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GLOBAL POVERTY ACTION FUND (GPAF) IMPACT WINDOW ROUND 3: CONCEPT NOTE STAGE FREQUENTLY ASKED QUESTIONS (FAQ)

Introduction

The purpose of this document is to provide answers to some of the frequently asked questions about the [GPAF Impact Guidelines for Applicants](#) and the application process. This document has been designed to be read as an accompaniment to the GPAF Impact Guidelines for Applicants and is broken down into the same sections. You can navigate to the relevant area of the document using the hyperlinks in the table of contents below.

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1. GPAF Programme Objectives

No questions - see GPAF Impact Guidelines for Applicants

2. Specific focus of the GPAF Impact window

Which Millennium Development Goals (MDGs) does DFID consider to be ‘off-track’? I seem unable to find this on the website or within the supporting documentation.

DFID does not define which MDGs are off-track. This varies from country to country and also within countries. It is therefore up to applicants to present locally relevant evidence identifying the status of MDG achievement.

3. Further clarification of the GPAF general objectives

No questions - see GPAF Impact Guidelines for Applicants

4. GPAF and Value for Money

No questions - see GPAF Impact Guidelines for Applicants

5. GPAF and Gender

Would a project that delivered service to women only be considered gender discriminatory if the benefits of the project would reach the whole community?

This would not be considered to be discriminatory, but we would still expect the men to be involved in the project design and implementation as appropriate.

6. What has changed since the last GPAF Impact round?

No questions - see GPAF Impact Guidelines for Applicants

7. Applicant eligibility

GPAF Guidelines point 7.7 states that organisations which are members of a ‘wider confederation, network and family members of PPA holders’ are

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ineligible for GPAF funding. Why is this and how does DFID define 'wider network and family members'?

PPA holders are excluded from applying for GPAF funding in order to extend the opportunities for other organisations. As PPA funding can be used to support 'related' organisations, these are also considered ineligible. In order not to be considered as members of a PPA 'wider network or family' applicants must, as a minimum, be able to demonstrate that they are fully independent and autonomous organisations and share no common governance features with a PPA holder. Common governance features may include (but are not limited to), voting rights, centralised decision-making powers, shared board members or trustees, shared articles of association or shared mission.

GPAF Guidelines point 7.8 states that applications from organisations which are actively involved in proselytising cannot apply for GPAF funding – Does this exclude Faith Based Organisations that include promotion of their faith in their organisational objectives?

No. DFID recognises that Faith Based Organisations play a very important role in International Development. However, applications from organisations that include proselytising in their organisational objectives must be able to provide assurances that their promotion of religion would not influence the implementation of the proposed project, or lead to any form of exclusivity or conditionality.

8. Project partners

No questions - see GPAF Impact Guidelines for Applicants

9. Consortium applications

GPAF Guidelines point 9.1 states that informal consortia are considered to be the same 'partnerships' as defined in Section 8 of the Guidelines. Why is this?

In previous rounds some applicants to the GPAF Impact window confused international partnerships for implementation with 'informal consortia'. For this round, section 8 includes clearer definition of different kinds of partnership and section 9 restricts the GPAF definition of consortia to 'formal consortia' i.e. those where organisations come together to create a new consortium organisation with its own governance documents.

10. GPAF Impact window - What can and cannot be funded?

i. Grants

GPAF Guidelines point 10.7: My organisation currently holds three grants from GPAF Impact Window round one. As my organisation is a member of an international family of organisations, would other members within the eligible countries for this third round be eligible to apply for and hold up to three more GPAF grants?

Yes, provided that these country offices are able to meet the eligibility criteria as defined in the guidance document and are able to show significant autonomy as described in section 7.4 of the guidance document.

ii. Project Countries

GPAF Guidelines point 10.8: Country X is an eligible GPAF project country. Can we submit a concept note targeting citizens of country X that are living in refugee camps in country Y, even if country Y is not an eligible GPAF country, as the citizens in question are officially under the protection of country X?

Projects for country X must take place within the borders of country X or another eligible GPAF project country. As country Y is not an eligible GPAF project country, this project would not be acceptable under the GPAF programme criteria.

GPAF Guidelines point 10.8: Are we able to submit a concept note for a project taking place in more than one country?

It is possible to submit an application for a project to be carried out in more than one country. However, all project countries must be in the list of eligible project countries as published on the DFID website.

iii. The 40% rule

GPAF Guidelines point 10.6: Does the 40% rule regarding the organisation's annual income apply only to the funding provided by DFID, and not the total project budget?

Yes, that is correct. The average annual grant request amount must not exceed 40% of your organisation's average income over the past 3 years. Applicants are

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expected to secure a minimum of 25% match funding on top of the requested grant amount.

GPAF Guidelines point 10.6: If my organisation has a provisional grant award from the previous funding round and I want to make an application to the current funding round should I factor the provisional grant amount into the income calculation?

No. As your organisation does not at this stage have a confirmed grant award, your income should be calculated using your existing average. Obviously, this situation would change if the grant from the previous funding round is confirmed. Please note that this may result in your proposed application to the current funding round being considered ineligible at a later stage.

GPAF Guidelines point 10.6: How does the 40% rule apply to consortia?

As the GPAF has restricted its definition of consortia to 'formal consortia' only (see above), the 40% rule will apply to the income shown in the accounts of the formal consortium only, and not the combined average of the consortium members.

iv. Match funding

GPAF Guidelines point 10.2: Is the minimum grant request amount of £250,000 inclusive of the 25% match funding requirement?

No. The minimum grant request amount of £250,000 does not include the 25% match funding. The applicant would be expected to provide the minimum of 25% match funding on top of the grant request amount.

GPAF Guidelines point 10.3: Are funds from an in-country government considered to be an acceptable source of match funding?

If your organisation was receiving money from the in-country government specifically for the project, this would be considered eligible.

GPAF Guidelines point 10.3: Is it acceptable for the 25% match funding to be provided by a Southern partner?

Yes, that is acceptable.

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GPAF Guidelines point 10.3: Does the match funding need to be 100% confirmed by the time that the concept note is submitted?

No, match funding only needs to be confirmed for the first year at the point of grant confirmation, i.e. signature of Grant Agreement, and annually thereafter. However, we do look at the viability of the proposed sources of match funding during the proposal appraisal process.

GPAF Guidelines point 10.3: Can an organisation in receipt of a PPA provide match funding to my organisation?

PPAs are "strategic" funding arrangements. If the PPA holder chooses to provide matched funding to another organisation, this could be considered as a match-funding contribution.

v. Capital expenditure

GPAF Guidelines point 10.9: We understand that DFID does not want a significant proportion of its grants to be spent on construction, but what about projects focused on addressing poverty with the provision of housing, water points, sanitation units that reduce poverty in a very measurable way?

The guidance states that major capital items cannot be the primary focus of the proposed initiative. This is intended to avoid funding of buildings and equipment that are not supported by other project components or approaches to ensure that the capital expenditure contributes to a sustainable poverty reduction outcome..

GPAF Guidelines point 10.9: Are you able to offer me advice on what type of things I should include in my concept note?

No. In the interests of fairness and consistency to all applicants, we are unable to advise individual applicants on what they should or should not include in their concept note applications. The guidelines and forms provide advice on what is and what is not eligible. However, if you have a specific query relating to any aspect of the guidance material, we are able to offer clarification, so please do not hesitate to email us.

11. How to apply for funding under the GPAF Impact window

i. The template documents / required documents

GPAF Guidelines point 11.1: Can we submit our own versions of the application documents or must we complete the template documents provided?

Please use the template documents provided on the GPAF web page. Any applications that are not submitted in the correct format will be considered invalid.

GPAF Guidelines point 11. 4: Is there a requirement to submit copies of our audited accounts at concept note stage?

No. Accounts are not required at the concept note stage. However, if you are invited to submit a full proposal, you will need to provide a copy of your most recent audited accounts.

ii. Resubmissions

GPAF Guidelines point 11.6: If my application was rejected at proposal stage in the previous round and I wish to resubmit an application for the same project will I have to apply at concept note stage, or will my application go straight through to proposal stage?

If your proposal was not accepted in a previous funding round, and you wish to submit a new application for the same project, you will have to begin the application process again i.e. you will have to submit a new concept note, which in the interests of fairness and consistency to all applicants would then be considered alongside the other concept notes submitted in that new round.

iii. The Concept Note

GPAF Guidelines point 11.7: Can I submit draft versions of my concept note for approval?

No. We cannot comment on draft concept note submissions. The guidelines and forms provide advice on what is and what is not eligible. However we can provide clarification in response to any specific questions about the published guidance.

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iv. The Logframe

GPAF Guidelines point 11.5: The Logframe: What does FTE mean?

FTE means Full-Time Equivalent, and indicates the allocation or proportion of time of a member of the project staff works on the project. The table below illustrates how full time equivalent can be applied to staff members with different work patterns or schedules. This is a guide only and does not try to cover every situation.

STAFF SITUATION	FTE
A full time member of staff working on the project 100% of their time	1.0
A full time member of staff working on the project 3 days out of 5	0.6
A part-time member of staff (50% of full time hours) working on the project 100% of their time	0.5
A part-time member of staff (50% of full time hours) working on the project 50% of their time	0.25

GPAF Guidelines point 11.5: The Logframe: Is baseline data required at concept note stage, as there is some confusion in the logframe 'How To Note'?

It is accepted that you will not necessarily have detailed baseline data at the concept note stage. Therefore you should include any baseline data that is available and state as relevant where detailed baseline data will be established later on in the design process.

GPAF Guidelines point 11.5: The Logframe: Is there a length restriction on the activities log tab?

At this stage in the process, we would not expect more than three activities per output at this stage; therefore you should not need to add any extra lines to the activities log.

v. Project budget

GPAF Guidelines point 11.4: Are we required to submit a project budget at concept note stage?

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No. There is no requirement for this at concept note stage. If your concept note application is successful, you would then be expected to complete a budget template at proposal stage.

12. Appraisal of concept notes

No questions - see GPAF Impact Guidelines for Applicants

13. Notification of outcome and next steps

No questions - see GPAF Impact Guidelines for Applicants

14. Other frequently asked questions about GPAF Impact

Where can I find a list of successful grantees from previous rounds of GPAF Impact and see a rough overview of the projects?

Summaries of grants awarded under the GPAF Impact window are published on the GPAF web page:

- [GPAF Impact round 1](#)
- [GPAF Impact round 2](#)