GRANT PROPOSAL AND APPLICATION FOR FUNDING

The END Fund is inviting your organization to submit an application for funding for a Neglected Tropical Disease (NTD) control project. Please complete this form with the requested information as detailed below and forward the final application electronically as a Microsoft Word document, along with the required attachments that are listed on the final page of the application. Any supplemental materials providing additional clarity may also be included.

The END Fund pursues a strong partnership with all its' grantees and sub-grantees and works on the basis of what we call substantive involvement. This means that the END Fund wants to be involved in all phases of the project and participate in major decisions and choices. We have found that this results in more meaningful partnerships and allows each organization to better serve its goals. The specifics of this approach relevant to the potential project will be further discussed as it is developed.

NTD programs are public health initiatives and therefore we also wish for our implementers to be engaged with the Ministry of Health and other public sector partners. This relationship is mutually beneficial as it maximizes opportunity for information sharing, capacity building, sustainable development, and increased impact within the country.

Following the submission of this application, an END Fund Program Director will contact you to discuss any questions or comments. Project development is often an iterative process and an in person meeting will take place before the END Fund can agree to move forward to a Partnership Agreement with any chosen implementer. The purpose of this meeting will be primarily to go through all of the compliance issues contained within our Partnership Agreement so that all parties are aware of our expectations in regards to accountability, reporting, communications, and potential donor visits that implementers may be asked to accommodate.

We are a private sector initiative, established to tackle NTDs using a results oriented approach valuing accountability, cost-effectiveness and compliance with good practice in the NTD sector. We look for evidence of these values in your application. You may read more about the END Fund at www.END.org.

If you have any questions regarding this application form, please feel free to ask your contact at the END Fund.

Date for Application Submission to the END Fund:	mm/dd/2015
Please submit to:	c.c. Warren Lancaster SVP Programs wlancaster@END.org

1. **Organizational Information**

Organization's Legal Name:
Full Address:
Website:
Contact Person (name/title):
Contact Information (phone/email/Skype):
501(c)(3) or Registered Charity No. (if outside US):

2. **Program Summary Information**

Project Title:					
Country, Province (# Districts) Location:					
Duration (proposed start/end dates):					
Estimated Total Program Budget in USD: $					
Grant amount requested from END Fund in USD: $					
Program description (100 words): *Give a short description of the project.*					
Estimated Total Number of Beneficiaries over the life of the project:					
Estimated Total Number of Treatments over life of the project (disaggregated by disease):					
STH		Oncho		Trachoma	
Schisto		LF		Case management	

3. **Organizational Overview**

NTD Experience (max 200 words) *(we want to know our partners, tell us about the history of your organization and its work as it relates to NTDs)*

4. Program Information

Please complete the END Fund Program Logframe and Assessment Frameworks template workbook and include it with your proposal application. Refer to your completed Logframe and Assessment Framework workbook and notes to complete this section.

a. **Country Context (max 250 words)** *(Context is important. Outline relevant country-specific political and geographic background and NTD specific data, history and context, please include relevant maps and mapping maps (mapping data and maps included as an annex)).*

b. **NTD project description (max 500 words)** *(We want to understand the bigger picture here. Briefly describe to us the NTD control or elimination situation this program is designed to address, how it aligns with the Country NTD Master Plan and what will success look like.)*

c. **NTD Intervention Approach (max 200 words)** *(We want to know something about how you work in a country. In narrative form, tells us about your general approach to implementing NTD interventions)*

d. **Sustainability and Durability (max 250 words)** *(We are interested in the long-term sustainability of national NTD treatment and the durability of the health gains achieved in the lifetime of this project. Tell us in narrative form how you will address these topics.)*

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e. IEC (max 200 words) *(We are interested in how you will approach the IEC components of this initiative, how you will broadly develop them, what you expect them to achieve and how you will ascertain if they have been effective. Please describe that here.)*

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f. Cross cutting issues (max 250 words) *(NTD interventions are national public health initiatives but we are interested in how will you take into account issues such as gender, disability, community participation and other relevant development topics in this project.)*

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g. In-Country Stakeholders (max 200 words) *(One of the END Fund values talks about NTD control and elimination being dependent on many partners working in concert. Please tell us about your working relationship with the principal in-country NTD stakeholders and other development partners e.g. MOH, MOE, WHO, NTD coordination group, international and domestic NGOs working in WASH, health education, etc. and how you engage with them.)*

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h. Project Cycle Management (max 200 words) *(Briefly describe how you intend to monitor and review the performance of the project, capture lessons learned, and your approach to managing this project. Feel free to attach separately an M&E plan where relevant.)*

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i. Program Risks and Critical Assumptions (max 200 words) *(In the Program Logframe and Assessment Framework you are asked to list Risks and Assumptions that are critical in your view to the success of this project. Tell us briefly how you will use this information going forward in the program.*

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j. Program Staffing and Structure (max 150 words; a diagram is helpful – bios can be attached as separate additional documents) *(Introduce your project team here, particularly key personnel (you will see in our Partnership Agreement that changes in key personnel are to be discussed with the END Fund). Show percentage time to be allocated to this program if they work across different programs and indicate whether new hires are necessary)*

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k. Sub-Grantees (max 200 words) *(Do you foresee using grant funds be to make payments to a secondary grantee? If your organization will use grant funds to make payments to a secondary grantee, your organization will have sole responsibility for and control over selection of the secondary grantee(s) but your organization still remains ultimately responsible for the delivery of the program.)*

Please describe your organization's process for selecting the sub-grantee(s); your due diligence, and your management of sub-grantees.

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l. Health Products, Equipment and Pharmaceuticals (max 200 words) *(There is not usually a lot of procurement in this category required but if this is applicable to your project, describe your standard operating procedures in relation to procurement. If you foresee major procurement needs*

in this project, please describe briefly. For information, refer to Article 14 of the Standard Terms and Conditions of the END Fund agreements)

[ ]

m. Communications Strategy (max 100 words) *(Communications with external audiences is central to every END Fund project. We are quite deliberate in this and we will take some leadership with you in developing an approach. Please tell us how you would normally share the results of this program and with which audiences)*

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5. Budget Justification

Please complete the END Fund budget template workbook and include this with your proposal application. Refer to your completed program budget and notes to complete this section.

Human Resources are often a large component of an NTD project. Please describe here the sources of reference your organization is using to determine pay scales both for international and national staff.

[ ]

Incentives can be a significant component of an NTD project. If you have included incentives, salary top-ups, per diems, etc. for the participation of other NTD stakeholders (MoH or MoE officials, CDDs, etc.) critical to program delivery, please explain the justification of each and the proposed system for paying and tracking incentives, per diems, etc. We are particularly interested in the controls in place.

[ ]

Are other partners/donors contributing financially or in kind to this project? What other sources of funding and/or participation, volunteer or otherwise, are there that are critical to this program?

[ ]

If your budget includes Technical Assistance from external experts please describe whom you plan to engage and why this is necessary.

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How does the budget reflect the monitoring and evaluation strategy?

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Outline here any other comments or information you want to include that would help us better understand your project and budget.

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REQUIRED ATTACHMENTS

To be submitted via email with this application form. Please attach Program documents as Excel Workbooks. PDF for other required attachments such as maps, financial statements, MoUs, accepted.

Program documents:
- Project Logical Framework
- Project Assessment Framework
- Program/Project Budget Details and Summary
- Project Timeline and Milestones (Gantt Chart)

Reference material (where applicable)
- Map(s) of project area(s)
- Population data
- Disease mapping reports, surveys or assessments
- Most recent report of program activities and achievements in the same geographic location(s) as proposed in this application.

Legal/Financial Information:
- In-country Registration documents, articles of incorporation, etc. Both HQ and country specific.
- MOUs with critical in-country partners, including appropriate government authorities and those listed as sub-grantees (if relevant).
- Tax status documents/501c3 letter of determination
- Latest tax return/990
- Financial statements[1] for the most recent consecutive three years:
    - Independent auditors report
    - Income statement
    - Balance sheet
    - Cash flows statement
    - Indirect Cost Report (if applicable)
    - All notes and supplemental schedules

Policies
- Child protection policy
- Fraud policy

References
- Two references familiar with your organization's track record.

Organizational Structure
- Organizational Chart for this program
- Short bios of key program managers (please explain their NTD related expertise)

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[1] Financial Statements should include country level detail where relevant for the proposed location.