



Application for The Hepatitis Fund for TRANSFORMATIVE PROGRAMMES TO ADVANCE HEPATITIS ELIMINATION CALL FOR PROPOSALS 2024

Note: The application should not exceed 20 single-spaced pages using 12-point font and standard one-inch margins, excluding references and project budget. The spaces per section could be adapted to your needs.

SECTION 1: ORGANISATION INFORMATION

Project Title	
Organisation Legal Name	
Business registration number	
Years in operation	
Submission Date	
Track	1. ___ 2. ___
Duration of the project	
Primary contact for this grant	
Telephone	
Email	
Address	
Total budget excluding co-funding US\$	
Signature of authorised party to validate submission of proposal	

Is your organization tax-exempt/not-for-profit? _____ Yes. _____ No.

* If yes, please attach a copy of exemption letter from relevant authorities.

* If no, is your organisation a public agency/unit of government? _____ Yes. _____ No.



SECTION 2: PROJECT SUMMARY

Please respond to questions directly within this form, retaining section headings.

2.1 EXECUTIVE SUMMARY

Please provide a summary of the proposal including the problem statement, proposed approach, main objective, expected outcome and catalytic impact.

2.2 THE NEED

Please describe the challenge and need you are aiming to address, the efforts that have been done previously by the government or your organisation.



SECTION 3: INSTITUTIONAL CAPACITY

3.1 RELEVANT EXPERIENCE

What special qualities does the organisation have for accelerating the elimination of viral hepatitis? What has been accomplished to date (with an emphasis on recent achievements)? What has been the biggest success achieved? What barriers has the organisation encountered as it has worked to eliminate viral hepatitis, and what lessons have resulted from these challenges?

[Insert text here]



SECTION 4: PROJECT DESIGN

4.1 PURPOSE STATEMENT

Please provide a one-sentence purpose statement for the proposed project.

[Insert text here]

4.2 PROJECT DESCRIPTION

Please describe the primary purpose, the need or problem that the project addresses, and what is expected to be achieved by the end of the funding period. What population(s) and/or geographical areas will be served?

[Insert text here]



4.3 PROJECT PLAN

Please describe the strategies for implementing the project. How will the project be carried out within the allocated time frame? How and when will required ethical, legal, and regulatory approvals be obtained before any relevant project work is initiated? What other organisations/partners are involved, if any? How will they contribute to the work? Please describe the resources other partners are providing for the project here and in the budget section below.

*Please describe how **THE COMMUNITY** will be involved and is engaged in working with you in*

[Insert text here]

4.4 PROJECT OBJECTIVES WITH RESPECTIVELY OUTCOMES

What are the expected outcomes of this project? (Please be as specific as possible, including health indicators and targets where possible.).

List 2-3 expected and measurable outcomes the grant will help achieve, and how they will be measured.

What will the proposed work accomplish or produce, and how will it enable the organisation/its partners to make more significant progress toward eliminating viral hepatitis? What essential data will be generated during the project?

[Insert text here]



SECTION 5: SUSTAINABILITY / CATALYTIC IMPACT

5.1 CATALYTIC NATURE OF THE PROJECT

Briefly describe why the project provides an innovative approach to accelerating the elimination of viral hepatitis. Assuming the project is successful, what would be the next steps for expanding its scope or scale (setting, population, geographic area)? Briefly explain the strategies the organisation will use to maintain momentum or sustain the spirit and effectiveness of this work after the grant funding ends.

[Insert text here]

5.2 RISKS AND MITIGATION STRATEGIES

Please elaborate on the potential risks that could inhibit success of the project and the strategies you will use to mitigate them.

[Insert text here]



SECTION 6: PROPOSED BUDGET

6.1 BUDGET

Please provide here a SUMMARY BUDGET.

Also provide a brief narrative explanation for each major budget category using the outline below. The line-item categories on the template are examples, please create your own line-item categories as appropriate.

Direct Project Costs

Direct Costs are defined as any expense that can be easily identified with a specific project, such as Personnel Expenses, Materials and Supplies, Travel and Consultants. Provide an itemised list of Direct Project Costs.

Personnel Expenses

Provide names, titles, salaries, fringe benefits and percentage of time each staff member will devote to the project; include the rate used to calculate benefits.

Subcontracts or Subgrants

Subcontracts or subgrants may be approved only for specific services. Subgrants will not be allowed for implementation of the project.

Indirect Costs

Indirect costs are operational costs that are shared by the entire organisation, such as rent, utilities, general supplies, repairs and overall organisational support (e.g., human resources, receptionist and accounting). The Hepatitis Fund will consider supporting an indirect rate of up to 10% for this grant.



SUMMARY BUDGET TEMPLATE

	BUDGET CATEGORIES	TOTAL US\$
1	Direct Project Costs	
	Personnel Expenses	
1,1	Salaries (list staff, title, salary, % of time)	
1,2	Benefits (list % rate)	
1,3	Consultants	
	<i>SUBTOTAL: Personnel Expenses</i>	
	Other Direct Expenses	
2	Training – Capacity building	
3	Project related travel	
4	Procurement supplies	
5	IT, communication and result dissemination	
7	Monitor and Evaluation	
8	Other direct programme support	
9	Subcontracts or subgrants	
	<i>SUBTOTAL: Other Direct Expenses</i>	
II	Indirect Costs (if requested)	
	Indirect Expenses	
	<i>SUBTOTAL: Indirect Expenses</i>	
III	GRAND TOTAL	



SECTION 7: ANNEXES

- Organisational chart.
- Letters of endorsement from key project partners (including host government) and from prior clients/donors.
- Evidence of the organisation's legal status (e.g., Organising documents, articles of incorporation, trust agreements, tax classification, certification from the appropriate authorities, or a written explanation of unofficial charitable status and a description of how the organisation's activities and mission are charitable).
- A recent tax return and/or audited financial statements; or a balance sheet or profit/loss statement, if available.
- A list of the organisation's governing board and key leadership.
- The latest annual report or a brief description of the organisation's history, mission, recent activities, and future plans.
- The latest audit report.
- Evidence of grants received by the organisation from other organisations or government agencies if any.

The completed proposal and budget form must be received by 10 September to be considered for funding.