



## U.S. President’s Emergency Plan for AIDS Relief Community Grants Program (PCGP)

### The U.S. President’s Emergency Plan for AIDS Relief (PEPFAR)

PEPFAR-Kenya is a comprehensive program of HIV prevention, care, and treatment supported by the American people. Under the leadership of Ambassador Michael E. Ranneberger, the Emergency Plan is implemented by committed Kenyan and American technical staff of the U.S. Centers for Disease Control and Prevention, Walter Reed Medical Research Unit, U.S. Agency for International Development, and staff and volunteers of the Peace Corps.

### PEPFAR Community Grants Program (PCGP)

Through its Community Grants Program, PEPFAR offers one-year grants to assist grassroots, community-run projects in Kenya to strengthen community level responses to HIV. All groups must be registered with the Government of Kenya’s Ministry of Gender and Children Affairs, Department of Gender and Social Development or other ministry.

Proposals must include practical strategies for sustaining the projects beyond the end of the project year and reflect a high level of involvement and financial or in-kind contribution from the community.

<b><i>PCGP Overview</i></b>	
<p><b><u>Required project focus</u></b></p> <ul style="list-style-type: none"> <li>● Orphans and vulnerable children (OVC) and/or</li> <li>● Home-based health care (HBHC)</li> </ul> <p><b><u>Contributions from community</u></b></p> <ul style="list-style-type: none"> <li>● Knowledge and experience</li> <li>● Community organizations</li> <li>● Labor</li> <li>● Financial support</li> <li>● Other services</li> </ul>	<p><b><u>Eligible organizations</u></b></p> <ul style="list-style-type: none"> <li>● Community Based Organizations (CBO)</li> <li>● Faith Based Organizations (FBO)</li> </ul> <p><b><u>Organizations are NOT eligible</u></b> if the proposed activities have previously received funding from the US Government</p> <p><b><u>One-year grants</u></b> will range from US \$4,000 to US \$10,000 (approximately KSh 280,000 to KSh 700,000). The final award will be based on an objective review of the proposed project activities and a detailed budget.</p>

PCGP receives many applications and has limited funds. **Applicants are not assured of funding.**

If your organization is interested in submitting a proposal to the PEPFAR Community Grants Program, please contact:

*PEPFAR Community Grants Program  
US Embassy  
PO Box 606-00621, Nairobi  
KenyaPCGP@state.gov*



## Overview

### *What is the U.S. President's Emergency Plan for AIDS Relief?*

Building on the extraordinary success of its initial five years, on July 30, 2008, the second phase of the U.S. President's Emergency Plan for AIDS Relief (PEPFAR) was signed into law. Already the largest commitment by any nation to combat a single disease in history, the new legislation will increase the U.S. financial commitment to the global fight against HIV, tuberculosis, and malaria in countries most affected over the next five years. These resources will build on the foundation laid by the initial phase of PEPFAR and, working in partnership with host nations, aim to achieve the following goals by 2013:

- Treatment for at least 3 million people
- Prevention of 12 million new HIV infections
- Care for 12 million people living with and affected by HIV, including 5 million orphans and vulnerable children (OVC)

### *What is the PEPFAR Community Grants Program (PCGP)?*

The PEPFAR Community Grants Program is designed to assist communities with projects that promote HIV prevention and care for those infected with or affected by HIV. Strong community involvement and commitment must be demonstrated in your application. Also, applicants must demonstrate prior experience implementing and sustaining community-run activities that benefit people living with HIV and/or promote HIV prevention programming.

### *What are the objectives of the PCGP?*

- To enhance the quality of life of OVC infected or affected by HIV. Orphans are defined as children under 18 years of age who have lost a parent. Vulnerable children are those who reside in households affected by HIV (e.g. a household in which a parent or principal caretaker is HIV infected).
- To reach as many people as quickly as possible with HIV prevention or effective home-based health care (HBHC) and support services that the community can sustain after the project period.
- To support innovative programs in OVC and HBHC.

### *What is the selection process?*

The Community Grants Program office will conduct preliminary reviews, including possible site visits, and develop a shortlist of applicants based on the following selection criteria:

- Community development project successfully conducted in the last two years
- Technical merits of the application
- Cost-effectiveness and cost-realism of the application

Applications which do not comply with the requirements of the program guidelines will not be considered. An internal committee will review the applications on the shortlist. If your project is considered for funding, a pre-award site visit will be conducted and you will need to provide quotations from vendors for items to be purchased.

Please see *Definitions* on page 3 for more information on OVC and home-based health care.

## Guidelines

### *Who is eligible?*

Community-based organizations (CBO), faith-based organizations (FBO), and groups of persons living with HIV (PLWH) may apply. *Applicant organizations must have been operating and registered for at least three years and must provide evidence of having previously managed community-run projects and successfully completed income-generating activities of similar scale to the project proposed.*

### *What type of funding is available?*

One time funding to expand, extend, or improve an existing OVC or HBHC activity over a twelve month period. Budgets should be between US \$4,000 to US \$10,000 (approximately KSh 280,000 to KSh 700,000).

### *What are the accountability and reporting requirements?*

- Applications must describe definable, measurable objectives that contribute to HIV prevention, care and/or support according to the indicators below.
- Applications must provide a detailed budget and budget justification.
- Funded projects will be required to submit a six-month and a final report including financial accounting with receipts.



## PEPFAR Community Grants Program

Orphans and Vulnerable Children projects are required to estimate targets for the indicators below.

### Indicator

1. Total number & frequency of OVC services provided, and sub-totals of male and female
2. Total number & frequency of OVC food and nutritional supplementation provided through PCGP funding
3. Total number & frequency of training of providers/caregivers in the age-appropriate services for OVC according to national & international standards

Home-Based Health Care projects are required to estimate targets for the indicators below.

### Indicator

1. Number & frequency of service of programs providing general HIV-related home-based health care
2. Total number & frequency of individuals provided with general HIV-related home-based health care and support, and sub-totals of males and females
3. Number & frequency of individuals trained to provide general HIV-related home-based health care and support for HIV-infected Individuals

## Project Criteria

1. Activities funded by PCGP must include significant and measurable **contributions** of materials, management, labor and/or financial support by the local community. The PCGP contribution is meant to build on existing community commitments.
2. Projects must be within the means and skills of the community to operate and sustain. Projects may use support from other international, Government of Kenya or PEPFAR implementing partners.
3. The project funded by PCGP must be completed within twelve months of the receipt of funds.
4. Grants will only be given to groups or communities with a **proven record of accomplishments**. Groups must have evidence of successful projects that have been carried out within the past two years. *The organization requesting funds must be operating and registered for at least three years as a Community-Based or Faith-Based Organization in Kenya with the Ministry of Gender and Children Affairs, Department of Gender and Social Development or other ministry (include a copy of registration certificate with your application).*
5. Projects should address an immediate need and propose a **demonstrable impact** on HIV care and support and/or prevention services in the community.
6. The **number of people** who will benefit from the activities should be **consistent with the level of funding requested**.
7. The applicant must identify a local volunteer mentor organization to provide informal technical and management advice to guide the project. **The volunteer mentor organization does more than provide a reference letter.** Their involvement should be clearly described and be appropriate for the project. PCGP suggests mentors be a local non-governmental, community-based or faith-based organization. The PCGP office is also available to provide guidance on identifying a volunteer mentor organization.
8. Letters of support from the voluntary mentor organization and Kenya Government officials at the district level are required and must show specific knowledge of and involvement with the proposed project.
9. Community Grants Program Grants **cannot** provide funds for the following expenses:
  - Food (this may be purchased with funds generated with income-generating activities)
  - Office operating costs (e.g., administrative cost, maintenance cost, rent, salaries)
  - Cost of purchase, operation and maintenance of motor vehicles
  - Religious instruction
  - Police or military activities
  - Expenses associated with a private business
  - New building construction
  - Personal lodging or travel that is not directly related to program implementation or reporting
10. Examples of Allowable Expenses:
  - Equipment related to income-generating activities
  - Training peer educators, providers and caregivers
  - Workshops for OVC guardians
  - Transportation directly related to project activities (with a log book record)
  - Informational materials related to the project
  - Drama group expenses related to the project
  - Educational and daycare and after-school supplies related to the project
  - Practical supplies for home-based health caregivers related to the project

## PEPFAR Community Grants Program



*Examples of projects that PCCGP might support include, but are not limited to:*

1. Assisting local health clinics in implementing HIV prevention, care and support services
2. Providing training and services to families caring for persons living with HIV
3. Supporting HIV "post-test" clubs that have a service component
4. Endorsing innovative ways (such as sport clubs) to educate youth and adults on age-appropriate HIV prevention and care and to promote counseling and testing
5. Supporting referral systems between dispensaries/other lower-level health clinics and counseling, testing, or Anti-Retroviral Therapy services
6. Programs to support HIV treatment adherence that include linkages to care and prevention for positives
7. After-school programs for OVC
8. Community-run income-generating activity that provides nutritional supplementation for OVC
9. Projects that use appropriate technology, energy conservation and/or develop natural resources to support OVC and/or other people living with HIV
10. Implementing an income-generating activity (e.g., livestock, agricultural projects or other micro enterprises) that will support and sustain the proposed intervention benefiting those affected by or living with HIV

### Proposal Evaluation

#### APPLICATION EVALUATION CRITERIA

Applications will be reviewed based on the technical evaluation criteria below. These criteria both (1) serve as the standard against which all proposals will be evaluated, and (2) identify the significant items which applicants must address in their proposals.

A total of 100 points are possible for the complete application.

#### A. APPLICANT EXPERIENCE AND PROGRAM MANAGEMENT (30 points)

Capacity to manage (technically, administratively and financially) a project and to deliver and report on the proposed results

#### B. TECHNICAL APPROACH (60 points)

Methods, strategies and plans to quickly start the project, to deliver the proposed services, and to implement the income-generating and sustainability activities

#### C. COST EVALUATION (10 points)

Costs proposed are reasonable; community support for the project is documented

### Definitions

**Orphans and Vulnerable Children** – activities must be directed towards improving the lives of orphans and other vulnerable children (OVC) affected by HIV, and doing so in a measurable way. Services to children (0-17 years) should be based on the actual needs of the child and could include ensuring access to basic education (from early childhood development through secondary level), broader health care services, targeted food and nutrition support, protection and legal aid, economic strengthening, training of caregivers in HIV prevention and home-based care, etc. Household-centered approaches that link OVC services with HIV-affected families and strengthen the capacity of the family unit (caregiver) are included along with strengthening community structures which protect and promote healthy child development (schools, churches, clinics, child protection committees, etc.) and investments in government capacity to identify, monitor and track children's well-being. Programs may be included which strengthen the transition from residential OVC care to more family-centered models.

**Home-Based Health Care** – activities aimed at extending and optimizing quality of life for HIV-infected clients and their families throughout the continuum of illness through provision of clinical, psychological, spiritual, social, and prevention services. HBHC services should support clinical care of HIV/AIDS-related complications including malaria and diarrhea, pain and symptom relief, and nutritional assessment and support including food. Psychological and spiritual support may include group and individual counseling and culturally-appropriate end-of-life care and bereavement services. Social support may include vocational training, income-generating activities, social and legal protection, and training and support of caregivers. Prevention services may include prevention for positives behavioral counseling.



## U.S. President's Emergency Plan for AIDS Relief Community Grants Program (PCGP)

### APPLICATION 2009 ROUND 2

#### **Instructions**

The PEPFAR Community Grants Program promotes grassroots HIV care, support and prevention activities. These activities are intended to fill a demonstrated need in a community and to reach a number of beneficiaries that is consistent with the level of funding requested.

PCGP supports sustainable projects that are able to rapidly carry-out programs that benefit as many individuals as possible.

Please review the PEPFAR Community Grants Program guidelines carefully before filling out this form. Your application should explain and speak for your proposed project and the community. Applications should be not more than 8 pages, plus letters of support, certificate of registration, map, and other attachments.

1. Use block print and/or type the application.
2. Write or type the name of the applicant organization and contact information at the top of each page.
3. Attach a copy of the Certificate of Registration as a CBO/FBO from Ministry of Gender and Children Affairs, Department of Gender and Social Development or other ministry.
4. Attach a map with directions from a major town and road to your location.
5. Include letters of support specifically for this project, including a letter from an organization that agrees to be a volunteer mentor/advisor to your organization for this project.
6. If necessary, use a separate sheet of paper with the section headings from the application.
7. Application deadline is March 23, 2009, 4 PM and should be sent to:

**PEPFAR Community Grants Program  
US Embassy  
PO Box 606-00621, Nairobi  
KenyaPCGP@state.gov**

Applicant/Organization name: \_\_\_\_\_

**U.S. President's Emergency Plan for AIDS Relief (PEPFAR)  
Community Grants Program**

**APPLICATION FORM 2009 Round 2 (Due March 23, 2009)**

**Type or write using block letters. If you use separate pages, include section heading & number and be sure to include your organization name on every page.**

<b>1. Applicant Organization</b>			
Organization Name			
Mailing Address			
Telephone number(s)			
E-mail			
Year Founded			
Number of active members			
Annual Budget			
Location (province, district, division, location, sub-location, village)			
Examples of community development activities carried out by your organization in the past two years			
If organization has received assistance from the Government of Kenya or any donor organization, list amount of funding and any projects since 2007	<i>Year</i>	<i>Amount</i>	<i>Donor</i>

<b>2. Project Background</b>	
Project Title	
Brief Description of the project purpose (to be described in detail in Section 6)	

<b>3. Proposed Volunteer Mentor Organization</b>	
Organization Name	
Contact Person and Title	
Mailing Address	
Telephone number(s)	
E-mail	

Applicant/Organization name: \_\_\_\_\_

4. Project Staff		
<b>4a. Coordinator/Manager</b>		
Full name of resident manager implementing the project		
Title/Position		
Mailing Address		
Telephone number(s)		
E-mail		
4b. Project Staff Roles and Responsibilities (OVC, HBHC and/or IGA)		
<i>Project component (Project manager/ OVC/HBHC/IGA)</i>	<i>Partner's or staff person's name and role</i>	<i>Responsibilities</i>

5. Project Beneficiaries							
<i>Please estimate the number of direct beneficiaries from PCGP funding. Use the definitions from the overview (page 3) to complete the tables below.</i>							
<b><u>Orphans and Vulnerable Children</u></b>				<b><u>Home-Based Health Care</u></b>			
OVC to be served	Estimated Number			HBHC Services	Estimated Number		
	Frequency	Male	Female		Frequency	Male	Female
0 – 17 years				Number of service programs providing general HIV-related home based health care—excluding TB			
Receiving food and nutritional supplementation				Number of individuals receiving general HIV-related home based health care and support—excluding TB (diagnosed or presumed)			
Providers/caregivers trained				Number of providers/caregivers trained			

Applicant/Organization name: \_\_\_\_\_

**6. Proposed Activity Description**

*Provide a detailed description of this project proposed for the PEPFAR Community Grants Program and explain why your organization has the capacity to successfully conduct this project. Describe how this project addresses specific needs and the specific measurable benefits it will bring to the community.*

Applicant/Organization name: \_\_\_\_\_

### 7. Project Implementation Timetable

Provide a project implementation timetable by **month** with specific activities [number served and frequency of service(s)] from PCGP and related funding sources and planned accomplishments/results. Use the following chart for your implementation timetable, noting that you may have more than one activity per month – just be sure that you have results that line up with each activity.

Month	Activity	Result/s
Example	<ol style="list-style-type: none"> <li>Monthly OVC care and support</li> <li>Monthly home visits to PLWH</li> </ol>	<ol style="list-style-type: none"> <li>35 OVC (ages 5-12 years received after school care 5 days a week)</li> <li>20 PLWH care &amp; support assessments completed May xx, 2009. 5 PLWH referred to clinic</li> </ol>
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### 8. Sustainability Plans

Describe what your organization will do to ensure that the project activities will continue after the one-year PCGP grant. The plans should include the organization's on-going commitment to manage and finance the project, including, but not limited to, managing the financial returns from income-generating activities (IGA) for future activities; training and assigning individuals to check that the IGA continues to be productive and to make sure that OVC or the people living with HIV continue to receive quality care and support as proposed in the application. Use the chart below for your sustainability timetable, noting that you may have more than one sustainability activity in a month and some months in which there are none.

Month	Sustainability Activity	Result/s
Example	<ol style="list-style-type: none"> <li>Identified vendors for IGA products in district market center</li> <li>20 caregivers received comprehensive HBHC training</li> </ol>	<ol style="list-style-type: none"> <li>Established market for IGA products at xx KSh/kg; profits used increase number of OVC provided with support from 50 to 75</li> <li>Increased number of caregivers from 15 to 35; increased OVC service frequency from 2 times per week to 5 times per week</li> </ol>
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Applicant/Organization name: \_\_\_\_\_

### 9. Proposed Budget and Budget Justification Narrative

Please provide a detailed budget in Kenya Shillings.

- (a) Use the template in **Attachment A** to develop your organization's budget and budget justification narrative.
- (b) List all materials and expenses that will be needed to complete the project or attach pro-forma invoices. Examples include: the number of pamphlets you are purchasing for training, the number of days you will conduct training, etc.
- (c) Designate which materials or expenses would be contributed by the organization and which ones the PEPFAR Community Grants Program will provide.
- (d) Write a budget justification explaining why each line item is necessary for the project's success.
- (e) Budgets requesting more than US \$10,000 will not be considered.

*NOTE: All grants funds for durable goods and materials are paid directly to the suppliers/vendors. Grant amounts are in US dollars although payments are made to vendors within Kenya in Kenya Shillings. Organizations receiving PCGP funds are responsible for locating reliable suppliers and obtaining quotations pro-forma invoices.*

### 10. Location of Proposed Project

Attach a map that shows the location of the proposed project. Give the distance in kilometers and provide directions from the nearest trading center. A stranger to the area should be able to find the project site easily by asking at the trading center after leaving the main tarmac road. Start the map from the nearest large town on a main road such as Machakos, Kisii, Kitale, Garissa, etc.

If you are submitting the application via e-mail and cannot attach a map, please send the map to us by post.

Application deadline: March 23, 2009, 4:00 PM

Individual authorized to sign for the organization requesting PEPFAR Community Grants Program Funds for 2009 Round 2.

Printed Name: \_\_\_\_\_

Title of requester: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Applicant/Organization name: \_\_\_\_\_

## Attachment A: Project Budget and Budget Narrative Guidelines

Use this template with examples activities to develop your project's budget. Place the amount requested in the appropriate column, either PCGP or Community Contribution.

### A. Project Budget

Line Item	Activity Categories	Unit Cost (KSh)	PCGP (KSh)	Community Contribution (KSh)
1	Project Activities and Operations Costs 1a. OVC • Example: <b>caregiver training</b>		xx KSh	xx KSh
	1b. HBHC • Example: <b>care &amp; support</b>			xx KSh
	1c. IGA • Example: <b>kitchen gardens</b>		xx KSh	
2	Local travel costs related to the project • Example: <b>transport livestock</b>			xx KSh
3	Equipment/materials related to project implementation or IGA 3a. OVC • Example: <b>school uniforms</b>		xx KSh	xx KSh
	3b. HBHC • Example: <b>personal hygiene kit</b>		xx KSh	
	3c. IGA • Example: <b>bee hive</b>			xx KSh
4	Total contribution from community			xx KSh
5	Total budget from PCGP		xx KSh	
6	Total project budget (PCGP & community contribution (Line 4 + Line 5))			xx KSh

### B. Budget Narrative

Explain how the PCGP funds may be used to cover expenses that are directly related to each of the lines in your budget to implement the OVC, HBHC or income-generating activity. Provide an explanation for each category or sub-category of activity (line 1, 2 or 3):

- 1. Project Activities and Implementation Costs** may include costs for organizing events, renting space for activities, purchase of materials and supplies, training, and any other relevant costs. Indicate the number recipients/participants/trainees and frequency of services/events/trainings, etc.
- 2. Travel Costs**  
Provide a brief explanation of expected travel expenses. These costs should be calculated according to the cost of transport used for implementing the project.
- 3. Equipment/Materials**  
Provide a brief explanation of how the equipment/materials will be used to implement the project.