

Valid as of 25 November 2013

GLOBAL POVERTY ACTION FUND (GPAF): IMPACT WINDOW – ROUND 4

GUIDELINES FOR APPLICANTS

Please note: These are new guidelines. Please read them carefully, even if you have made GPAF Impact applications in the past.

By clicking on the following bookmarks you will go directly to the relevant section. Alternatively, you may scroll through this document.

Table of Contents

1. [GPAF programme objectives](#)
2. [Specific focus of the GPAF Impact window](#)
3. [Further clarification of the GPAF general objectives](#)
4. [GPAF and Value for Money](#)
5. [GPAF and Gender](#)
6. [Applicant eligibility](#)
7. [Project partners](#)
8. [Consortium applications](#)
9. [GPAF Impact window - What can and cannot be funded?](#)
10. [How to apply for funding under the GPAF Impact window](#)
11. [Appraisal of concept notes](#)
12. [Notification of outcome and next steps](#)
13. [List of further reference documents and useful links](#)

1. GPAF programme objectives

The GPAF supports projects that focus on poverty reduction and contribute towards the achievement of the Millennium Development Goals (MDGs). GPAF projects must be designed to demonstrate real, positive changes to the lives of poor people.

The changes may be achieved through the funding of projects that are providing service delivery, empowering individuals and improving accountability, or addressing issues related to conflict, security and justice.

Elements of capacity building and advocacy can be funded but they must be integral components of projects focused on delivering poverty reduction

outcomes for poor people. Absolutely no GPAF funding can be used for awareness-raising activities in the UK.

In addition all projects will need to (a) demonstrate good value for money and (b) mainstream gender equality, particularly demonstrating how they will impact positively on the situation of women and girls (and/or other relevant groups who are particularly excluded in the local context).

2. Specific focus of the GPAF Impact window

The GPAF Impact window is designed to encourage Civil Society Organisations (CSOs) to submit applications for projects focused on poverty reduction linked to MDGs. Impact grants should generally be lower risk projects for work at greater scale to deliver real benefits for men, women, boys and girls. They may now also focus on scaling-up previously piloted innovations, or include components that are piloting innovative approaches. For the GPAF Impact window, the level of risk associated with the innovation needs to be considered in relation to the scale of the intervention i.e. a proposal for a very large grant to support an innovation which is considered as a high risk is unlikely to be funded.

The DFID defines successful innovation as: *'the creation and implementation of new or improved processes, products, services, methods of delivery or other aspects of an approach that result in significant improvements in impact, outcomes, efficiency, effectiveness or quality'*.

The current (fourth) round of the GPAF Impact window is focussed primarily on MDG 1 'Eradication of extreme poverty and hunger', with a thematic focus on jobs and livelihoods. Concept note applications are invited for projects that bring tangible change to poor people's lives through sustainably raising household incomes and livelihoods.

DFID is interested in projects that lead to increased household income and improved household financial and/or consumption resilience, e.g. household savings or improved food security.

This may include approaches such as:

- Initiatives focused on microenterprise development and making markets work for the poor e.g. improving market information, strengthening informal networks and other supportive institutions, and coaching
- Access to financial services supporting the creation of sustainable jobs and income generating activities (traditional and non-traditional), and savings schemes
- Skills training including technical skills to improve production, entrepreneurial and financial literacy skills

DFID does not pre-define the specific poverty criteria for beneficiaries but is interested in initiatives for poor groups that are excluded from participation in economic growth and markets for various reasons including ethnicity, gender and geography. GPAF applicants must present their own analysis of specific project contexts and the rationale for selection of beneficiary target groups, with reference to relevant MDG targets.

Projects focused primarily on other MDG areas such as health and education cannot be supported under this specific GPAF funding round. For example, projects mainly focused on the following areas could not be funded under this specific GPAF round:

- Access to and quality of general primary or secondary education
- Access to and quality of health services (including HIV/AIDS, major diseases, mother and child health)
- Changes related to environmental outcomes
- Access to and quality of water and sanitation services and hygiene education

However, other MDG areas may be addressed as components of projects if there is a clear and direct link between these components and the achievement of outcomes related to sustainable increases in household income and/or household financial or consumption resilience.

3. Further clarification of the GPAF General Objectives

All GPAF initiatives **must** be able to demonstrate a 'clear line of sight' to poverty reduction and the achievement of the MDGs, i.e. they must deliver **real benefits to poor people within the project life span**. This is clarified below in relation to the three areas of: service delivery that is focused on the MDGs; empowerment and accountability; and conflict, security and justice.

3.1 Service delivery that is focused on the MDGs

GPAF service delivery initiatives must clearly contribute to the achievement of locally relevant MDGs and meet the specific objectives of the GPAF Impact round 4. It is important to demonstrate that service delivery approaches are relevant to the context and the needs of the targeted beneficiary groups, are additional to services provided by other agencies and that the sustainability of the services has been adequately considered.

3.2 Empowerment and accountability

Significant poverty persists globally in part because the poorest people are unable to access available opportunities, resources and services, and officials remain unaccountable to their commitments. GPAF-funded initiatives can include elements

of empowerment and accountability as long as they demonstrate a 'clear line of sight' to poverty reduction and the achievement of the relevant MDGs i.e. they must deliver **real benefits to poor people within the project life span**. Learning from earlier GPAF funding rounds has indicated a need to clarify how projects focused on empowerment can meet these requirements. For further guidance please see: [*Additional Guidance on GPAF Initiatives focused on Empowerment and Accountability*](#).

For this specific funding round, such initiatives could include, for example:

- changes to policies and institutions, which would support and sustain improvements to the livelihoods of poor people.

3.3 Conflict, security and justice

Conflict and fragility are significant challenges to international peace and security and to achieving the MDGs. According to the World Bank, not one low income fragile or conflict-affected country has met a single MDG. The UN estimates that up to four billion people globally live outside fair and functioning justice systems, denying them property rights, redress for abuses or protection from violence. In 2005, the UN Security Council underlined the potential contributions of a vibrant and diverse civil society in conflict prevention, as well as in the peaceful settlement of disputes. GPAF-funded initiatives can also address issues of conflict, security and justice. As with empowerment and accountability, all projects must demonstrate a 'clear line of sight' to poverty reduction and the achievement of the MDGs i.e. they must deliver **real benefits to poor people within the project life span**. GPAF will not however fund initiatives which are primarily for humanitarian relief (as this is covered by other DFID funds through the Conflict, Humanitarian and Security Department (CHASE)).

For this round, such initiatives could include for example:

- support for peace-building and conflict resolution at the grass roots level, and access to justice and legal empowerment where these have a direct link to household income and livelihoods.

4. GPAF and Value for Money

Value for Money in the context of the GPAF programme is about maximising the impact of each pound spent to improve poor people's lives. Put simply, value for money is about obtaining the maximum benefit with the available resources.

There is a lot of information available on different aspects of value for money in grant programmes. The BOND paper: [Integration of value for money into the programme life cycle \(Jan 2012\)](#) presents some key value for money questions relevant to project identification, planning, implementation and monitoring and evaluation and learning.

5. GPAF and Gender

All GPAF initiatives must demonstrate appropriate consideration of gender issues within the project context, including analysis of threats, risks, barriers and opportunities for women, girls, men and boys. A thorough analysis of gender and other relevant aspects of diversity including disability and ethnicity within beneficiary communities should inform the preparation of the approach, budgets, staffing and implementation plans. The additional guidance note [Gender and the Global Poverty Action Fund](#) clarifies DFID's understanding of gender, the key terms used in guidance and how gender is expected to be addressed at different stages of the project cycle.

6. Applicant Eligibility

6.1 We can consider applications to the GPAF Impact window from:

- most UK-based, non-governmental, not-for-profit groups. Please refer to 6.2 and 6.3;
- locally registered, non-governmental, not-for-profit Civil Society Organisations (CSOs) [based in the 28 DFID "focus" countries](#). Please refer to 6.4 and 6.5.

6.2 To be considered as UK-based, your organisation's headquarters must be in the UK. If your organisation is part of a larger international family, we will expect the UK arm of the organisation to demonstrate significant autonomy: it must be registered in the UK and have its own UK constitution or governance document and an independent board of trustees i.e. the board must be locally appointed and be free and able to make independent decisions on strategic and operational issues. You may be asked to provide relevant documentation as evidence of this status.

6.3 For the purposes of this Fund, DFID defines 'not-for-profit' organisations as those that do not distribute surplus funds to owners or shareholders, but instead use them to help pursue the organisational goals.

6.4 To be eligible for the GPAF Impact window, CSOs based in one of the 28 DFID "Focus" countries must be locally registered and independent. If your organisation is part of a larger international family, we will expect you to demonstrate significant autonomy. You must be locally registered and have your own local constitution or governance document and an independent board of trustees i.e. the

board must be locally appointed and be free and able to make independent decisions on strategic and operational issues. We may request to see relevant documentation to support this.

6.5 If your organisation is based in India, Foreign Contribution (Regulation) Act (FCRA) registration is a mandatory requirement for organisations receiving a GPAF grant. FCRA registration is also a requirement for any implementation partners that are based in India and receiving funding from overseas. For further details, please refer to the following link: <http://www.fcraforngos.org/register.htm>

6.6 If your proposed project is provisionally selected for support, we will undertake a due diligence review of your organisation before funding is agreed. Following the outcome of this review, our offer of support will either be agreed or withdrawn. Please see the [summary of DFID's corporate governance expectations of CSOs and due diligence](#).

6.7 For this fund we cannot consider applications from the following types of organisation:

- Think tanks (sometimes known as policy institutes, which conduct or analyse research)
- Academic institutions (including institutions which are eligible for funding from the Higher Education Funding Councils and equivalents in England, Wales, Scotland and Northern Ireland)
- Organisations primarily focused on research
- Organisations which hold a [Programme Partnership Arrangement \(PPA\)](#) with the Civil Society Department of DFID. This includes all wider confederation, network and family members of PPA holders.
- Governmental & inter-governmental organisations (or any other organisation which reports directly to government)

6.8 We also cannot consider applications from any organisation which:

- Encourages activities which may lead to civil unrest
- Is linked to any terrorist organisations
- Discriminates against any groups on the basis of gender, disability, race, colour, ethnicity, religion etc.

7. Project Partners

7.1 While applicant organisations do not have to work through a partner organisation in the project country, there must be clear mechanisms in place to **enable beneficiaries to participate** in the design, management and implementation of the project, and to enhance the sustainability of the project after DFID funding has

ended. DFID expects all GPAF funded projects to demonstrate high levels of beneficiary engagement and ownership at all key stages of project delivery.

7.2 For the GPAF, the type of partner is defined in terms of the nature of the partnership. **Implementation partners** are defined as those that manage project funds and play a prominent role in project management and delivery. **Collaborative partners** are those that play a key role in supporting the delivery of the project and in coordination, but do not directly manage project funds.

7.3 For all proposed partnerships, the roles of each partner and their contribution to project delivery of the project must be clearly defined.

8. Consortium applications

8.1 For the purpose of the GPAF Impact window, consortium applications are defined as those submitted by formal consortia only, i.e. where two or more organisations come together to create a new, formally constituted organisation. Informal consortia, i.e. where two or more organisations work together on a specific project or initiative only, will be considered as partnerships, as defined in Section 7 above.

8.2 All formal consortium members must meet the GPAF organisation eligibility criteria.

8.3 If the formal consortium does not have its own management structure, one member of the consortium will need to be elected as the 'lead' organisation, i.e. the organisation through which all funding would be channelled and who would operate as the main point of contact with DFID for the duration of the project.

8.4 Organisations may apply for both individual and consortium projects at the same time. However, both applications would count towards the maximum of three concept note applications per funding round. If successful, the consortium grant would be counted as a grant held by each of the consortium members and would count towards the maximum grant allowance of three GPAF Impact grants at any one time.

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

9.1 GPAF Impact window grants can be used to fund new, time-limited projects of up to 36 months duration. Additional components of on-going programmes must be clearly identifiable as discrete projects, with a well-defined project outcome, a clear, time-limited schedule for delivery, and a distinct budget.

9.2 The Fund Manager will consider requests for DFID funding of proposals with a minimum requested amount value of £250,000, and a maximum requested amount value of £4 million for the life of the project. Please note that:

- a minimum of 25% match funding is required for the Impact window. Please refer to 9.3 to 9.5.
- the annual value of all GPAF grants that you hold must be less than 40% of your organisational annual income. Please refer to 9.4.

9.3 Match funding of at least 25% is required for the Impact window. DFID will provide up to 75% of the total project costs. Your organisation or consortium must secure the remaining 25% (or more), either from your own resources or from another external source but excluding all other DFID funds. The match funding for the first year must be in place before the start of the project, and the organisation will be assessed for its capacity to continue to match fund throughout the duration of the project.

9.4 "In kind" contributions cannot be used as part of the match funding. "In kind" contributions are services or items made available to support the project which are not paid for out of the project budget and would not be presented in income and expenditure statements in your organisational accounts, or those of your implementation partner(s).

9.5 We are very keen for organisations to demonstrate a firm commitment to their projects and help to reduce the level of risk for DFID. Good quality proposals with higher levels of match funding may stand a better chance of being successful.

9.6 Each organisation can have a maximum of three GPAF Impact grants at any one time; however the combined annual value of these grants must not exceed 40% of the applicant organisation's annual income. We will calculate your annual income by taking the average of the most recent three years' income as shown in your most recent annual audited accounts. Please note that for formal consortia, we will use the income of the consortium organisation only, and not the combined annual income of the consortium members.

The following examples indicate how this percentage figure is calculated and applied:

Example 1: An organisation with an average annual income of £400,000 submitting a Concept Note requesting £450,000 from DFID over three years:

The average annual request is calculated as £450,000 / 3 years = £150,000

The average annual request as a percentage of the organisation's average annual income = £150,000 / £400,000 x 100 = 37.5% (as this is less than 40% it would be acceptable).

Example 2: As in example 1 above but where the organisation already holds another on-going GPAF grant with an average annual budget of £100,000.

The total annual value of the grant and the new request would be £150,000 + £100,000 = £250,000.

In this case the average annual request plus the average annual value of the existing grant as a percentage of the organisation's average annual income would be = £250,000 / £400,000 x 100 = 62.5%. In this case the Concept Note would be rejected.

9.7 Please note that there is a limitation on the total number of grants held by individual members of the same International family of organisations. Members of the same International family of organisations cannot hold more than 6 (six) GPAF grants at any one time.

9.8 GPAF funding can only be used to support projects working in countries included in the list of [GPAF eligible countries](#). GPAF funds cannot be used for poverty alleviation work or awareness raising activities in the UK, or in countries that are not included in the eligible countries list.

9.9 The Secretary of State has outlined the UK's changing relationship with India and South Africa. In line with this, the GPAF will only consider concept notes for **India and/or South Africa** focused on **technical assistance**. Projects should be focused on transferring unique skills and expertise from civil society organisations to local development partners.

9.10 The following is a list of items that cannot be supported with GPAF funds (the list covers the areas that we are most often asked about and therefore is not exhaustive):

- **Areas covered by other DFID funding schemes**

In order to avoid duplicating effort, applicants should check all DFID funding schemes available in the [funding section of DFID's website](#) to see which is most applicable. If a proposal is submitted to more than one of the DFID funding schemes then this should be clearly stated. It is for this reason that the GPAF does not consider, for example, projects that are primarily focused on research (DFID's Central Research Department has responsibility for such requests). Similarly, DFID cannot consider applications for disaster or humanitarian relief initiatives responding to natural and human disasters. DFID's Conflict, Humanitarian and Security Department (CHASE) holds responsibility for this.

- **Capital expenditure**

Major capital expenditure (e.g. construction or purchase of buildings, purchase of land, and purchase of vehicles) cannot be supported as a primary focus of the proposed initiative. Any aspect of capital expenditure that you include needs to be fully justified as directly contributing to a sustainable outcome linked to the reduction of poverty.

- **Discrimination**

We will not consider projects that discriminate against individuals or groups of people on any grounds including race, sex, sexual orientation, religion, disability or age.

- **Scholarships**

We do not fund educational scholarships.

- **'Stand-alone' activities**

We do not fund stand-alone initiatives which are not part of a wider project. These include one-off conferences, seminars, training events, exchanges or costs associated with participants attending events. Nor can we support projects dealing purely with the overseas transportation of goods and supplies.

- **Core support**

The GPAF is designed for project funding and not to provide institutional support. All requested funds, including administration budget lines, must be clearly related to the project.

- **Civil disobedience**

We do not provide support to projects which actively encourage civil disobedience.

- **Partisan political stance**

We do not fund activities which take a partisan political stance.

- **Proselytising**

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.

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

10.1 Applications must be completed, in English, on the [concept note form](#) provided on the GPAF web page. We will not consider applications submitted in any other format. The concept note is a short document which helps us to easily identify any organisations that do not meet the basic eligibility criteria for Impact grants at an early stage and to identify which are best suited to the programme criteria.

10.2 Please ensure that you follow the guidance at the front of the concept note form regarding formatting and page length. You should also complete the eligibility, validity and concept note documentation checklists at the front of the form. When doing so, please refer back to this guidance document where necessary, to ensure that you have complied with the programme requirements.

10.3 Up to three concept notes (for different projects) can be submitted to each Impact round. If you are applying as part of a consortium, this will also count towards your total of three.

10.4 Applications must have a sensible, concise project title. The title should be 1 sentence which includes 3 pieces of information:

- i. what change the project will make;
- ii. the number of direct beneficiaries;
- iii. the country(ies) in which the project will take place.

The title should be no more than 200 characters including spaces;

An example of an acceptable project title is as follows:

- Increasing household income for 20,000 people living below the poverty line in five rural communities of Pakistan.

10.4 At concept note stage you must also submit the following documentation:

- A [logframe template](#) (in Excel format) with the **first two columns** of the logframe and activities log completed. Please refer to 10.5 below;
- An electronic copy of your organisation's constitution or governance document, in English;
- If you are applying as a formal consortium (see section 9 above), please also provide copies of the constitution or governance documents for each member of the consortium, as well as the constitution of the consortium itself.

10.5 The first two columns of the logframe should be completed following the guidance within the template and the [GPAF Logframe Guidance and How To Note](#). Please note that although the How To Note indicates that the Activities Log is not mandatory, this is not the case for the GPAF, and **all logframes for GPAF must**

include an Activities Log. At the concept note stage, only the first two columns of the Activities Log need to be completed.

The full list of DFID standard and suggested indicators can be found in a spreadsheet on our website beside the other GPAF documents. The spreadsheet is not specific to the GPAF but instead contains indicators across a range of themes applicable to the broader work that DFID does e.g. humanitarian indicators are included even though the GPAF does not support this type of work.

You should use indicators which you feel are most appropriate and relevant for your project. The standard and suggested indicators are neither mandatory nor exhaustive, however, where they fit neatly with the work you are undertaking we would expect them to be used.

10.6 There is no formal resubmission process for the GPAF. You should consider very carefully the feedback provided on any previous concept note or proposal before deciding whether to submit a new concept note for the same project in a future round. All concept notes will be considered in competition with others submitted to the same round.

10.7 All completed concept notes and required attachments must be submitted electronically to: GPAFimpact@tripleline.com. If you are submitting more than one concept note, each should be attached to a separate e-mail.

10.8 The deadline for the submission of Concept Notes to this GPAF Impact round is: **23:59 (GMT) on Monday 20th January 2014.**

11. Appraisal of concept notes

11.1 Concept notes will be logged and an acknowledgement e-mail will be issued providing a unique reference number for your concept note within two weeks (10 working days) of the closing date. The reference number should be used in all communications about your concept note.

11.2 All concept notes will be checked for eligibility and validity. Only those that are considered to be eligible and valid will be fully assessed.

11.3 Eligible and valid concept notes will be appraised in relation to the key GPAF Programme objectives for Impact round 4, and more specifically:

- a) the potential poverty impact of the proposed project (taking into consideration the justification for the intervention; the clarity and nature of the anticipated changes; the link to the GPAF objectives; and the potential for wider dissemination and impact);

- b) the proposed implementation arrangements (including organisational capability; the added value of the applicant; the proposed management and partnership arrangements; and the project design and approach).

Value for money and gender and diversity considerations will also be taken into account.

11.4 All applicants should read through the document [GPAF Impact Round 3 Strengths and Weaknesses](#), identified during the assessment of concept notes submitted in rounds 1 to 3, as it highlights strengths and weaknesses of assessed concept notes in relation to the main appraisal criteria.

11.5 The best concept notes will be selected to proceed to the next stage i.e. the preparation of a full proposal.

11.6 Our assessment will be based on the information which is explicitly contained within your concept note. You must not assume that we have any prior knowledge of your organisation/consortium or its work. However, if your proposal is later considered suitable for funding we may take into account the management and performance of previous projects funded by DFID when making final decisions.

11.7 Please note that responses to common questions or requests for clarification on these guidelines will be published regularly as 'Frequently Asked Questions' on the GPAF section of the DFID website.

12. Notification of outcome and next steps

12.1 All applicants will receive notification of the outcome of the appraisal of their concept note. The notifications should be issued by the end of March 2014.

12.2 Please note that all decisions are final. There is no appeals process.

12.3 Those invited to submit full proposals will receive further specific guidance on the preparation of proposals. Full proposals will need to provide a more detailed description of the project plans with supporting documents including a fully completed project logframe (or logical framework) and activities log, a detailed budget, a project organisation chart, a project schedule/Gantt chart, and your most recent organisational accounts. Please note that the proposal appraisal process for this GPAF Impact round may include an assessment interview.

Full proposals will be assessed against key criteria related to:

- a. Contextual Analysis;
- b. Anticipated Poverty Impact and Link to MDGs;
- c. Project Approach / Methodology;
- d. Sustainability and Risk Management;
- e. Project Management / Organisational Capability;
- f. Monitoring and Evaluation and Learning;
- g. Project Budget, Efficiency and Economy.

Value for money and gender are mainstreamed across all of the appraisal criteria.

If you have any queries not covered by these guidelines, please e-mail the Fund Manager at GPAEnquiries@tripleline.com or call on 0208 788 4680.

14. List of further reference documents and useful links

Millennium Development Goals (MDGs):

<http://webarchive.nationalarchives.gov.uk/20111005093448/http://www.dfid.gov.uk/Global-Issues/Millennium-Development-Goals/>

FCRA registration for organisations based in India:

<http://www.fcraforngos.org/register.htm>

BOND - the UK membership body for non-governmental organisations (NGOs) working in international development:

<http://www.bond.org.uk/>