ANNEX 1: FORMAT FOR PREPARING APPLICATION FOR SMALL GRANTS

1.0 INTRODUCTION

a) Before completing the application, please read the eligibility criteria and objectives of the call for grants applications to verify whether your project is eligible for applying TaFF grants;

b) Please submit a complete application form using the given format and instructions; otherwise your applications will not be considered for grants award;

c) Applications must be submitted before or by the end of the deadline. Late applications will not be accepted;

d) All proposals must be clear, legible and should be written using Arial format, font size 12 and with 1.5 line spacing;

e) All applicants should indicate in the proposal the personnel and their expertise to ascertain implementation of the project;

f) Any applicant who has questions or concerns should contact Tanzania Forest Fund using the official address and telephone provided in the call of proposals.

2.0 PROPOSAL BASIC INFORMATION (PROJECT SUMMARY)

2.1 Project title:----------

2.2 Name and address of the grants applicant:----------

2.3 Name and address of the contact person including mobile telephone number:

2.4 Project location:----------

2.5 Tanzania Forest Fund's priority area (s) of grants award:----------

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2.6 Type of grants: ----------

2.7 Type of assistance:----------

2.8 Total project cost (Tanzania Shillings):----------

2.9 Total amount requested from Tanzania Forest Fund (Tanzania Shillings):

2.10 Other contributions, including in-kind (Tanzania Shillings):----------

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

3.0 BACKGROUND OF THE PROPOSED PROJECT

4.0 RATIONALE AND JUSTIFICATION OF THE PROPOSED PROJECT

5.0 PROJECT OBJECTIVES AND PERFORMANCE INDICATORS

6.0 PROJECT EXPECTED RESULTS----------

7.0 SPECIFIC ACTIVITIES REQUIRED TO ACHIEVE THE EXPECTED RESULTS

8.0 ANTICIPATED BENEFICIARIES FROM THE PROPOSED PROJECT

Anticipated beneficiaries are shown in Table Na. 1.

Table 1: Anticipated beneficiaries from the proposed project

No.	Beneficiary	Realized Benefits

9.0 STEP BY STEP PROCESS OR METHODOLOGY TO BE FOLLOWED IN ORDER TO ACHIEVE THE PROPOSED OBJECTIVES

10.0 PROJECT PERSONNEL AND THEIR EXPERTISE

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

11.0 PROJECT IMPLEMENTATION SCHEDULE/PLAN

Project implementation schedule is shown in Table 2.

Table 2: Project implementation schedule

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

12.0 NATIONAL BENEFIT AND WHY SHOULD TaFF FINANCE

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

13.0 BUDGET FOR THE PROPOSED PROJECT

The budget should be divided into two instalments, while 10% of the last instalment shall be retained until the 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. Table 3 shows how to prepare the proposed project budget. ***Note: Extra duty allowance, cost for purchase of land for implementation of proposed project, overhead costs and administrative costs will not be covered by the funds requested from Tanzania Forest Fund***.

Table 3: How to prepare budget for the proposed project (with breakdown into two Instalments)

Activity and Items	Units	Cost	Unit Cost (TZS)	Total Cost (TZS)
Activities and expenditure of 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.				
Total for 2nd instalment				
Funds Requested from TaFF				
Applicant's contribution				
Activities and expenditure of retained funds				
6.				
7.				
Total for retained funds				
Funds Requested from TaFF				
Total project budget				
Funds requested from Tanzania Forest Fund				
Funds provided by others				
Applicant's contribution				

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

14.0 ENDORSEMENT BY VARIOUS AUTHORITIES

Grants applications from Primary and Secondary Schools should be endorsed by the respective District/Town/Municipal/City Directors, and thus they are supposed to fill sections 14.1 and 14.3. Individual applicant (who are not students), community groups and all other institutions which are not government should fill sections 14.1, 14.2 and 14.3. The individual students should write the word **'Individual Postgraduate Student'** in the designation in section 14.1, and should submit recommendation letter from Head of Department where they have been registered. All other individual applicants should write the word **'Individual'** in the designation in section 14.1.

14.1 Recommendations by Individual applicant / Head of applying Institution / organization / group)----------

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Name of Applying Institution / Group: ----------

Name of Individual applicant/Head of applying Institution / Chairperson of applying Group:----------

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

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

14.2 Recommendations by the Village/Street/Ward Executive Officer (s) of the proposed project implementation area----------

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Name of the Village/Street/Ward: ----------

Name of Village/Street/Ward Executive Officer:----------

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

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

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

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

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

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

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

15.0 ATTACHMENTS

1. Individual applicants should submit all attachments and evidence shown in section 2.1 and CBOs should submit all attachments and evidence shown in section 2.2 of the 2026 call for grants application.
2. Government Primary and Secondary Schools should submit the following:
   a) Guarantor letter from the Council Director where the schools are located and where the projects will be implemented; and
   b) Proof of land ownership in case the proposed projects will involve establishment of woodlots.
3. In case the area where project implementation involves more than one village, each Village Executive Officer will appear as a Guarantor of the intended grants applicant.