

Gavi CSO funding mechanism

Questions and responses to queries from civil society organisations – Nigeria

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Application guidance support

Quick links to access the relating online materials

- [Application guidance overview](#) and all the accompanying guidance documents that applicants will need to download from the Gavi CSO funding mechanism website (includes financial guidance).
- [About CSO funding](#) (overview)
- [Register on Grantelope](#) (Step 1 of application process – moving to Step 2 after completing an eligibility review and being confirmed as eligible to apply)
- [Login](#) (this link allows applicants to return to their application at any time).
- Email addresses for support:
 - If an applicant has concerns or questions relating to their proposal, they should submit a query to the [support enquiry mailbox](#) or
 - Through the Grantelope online system.

General questions on eligibility

What is your definition of a CSO?

Civil Society Organisations (CSOs) can include a wide range of organisations, actors, and coalitions, such as:

- Community-Based Organisations
- Faith-Based Organisations
- Civil Society Networks
- Local professional associations
- Academia
- Not-for-Profit advocacy organisations
- Traditional authority organisations
- Women's groups and youth organisations

How long would the eligibility assessment take for an organisation to complete?

There is a simple eligibility form that organisations should complete online, and the system (Grantelope) will indicate yes or no, depending on the answers submitted. Once all applications have been submitted by the submission date, organisations will be checked for eligibility. If eligible at this stage, an organisation's application moves forward to the review process. The whole review process is expected to take around three weeks. All applicants will be notified of the outcome at the same time following the three-week period.

Is the identification of a sub-grantee for a consortia application possible after award?

Applicants are asked to identify any sub-grantees they would like to work with on the project, in advance, and to include them in their proposals. The reason for this is so that the added value they will bring (with their level of experience and knowledge of the community) can be described clearly in the application.

My organisation has already had Gavi grants in the past. Are we eligible to apply for a grant through the Gavi CSO funding mechanism?

Yes, you are eligible to apply through this mechanism.

If a CSO has extensive experience in immunisation but this is the first time with Gavi can the organisation apply for a grant?

Yes. You can apply for an Impact or Accelerator grant even if you have no previous experience of working on a Gavi funded project.

Can an organisation apply as a sole applicant for one grant and be a sub-grantee in a consortium on another application?

Yes. You can apply as a sole applicant on one grant application in one province only and as a sub-grantee on another in multiple provinces. The lead partner in a consortium must meet the financial eligibility criteria in its own right.

Can for-profit organisations e.g. healthcare service companies, consultancy firm, apply in consortium led by a not-for profit CSO?

Yes, this is an option, but you will not be able to be a lead partner. There would have to be a justification for this inclusion and the benefits it would bring. You should also note that grants are made on a cost recovery basis and so do not include a profit margin.

What would be the budget ceiling if CSOs applied as consortium?

The size of the grants indicated in the call for proposals is the amount available for both single applicants and consortia. It is up to the applicant to decide how best to use these funds to achieve maximum results. Please review the financial eligibility criteria to make sure you apply for the right size of funding for the size of the lead organisation.

What is the difference between Impact grants and Accelerator grants?

The Impact grants are for larger national CSOs or INGOs already working in immunisation or child health. Accelerator grants are only for smaller national CSOs who are working or seeking to work in immunisations.

Can national NGOs apply for Impact grants?

Yes, Impact grants are open to national CSOs.

General questions on Financials and Workbook

Is match funding mandatory / How much (what %) of matching cost is required of the total budget?

No, there is no mandatory match funding required to be able to apply.

Is it mandatory for sub-grantees' bank accounts to be in USD to receive the funding?

No, it is not mandatory for either the lead grantee or sub-grantee to have a bank account in USD; however, during the due diligence process, the flow of funds and the organisation's bank accounts will be checked to ensure they are capable of receiving disbursements in USD. While the disbursement does not need to be stored in an applicant's bank account in USD, the payments will be made in USD; thus, the applicant must be capable of receiving the disbursement and converting it into whichever currency their bank is in.

In the budget tab, one activity, for example - Training for healthcare workers - has detailed budgets like Refreshment, travel cost, per diem, material cost etc. how do we input that in the budget template? Do we need one budget line per activity and explanation on the budget note?

The individual activities are expected to be identified in the workplan. Then when the applicant develops the budget, there will be drop down menus to select the associated activity from the workplan. If there is more granularity required then applicants will not have one line per activity, they will have a single activity that will be on multiple lines and for each one of those lines, a different cost input, different budget lines, different cost groupings will be needed to explain exactly how the money is being spent within each activity.

Can we increase the activities in the second tab under the goal?

The workbook builder is designed to help applicants to define the main activities and the main changes that an organisation would like to see, so ideally organisations should keep to the number of cells/activities provided in the workbook builder.

Do we have the freedom to increase rows in the workplan?

Yes, additional rows can be added to the work plan. Ensure that these activities are clearly linked to the expected outputs and relevant indicators. The additional rows will automatically populate the budget template in Column D, keeping everything aligned.

Will organisational capacity building of associated CSOs, community-based groups be financially supported?

Yes, capacity building costs of partners can be included, if justifiable. Sub-grantees should also be selected due to the expertise they bring to the consortium.

Will activities related to the baseline study be supported under the grant?

Yes, the cost of conducting baseline studies can be included within the grant amount but should be cost-effective and show the best value for money e.g. using existing national data where possible.

If the budget heads are different from the drop-down menu, would the format allow the insertion of additional heads?

No, the budget headings are Gavi standard categories and cannot be adjusted.

For calculating the average expenditure of the lead organisation, should we use an average exchange rate for the last 3 years?

Yes, use one standard exchange rate for the last three years, not three individual rates.

The application form can only be downloaded in PDF version. Can you provide a Word version that we can write on?

No, a Word version of the application form is not available. While a PDF version of the application questions can be downloaded from Grantelope for offline reference and consultation with colleagues, it should not be completed and submitted. All applications must be completed and submitted online through the Grantelope system.

General questions on Grantelope**Is the online application sufficient for the call for proposals or is an applicant supposed to submit other documents?**

Applicants are asked to apply using the online system (Grantelope) only. This means completing the eligibility review form initially, then accessing the full application form, along with the project workbook. After this, there will be the other documents such as organisational registration documents and organisational accounts to upload, and these can all be uploaded to the system as part of the online application. Applications or other documents cannot be accepted via email.

Two or more people would like to work on the online application platform. Is this possible to grant access to the online platform for more than two persons in the same organisations?

Just one person can work on the online application platform at one time. Applicants can save their application and download as a PDF and work on it offline as a team.

I tried to register my organisation on Grantelope but cannot access the full application and the Workbook.

Once registered on Grantelope, you then need to complete the eligibility review form and meet the eligibility criteria to be able to move forward. If you successfully meet the eligibility criteria, you will then be able to access the full application and Workbook. See the [Accessing Grantelope guidance](#) for further information on this process.

Where can we upload the annexes on the portal?

The Grantelope system will have designated sections for uploading all required documents, including organisational registration documents, recent audited accounts, the Project Workbook, and CBO partnership documentation. Please follow the instructions within the online application form on Grantelope. If you encounter any technical difficulties, please contact gavi-cso@mansiondaniels.com.

Are there additional documents to be upload?

Yes, the following documents must be submitted with your application:

- Completed online application form on Grantelope
- Project Workbook (Microsoft Excel) with all seven tabs completed
- Organisational registration documents (CAC registration)
- Recent audited accounts (for the past three years)

Country-specific guidance

Nigeria

Questions on eligibility

Are there additional documents to be developed?

Once an applicant is preselected/shortlisted, they will be required to submit:

- CBO Partnership Documentation, including detailed partnership agreements and sub-granting plans for CBOs and smaller CSOs
- Letter of support from NPHCDA or SPHCDA (preferred but not mandatory)

Applicants are therefore advised to keep these documents handy in advance.

How many CSOs are required per state?

One grant will be awarded per state. In total, up to ten grants will be awarded across the nine selected states and the Federal Capital Territory (FCT). It is important to note that only one grant will be issued per CSO, regardless of the number of states for which they apply.

It was stated that CSOs must have a CBO to sub grant to. Is this a non-negotiable requirement?

Yes, this is a mandatory requirement. All Impact grant recipients must demonstrate meaningful partnerships with Community-Based Organisations (CBOs) and smaller CSOs. This requirement is in place to ensure local ownership, sustainability, and grassroots engagement, while also building the capacity of the broader CSO ecosystem

Will the CBOs be considered as sub-grantees who will receive funding from the lead applicants?

Yes, CBOs will be considered sub-grantees and will receive funding from the lead applicants. The budget submitted with the application must include mandatory CBO sub-granting requirements. Furthermore, Impact grant applicants are required to provide detailed partnership agreements and sub-granting plans for CBOs and smaller CSOs. The budget should record the expenditure of the sub-grantees, not just the payments made to them

Is sub-awarding allowed on this project?

Yes, sub-awarding is not only allowed but mandatory for this project. All Impact grant recipients must demonstrate meaningful partnerships with Community-Based Organisations (CBOs) and smaller CSOs through sub-granting arrangements

Will state-level alignment letters from SPHCDA/NPHCDA be scored as part of eligibility or just for preference?

Preference will be given to applicants who have a clearance or support letter from either the National Primary Health Care Development Agency (NPHCDA) or the relevant State Primary Health Care Development Agency (SPHCDA) for the implementation of health interventions. This is a preference criterion, not a mandatory eligibility requirement. However, it will be taken into consideration during the review process

Can an organisation change or replace a CBO assigned to an LGA during the course of implementation?

While the guidance documents do not explicitly address this, the requirement to provide detailed partnership agreements and sub-granting plans for CBOs at the application stage suggests that any changes to CBO partnerships during implementation would likely require approval from the Fund Manager. Applicants should contact gavi-cso@mansiondaniels.com for clarification on this matter.

What is the implication for an organisation whose average annual expenditure is over 50% more than the stated benchmark? Is this a good thing for the applicant?

Having an average annual expenditure that significantly exceeds the minimum requirement of 50% of the average annual grant value is a positive indicator. If an organisation's average annual expenditure is over 500% of the benchmark, it demonstrates strong financial capacity and substantial experience in managing larger budgets. This strengthens the organisation's eligibility and demonstrates a greater capacity to deliver on the grant requirements.

What if the 50% is in local currency but equivalent of the USD requirement?

The financial capacity requirement states that the lead applicant organisation must demonstrate that their average annual expenditure over the past three years exceeds more than 50% of the average annual grant value. Since the grants are denominated in USD, the calculation must be based on USD equivalents. You should convert your local currency expenditure to USD using the appropriate exchange rates for the respective years when calculating your average annual expenditure.

Are for-profit public health consulting organisations working in this space who have implemented similar programmes also eligible to apply for the grant?

No, for-profit organisations, including public health consulting firms, are not eligible to apply for this grant. Applicants must be registered Civil Society Organisations (CSOs) and not-for-profit organisations in Nigeria

Must the CBOs or local CSOs have presence in each identified LGA per state? What if they have an office at the state level?

Community-Based Organisations (CBOs) must have an office in, and be based in, the Local Government Area (LGA) they propose to work in. This is a specific eligibility requirement. Having only a state-level office would not meet this criterion. CBOs need to have a physical presence in the specific LGAs where they will be implementing activities

Will an organisation be eligible to apply if it is an international NGO registered with the CAC, but its global office is the account holder? In the event that we are granted the funds, can the funds be managed by the account holder?

To be eligible as a national CSO, the organisation must meet all of the following criteria:

- Registered in Nigeria with the Corporate Affairs Commission (CAC)
- A Governing Board which is independent of control by a foreign entity or individual/s who are not citizens or permanent residents of Nigeria
- Majority owned by individuals or a governing body who are citizens of Nigeria
- Its senior leadership is primarily (above 50%) located within Nigeria
- Holds an active USD bank account to receive funding within Nigeria

If the global office is the account holder and controls the organisation, this would not meet the eligibility criteria. The organisation must hold an active USD bank account within Nigeria and demonstrate independence from foreign control.

Can international CSOs that possess CAC registration apply?

International CSOs with CAC registration can apply only if they meet the criteria for a national CSO. These criteria include:

- A Governing Board which is independent of control by a foreign entity or individual/s who are not citizens or permanent residents of Nigeria
- Majority owned by individuals or a governing body who are citizens of Nigeria
- Its senior leadership is primarily (above 50%) located within Nigeria
- Holds an active USD bank account to receive funding within Nigeria

Simply having CAC registration is not sufficient; the organisation must demonstrate that it operates as a national CSO with Nigerian ownership and control.

Questions on applications

Additional documents to be developed and sent by email

The following documents must be submitted with your application, please send to gavi-cso@mannonidaniels.com when you submit your application:

- CBO Partnership Documentation, including detailed partnership agreements and sub-granting plans for CBOs and smaller CSOs
- Letter of support from NPHCDA or SPHCDA (preferred but not mandatory)

Who should the letter of support to be addressed to?

The letter of support (clearance or support letter from NPHCDA or SPHCDA) should be addressed to the appropriate authority as per your organisation's standard practice for such letters. For specific guidance on the format and addressee, please contact gavi-cso@mannonidaniels.com.

Should the applicant prepare the letter of support? If so, where do you get it from?

The applicant is responsible for obtaining a clearance or support letter from either the National Primary Health Care Development Agency (NPHCDA) or the relevant State Primary Health Care Development Agency (SPHCDA). This letter should be requested directly from these agencies by your organisation. While not a mandatory eligibility requirement, preference will be given to applicants who have this letter.

Where one individual holds multiple roles within an organisation, can the same person officially fill those roles in the application process?

While the guidance documents do not explicitly prohibit this, it is generally advisable to demonstrate appropriate separation of duties and organisational capacity. The Fund Manager will assess the organisational structure and capacity during the due diligence process. If your organisation has limited staff and one person must fill multiple roles, ensure this is clearly explained in your application. For specific guidance, please contact gavi-cso@mannonidaniels.com.

Is there a benchmark for the project duration? Must it be exactly 21 months or it can be a little less?

Grants are for a duration of up to 21 months. This means the project can be 21 months or less, but not more. All grants are expected to start by approximately March 2026 and must end by December 2027. The duration of your project should be appropriate for achieving the proposed objectives and target.

The workplan allows for a maximum of 18 months and still has Jan 2025 and June 2026 as start and end dates. Since we are not to interfere with the default formulae, what does that mean for us?

We have updated the Workbook on Grantelope to reflect the new dates. The grant duration is up to 21 months, with an anticipated start date of March 2026 and an end date of December 2027. Do not modify the default formulae in the template. If the dates in the template do not align with the stated grant period, please report this technical difficulty to gavi-cso@manniondaniels.com for clarification and guidance.

Can a CSO who has Head office in Abuja, but with offices and actively working in some of the priority states, apply using the head office address?

Yes, you can apply using your head office address in Abuja. However, you must demonstrate that the lead or sub-applicant has prior experience working in the state, and preferably, in the targeted LGAs for which you are applying. Your application should clearly show your organisation's presence and experience in the specific state for which you are applying.

Can the applicant use a personal email during the application process, or must it be the organisation email address?

It is highly recommended to use an organisational email address. The guidance documents emphasize that it is "vitally important that the main contact email submitted in Grantelope remains valid during the application process so contact can be sustained with applicants." An organisational email is more stable and professional. If the individual using a personal email leaves the organisation, communication could be disrupted.

For clarity, does one grant per state mean implementation will be in all the prioritised LGAs of the state?

Yes. Organisations are expected to cover all the LGAs outlined for each state. Applicants are expected to show how they will reach the targets for each LGA as outlined in Annex 1 of the Call for Proposals. The prioritized LGAs are specified for each state, and the successful applicant must implement activities across all of these LGAs.

Is there a limitation on the number of states a CSO can apply?

CSOs can apply for grants for multiple states, but they must use one application form per state. However, it is important to note that no matter how many applications are submitted by a CSO, only one grant will be issued per CSO, for one state only.

If I am applying for two states, it means I am using same email address for registration. Will the system accept two applications with sample email address?

Yes, you can use the same email address for registration and to submit multiple applications (one per state). The system is designed to accept multiple applications from the same email address. However, please remember that only one grant will be issued per CSO, even if you submit applications for multiple states.

Can we have more participants groups than listed on the form?

The Project Workbook and application form are designed to capture the key participant groups relevant to the grant objectives. If you need to include additional participant groups that are essential

to your project design, you should explain this in the narrative sections of your application. For technical questions about the form structure, please contact gavi-cso@mannonidaniels.com.

Are we restricted to only those indicators listed on the platform? As it appears it's a drop-down framework except the baseline, target and other indices?

The key performance indicators are specified in the 'Results framework' tab of the workbook and should be used as appears in the dropdown list in the 'Indicator' column. They include indicators, such as:

- # of zero-dose children identified for vaccination
- # of zero-dose children vaccinated with DTP1
- # of under-immunised children vaccinated with DTP3
- Others as per NPHCDA and SPHCDA agreement

While the core indicators are mandatory, you can include additional indicators that align with NPHCDA and SPHCDA requirements and are relevant to your project design. The Results Framework tab in the Project Workbook is where you will capture your indicators and proposed six-monthly targets for key activities.

How do we report technical difficulties during the online registration process?

For any technical difficulties during the online registration process, you can contact the support team via email at gavi-cso@mannonidaniels.com.

Questions on Grantelope

We meet all the criteria outlined within the call as well as those elaborated here on the call but on Grantelope, we are unable to continue our application past the eligibility verification stage.

If you are experiencing technical difficulties with the eligibility verification stage on Grantelope, please contact the support team immediately at gavi-cso@mannonidaniels.com. Provide details about the specific issue you are encountering so they can assist you promptly.

Will there be a pop-up message on Grantelope to show that my organisation is eligible?

Yes, there is a simple eligibility form that organisations should complete online, and the Grantelope system will provide an initial indication of eligibility. After completing the eligibility review, a 'Task' will be assigned to eligible applicants to complete the full application, which will appear under 'Tasks' in the left-hand menu. However, final eligibility confirmation occurs after the submission deadline when all applications are reviewed.

Is the offline version of the workbook available to prefill before uploading to Grantelope?

Yes, the Project Workbook, which is a Microsoft Excel file, can be downloaded and completed offline before being uploaded to Grantelope. The workbook includes seven tabs to complete at the application stage: Grant information, Workbook builder, Results framework, Workplan, Risk register, Learning, and Budget.

Is it possible to upload other documents to support our application on Grantelope?

Yes, it is possible to upload other supporting documents. The required documents include organisational registration documents, recent audited accounts, the Project Workbook, and CBO Partnership Documentation. The Grantelope system will have designated sections for uploading these required documents. For specific guidance, please contact gavi-cso@manniondaniels.com

Question 9 is showing 2021-2023. Should we include 2022-24 or 2023-25 be included, seeing the deadline for application is December 2025?

This instruction has been updated in the questions. The eligibility requirement states that applicants must have at least three years of experience working on child health and immunization projects in Nigeria and must demonstrate their average annual expenditure over the past three years. Given that the application deadline is in December 2025, you should provide information for the most recent three years for which you have complete audited accounts. This would typically be 2022-2024, depending on your organization's financial year and the availability of audited accounts.

What are the Grant reference codes in the work plan section?

Grant reference codes are system-generated identifiers used within Grantelope to track applications. These should be automatically populated or will be provided by the system. If you are unsure about what to enter in this field, please contact gavi-cso@manniondaniels.com for clarification.

After filling the eligibility criteria on the Grantelope there was a pop-up message, "Sorry your application has not been successful" although I am able to proceed with the application. Can you please provide clarification on this?

This appears to be a technical issue. If you received this message but are still able to proceed with the application, it may be an error. Please contact gavi-cso@manniondaniels.com immediately to clarify your eligibility status and ensure your application will be properly considered. Provide details about the message you received and your ability to continue with the application.

Questions on consortiums

How would a consortium work for this grant?

Gavi will support applications made on behalf of a consortium. If you are applying as part of a consortium, you should identify a lead or coordinating applicant organisation to complete the application. Applications can be submitted by a consortium, provided the lead applicant has the capacity to manage other local CSOs and partners. The lead applicant will be responsible for grant management and the coordination of all consortium members.

Can one CSO apply for this grant or does it have to be a consortium?

A single CSO can apply for this grant; it does not have to be a consortium. However, all Impact grant recipients must demonstrate meaningful partnerships with Community-Based Organisations (CBOs) and smaller CSOs through mandatory sub-granting arrangements. Therefore, while you do not need to apply as a formal consortium, you must include CBO partnerships in your application.

Is there a limit to the number of CSOs in a Consortium?

The guidance documents do not specify a maximum number of CSOs that can form a consortium. However, the lead applicant must have the capacity to manage other local CSOs and partners. The

consortium structure should be appropriate for achieving the project objectives and demonstrating effective coordination. For specific guidance, please contact gavi-cso@manningdaniels.com.

If a consortium of CSOs wishes to work together to apply for the grant, how can they achieve this?

To apply as a consortium, organisations should identify a lead or coordinating applicant organisation to complete the application on behalf of the consortium. The lead applicant must have the capacity to manage other local CSOs and partners. The application should clearly describe the roles and responsibilities of each consortium member and demonstrate how the partnership adds value to achieving the project objectives.

Are consortium applications prioritised over single CSO submissions?

The review criteria do not explicitly prioritise consortium applications over single CSO applications. All applications are reviewed based on a set of criteria that includes relevant experience, programme approach and design, quality of the results framework, MEL approach, capacity to deliver, and the ability to develop CBO partnerships. Both consortium and single CSO applications will be assessed on their merits according to these criteria.

Are consortiums from other states allowed to apply?

Yes, consortiums from other states are allowed to apply, as long as the consortium meets all the eligibility criteria. The lead or sub-applicant must have prior experience working in the state, and preferably, in the targeted LGAs for which they are applying. The consortium must be able to demonstrate relevant experience in the specific state for which they are applying, even if some of the consortium members are based in other states.

When two organisations form a consortium, can each of the organisations be the lead for different states?

Yes, in theory, each organisation could be the lead applicant for a different state by submitting separate applications. However, it is important to remember that no matter how many applications are submitted by a CSO, only one grant will be issued per CSO, for one state only. This means that even if both organisations in a consortium submit separate applications as lead applicants for different states, each organisation can only receive one grant.

In a consortium, will the average annual expenditure be for the consortium members or only for the lead applicant?

The lead applicant organisation must demonstrate the required financial capacity by having an average annual expenditure over the past three years that exceeds more than 50% of the average annual grant value for which they are applying. This requirement applies specifically to the lead applicant, as they will be responsible for managing the grant funds and coordinating the consortium.

Questions on vaccines

Will grantees be required to facilitate procurement of vaccines?

No, grantees will not be required to procure vaccines. CSOs must demonstrate how they will align with current EPI activities and support existing primary health care service delivery. The grant objectives are focused on identifying and vaccinating zero-dose and under-immunised children, resolving non-

compliant households, improving data quality, and advocacy for increased budget allocation. Vaccine procurement remains the responsibility of the government health system.

Who guarantees uninterrupted supply of vaccines?

The supply of vaccines is the responsibility of the National Primary Health Care Development Agency (NPHCDA) and State Primary Health Care Development Agencies (SPHCDA) through the existing government health system. CSOs are expected to align with current EPI activities and support existing primary health care service delivery, not to procure or supply vaccines themselves.

What is the access point to collect the drugs? Will it be at the PHCs or the FCT PHCB?

CSOs will work within the existing primary health care service delivery system. Vaccines are accessed through the established government health system channels, which are typically the Primary Health Care (PHC) facilities. CSOs should coordinate with the relevant State Primary Health Care Development Agency (SPHCDA) and local health facilities in their implementation areas. The focus of this grant is on supporting the existing service delivery, not creating parallel systems.