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

For Sustainable Financing of Forest Management

2026 CALL OF PROPOSALS REQUESTING GRANTS

1. INTRODUCTION

Tanzania Forest Fund (TaFF), is a Government Fund established under Sections 79 - 83 of the Forest Act (Cap. 323 R.E. 2023). The Fund is a mechanism to provide long-term, reliable and sustainable financial support to forest protection, conservation, management and development in the country. The Fund came into operation in July, 2010 and started awarding grants in July 2011. The Fund is under the Ministry of Natural Resources and Tourism, and is governed by a Board of Trustees while day to day operations are done by the Fund Secretariat.

The mandate and functions of TaFF are derived from its objects and purposes stipulated under Section 80 of the Forest Act [Cap. 323 R.E. 2023]. They include:

a) To promote awareness of the importance of the protection, development and sustainable use of forest resources through public education and training;

b) 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;

c) To promote and fund research into forestry;

d) 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;

e) 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;

f) To assist groups of persons and individuals to ensure compliance with the Forest Act; and

g) 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.

Grants award is among the approaches used by TaFF in supporting forest protection, conservation, management and development. The grants award is regulated by the Forest (Manner and Criteria for Awarding Grants) Regulations (GN 266) of 2021, and guided the guidelines for applying and awarding grants of 2023. Moreover, application for grants is done through submission of proposals after announcing call for grants applications. Through the 2026 call for grants applications, eligible stakeholders are invited to submit proposals to apply for grants. Deadline for submission of proposals requesting small, medium and large grants is **30th June, 2026**, while proposals requesting special purpose grants can be submitted any time. Thus, proposals requesting small, medium and large grants submitted after **30th June, 2026** will not be considered for grants award. Table 1 shows processes from the call for grants applications to grants award.

Table 1: Schedule detailing processes from call for grants applications to grants award

Time	Activity	Responsible
March, 2026	Announcement of call for grants applications	Fund Secretariat
April to June, 2026	Preparation and submission of proposals requesting grants	Grants applicants
30th June, 2026	Deadline for submitting proposals requesting small, medium and large grants	Grants applicants and Fund Secretariat
July - September, 2026	Pre-evaluation of submitted proposals requesting grants	Fund Secretariat
	In depth evaluation of submitted proposals requesting grants	Evaluation Committee
October - November, 2026	Submission of evaluation reports for evaluated proposals requesting grants	Evaluation Committee
	Verification of projects recommended for grants award	Fund Secretariat
December, 2026	Decision on grants award	Board of Trustees
	Notification to grants applicants on the decision regarding their applications for grants	Fund Secretariat
January, 2026	Training to new grantees on grants management and preparation of reports	Fund Secretariat and New Grantees
	Preparation and signing of grants agreement	Fund Secretariat and New Grantees
February, 2026	Disbursement of 1st instalment funds for projects awarded grants	Fund Secretariat
	Start implementation of projects awarded grants	New Grantees

2. ELIGIBLE BENEFICIARIES FOR TANZANIA FOREST FUND'S GRANTS

Tanzania Forest Fund awards grants to various stakeholders undertaking interventions which contribute to forest development and improving forest protection, conservation and management in Mainland Tanzania. The following are beneficiaries eligible for TaFF grants:

2.1 Individual Persons

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

a) The individual persons applying grants for implementing projects which are not part of Masters or PhD studies are eligible for applying **tree planting projects only**, and should submit the following documents and evidences:

   i) Photocopy of the National Identity Card obtained from The National Identification Authority (NIDA);

   ii) Guarantor letter from the Executive Officer of the village/street/ward where the applicant is residing (living);

   iii) Guarantor letter from the Executive Officer of the village/street/ward where the project will be implemented;

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

   v) Minutes of the family meeting showing how the proposed project will continue to be implemented or how the disbursed funds will be returned to TaFF account if the family member who received TaFF grant (the grantee) deceases (dies) or will not be in a position to continue with project implementation; and

   vi) Evidence of tree planting initiatives and evidence showing ownership of 4 hectares (ha) of land or more (10 acres or more). The evidence of land ownership can be family agreement for the land obtained through inheritance, letter and minutes from the village government, certificate of land occupancy, certificate of customary land occupancy, or agreement of land purchase.

b) The individual persons applying grants for implementing projects which are part of Masters or PhD studies should submit the following documents and evidences:

   i) Evidence of admission from respective training institution/university;

   ii) Photocopy of the National Identity Card obtained from NIDA;

   iii) Photocopy of valid student identity card;

iv) Letter from the office of Directorate of Postgraduate Studies or other relevant University authority to authenticate that the grants applicant has no any other sources of funds for implementing the proposed research project. The letter should also show that the requested grants will be used for the implementation of a project which is part of the applicant's Masters or PhD studies; and

v) Introduction letter and guarantor letter from Head of Department or College where the grants applicant has been admitted/registered.

c) Individual persons applying grants for implementing research projects should submit the following documents and evidences:

i) Photocopy of the National Identity Card obtained from NIDA;

ii) Letter from the Head of affiliated institutions showing that the applicant is an employee of the research institution; and

iii) Guarantor letter from the Heads of the respective research institutions for individual research grant applicants;

2.2 Community-Based Organisations

Community-based Organisations (CBOs) are eligible for small grants of the amount not exceeding **TZS Ten Million (10,000,000/=)**, and they can apply grants for implementing **tree planting and beekeeping projects only**. Women and youth registered groups are encouraged to apply. For grants applications from CBOs to be considered for grants award, they should show evidence of practicing beekeeping and tree planting initiatives, and the CBOs should submit proposals (prepared using the format provided in Annex 1), and the proposals should be accompanied by the following documents and evidences:

a) Photocopy of certificate of CBO registration certified by the Council Directorwhere the CBO is registered;

b) Guarantor letter from the Executive Officer of the Village/Street/Ward where theCBO is located;

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

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

e) Minutes of the meeting of CBO members with names, telephone numbers and signatures of all CBO members who participated in the meeting as well as list of CBO members who did not participate in the meeting. The agenda of the meeting should be endorsement of proposal for requesting TaFF grants;

f) Evidence of tree planting initiatives and evidence showing that the CBO owns land of 8 ha or more (20 acres or more) for tree planting projects geared at establishing woodlots. The evidence of land ownership can be letter and minutes from thevillage government, certificate of land occupancy, certificate of customary land occupancy or agreement of land purchase;

g) Evidence of beekeeping initiatives and evidence showing that the CBO has been granted permit from relevant authorities for practicing beekeeping inside the forest reserves or other reserved areas for the proposed beekeeping projects. The permit should show the duration granted to practice beekeeping inside the forest reserves or other reserved areas;

h) For CBOs owning land or natural forests to be used for beekeeping activities, they should submit evidence of land ownership or natural forests' ownership, and minutes of the meeting of CBO members (signed by all participants and authorized the respective Village/Street Executive Officer) to substantiate agreement of using the land or natural forests for beekeeping activities; and

i) Quotations for proposed projects which will involve purchase of equipment or facilities.

2.3 Civil Society Organisations and Faith-Based Organisations

Civil Society Organisations (CSOs) and Faith-Based Organisations (FBOs) are eligible for medium grants (more than **TZS 10 million** but not exceeding **TZS 20 million**) and large grants (more than **TZS 20 million** but not exceeding **TZS 50 million**). The CSOs and FBOs can apply grants for implementing tree planting or beekeeping or alternative energy sources projects **(but not awareness creation or sensitization activities)**. Furthermore, for grants applications from CSOs or FBOs to be considered for grants award, they should show evidence of practicing beekeeping and tree planting initiatives (for tree planting and beekeeping projects), and the CSOs or FBOs should submit proposals (prepared using the format provided in Annex 2), and the proposals should be accompanied by the following documents and evidences:

a) Evidence showing existence of the office of CSOs or FBOs (letter from relevant authority and/or a photograph to prove existence of CSO or FBO office);

b) Photocopy of certificate of registration of CSOs or FBOs certified by relevant authority(s);

c) Letter to authenticate that the CSO or FBO has been verified by relevant authority;

d) Guarantor letter from the Executive Officer of the Village/Street/Ward where the office of the CSO or FBO is located;

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

f) Guarantor letter from the Council Director where the office of the CSO or FBOs is located;

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

h) Minutes of the meeting of CSO or FBO members, Trustees or Board members to substantiate that the proposed project to be submitted to TaFF to request for grants has been endorsed and/or approved by members, Trustees or Board members of the relevant 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, and should also include names and contacts of those who did not participate in the meeting;

i) Evidence of tree planting initiatives (for CSOs or FBOs applying grants for tree planting projects), and evidence showing that the CSO or FBO owns land of more than 8 ha (more than 20 acres) for tree planting projects geared at establishing woodlots. The evidence of land ownership can be a letter and minutes from the Village Government, certificate of land occupancy, certificate of customary land occupancy, or agreement of land purchase;

j) Evidence of beekeeping initiatives (for CSOs or FBOs applying grants for beekeeping projects), and evidence showing that the CSO or FBO has been granted permit from relevant authorities to practice beekeeping inside the forest reserves or other reserved areas. The permit should show the duration granted to practice beekeeping inside the forest reserves or other reserved areas;

k) For CSOs or FBOs owning land or natural forests to be used for beekeeping activities, they should submit evidence of land ownership or ownership of natural forests, and minutes of the meeting of CSO or FBO members, Trustees or Board members (signed by all participants and authorized the respective Village/Street Executive Officer), to substantiate agreement of using the land or natural forests for beekeeping activities;

l) Evidence of land ownership for projects which involve construction; and

m) Drawings, maps, Bill of Quantities (BoQ) and/or quotations for proposed projects which will involve construction or rehabilitation or purchase of equipment, facilities or machineries.

2.4 Non-Governmental Organisations

Non-governmental Organisations (NGOs) are eligible for medium grants (more than **TZS 10 million** but not exceeding **20 million**) and large grants (more than **TZS 20 million** but not exceeding **TZS 50 million**), and they can apply grants for implementing clean energy and/or

alternative energy sources projects only **(but not awareness creation or sensitization activities)**. Furthermore, for grants applications from NGOs to be considered for grants award, the NGOs should submit proposals (prepared using the format provided in Annex 2), and the proposals should be accompanied by the following documents and evidences:

a) Evidence showing existence of the office of NGOs (letter fromrelevant authority and a photograph to prove existence of NGO office);

b) Photocopy of certificate of registration of the NGO certified by relevant authority(s);

c) Letter to authenticate that the NGO has been verified by relevant authority;

d) Guarantor letter from the Executive Officer of the Village/Street/Ward where the office of the NGO is located;

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

f) Guarantor letter from the Council Director where the office of the NGO is located;

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

h) Minutes of the meeting of NGO members or Board members to substantiate that the proposed project which to be submitted to TaFF to request for grants has been endorsed and/or approved by members or Board members of the respective NGO. The minutes should have all names and phone numbers of all participants and should be signed by all who participated in the meeting, and should also include names and contacts of those who did not participate in the meeting;

i) Evidence of land ownership for projects which involve construction; and

j) Drawings, maps, BoQ and/or quotations for proposed projects which will involve construction or rehabilitation or purchase of equipment, facilities or machineries.

2.5 Training and Research Institutions

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

a) Introduction letter and guarantor letter from Head of the Institution if the grants applicant is a Centre, College, Campus, Zone, District or Department;

b) Minutes of the meeting of Management or Board or Council or other supreme organ (should be mentioned), to substantiate that the proposed project has been endorsed and/or approved by the Management or Board or Council or other supreme organ meeting of the relevant institution. The minutes showing names of all meeting participants and non-participants, and should be properly signed;

c) Evidence of land ownership for tree planting projects or beekeeping projects, other project which involve construction;

d) Permit for practising beekeeping inside the forest reserves or other reserved areas, in case the applicants are proposing to implement beekeeping projects in the reserves which they do not own; and

e) Drawings, maps, BoQ and/or quotations for proposed projects which will involve construction or rehabilitation or purchase of equipment, facilities or machineries.

2.6 Government Institutions

The Government institutions eligible for applying TaFF grants include Government Departments, Parastatal Organizations, Companies, Agencies, Authorities, Training Institutions, Research Institutions, Local Government Authorities as well as Primary and Secondary Schools. The Government Institutions are eligible for all types of grants including special purpose grants, **but small grants category is restricted to Government primary and secondary schools.** Applications for special purpose grants should be submitted by Heads of the Institutions and should indicate how the proposed project will improve protection, conservation, management and development of forest resources in the country and respective project implementation area. Primary and Secondary Schools, Campus, Departments, Zones, Centres, Districts or District Councils under the Government Institutions will be treated as individual beneficiaries, but grants applicants should channel their applications through the respective Heads of the Institutions/Colleges/Zones or other immediate supervisors.

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 projects activities during the submission of the proposals. The Government Institutions should submit proposals prepared using the format provided in Annex 1 (for Primary and Secondary Schools requesting small grants), Annex 2 (for medium and large grants' applicants), or Annex 3 (for special purpose grants' applicants), and the proposals should be accompanied by the following documents and evidences:

a) Introduction letter and guarantor letter from Head of Institution/College/Zone if the grants applicant is a Campus, Department, Zone, Centre or District;

b) Government Schools should submit guarantor letter from the Council Director where the schools are located and where the project will be implemented;

c) Applications from the District Councils should be submitted by the Council Directors;

d) Minutes of the Management or Board or Council meeting to substantiate that the proposed project has been endorsed and/or approved by the Management or Board or Council meeting of the relevant institution. The minutes should be properly signed;

e) Evidence of land ownership for tree planting projects, beekeeping projects, and any other project which involve construction;

f) Permit for practising beekeeping inside the forest reserves or other reserved areas in case the applicants are proposing to implement beekeeping projects in the reserves which they do not own; and

g) Drawings, maps, BoQ and/or quotations for proposed projects which will involve construction or rehabilitation or purchase of equipment, facilities or machineries.

3. PRIORITY AREAS FOR AWARDING GRANTS

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

3.1 Enhance Forest Development, Protection, Conservation and Management

In 2026, grants applicants can submit proposals on the following priority areas:

3.1.1 Establishment of tree nurseries in Primary and Secondary Schools and tree planting in schools and surrounding communities. Eligible beneficiaries are Government primary and secondary schools.

3.1.2 Establishment of woodlots of which the eligible beneficiaries are individual persons, CBOs, CSOs and FBOs. The grants applicants should show evidence of owning **4 hectors (ha)** of land or more **(10 acres** more) for individual persons, **8 ha** or more (**20 acres** or more) for CBOs, and more than **20 ha** (more than **50 acres)** for CSOs and FBOs. Grants applications can be submitted from all regions of Tanzania mainland except **Dar es Salaam Region**.

3.1.3 Tree planting in plantations or land owned by the Government Institutions. Eligible applicants are Government Institutions managing forest plantations or government institutions owning land reserved for establishing forest plantations and the applicants are advised to apply **special purpose grants.**

3.1.4 Clean energy and alternative energy sources including biogas, energy saving cooking stoves, charcoal and firewood briquettes and cooking stoves for alternative energy sources. The aim is to reduce dependence of charcoal and firewood from the natural forests thereby contributing to improving forest protection and conservation. Eligible applicants are NGOs, CSOs, FBOs and Government Institutions. Evidence of land ownership for projects which involve construction is mandatory.

3.2 Improvement of Livelihood of Communities Living Adjacent to Forest Resource Base

In 2026, grants applicants will compete on the sub-theme of improving forest conservation through beekeeping. Eligible applicants are CBOs which are restricted to small grants up to **TZS 10 million** and Government Institutions which can apply for medium and large grants. The Government Institutions can apply for special purpose grants for implementing beekeeping projects with significant impact in providing alternative employment particularly to women and youths, and forest conservation.

3.3 Research in Forestry

3.3.1 Improving forest development, protection, conservation and management

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

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

Eligible research proposals should aim at improving quantity, quality and value addition to forest and or bee products as per the national forest master plan and/or beekeeping research master plan or priority research areas of higher learning institutions, and **accepted or approved by the national forestry and beekeeping research coordination institution**.

Eligible applicants are Research Institutions, Training Institutions and researchers from these institutions, as well as Masters and PhD students wishing to apply grants for the purpose of finalizing their Dissertations/Theses.

3.4 Enhance Capacity Building to Training and/or Research Institutions and Best Student Awards

Application for grants are invited from the following areas:

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

3.4.2 The second area of focus is best student award including sponsorship award. Eligible beneficiaries are best students who have completed Certificate and Diploma courses in

Forestry, Forest Industries and Beekeeping, as well best first year, second year and third year students in Forestry Degree from Sokoine University of Agriculture. Procedures for best student award and sponsorship award will be communicated to relevant institutions.

4. TYPES OF GRANTS

TaFF awards four (4) types of grants, namely; **small grants**, **medium grants**, **large grants**, and **special purpose grants**. These grant categories are differentiated by the amount of money offered, eligible beneficiaries, duration of project implementation and contribution to forest development, protection, conservation and management. The grants types are elucidated in sub-sections 4.1 to 4.4.

4.1 Small Grants (Amount not Exceeding TZS 10 Million)

Small grants are awarded to individual persons, CBOs and Government Primary and Secondary Schools and are specifically for supporting small-scale interventions that contribute to improving forest development, protection, conservation and management. Individual persons and Government Primary and Secondary Schools are eligible for applying small grants of the amount not exceeding **TZS 5 million**, while CBOs are eligible for applying small grants of the amount up to **TZS 10 million**. Duration for implementing projects under small grants category is **six (6)** to **12 months**.

4.2 Medium Grants (Amount above TZS 10 Million but not Exceeding TZS 20 Million)

Medium grants are awarded to support interventions with bigger contribution on forest development, protection, conservation and management compared to interventions supported using small grants. All beneficiaries are eligible for medium grants except individual persons, CBOs and Primary and Secondary Schools. The duration for implementing projects under medium grants category is **18 months**.

4.3 Large Grants (Amount above TZS 20 Million but not Exceeding TZS 50 Million)

Large grants are awarded to support interventions with bigger contribution to forest development, protection, conservation and management compared to projects awarded medium grants. All beneficiaries are eligible for large grants except individual persons, CBOs, and Primary and Secondary Schools. The duration for implementing projects under large grants category is **24 months**.

4.4 Special Purpose Grants (Amount above TZS 50 Million)

Special purpose grants are awarded to **Government Institutions** only for the purpose of implementing projects with significant impact on improving forest protection, conservation, management and development, 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 positive impact on forest conservation, as well as beekeeping projects with significant impact in providing alternative employment particularly to women and youths, and forest conservation. Types of projects to be awarded special purpose grants and the amount to be awarded as special purpose grants is the discretion of TaFF Board of Trustees. Duration for implementing projects awarded special purpose grants will depend on the nature of activities, but should be at least three years (**36 months**).

5. TYPES OF ASSISTANCE

TaFF could provide **monetary assistance**, **material assistance** (tools, machineries, facilities and equipment), or **technical assistance,** or **all monetary, material** or **technical assistance** depending on the nature of proposed projects. The grants applicants are required to indicated the type of requested assistance in the respective section.

6. KEY CRITERIA AND CONDITIONS TO BE CONSIDERED WHEN APPLYING FOR GRANTS, EVALUATION OF GRANTS APPLICATIONS AND GRANTS AWARD

The following are criteria and conditions to be considered during grants' application as they will guide grants award:

a) Grants applicants should ensure that the name found in the certificates of registration or NIDA is the same name used in project proposals and all other documents to be submitted during grants' application. **Furthermore, it is not permitted to translate the name into Swahili or English. For example, *Kikundi cha Upendo* is not the same as Upendo Group, and *Furaha* is not the same as Happy;**

b) Direct or indirect contribution of the proposed project to forest protection, conservation, management and development;

c) Direct or indirect tangible benefits provided by the proposed projects to target beneficiaries;

d) Project operations are transparent and demonstrate accountability;

e) Innovativeness of the project and evidence of the attainment of the objectives by the proposed activities;

f) Project showing that TaFF's grants should be complementary of other similar projects and should not substitute existing and ongoing initiatives;

g) Applicability of project results/outputs for improving forest protection, conservation and management, and enhancing development of forest and bee resources;

h) Capability of the applicant to implement and manage the project including commitment on availability of personnel and their expertise to ascertain implementation of the proposed project;

i) Evidence of sustainability plan of the proposed project interventions;

j) Evidence of stakeholders' participation;

k) Applicant's commitment to contribute 20% (cash or in-kind) of the requested funds from TaFF (for medium, large grants and special purpose grants' applicants);

l) Grants applicants aiming at establishing large plantations or establishing woodlots, the grants applications should show ownership of the land to be used for implementing the proposed projects;

m) Grants applicants for non-research projects should show that the grants will be used to implement activities for the project which has already been started. This implies that, the requested grants will be used to supported already started initiatives/interventions; and

n) The grants application (proposal) should indicate that the proposed project will be implemented in mainland Tanzania.

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

7. PREPARATION OF PROPOSALS REQUESTING GRANTS

Applications for small grants should be prepared using the format shown in **Annex 1**, while applications for medium grants and large grants should be prepared using the format shown in **Annex 2**, and applications for special purpose grants should be prepared using the format shown in **Annex 3.** Applications that will not be prepared according to the given formats will be rejected. The grants' applications should not exceed 15 pages, excluding annexes. Details on attachments to be submitted together with the grants' applications are shown in sub-sections 2.1 to 2.6 and in the respective formats.

8. SUBMISSION OF PROPOSALS REQUESTING GRANTS

Grants applicants should submit proposals through an online application using the following link https://portal.maliasili.go.tz/. Grants applicants with no access for online application (particularly those living in rural areas) may request permission from TaFF to submit hard copy of the proposals through posts. Kindly use the following mobile number **0714 580 688** for TaFF Information and Communication Technology (ICT) Officer to request for permission to submit grants' applications in hard copy format. Assistance for online grants applications will be provided by ICT Officer using the mobile number **0714 580 688** or Programme Officer using mobile number **0710 074 699**. Grants applicants will

receive a message on their mobile phones informing them about the receipt of their proposals and all stages up to the grants award. Therefore, the grants applicants are reminded to indicate mobile phone numbers in the contact section shown in the format for preparing proposals. ***It should be noted that, proposals submitted through email address will not be accepted.***

Deadline for submitting/receiving applications for small grants, medium grants and large grants is 30th June, 2026, while proposals requesting special purpose grants can be submitted any time. **No applications for small, medium and large grants will be accepted after 30th June, 2026, but applications for special purpose grants can be submitted any time**.

Only applications (proposals) which have been permitted by TaFF ICT Officer can submitted using the following postal address:

Chief Executive Officer,
Tanzania Forest Fund,
P.O. Box 1764,
DODOMA.

For more clarification and inquiries kindly use the official telephone number provided hereunder:

Tel: +255 (0) 26 2963290
Fax:+255 (0) 26 2963291

or the following mobile numbers: 0714 580 688 or 0710 074 699.

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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.

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) :----------
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2.10 Project objectives and performance indicators:----------
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2.11 Project expected results:----------

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

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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:----------

3.2 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:----------

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:----------

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.

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.