ANNEX 2: FORMAT FOR PREPARING PROPOSALS REQUESTING MEDIUM AND LARGE 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) Grants applications must be submitted before or by the end of the deadline. Late applications will not be accepted;

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

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

f) Any grants applicant who has questions or concerns should contact TaFF using the official address and telephone provided in the call for grants applications.

2.0 PROJECT PROPOSAL BASIC INFORMATION

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

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

2.3 Name and address of the contact person:----------

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

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

2.6 Grant type:----------

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

2.8 Brief background of the proposed project:----------

2.9 Rationale and justification of the proposed project (not more than 250 words) :----------

2.10 Project objectives and performance indicators:----------

2.11 Project expected results:----------

2.12 Specific activities required to achieve the expected results:----------

2.13 Project beneficiaries.

Under this section, the applicants should describe the project beneficiaries and how they will benefit from implementation of the proposed project. Use Table 1 to describe the project beneficiaries and expected benefits.

Table 1: Project beneficiaries and expected benefits

No.	Beneficiary	Expected Benefits

2.14 Total project cost (TZS):----------

2.15 Total amount requested from Tanzania Forest Fund (TZS):

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

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

3.0 ENDORSEMENT BY VARIOUS AUTHORITIES

The Government Institutions should fill section number 3.1 only, while NGOs, CSOs, FBOs and NGOs should fill sections number 3.1, 3.2 and 3.3. Applications from Local Government Authorities should be endorsed by the Regional Administrative Secretaries and applications from primary and secondary schools should be endorsed by the Council Director of the respective Local Government Authority.

3.1 Recommendations by Head of Applying Institution(s)/Organization(s)----------

Name of Applying Institution(s)/Organization(s): ----------

Name of Head of Applying Institution(s)/Organization(s):----------

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

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

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

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

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

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

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

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

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

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

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

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

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4.0 PROJECT DESCRIPTION (MAIN TEXT)

4.1 Project Summary

This section should show summary of all important elements of the proposed project including problems/challenges 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. The section should not be more than 250 words and should be informative to other persons working in the same or related fields and understandable to everyone.

4.2 Introduction

The introduction section should provide brief information regarding of the grants' applicant's organization/institution (its establishment, registration status (except Government Institutions), purpose of establishment, and location including office); brief information regarding the proposed project particularly if the proposed project is based on ongoing initiatives or is a new project. If the proposed project is based on ongoing efforts, briefly indicate how the proposed project will complement or serve as endeavour to ensure continuation of ongoing efforts for attainment of the proposed project.

4.3 Project Purpose, Objectives and Expected Results

The applicant should describe the purpose of the proposed project indicating clearly how the proposed project will contribute to improving protection, conservation and management of forest resources in the project implementation area and beyond. This section must also describe the objectives and results from the proposed activities. Information on how the proposed projects will enhance efforts towards improvement of community livelihood, participation and awareness on sustainable management of forest resources should be given. Strategies for disseminating results of the proposed project should also be clearly

provided. Under this section, project beneficiaries and how they are going to benefit from project implementation should also be described.

To enable proper review of the proposed project and monitoring of project implementation, the applicant should also provide a log frame matrix. Project implementation schedule showing activities and timeline of each activity should be prepared and be part of this section.

4.4 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.

4.5 Key Success Factors

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

4.6 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 how will the success of the project be measured? It is also important to note that log frame matrix needs to be prepared to assist in monitoring and evaluation of the proposed project.

4.7 Sustainability Plan

This section should describe the sustainability aspects of the project. The proposed project should indicate how the project or process will have continuity after phased out of TaFF support to the proposed project.

4.8 How does the nation benefit from your proposed project if awarded grants? Explain why TaFF should finance your proposed project.

4.9 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 should include detailed calculations on each item. 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 for use in the office of the applicants; cost for purchase of land for implementation of proposed project; office utilities; extra duty allowance, honoraria and other costs not related to project implementation. The budget should be divided into three instalments, while 10% of the last 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. Table 2 shows how to prepare the proposed project budget.

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

Activity and Items	Units	Cost	Unit Cost (TZS)	Total Cost (TZS)
Activities and expenditure of 1st instalment funds				
1.				
2.				
Total for 1st instalment				
Funds Requested from TaFF				
Applicant's Contribution				
Activities and expenditure of 2nd instalment funds				
3.				
4.				
Total for 2nd instalment				
Funds Requested from TaFF				
Applicant's Contribution				
Activities and expenditure of 3rd instalment funds				
5.				
6.				
Total for 3rd instalment				
Funds Requested from TaFF				
Applicant's Contribution				
Activities and expenditure of retained funds				
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----------

5.0 ATTACHMENTS

The following information and documents should be submitted as attachments to the grants' application:

5.1 Documents and evidence to be attached to the grants' application from CSOs and FBOs are shown in sections 2.3 of the 2026 call for grants' application.

5.2 Documents and evidence to be attached to the grants' application from NGOs are shown in sections 2.4 of the 2026 call for grants' application.

5.3 Documents and evidence to be attached to the grants' application from Training and Research Institutions are shown in sections 2.5 of the 2026 call for grants' application.

5.4 Documents and evidence to be attached to the grants' application from Government Institutions are shown in sections 2.6 of the 2026 call for grants' application.

5.5 Other documents and evidence to be submitted by all applicants for medium and large grants include organisation profile and log frame matrix, and for research projects.

5.6 For research-based grants' application, curriculum vitae (CV) of project team and relevant literature review and reference information should be attachments of the research proposal. Each reference should include the names of all authors, the article and journal title, book title, volume number, page numbers, and year of publication.