

Gavi CSO funding mechanism

# CSO Funding Mechanism

Application and Granting process guidance

PUBLIC

June 2024



<b>Overview.....</b>	<b>3</b>
<b>Application process.....</b>	<b>3</b>
Grantelope .....	3
Eligibility review.....	3
Application.....	3
Selection process.....	4
Application outcome.....	4
<b>Granting process .....</b>	<b>5</b>
Grants manager .....	5
Strategic Adviser.....	5
Due diligence .....	5
Pre-contract review process .....	5
Grant agreement.....	6
Reporting.....	6
Project changes .....	7
Project close out .....	7

## Overview

Gavi's CSO funding mechanism aims to identify and reduce zero-dose children as well as to support Civil Society Organisations (CSOs) to contribute to increased immunisation coverage.

In the context of this funding mechanism, civil society encompasses the full range of formal and informal, non-governmental and not-for-profit organisations that represent the interests, expertise and values of communities, including community-based organisations (CBOs), faith-based organisations (FBOs), international non-governmental organisations (INGOs), civil society networks, local professional associations, not for profit advocacy organisations.

This funding for civil society has three priority areas: demand, service delivery and advocacy.

- Demand: Build demand, trust and confidence for vaccines through active community engagement to address hesitancy and knowledge gaps.
- Service delivery: Complement public sector service delivery by extending immunisation services to areas where government programmes have limited access or are not effectively used
- Advocacy: Safeguard equity by securing social and political will, ensuring visibility and accountability, and advocating for immunisation commitments that leave no one behind.

This document provides information for applicants on the grant process, from beginning an application to grant award and management.

## Application process

### Grantelope

Grantelope is the online grants management system which CSOs will use to apply for and manage grants if successful. It will also play a vital role in the management of all grants (including reporting). The system will be accessed using the same login details set up when an application is made. Regular emails will be sent on any actions required, to the main contact email address provided by applicants in Grantelope. It is vitally important the main contact email address for applicants in Grantelope remains valid.

Any questions, should be addressed to the Grantelope support team by email:  
[grantelope@mannonidaniels.com](mailto:grantelope@mannonidaniels.com).

### Eligibility review

All applicants will need to complete an eligibility review by submitting a simple form. To do this, applicants must first [register to use Grantelope](#). Once registered, applicants will need to select the word 'Available Grants' in the left hand menu and then choose the round with the appropriate country listed. Details will then need to be completed here as requested. A task will be given to complete eligibility - this will appear under 'Tasks' in the left hand menu.

### Application

If eligible, applicants will be invited to complete an application form in response to a country call for proposals. This will show under the 'Tasks' section on Grantelope and will involve uploading organisational, financial, and programmatic documents, including:

- a) A project proposal
- b) Project Workbook, including a results framework, a workplan, risk register, learning plan and budget (template and guidance are provided)
- c) Organisational registration documents
- d) Recently audited accounts.

For the results framework, applicants will need to think through key activities, assumptions, participants, and goals, and translate these ideas to a succinct table based on indicators, outputs and outcomes. A Workbook Builder has been incorporated to help with this. The workplan will focus on key activities and corresponding time frames for programming. The risk register will capture key risks and mitigations associated with the proposed project. The learning plan requires applicants to propose project-specific areas of learning they hope to carry out during the project. Throughout the workbook they will need to understand the risks, how they are addressing gender and social inclusion and how they will learn from the project. Guidance on integrating gender equality and social inclusion (GESI), localisation, learning and risk is available within the specific technical guidance document located in the [application guidance page](#).

### Selection process

Proposals must be submitted before the deadline. The deadline for submissions within specific countries will be available at the top of the [application guidance page](#) of the Gavi website and within the country-specific call for proposals guidance document available. It is highly recommend that applications are submitted in good time before the deadline to ensure a successful submission.

All applications are evaluated according to the evaluation criteria outlined in the call for proposals or made otherwise available to applicants.

The evaluation criterion focuses on the following key themes:

- Programme approach and design
- Proposed results framework and MEL approach
- Gender equality and social inclusion
- Risk management (including safeguarding)
- Stakeholder engagement
- Team structure
- Capacity to deliver.

A review of applications is completed online, using Grantelope. Basic financial and integrity due diligence checks are conducted to assess the financial health of an organisation. The outcome of this evaluation process will result in a portfolio shortlist of CSOs to deliver high performing and value for money projects.

### Application outcome

Applicants will receive a letter informing them if they have been successful. News on applications can be expected between three to four weeks after the deadline for proposal submissions. If an application is successful, the following sections in this document should be referred to.

## Granting process

Before a grant agreement is signed, due diligence and pre-contract review processes will need to be completed. These will run in parallel with each other, and it is expected these will take no longer than eight weeks, depending on what is required.

### Grants manager

At this stage of the process, organisations will be assigned a grants manager to work with for the duration of their grant. The role of the grants manager is to support organisations through the due diligence process and the pre-contract review process, as well as project delivery. Together, Project Workbook templates (results framework, workplan, risk register, learning and budget) will be completed, to ensure a project's approach is feasible and likely to yield good results. The grants manager will be the main point of contact for grants, from notification of application outcome until project completion.

### Strategic Adviser

In addition to a grants manager, organisations will also have the support of a Strategic Adviser based in their country of implementation. They will be able to provide additional technical guidance on a range of areas including immunisation and advocacy approaches. They will also support strategic engagement with national stakeholders including governments, wider civil society and the private sector, and support collaboration and learning between other CSOs in country.

### Due diligence

All organisations will be required to undergo due diligence, led by an experienced member of the fiduciary risk team at MannionDaniels. This must take place before grant agreements can be signed, and before any funds are released.

The pre-award due diligence comprises three main areas: Governance and Capacity Assessment (GCA), organisational due diligence, and project due diligence.

The GCA will identify any fiduciary or management risks associated with providing funding, based on an analysis of an organisation's capacity and systems. Organisational due diligence will be completed remotely based on interviews and policies (including safeguarding). Project due diligence will be completed by the Strategic Adviser at the organisation's project location to provide expert insights of the location and project focus.

This due diligence will result in a report of findings and recommendations including conditions for organisations to complete within a set timeframe. Conditions are tracked on Grantelope, and evidence will need to be uploaded here to prove they have been fulfilled. These will need to be fulfilled to retain eligibility for grant funding.

### Pre-contract review process

With support from the grants manager, organisations will refine and finalise the technical documents in their Project Workbook (originally submitted as part of their application). The grants manager will

check these documents to ensure an organisation's ability to deliver, measure and maximise the impact of the project. Together, they will focus on:

- Problem analysis
- Expected results and objectives
- Measuring success
- Gender sensitive or gender transformative approaches and social inclusion
- Sustainability approach
- Environmental risks and safeguards
- Risk management including safeguarding
- Budget and value for money.

In addition to the technical set-up of a project, organisations will also refine their corresponding budget template within the Project Workbook, which breaks down activity level costs. Guidance is available to download from the [application guidance page](#) of the Gavi website.

At the end of the due diligence and pre-contract review process, the start date of a grant will be agreed and final bank details approved. The final Project Workbook will form part of an organisation's grant agreement, and this will be reported against during each reporting period.

## Grant agreement

Grant agreements are the contractual documents which enable Gavi funds to be disbursed to successful applicants. It will outline an organisation's grant disbursement schedule, reporting schedule, approved bank account details and any recommendations agreed during the due diligence and pre-award processes.

Once the grant agreement is signed by all parties, the first payment listed in the payment schedule will be executed. This will be to the value of the project's first budget quarter plus 10% working capital.

## Reporting

Once a grant agreement has been signed and the first payment received, an organisation's project can begin and they become grantees. The point of contact throughout the life of a grant will remain the grants manager, who will work closely with the fiduciary risk team.

Every calendar quarter, full financial and light-touch technical reports will be submitted to the grants manager. Every six months, a full technical report will be submitted with more in-depth data on a project's learning, participant reach and progress. The reports will only be submitted via Grantelope, as outlined in the reporting schedule in all grant agreements.

These reports are important documents to help assess a project's progress and identify any capacity gaps. They will allow grantees and their grants manager to collaboratively identify any issues and develop any next steps to support project progress. These may include workplan updates and budget revisions if needed.

After the approval of each quarterly financial report, the next quarterly grant payment is made to organisations. Payment amounts will depend on any revisions to budgets, actual expenditure and forecasts for the next quarter.

Bank account details should remain accurate. If bank details change, a grantee's grants manager should be informed as soon as possible.

## Project changes

It is recognised that projects can change. A grantee's grants manager should be informed as soon as possible to discuss any project changes. A no-cost extension may also be awarded. If required, this should be discussed with a grantee's grants manager towards the end of the grant, ideally at the penultimate reporting phase.

## Project close out

At the end of a project, grantees are required to submit a final project completion report. This will be an analysis of their project's performance against objectives and lessons learned. This report will be a final evaluation of the project and a collaborative learning opportunity for the grantee and the funding mechanism.

The final quarterly financial claim will be the project completion financial review. This includes a full and final summary of all funds spent under the grant.

The grant management team will conduct a final check of all grant documents within Grantelope. Once these are collated, they will be quality assured by the grants manager. A close-out letter from the grants manager will then be shared with the grantee's organisation.