



## CALL FOR APPLICATIONS

### 2014 ARASA SMALL GRANTS PROGRAMME

#### **About ARASA**

Established in 2002, the AIDS and Rights Alliance for Southern Africa (ARASA) is a regional partnership of non-governmental organisations (NGOs) working together to promote a human rights-based response to HIV and TB in east and Southern Africa through capacity building and advocacy. The head office of ARASA is located in Windhoek, Namibia.

Central to ARASA's operational strategy is utilising the partnership to build and strengthen the capacity of civil society, with a particular focus on people living with HIV (PLHIV) and key populations at higher risk of HIV infection, to effectively advocate for a rights-based and gendered response to HIV and tuberculosis (TB) in east and southern Africa. This is done with the objective of ensuring that the rights of PLHIV and those at higher risk of HIV are respected and protected and those socio-economic rights, the denial of which fuels the epidemic in the region, are respected, protected and fulfilled.

#### **About the Small Grants Programme**

In 2008, ARASA initiated a competitive small grants programme to facilitate the implementation of a set of time bound activities based on concepts explored and knowledge gained during ARASA's annual regional TB, HIV and Human Rights Training of Trainers' (ToT) course. An external evaluation conducted by Singizi Consulting in 2012, found that the small grants programme has created an important platform for organisations (through the individual grantees) to initiate and implement human rights-related advocacy campaigns. It also found that the reach of some of the small grants projects has been significant, particularly given the relatively small amount of the grant allocations. The evaluation recommended that some consideration be given to ways in which ToT graduates can be better "tuned in" to the ARASA network, as well as to opportunities for synergistic advocacy work. Thus, the 2014 grants will be offered to projects focused on human rights issues of concern in the context of HIV and TB in the region as identified by ARASA partners during the Annual Partnership Forum, which strengthen synergies with other in-country, regional and global advocacy agendas, thus maximizing the use of the limited resources available to civil society to undertake advocacy for human rights-based programming. It is anticipated that this approach will strengthen the sustainability of advocacy for human rights-based responses beyond the life cycle of the ARASA funded project.

Upon the successful completion<sup>1</sup> of the Training of Trainers programme, trainers may apply for one of seven small grants up to the value of US\$10 000 to implement projects focused on HIV, TB and human rights training, advocacy, research, policy review /development and legal audits in the SADC countries, Kenya, Uganda and the Indian Ocean Islands.

#### **Grants eligibility**

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<sup>1</sup> See eligibility criteria below

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- Project should be focused on one (or more) of the following themes identified as human rights concerns in the context of HIV and TB in the region by ARASA partners during the Annual Partnership Forum:
  - i) Prisoner health and human rights (including access to TB and HIV treatment and care, separating children incarcerated with adults, conjugal visits, infection control, conditions in prisons);
  - ii) Creation/ strengthening of an enabling environment and access to health services for key population groups (sex workers, LGBTI and drug users);
  - iii) Funding for health; and
  - iv) Access to medicines with a focus on intellectual property rights
- Only trainers who successfully completed all four training sessions and submitted all assignments (BASIC, SPECIALISED 1, SPECIALISED 2 and ADVANCED TRAINING OF TRAINERS ON HUMAN RIGHTS) may apply.
- Organisations applying for a small grant MUST be ARASA partners.
- Organisations that are currently receiving financial support from ARASA under its country support programme will not be considered for the small grants.
- The trainers should be based in registered organizations (who supported their participation in the ToT), which implement HIV, TB or human rights training, advocacy and/or treatment literacy programmes.
- The proposed project should be implemented in one of the SADC countries, Indian Ocean Islands, Kenya and Uganda.
- Organisations will be expected to abide by the provisions of ARASA's anti-corruption, procurement and other relevant policies and to file detailed narrative reports illustrating clear outcomes and impact as well as financial reports accompanied by certified copies of all financial supporting documents in accordance with the reporting timeline provided for in the grant agreement.
- Organisations should submit the documents listed in the check list below with their project proposal.

#### Documents check list

- Small Grants Application Form;
- Narrative Project Proposal;
- Budget breakdown of the proposed project;
- Monitoring and evaluation template;
- Certificate of registration as a Trust, NGO, non-profit organisation (NPO), community-based organisation (CBO) or faith-based organisation (FBO); and
- Original letter from registered bookkeeper or auditing firm of your organisation, confirming that the organisation is audited on an annual basis;

**NB: No application will be considered without all the above-mentioned documents.**



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#### **Applications should be sent to:**

Regional Training and Capacity Strengthening Officer (Lawrence Mbalati)

ARASA Cape Town Office

Physical Address: 5<sup>th</sup> Floor, Mercantile Building, 63 Hout Street, Cape Town, South Africa.

Tel: +27 21 422 5463

Fax: +27 21 422 5483

Email: [lawrence@arasa.info](mailto:lawrence@arasa.info); copy [Jacob@arasa.info](mailto:Jacob@arasa.info)

Web: [www.arasa.info](http://www.arasa.info)

**Closing date for applications is Friday 29th November 2013 at 17h00 Central African time.**

**Certificates and support letters MUST be certified before they are scanned and attached. No late applications will be considered. Kindly use the template below for your narrative project proposal and attach the logical framework form as well as the activity based budget.**



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**SMALL GRANTS APPLICATION FORM**

<b>Title of the proposed project:</b>		
<b>Name and contact details of the applying trainer</b> (include full names, physical & postal address, contact numbers, email address etc)		
<b>Full name of the implementing organisation, its legal status and year of registration</b> (include registration number and date)		
<b>Physical address of the organisation:</b>		
<b>Postal address of the organisation:</b>		
<b>Contact numbers including country code:</b>  <b>Mobile or alternative contact numbers:</b>  <b>Fax number:</b>		
<b>E-mail:</b>  <b>Alternative e-mail:</b>  <b>Website if any:</b>		
<b>Key contact person:</b>	<b>Name &amp; surname:</b>	
	<b>Position:</b>	
	<b>Contact details:</b>	
<b>Total budget of the organisation ( For current</b>		



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<b>financial year) in US\$:</b>	
<b>Total project budget amount:</b>	
<b>Banking Details: all details below are required</b>	
<b>Bank name:</b> <b>Type of account:</b> <b>Account Holder:</b> <b>Account number:</b> <b>Branch code:</b> <b>Branch name:</b> <b>Swift code:</b>	

<b>Financial agent( if different from the organisation)</b>	
<b>Name of the organisation:</b>	
<b>Contact person:</b>	
<b>Physical address:</b>	
<b>Postal address:</b>	
<b>Telephone number:</b>  <b>Fax:</b>  <b>Alternative contact details:</b>	
<b>E-mail:</b>  <b>Alternative e-mail:</b>  <b>Website if any:</b>	



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## NARRATIVE PROJECT PROPOSAL

*Please note that this segment as well as the budget section must be completed fully and all questions answered in detail. Any application that does not comply with the instructions provided in this template will not be considered.*

### **(a) Organisational Background**

1. Overview of the organisation
2. Vision and Mission Statements
3. Governance and Management Structure
4. Goals and Objectives
5. Current Activities or Projects
6. Key achievements to date

### **(b) Problem Statement<sup>2</sup>**

### **(c) Project Goals, Objectives and Activities**

**Specific Objectives:**

**Project Activities:**

**Project Beneficiaries and Timeframe:**

**(i) How will your project contribute towards promoting human rights based response to HIV and TB in Southern and East Africa in a comprehensive, integrated and transformative way?**

**(ii) What mechanisms will your organisation put in place to ensure the sustainability of this project?**

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<sup>2</sup> What problem do you want to address? What evidence is there that this is a problem?



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(iii) How will your project aim to utilise a multi-sectoral approach and collaboration with range of stakeholders within your country?

#### **(d) Organisational Capacity**

(Reflect on infrastructure, human resources etc. pertaining to programme management, which exist in your organisation to support implementation of this project)

#### **(e) Monitoring & Evaluation Framework and Procedures**

(Reflect on existing M&E systems in your organisation and how they will be used for the project)

#### **(f) Financial Accountability**

(Reflect on current financial management systems existing within your organisation and how they will be used to ensure financial accountability with regards to the project funds etc.)

#### **(g) Project Budget**

Kindly use the template below to draft a budget for your project.

Budget Item / Activity	Item cost		Requested amount from ARASA	
	In US Dollars	In local currency(e.g. TZS)	In US Dollars	In local Currency(e.g. TZS)
Administration Fees				
Communication Fees				
Material Development				
Activities				
<b>Total amount</b>				



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