matrix:** A dully-filled log frame matrix must be attached to the report to compare the planned activities with the achievement attained.