



**ROBERT  
CARR  
FUND** For civil  
society  
networks

REQUEST FOR PROPOSALS 2024

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# REFERENCE APPLICATION FORM



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# REFERENCE APPLICATION FORM

## **This form is not to be used for submission of an application.**

It intends to provide applicants with an overview of the format that is available online. **Only applications submitted through the Aidsfonds grant portal and before the deadline for submissions of 22 July 2024, 12:00 (noon) CET will be taken into consideration by the Robert Carr Fund.** Please read the 2024 Request for Proposals and Robert Carr Fund Strategy alongside this application form.

# 1. ELIGIBILITY CHECK

The following questions will help you decide if you, as an applicant, are eligible to apply under the 2024 RFP.

Please note: if the answer is 'no' to any one of the questions below, you are not eligible to apply under this Request for Proposals, and you should not apply.

## 1.1.

Is your application led by a **regional<sup>1</sup>** or **global<sup>2</sup>** civil society **network<sup>3</sup>**, or on behalf of a **consortium<sup>4</sup>** of networks, as defined by the RCF?

YES

NO

## 1.2.

Does your application address the health, social inclusion, and wellbeing of **inadequately served populations (ISP)** in the context of HIV? (see definition below)

*The Robert Carr Fund (RCF) defines the term "Inadequately Served Populations" as populations facing a higher vulnerability to HIV infection, mortality and/or morbidity compared to the general population, and, at the same time, facing systematic human rights violations and barriers to information and services. As people with direct experience of key health-related needs and barriers to health services, Inadequately Served Populations are central to efforts to improve human rights environments, improve HIV service accessibility, and improve efficiency and effectiveness of national and international funding for health and human rights.*

*Inadequately Served Populations include people living with HIV, gay, bisexual, and other men who have sex with men, people who use drugs, people in prison or other closed settings, sex workers and trans and gender diverse persons. Depending on the dynamic of the HIV epidemic and the legal status of these populations, Inadequately Served Populations may also include women and girls, youth, migrants, and people living in rural areas.*

*Inadequately Served Populations face stigma and discrimination, criminalization and violence, lack of access to healthcare services, poverty, and inadequate education on HIV prevention and treatment. Additionally, they may face legal and policy barriers that limit their access to HIV prevention, testing, and treatment services, such as laws criminalizing sex work or drug use.*

YES

NO

## 1.3.

Does your application intend to improve network strength and influence?

YES

NO

<sup>1</sup> In order for a grantee to claim geographical presence or coverage in a region, it must: (1) conduct activities directed at a regional body (e.g. African Union or European Union etc. or a regional process (e.g. Global Fund multi-country dialogue or a regional consultation or a campaign targeting at least 3 countries in that region etc.); AND/OR (2) conduct a sequence of activities over the course of one year in at least 3 countries in the region; AND/OR (3) have an active national network members operational in at least 3 countries in the region.

<sup>2</sup> In order for a grantee to claim global geographical coverage, it must: (1) conduct activities directed at a global body/institution (e.g. the Global Fund Board/World Health Organization/UNAIDS PCB etc.) and/or global process (e.g. UNGASS on Drugs/High Level Meeting on AIDS etc.); and/or (2) conduct a sequence of activities over the course of one year in at least 3 regions.

<sup>3</sup> The Robert Carr Fund considers a network to be a membership of organizations and/or individuals that pool skills, experience, and resources, working towards common goals. A network creates platforms for social action and is sustained through jointly developed governance structures, resources and regular communication.

<sup>4</sup> The Robert Carr Fund considers a consortium of networks to be a network-led group of networks, where other types of agencies or organizations with specific expertise may join (e.g. a human rights/legal organization). The consortium works together in a coordinated partnership towards a common set of inter-related goals and objectives.

## 2. APPLICANT CONTACT DETAILS

Clearly indicate the organizational entity that holds the overall responsibility for the proposal and for implementation if funding is awarded.

Organization responsible for the application:

### 2.1.

#### Contact Address

### 2.2.

#### Focal Point

(formal contact person):

### 2.3.

Person responsible for financial administration:

### 2.4.

Executive director or equivalent:



**2.5.**

**Is the applicant a registered entity?**

YES

NO

**2.6.**

**If NO, please explain:**

- 1. When the organization came into existence;**
- 2. Why it is not legally registered;**
- 3. If you are in the process of becoming registered.**

max. 100 words

**2.7.**

**Are you applying in partnership with a fiscal host<sup>5</sup>?**

YES

NO

**If YES, please complete section 2.8 Fiscal Host**

**If NO, please note, proposals from non-registered networks who are not applying in partnership with a fiscal host will be considered. However, only registered entities can formally sign project agreements with Aidsfonds for grant implementation and as such non-registered networks, if awarded a grant, will be requested to use the partnership of a fiscal host to do so.**

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<sup>5</sup> See here for explanation of the term fiscal host: <https://thesocialchangeagency.org/blog/what-is-fiscal-hosting/>



## 2.8 FISCAL HOST

### 2.8.1.

**Contact Address**

Name

Street/PO Box

City

Province/State

Postal Code

Country

### 2.8.2.

**Focal Point**

(formal contact person):

Name

Telephone number – including country code

E-mail address

### 2.8.3.

**Please specify the organizational entity:**

- NGO
- Charitable Trust
- Foundation
- Community-based organization
- Other (please specify)

max. 150 words

### 2.8.4.

**Does the organization have previous experience as a fiscal host?**

- YES
- NO

Please provide an explanation for your answer:

max. 150 words

## 3. APPLICANT INFORMATION

In this form, the term “applicant” refers to the global or regional network or consortium of networks applying for funding.

Note: Depending on the type of applicant, some questions will automatically be skipped in the online application. You are only required to answer the questions for which you are prompted.

### 3.1.

#### Type of applicant:

- Single network (Global or regional) (Please answer section 3.10)
- Consortium of networks (Please answer section 3.11)

### 3.2.

#### Network name OR Consortium Name:

Full name and abbreviation

### 3.3.

#### Has the applicant been in existence for less than two years?

- YES
- NO

### 3.4.

#### Describe the applicant’s structures and processes for financial management, including how you prevent and deal with possible fraud or corruption.

max. 100 words

### 3.5.

#### If applying as a consortium, does the consortium lead have previous experience as a lead recipient of funds for a group of partners?

- YES
- NO
- NOT APPLICABLE

Please give more details, explaining why this organisation is leading this consortium.

max. 150 words



**3.6.**

**Is the applicant part of a different application to be submitted under this Request for Proposals 2024?**

Please refer to Section 6 of the 2024 Request for Proposals: *Participation in Multiple Applications*.

YES

NO

**If Yes,** please explain why:

max. 100 words

**3.7.**

**If applying as a consortium, are one or more of the consortium partners included in a different application to be submitted under this Request for Proposals 2024?**

Please refer to Section 6 of the 2024 Request for Proposals: *Participation in Multiple Applications*.

YES

NO

NOT APPLICABLE

**If Yes,** please explain why:

max. 300 words

**3.8.**

**Describe the applicant's governance and management structures.**

How are important network management decisions made, and by whom?

max. 100 words

**3.9.**

**Describe the applicant's structures and processes for monitoring, evaluation, reflection, and learning**

max. 100 words



## 3.10. OVERVIEW OF A SINGLE REGIONAL OR GLOBAL NETWORK

**(Consortia should skip to section 3.11)**

### 3.10.1.

**Short description of the network:**

Describe your network’s strategy, vision, and mission, and how your work is aligned with Robert Carr Fund’s strategy.

max 500 words

### 3.10.2.

**Please provide a maximum of two links (e.g. network/organization website, social media, etc.) to written or visual material that provides more information**

Link 1: Website address

Link 2: Website address

### 3.10.3.

**Description of the context**

Please describe the context for ISPs in the geographical area/s for which you are applying, explaining why they are inadequately served. Focus on your selected primary ISP and any other secondary ISPs you will be working with.

Be sure to include the status of human rights for the ISP. For example, does the context allow for freedom of association and expression for ISPs? Are ISP’s rights protected by law? Are ISP networks able to organize and register? Do ISPs experience barriers to accessing HIV and other health services? What is the status of funding for protecting the health and human rights of the ISP?

While the Fund uses a standard definition for ISPs, it recognizes that there is tremendous diversity of identity and experience even within these groups. Other factors, including gender, race and ethnicity, social and/or economic status, and ability/disability status including mental health, can significantly influence rights and access to care even within the same ISP. This is called ‘intersectionality’.

Please describe the diversity and intersectionality within the primary ISP group, for example, how some sub-groups may experience greater vulnerability to HIV, and/or greater barriers to accessing services.

max 500 words

**3.10.4.**

**Describe the relationships which you have established with key external stakeholders (for example global or regional governmental, civil society or multi-stakeholder bodies, UN agencies, etc.)**

max. 100 words

**3.10.5.**

**Is your network ISP-led, following the RCF definition<sup>6</sup>?**

YES

NO

**If NO, please explain the barriers to ISP leadership, and explain how ISPs are meaningfully engaged in the network.**

max 300 words

**3.10.6.**

**Please describe the relevant ISPs' involvement in the design and delivery of the proposed work.**

max 300 words

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<sup>6</sup> ISP-led networks are defined as entities for which the majority of governance, leadership, staff, spokespeople, membership and volunteers, reflect and represent the experiences, perspectives, and voices of their ISP constituencies, and who have transparent mechanisms of accountability to their constituencies. ISP-led networks are self-determining and autonomous.



## 3.11. OVERVIEW OF A CONSORTIUM

**(Only applicable to consortium applicants)**

### 3.11.1.

**Please provide a full list of the consortium members**

(full organization names and their abbreviations, where applicable)

max. 500 words

### 3.11.2.

**Describe why the consortium is composed of these members and briefly what role each member of the consortium plays in the proposal**

max. 500 words

### 3.11.3.

**Short description of the lead network**

Describe your lead network’s strategy, vision, and mission, and how your work is aligned with Robert Carr Fund’s strategy.

max. 500 words

### 3.11.4.

**Please provide a maximum of three links (e.g. website, social media, etc.) to written or visual material that provides more information.**

Link 1: Website address

Link 2: Website address

Link 3: Website address

**3.11.5.****Description of the context**

Please describe the context for ISPs in the geographical area/s for which you are applying, explaining why they are inadequately served. Focus on your selected primary ISP and any other secondary ISPs you will be working with.

Be sure to include the status of human rights for the ISP. For example, does the context allow for freedom of association and expression for ISPs? Are ISP's rights protected by law? Are ISP networks able to organize and register? Do ISPs experience barriers to accessing HIV and other health services? What is the status of funding for protecting the health and human rights of the ISP?

While the Fund uses a standard definition for ISPs, it recognizes that there is tremendous diversity of identity and experience even within these groups. Other factors, including gender, race and ethnicity, social and/or economic status, and ability/disability status including mental health, can significantly influence rights and access to care even within the same ISP. This is called 'intersectionality'.

Please describe the diversity and intersectionality within the primary ISP group, for example, how some sub-groups may experience greater vulnerability to HIV, and/or greater barriers to accessing services.

max. 500 words

**3.11.6.**

**Give examples of relationships which consortium members have established with key external stakeholders (for example global or regional governmental, civil society or multi-stakeholder bodies, UN agencies, etc.)**

max 300 words

**3.11.7.**

**Is the consortium's lead network ISP-led, following the RCF definition<sup>5</sup>?**

YES

NO

**If NO, please explain the barriers to ISP leadership, and explain how ISPs are meaningfully engaged in the consortium.**

max 400 words

**3.11.8.**

**Please describe the relevant ISPs' involvement in the design and delivery of the proposed work.**

max 600 words

<sup>5</sup> ISP-led networks are defined as entities for which the majority of governance, leadership, staff, spokespeople, membership and volunteers, reflect and represent the experiences, perspectives, and voices of their ISP constituencies, and who have transparent mechanisms of accountability to their constituencies. ISP-led networks are self-determining and autonomous.

## 4. Geographic Coverage and Population(s) served

### 4.1.

Please indicate your geographical presence and/or coverage appropriate for your expected results (using definitions provided below):

- Global level<sup>8</sup>
- Regional level<sup>9</sup>
- National level<sup>10</sup>

### 4.2.

Please specify regions where you expect to achieve your results:

- Eastern and Southern Africa
- West and Central Africa
- Middle East and North Africa
- Asia and Pacific
- Eastern Europe and Central Asia
- Latin America and the Caribbean
- Other (North America, Western Europe)

### Population(s) served

### 4.3.

Please indicate the **primary** ISP group that your application is designed for and with:

- People living with HIV (PLHIV)
- Sex workers (SW)
- People who use drugs
- Gay, bisexual, and other men who have sex with men (MSM)
- Trans and gender diverse people
- People in prison and other closed settings
- Women and girls

<sup>8</sup> In order for a grantee to claim global geographical coverage, it must: (1) Have conducted an activity directed at a global body/institution (e.g. the Global Fund Board/ World Health Organization/UNAIDS PCB etc.) or global process (e.g. UNGASS on Drugs/High Level Meeting on AIDS etc.); and/or (2) Have conducted a sequence of activities over the course of one year in at least 3 regions.

<sup>9</sup> In order for a grantee to claim geographical presence or coverage in a region, it must: (1) Have conducted an activity directed at a regional body (e.g. African Union or European Union etc. or a regional process (e.g. Global Fund multi-country dialogue or a regional consultation or a campaign targeting at least 3 countries in that region). In order for a grantee to claim global geographical coverage, it must: (1) Have conducted an activity directed at a global body/institution (e.g. the Global Fund Board/ World Health Organization/UNAIDS PCB etc.) or global process (e.g. UNGASS on Drugs/High Level Meeting on AIDS etc.); and/or (2) Have conducted a sequence of activities over the course of one year in at least 3 regions.

<sup>10</sup> In order for a grantee to claim geographical presence or coverage in a country, it must: (1) Have conducted a sequence (more than 2 interrelated activities) over the course of 1 year in the same country; AND/OR (2) Have an active national network member operational in that country.

- Youth (18–30)
- Migrants
- People living in rural areas
- Other (Please specify)

**4.3.1.**

**If you ticked 'other' please explain why this can be considered an ISP, considering the definition provided above.**

max. 200 words

**4.4.**

**If applicable, please indicate any other **secondary** ISP group(s) that your application is designed for and with:**

- Not applicable
- People living with HIV (PLHIV)
- Sex workers (SW)
- People who use drugs
- Gay, bisexual, and other men who have sex with men (MSM)
- Trans and gender diverse people
- People in prison and other closed settings
- Women and girls
- Youth
- Migrants
- People living in rural areas
- Other (Please specify)

**4.4.1**

**If you ticked 'other' please explain why this can be considered an ISP, considering the definition provided above.**

max. 200 words

## 5. About the application

This section relates to the scope of work and activities which the applicant plans to undertake. These activities should correspond with the **four result areas** in the RCF's results framework and its Theory of Change.

**Note that only Result Area One is mandatory.** It is not necessary to propose work under the three optional Result Areas, and applications will not be penalized if they propose work under only Result Area One.

### Result area 1: Network strength and influence.

Outcome indicators that measure this result include:

- *Outcome Indicator 1:* Networks have improved basic organizational status.
- *Outcome Indicator 2:* Networks show increased fiscal capacity and sustainability.
- *Outcome Indicator 3:* Networks are more representative of their constituencies and more democratically governed.
- *Outcome Indicator 4:* Networks show increased influence and capacity to unite and mobilize movements.

#### 5.1

**Please describe how your application will increase your network's strength and influence, focusing on how the network will achieve one or more of the above outcomes.**

Briefly include the activities you plan to undertake and explain how these activities will lead to the intended outcome.

max 500 words

### OPTIONAL RCF RESULT AREAS

Please note, it is not necessary to propose work under any of these 3 optional Result Areas, and applications will not be penalized if you propose work under only Result Area 1.

### Result area 2: Human rights

Outcome indicators that measure this result include:

- *Outcome Indicator 5:* Networks contribute to an improved human rights environment for at least one ISP

#### 5.2

**Please describe how your application will protect and promote the human rights of inadequately served populations, focusing on how the network will achieve the above outcome.**

Briefly include the activities you plan to undertake and explain how these activities will lead to the intended outcome.

max. 500 words





**Result area 3: Access to services.**

Outcome indicators that measure this result include:

- *Outcome Indicator 6:* Networks contribute to increased access to services and programs.
- *Outcome Indicator 7:* Networks contribute to increased quality of services and programs.

**5.3**

**Please describe how your application will promote and protect access to rights-based and available, adequate, accessible, appropriate, affordable, and acceptable services, focusing on how the network will achieve one or both of the above outcomes.**

Briefly include the activities you plan to undertake and explain how these activities will lead to the intended outcome.

max. 500 words

**Result area 4: Resource accountability.**

Outcome indicators that measure this result include:

- *Outcome Indicator 8:* Networks contribute to increased and sustainable financing of HIV response including ISP programs.
- *Outcome Indicator 9:* Networks contribute to improved fiscal accountability.

**5.4**

**Please describe how your application will promote resource accountability regarding ISP programs, focusing on how the network will achieve one or both of the above outcomes.**

Briefly include the activities you plan to undertake and explain how these activities will lead to the intended outcome.

max. 500 words

**5.5**

**Please describe how you will monitor and evaluate your project activities, including tracking progress for any of the Result Areas you have selected.**

max 500 words

## 6. BUDGET

Submit a summary budget covering a maximum of a three-year period: 1 January 2025, to 31 December 2027. Please treat your budget submission as “indicative” as revisions are likely at both the funding decision and the contracting phases.

At the time of the application a detailed workplan and budget is required for Year 1 only. Detailed budgets for Years 2 and 3 are not required at the time of the application, simply estimate lump sum budgets for Years 2 and 3 respectively.

Each applicant is required to fill out the RCF Budget Form Template in Excel. Only work plans and budgets submitted using the RCF Budget Form Template format will be considered. The form should be filled out with the support of the person/s responsible for financial administration. The budget (in US Dollars) for up to three years may include both core funding and activity funding for the network/consortium.

- **Sheet 1, 2 and 3.1**

The Excel form contains step-by-step guidance and instructions within these sheets, and additionally has five separate sheets to fill in as described below.

- **Sheet 3: Draft Work Plan 2025**

The applicant is required to complete a draft 2025 work plan, using the Outcome Areas and Activity Categories Guide of the Budget Form in Excel. The activities and their related costs must be linked to Robert Carr Fund outcomes. The outcomes are described in Sheet 1. Activity Categories and in the “Overview of the Monitoring and Evaluation for Learning (MEL) Framework.” This draft work plan is an indication of activities for Year 1 (2025) only. If you are applying as a consortium, this should be completed with input from both lead and partner organizations.

- **Sheet 4: Summary Budget (in US Dollars)**

The summary of your budget requested from the Robert Carr Fund for Year 1 per network/consortium partner and per type of costs (core and/or activity costs) will be automatically populated from Sheets 5 and 6. Activity Budget and Core Budget.

You are requested to provide substantiated estimates for the lump sum budgets for 2026 and 2027 which should be entered manually where indicated.

- **Sheet 5: Activity Budget**

- **Sheet 6: Core Budget (in US Dollars)**

Before filling out Sheets 5 and 6 of the Work Plan and Budget form, review the online guidance “Costs Eligible for Funding” and Section 6. Budget Considerations in the Request for Proposals. Furthermore, the core and activity budgets applied for should be in line with the scope of work and activities described in Section 5 of the application form.

Costs associated with grant administration can be covered under core costs and/or consortium costs.

- **Sheet 7: Other Sources of Funding**

The applicant is required to detail all secured or expected sources of funding for applicant (and all partners of the consortium) for years 2025–2027.



## 6.1.

### **Budget requested from Robert Carr Fund**

Please refer to Section 6 in the Request for Proposals 2024 for guidance on budget considerations and the ‘floor’ and ‘ceiling’ amounts for regional and global networks and consortia.

USD [Format in 00.000– US\$]

Please ensure that the amount filled out in this section is consistent with the amounts indicated in cell M26 Sheet 4. Summary Budget of the RCF Budget Form Template

## 6.2.

### **Upload work plan and budget Year One**

## 7. SUPPORTING DOCUMENTATION

### Registered organization applicant and not in partnership with a Fiscal Host

**Required** documents of registered organization to be provided **at application** to support proposal:

- a. Certificate of registration
- b. Organizational By-laws / Constitution
- c. Strategic Plan (including financial plan for the duration of the strategy)
- d. Fundraising Strategy
- e. Annual Organizational Report including Financial Report from the last 2 year
- f. Signed Organizational Audited financial statement from the last 2 years, including audit protocol and Auditor's Management letter
- g. Overview of funding received and managed from (international) donors of last 2 years of applicant

**If applying** as a consortium, required documents to be provided **at application** to support proposal:

- h. Signed Memorandum of Understanding between lead and consortium partners

**Requested** documents of registered organization to be provided at application to support due diligence:

- i. Integrity Policy in addressing potential Corruption, Fraud and Mismanagement
- j. Safeguarding and Anti-Discrimination and Harassment policies, or equivalent
- k. Financial Manual, including procurement policy
- l. Human Resource Manual
- m. Signed minutes of last board meeting
- n. One-pager detailing:
  - Governance structure;
  - Board members and their qualifications;
  - Organizational Chart;

## Registered and non-registered organization applicant in partnership with a Fiscal Host

**Requested** documents of (non-) registered organization to be provided (if available) **at application** to support proposal:

- a. Certificate of registration
- b. Organizational By-laws / Constitution
- c. Strategic Plan (including financial plan for the duration of the strategy)
- d. Fundraising Strategy
- e. Annual Organizational Report including Financial Report from the last 2 year
- f. Signed Organizational Audited financial statement from the last 2 years, including audit protocol and Auditor's Management letter
- g. Overview of funding received and managed from (international) donors of last 2 years of applicant

**If applying as a consortium, required** documents to be provided **at application** to support proposal:

- h. Memorandum of Understanding between lead and consortium partners

**Requested** documents of (non-) registered organization to be provided (if available) **at application** to support due diligence:

- i. Integrity Policy in addressing potential Corruption, Fraud and Mismanagement
- j. Safeguarding and Anti-Discrimination and Harassment policies or equivalent
- k. Financial Manual, including procurement policy
- l. Human Resources Manual
- m. Signed minutes of last board meeting
- n. One-pager detailing:
  - Governance structure;
  - Board members and their qualifications;
  - Organizational Chart;

**Required** documents to be provided by **Fiscal Host** in addition to (non-) registered organization documents **at application** in support to due diligence of proposals awarded grants:

- a. Certificate of registration of fiscal host
- b. Organizational By-laws / Constitution of fiscal host
- c. Annual Organizational Report including Financial Report from the last 2 years of fiscal host
- d. Signed Organizational Audited financial statement from the last 2 years, including audit protocol of fiscal host
- e. Integrity Policy in addressing potential Corruption, Fraud and Mismanagement of fiscal host
- f. Memorandum of Understanding between applicant organization and fiscal host
- g. Overview of funding received and managed from (international) donors of last 2 years

**7.1.**

**If one or more of the required or requested documents (by organization and/or fiscal host) is not available, please provide information why the respective document(s) cannot be provided at application.**

An explanation should be provided for any required or requested documents that are not available at time of application.

Any clarifications on omissions or updates to documents may be requested of the applicant as part of the rebuttal of the review process. Successful proposals awarded a grant may be requested for updates to documents or provide further documents to support contracting.

max. 500 words

# APPLICATION SUBMISSION CHECKLIST

In order to successfully submit your online application, please ensure that you have all the following ready for submission:

- Required supporting documents for applicant (non-) registered organization. See Section 7. Supporting Documentation Requirements in the Request for Proposals 2024.
- Relevant supporting documents for fiscal host (if applicable). See Section 7. Supporting Documentation Requirements in the Request for Proposals 2024.
- Completed RCF Budget Form Template (available to download via the [RCF Website](#) and via the [Aidsfonds Grant Platform](#) as part of the online application. Please note, all five sheets of the form should be completed)



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Robert Carr Fund  
With Communities in the Lead  
Request For Proposals 2024  
Reference Application Form

