

PACIFIC ISLANDS HIV AND STI RESPONSE FUND

FUNDING STREAM III

COMMUNITY ACTIONS GRANTS

GUIDELINES

Background

The Pacific Island HIV and STI Response Fund 2009–2013 (Response Fund) is a multi-donor pooled funding mechanism that supports the implementation of national and regional HIV strategic plans. At this stage, the governments of Australia and New Zealand contribute to the Response Fund, however, other donors are encouraged to contribute as well.

The Response Fund aims to contribute to the Pacific Regional HIV and STI Strategy goal, which is to reduce the spread and impact of HIV and other STIs, while supporting people infected and affected by HIV in Pacific communities.

The Pacific Regional HIV and STI Strategy and its implementation plan, the Pacific Regional Strategy Implementation Plan (PRSIP), form the cornerstone of the regional response to HIV and STIs. The Response Fund funds activities that have been identified through PRSIP or the PRSIP annual planning process.

The Response Fund is overseen by a Fund Committee, independent of implementing bodies, and is responsible for ensuring interventions are evidence based, and that funds are used appropriately and effectively.

The Secretariat of the Pacific Community (SPC) will be responsible for the management and administration of the Response Fund as well as providing secretariat support to the Fund Committee.

What is the aim of Stream III – Community Action Grants?

Funding Stream III - Community Action Grants will provide funding to local non-governmental organisations (NGOs) and community-based organisations (CBOs) to initiate local responses to HIV and STIs, and enable community participation. Funding Stream III – Community Action Grants will contribute to the multi-sectoral implementation of the national HIV and STI strategic plans/core action plans in the 14 independent Pacific Island countries (PICs).

What are the funding priorities?

Funding priorities are determined by the National AIDS Committee (NAC) or their equivalent in country. Funding priorities in each PIC will vary depending on issues identified in the national strategic HIV and STI plans or core plans. All project proposals will be subject to the assessments and endorsement of NAC, their equivalents, or a sub-committee formed within NAC to assess and approve grants.

Activities that will not be supported include:

- Funds exclusively sought to cover administrative costs or costs related to setting up an office
- Funds exclusively sought for capital expenditures and office infrastructure
- Projects that are unethical, or infringe rights or liberty and do not comply with the guiding principles

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Who can apply for a grant?

The target groups participating in Funding Stream III – Community Action Grants include Fiji-based NGOs and community-based organisations (CBOs), including faith based organisations (FBO's).

Three categories of NGOs are considered eligible for funding:

- Local NGOs, CBOs, and FBOs which are non-profit organisations existing at the national, provincial and district level
- Government supported local NGOs whose board members are appointed by government and whose staff receives salary and other support from the government
- Private sector associations or organisations with experience or an interest in the sector (i.e. Associations of private medical practitioners who want to improve the counseling services of staff or private institutions who want to develop workplace practices and policies)

To be eligible for funding, it is recommended that NGOs have:

- An understanding of HIV and AIDS gained through experience or training such as that provided by other NGOs or the project
- Demonstrated potential to deliver community-based HIV/AIDS and STI programmes and services
- Established, or the capacity to establish, a bank account in the name of the organisation
- A constitution and bylaws (where possible)

How much can you apply for?

In Fiji organisations may apply for grants from FJ\$3,000 up to FJ\$ 17,000.

How will your proposal be assessed?

The national HIV and STI strategic plans and the Pacific Regional Strategic Implementation, PRSIP (or other identified plans where appropriate) cover all aspects of how a country will address HIV, AIDS and STIs. Projects given priority for funding through the Funding Stream III – Community Action Grants will be those that implement activities identified within the national plan. Proposals for Funding Stream III will be called for on six-monthly by NAC or equivalent.

Proposals using the format in the guidelines for Funding Stream III – Community Action Grants should be completed and sent to Empower Pacific (the designated CDO). They will collate completed proposals and request the Chairperson of NACA to call a NACA meeting to appraise all proposals received before the deadline set for the particular funding round.

All applications will be promptly acknowledged by the CDO coordinator. Selection of projects will be based on:

- Relevance to the national strategic plan and PRSIP
- Geographical coverage
- Suitability of approach
- Gender
- Appropriateness of budget
- Feasibility
- Target group
- Potential impact

What happens if you are not successful?

All successful and non-successful projects will be provided with a short assessment of their projects as per NACA appraisal panel assessment and comments. This feedback will also include an assessment of whether unsuccessful proposals could be revised for funding in a subsequent round or whether the proposal is not considered revisable. The project will provide ongoing assistance to organisations through SPC project staff and in-country CDO liaison officers in each division, to assist in the revision or rewriting of project proposals as necessary and/or as requested by the organisation in question.

What happens if you are successful?

When a project is approved, each applicant will be provided with a short assessment of their proposal. Successful applicants will be required to sign an agreement, which will outline details of the project to be funded, the responsible people, the timeframe for project implementation, and the financial and narrative reporting requirements.

The funded organisation will be responsible for maintaining a full record of all grant monies received and all expenditures. All funded projects will be required to submit narrative and financial reports as set out by the CDO, dependent on the project and the implementing agencies ability to report and acquit the project.

All financial acquittals sent to the CDO coordinator must include, where appropriate:

- Certified photocopies of the cash book and financial reports of NGOs/government departments funded through the CAG Grants Programme
- Original or certified copies of invoices, purchase orders and quotations for all expenditures relevant to the activity
- Original or certified copies of relevant bank statements for the recipient with reconciliations
- Original or certified copies of all other relevant documents
- Where it is difficult to receive copies, the CDO will assist the grant holder in meeting requirements

Where do you apply?

Fiji's CDO is Empower Pacific

CDO Coordinator and main contact: Miss Veronica Chand

Email: sekoula@empowerpacific.com / cdo@empowerpacific.com Phone: (679) 6650483/6650482