

GLOBAL POVERTY ACTION FUND (GPAF) IMPACT WINDOW ROUND 4 - 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 accompany 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.

We receive a high volume of questions asking for comments on specific project ideas and whether or not they would be acceptable. Please note that the current funding round is focussed primarily on MDG 1.

In the interests of fairness to all applicants, we regret that we are unable to provide specific guidance to applicants relating to individual project ideas. Your concept note should demonstrate how your idea fits with the specific objectives of the GPAF and this specific funding round.

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. Please refer to the Gender & The GPAF guidance document for further guidance on gender.

6. Applicant eligibility

GPAF Guidelines point 6.7 states that organisations which are members of a 'wider confederation, network and family members of PPA holders' are

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.

Our head office is based in country X, which is not an eligible in terms of organisation eligibility. However, we do have a country office based in country Y, which is an eligible country. Does this mean we are eligible to apply?

As an organisation based in country X, you would not be eligible to apply for GPAF funding. However, your organisation's office based in country Y may be eligible to apply, provided that they can demonstrate significant autonomy from your head office in country X (for further details please see section 6.2 of the Impact 'Guidelines for applicants').

7. Project partners

No questions - see GPAF Impact Guidelines for Applicants

8. Consortium applications

No questions - see GPAF Impact Guidelines for Applicants

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

i. Match funding

GPAF Guidelines point 9.2: 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 9.3: Are funds from an in-country government considered to be an acceptable source of match funding?

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

GPAF Guidelines point 9.3: Is it acceptable for the 25% match funding to be provided by a Southern partner?

Yes, that is acceptable.

GPAF Guidelines point 9.3: 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 9.3: 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.

ii. The 40% rule

GPAF Guidelines point 9.6: 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 expected to secure a minimum of 25% match funding on top of the requested grant amount.

GPAF Guidelines point 9.6: 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 subsequently confirmed. Please note that applicant organisation's compliance with the 40% rule is reassessed at the full proposal stage.

GPAF Guidelines point 9.6: How does the 40% rule apply to consortia?

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.

GPAF Guidelines point 9.6: Does the 40% rule refer to the amount of funding "applied for" or "awarded"? We plan to submit 3 concept notes,

so can the combined value of the 3 concept notes exceed 40% or would this disqualify us from the process?

The 40% rule refers to the actual amount of funding awarded. You may therefore submit up to 3 concept notes with a combined grant request of more than that amount if you wish. If you were subsequently invited to submit full proposals for each project idea and chose to do so, after the appraisal process it would be the final decision of DFID which (if any) projects they wished to fund within the 40% limit.

GPAF Guidelines point 9.6: What is the minimum average annual income amount that organisation must have in order to qualify for the minimum grant amount of £250,000 for a 3 year project?

Applicant organisations can apply for a grant of between £250,000 and £4,000,000. However, the average requested amount of GPAF funding per year cannot exceed 40% of the applicant organisation's average annual income. Therefore in order to be eligible to apply for the minimum grant amount of £250,000 (which would be £83,333 per year over 3 years), your organisation would need to have an average annual income of at least £208,333. The minimum amount of average annual income would of course increase if you wanted to apply for a larger grant.

It is considered to be the responsibility of the applicant organisation to calculate whether or not they meet the 40% requirement for GPAF Impact prior to submission. Please refer to section 9.6 of the Guidance to Applicants document, which gives examples of how eligibility in relation to this criterion can be calculated. When calculating your average income for the previous three years you should use the figures from your three most recent sets of audited accounts, which we will ask you to submit at a later date if you are invited to submit a full proposal.

iii. Grants

GPAF Guidelines point 9.7: 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 of this family with offices in 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 6.4 of the guidance document. However, please note guidance point 9.7, which states that members of the same international family cannot hold more than 6 (six) GPAF grants at any one time.

iv. Project Countries

GPAF Guidelines point 9.8: 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 9.8: 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.

GPAF guidelines 9.9: Could you please offer more clarification on what is meant by the term “technical assistance”?

Technical assistance in this context is considered to be the provision of know-how in the form of, for example, training, peer support or skills sharing to facilitate change for durable impact. The know-how and skills should be unique to the GPAF applicant, and not deliverable by other civil society organisations in-country.

GPAF guidelines 9.9: We are an Indian or (South African) CSO. Section 9.9 states that “the GPAF will only consider concept notes for India and/or South Africa focused on technical assistance.” Can an organisation like ours still be considered for this call even though we would be offering technical assistance in our own country?

Yes. Indian and South African CSOs can submit concept notes for projects in their own countries, working with other local organisations or on their own, where the applicant organisation has unique skills or knowledge to share. (See “technical assistance” question above.)

v. Capital expenditure

GPAF Guidelines point 9.10: 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.

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

i. The template documents / required documents

GPAF Guidelines point 10.1: 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 10.4: 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 or independently examined accounts.

ii. Project budget

GPAF Guidelines point 10.4: Are we required to submit a detailed project budget at concept note stage?

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.

Is there an acceptable variance in budget costings between the concept note and full proposal stages?

It is expected that there will be variations in costings between stages, so it would be acceptable provided that:

- 1. the grant request amount still falls between £250,000 and £4,000,000*
- 2. The match funding still amounts to a minimum of 25% of the total project budget.*

Please note that at proposal stage we would expect all items included in your project budget to be fully justified.

iii. The Logframe

GPAF Guidelines point 10.5: 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 10.5: 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 10.5: 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; therefore you should not need to add any extra lines to the activities log.

iv. Resubmissions

GPAF Guidelines point 10.6: 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.

GPAF Guidelines point 10.6: We are currently awaiting the outcome of an application from a previous funding round. If this previous application was to be successful, what would the position be about having another application in process under the new funding round?

You are welcome to submit further concept notes while waiting for the decision on an application to a previous funding round. Receiving a confirmed grant while having new applications in process is not a problem, unless the new application would take the applicant organisation beyond the maximum allowable number of

GPAF grants (please refer to section 9.6 & 9.7 of the Guidance to Applicants document).

v. The Concept Note

GPAF Guidelines point 10.7: 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.

GPAF Guidelines point 10.7: 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. Appraisal of concept notes

No questions - see GPAF Impact Guidelines for Applicants

12. Notification of outcome and next steps

No questions - see GPAF Impact Guidelines for Applicants

13. 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:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/263175/Impact-Grant-Awards-dec13.pdf

The Guidance to Applicants document does not give a proposed start date for projects. This would be extremely helpful, when in talks with partners and colleagues, so we can plan timings.

Bearing in mind the time that it will take to conduct assessments, the due diligence and grant setup processes, and allow for proposal and project

development, we expect that a realistic project start date for this funding round would be no earlier than December 2014.

On the GPAF web page, under the heading Criteria for Applicants' the first row on the table is for Proposed Value (estimated) and the adjacent boxes indicate 10% of funding for Community Partnership and 90% for Impact. Can you clarify what this means?

The percentages refer to the estimated proportion of available GPAF funds that will be used for the Community Partnership and Impact funding windows respectively.