



TOWA PROJECT ROUND I: CALL FOR PROPOSAL

SUPPORT FOR PROGRAMME IMPLEMENTATION

FUNDING APPLICATION FORM FOR NGOs /CBOs/ FBOs/PRIVATE SECTOR AND RESEARCH INSTITUTIONS

This application form will be used by organizations applying for funding for programme implementation.

Please complete the form and attach your project proposal.

1. Name of organization submitting application: -----

2. Contact (postal, telephone, fax, e-mail) -----

3. Physical location of office: -----

City /Town: ----- Street Name: -----

Province: ----- Building: -----

4. **Legal Status:**

Type of registration (tick as applicable):

NGOs

CBOs

FBOs

Private Sector Organization

Research Institutions

Other (specify)

Date of registration: -----

Registration number: -----

(Organization must be registered and submit annual returns/reports. Attach photocopies of the registration documents and annual returns/reports)

5. Organization Background and History:

Describe briefly the background and history of the organization:

6. Staff of the Organization: *(Attach organizational chart)*

Organization structure.

Number of office/headquarters staff: -----

Number of male _____ Number of females _____

Number of field/community-based staff: -----

7. Geographic coverage:

Geographic coverage of the Organization:

- National
- District
- Constituency
- Other

Area covered by the Organization mostly... Urban Rural Both

8. Co-operation/collaboration/networking:

What other organizations (NGOs, CBOs, FBOs, Private Sector, Governments, organizations does the organization partner/ co-operate/collaborate/network with? What is the nature of the collaboration (funding, sharing ideas, joint projects/activities, training etc.)?

List below names of key collaborating organizations and nature of collaboration

Name of organization/department:

Nature of collaboration:

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Current project activities. List key activities the organization is involved in.

a. What do you consider to be the Organization's major accomplishments since inception?

b. Explain how the organization raises funds (membership fees, harambee, income generation activities, donor funding) Tick all applicable

How are funds raised accounted for in the organization?

b. List your donors (past and present)

1. -----
2. -----
3. -----
4. -----

c. Does the organization prepare budgets? Yes no

d. Does the organization have a bank account? Yes no

When was it opened? (Give dates.) -----

If yes, who are the signatories (position)? -----

e. Are budgets prepared for the year? Yes no

9. Decision Making.

a. Briefly describe how the organization is governed (board, manager, Committee, members). *(Attach a list of board members.)*

b. Is the board/Committee elected or nominated? -----

c. If elected, give date of last elections. -----

d. If nominated, by whom? -----

e. How often does the board/committee meet? -----

f. When was the last meeting (give date)? -----

10. Financial Reports and Accountability systems

Are financial reports prepared? Yes no

How often are financial reports prepared?-----

When was the last one prepared? (Give date.) -----

Who prepares them? -----

Who receives the financial reports? -----

a) -----

b) -----

c) -----

d) -----

Are financial reports ever presented to board/committee members/AGM?

Yes no

If yes, attach the last financial report.

21. Why is the organization interested in a partnership with NACC in HIV and AIDS activities?

22. Are there any technical capacity issues you require NACC to support?

Yes no

List technical capacity required

23. What are some of the strengths/experiences/resources the organization has which could contribute to the capacity building efforts of other organizations, particularly in relation to your work with and through CBOs in HIV and AIDS activities?

24. Does the organization have any publications which would help NACC to better understand your work, your experiences, and your lessons learnt in the area of HIV and AIDS?

List below what your organization has:

Books	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Leaflets	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Brochures	Yes <input type="checkbox"/>	No <input type="checkbox"/>
IEC materials	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Articles	Yes <input type="checkbox"/>	No <input type="checkbox"/>