ANNEX 3: FORMAT FOR PREPARING PROPOSALS REQUESTING SPECIAL PURPOSE 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 grants application using the given format and instructions; otherwise, your applications will not be considered for grants award;

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

d) Grants applications should 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:

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

2.2 Name and Address of Grants Applicant:

Should show full name of the Organization/Institution and abbreviation if any, designation of Head of Organization/Institution, postal address of the Group/Organization/Institution, and official telephone numbers, fax and email address.

2.3 Name and Address of the Contact Person:

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

2.4 Project Location:

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

2.5 Tanzania Forest Fund's Priority Area(s) of Grants Award:

2.6 Grant Type:

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 grants requested.

2.7 Type of Requested Assistance:

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 amount of money requested from TaFF only.

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 applicants should describe the project beneficiaries and how they will benefit from implementation of the proposed project. Use Table 1 to describe project beneficiaries.

Table 1: Project beneficiaries and expected benefits

No.	Beneficiary	Expected 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. ----------

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4.0 RATIONALE AND JUSTIFICATION OF THE PROJECT (250 WORDS)

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

5.0 PROJECT OBJECTIVES AND PERFORMANCE INDICATORS

Write overall project objective, specific project objectives and performance indicators for each objective. Table 2 summarizes project objectives and performance indicators.

Table 2: Project objectives and performance indicators

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

6.0 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 for using project activities.

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 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.

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

12.0 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 after phasing out of TaFF support to the proposed project.

13.0 NATIONAL BENEFIT AND JUSTIFICATION FOR TaFF FINANCING

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

14.0 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 for use in the office of the applicants; cost for purchase of land for implementation of proposed project; office utilities; extra duty allowance, honorarium and other costs not related to project implementation.

The budget should be divided into two instalments, while 10% of the last 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. Table 3 shows how to prepare the proposed project budget.

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.				
6.				
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 project budget				
Funds requested from Tanzania Forest Fund				
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 Head of applying Institution(s)/Organization(s):

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

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

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

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

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

16.0 ATTACHMENTS

The following attachments should be submitted together with the proposal (grants application):

16.1 Covering letter signed by Head of the applying Organization/Institution;

16.2 Log frame matrix; and

16.3 In addition, Research and Training Institutions should submit all other attachments shown in section 2.5 and other Government Institutions should submit all other attachments shown in section 2.6.