



APPLICATION GUIDELINES FOR THE CIVIL SOCIETY STRENGTHENING FUND

1.0 Background

Tilitonse Foundation is a local NGO which was established in 2016 to support Malawian Non-State Actors to engage in governance and development interventions. The Foundation believes that increased capacity of Non-State Actors and promoting levels of citizens' engagement in democratic governance are important to catalyze increased accountability, responsiveness and inclusivity of the state and other service providers

Tilitonse Foundation has partnered with Comic Relief and UK Aid to implement a programme called **Shifting the Power Programme in Malawi**. The programme is expected to run from 2022 to 2030. The programme will support local civil society organisations working in the following thematic areas: Early Childhood Development, Gender Justice, Mental Health, Safe and Secure Shelter¹, and Climate Change (Effects of Urbanization).

The objective of the Shifting the Power programme is to strengthen and develop the capacity of local Civil Society Organisations (CSO's) to ensure that they are independent and resilient for them to effectively execute their mandate and better represent local people's priorities.

2.0 Objectives for Civil Society Strengthening Fund

The Civil Society Strengthening Fund (CSSF) will provide a mix of Restricted (Organisational Strengthening) funding and Unrestricted (Core) funding to CSOs to deliver their strategic mission and achieving organisational sustainability. It will provide long term support to identify and address capacity development needs of local CSOs in Malawi.

The CSSF is the biggest funding facility under the Shifting the Power Programme in Malawi with a focus on the following:

- i. It will support local CSOs working in the thematic areas of Early Childhood Development, Gender Justice, Mental Health, Safe and Secure Shelter, and Climate Change (Effects of Urbanization) to strengthen their organisational capacity.
- ii. It will help organisations to isolate areas of their work to invest in, which are critical to progress and develop to achieve their mandate.
- iii. It will provide core funding to local CSOs to ensure that they are supported on their path to self-reliance and organisational sustainability.

¹ A safe and secure shelter is a house that provide families with protection and security during emergencies or adverse conditions. This is a house that meet the Safer Housing Construction Guidelines (SHCGs), that satisfy the basic need for mental well-being for the family and protect the families free from forced eviction and in which families have access to quality facilities, services, amenities, and other opportunities.

The Fund will be competitive and open to all local CSOs working in the stated thematic areas. It will be open to local CSOs supported and those not supported by the Shifting the Power Programme Catalyst Fund. These include local Non-Governmental Organisations (LNGO), Faith-Based Organisations (FBO), Community-Based Organisations (CBOs), youth organisations, women and girls' organisations and groups, social movements, umbrella organisations, networks and coalitions, and organizations of People with Disabilities.

3.0 Eligibility Criteria for Funding

Key eligibility criteria for Civil Society Strengthening Fund include the following:

- i. Applicants must be local CSOs² and operating within Malawi.
- ii. Individuals and international organisations are NOT eligible to receive funding under the CSSF.
- iii. The organisations must have proof of registration with Non-Governmental Organisations Regulatory Authority (NGORA) and Malawi Communications Regulatory Authority (MACRA) and **at least one** of the following relevant bodies and regulatory institutions:
 - Registrar General
 - Council for Non-Governmental Organisations in Malawi (CONGOMA)
 - Malawi Communications Regulatory Authority (MACRA)
 - National Youth Council
 - District Council
- iv. Organisations must be those that implement interventions in the prescribed thematic areas of: Early Childhood Development, Gender Justice, Mental Health, Safe and Secure Shelter, and Climate Change (Effects of Urbanization). The Foundation will expect the organisations to explain how they will involve women, youth and persons with disabilities in their proposed interventions.

An organisation can only submit one application.

The Tilitonse Foundation will make available an Organisational Self-Assessment Tool to assist in the proposal development process. It is, however, important to note that applicants can use their own tools and strategies to inform their proposal development process. Take note that use

² Local CSO shall mean an institution or organisation constituted for public benefit purposes established under the laws of Malawi at first instance. (NGO Act Chapter 5:05 Laws of Malawi)



of the Self - Assessment Tool is not a guarantee for funding but a necessary aid to develop strong proposals.

4.0 Eligible costs

The Civil Society Strengthening Fund will provide funding to meet both Restricted (Organisational Strengthening) and Unrestricted (Core) funding. *Unrestricted funding will be provided based on organisations strategic direction and can be used for but not limited to expenses such as administration, asset acquisition, personnel costs, and other overheads that are not covered by other grants.* Unrestricted funding must be aligned to organisations costed operational documents such as Strategic Plan, Theory of Change, organisational strategy and budget. On the other hand, *Restricted (Organisational Strengthening) funds can be used to support costs associated with strengthening organisation's structures, systems, processes and practices to build its resilience and sustainability.* In general, eligible costs must be:

- Necessary and targeted towards strengthening the organisation for the benefit of the organisation.
- Incurred for the sole purpose of realization of the organisations mandate, in a manner consistent with Value for Money principles.

Furthermore:

- Applicants must ensure that a minimum of 50% of the funds are allocated to Restricted (Organisational Strengthening) funds.
- Asset acquisition must not be more than 15% of the unrestricted funds
- No fixed/lump sum amounts are permissible – these should be itemized and justified in the budget breakdown.
- Only locally-incurred costs are eligible for funding
- Costs declared or incurred, or reimbursed in respect of another project will not be allowed.
- Debt and debt service charges, unreasonable expenditure will be disallowed.

5.0 Gender and Social Inclusion

Gender and social inclusion are an important consideration under Shifting the Power Programme. In view of this, all applicants are required to clearly outline how gender and social inclusion will be incorporated in the interventions to ensure that no one is left behind.

6.0 Safeguarding

All applicants are also required to demonstrate measures that they have or will put in place to ensure that all who are in contact with the organisation are safe from acts of abuse, neglect and exploitation.

7.0 Project Duration

The fund will provide grants ranging from **GBP 100 000** to **GBP 300 000** for a period between 3 to 5 years for organisational strengthening and core funding. The support under the grant will be negotiated between the Tilitonse Foundation and successful grant applicants based on the application and the grant requirements. Applicants will be required to meet set criteria which will be in the Call for Proposal and the Grant Application Form.

8.0 Information and seeking clarification

The Grants and Partnerships Manager of Tilitonse Foundation is the point of contact for all applicants seeking clarification. Questions regarding the call can be sent to Grants and Partnership Manager on cssquery@tilitonsefoundation.org and copy cssfquery@tilitonsefoundation.org. Please note that only procedural queries are permitted. Technical queries are not permitted and cannot be responded to.

All relevant queries received and their responses will be uploaded to a dedicated Frequently Asked Questions (FAQs) section on Tilitonse Foundation's website.

The webpage for these queries can be found here: <https://www.tilitonsefoundation.org/>

9.0 Acknowledgement of receipt of applications

Applicants submitting their proposals electronically will receive an automated email response notifying them that their application has been received. Applicants submitting their proposals by hand are encouraged to have their mail delivery book signed by the receiver to confirm receipt.

10.0 Evaluation and selection process

Following submission of the proposals, the applications will first be checked for compliance to the eligibility criteria and requested supporting documentation. Applications that fail this compliance check will not proceed to the next stage. The remaining applications shall be evaluated by a Review Team and weighted according to scoring criteria. The Review Team shall consist of highly competent and dedicated experts with background in grants making and management, technical and financial capacities.

Successful applicants will be formally notified of the results through written communication. The Foundation will release list of successful applicants in the main newspapers, the Tilitonse Foundation website and social media platforms. The Tilitonse Foundation will provide written feedback to all unsuccessful applicants based on request within four weeks after announcements of results.

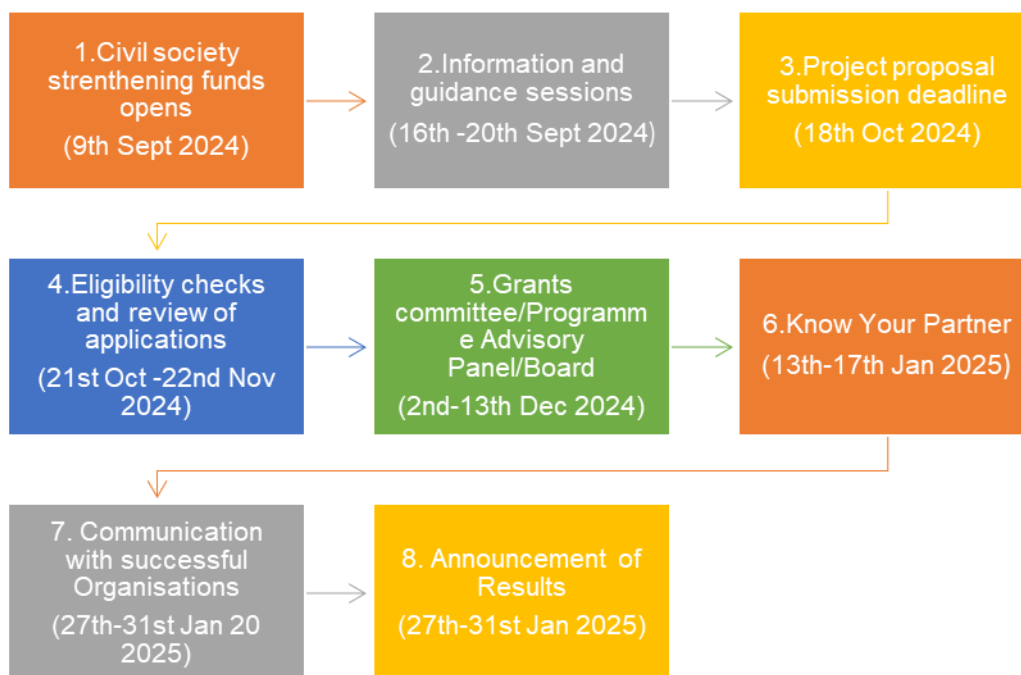
Please note that the Civil Society Strengthening Fund is set to award a minimum of 25 grants.

11.0 Know Your Partner (KYP)

The Foundation shall conduct a Know Your Partner exercise (KYP) of each organisation that will be shortlisted after evaluation of the proposals. The Know Your Partner exercise shall be conducted to verify the information that was submitted in the application.

12.0 Civil Society Strengthening Fund Grant Partners selection flowchart

The processes that will lead to selection of CSSF Grant Partners will be as follows:



13.0 Grievances and Complaints

Tilitonse Foundation takes complaints seriously. All grievances and complaints under the CSSF will be managed by a dedicated team of independent experts, that would endeavor to respond



to all grievances/complaints within 3 working days. Where further action is required on a complaint, complainants will be informed of the action and its outcomes. All complaints and grievances should be addressed to csscomplaints@tilitonsefoundation.org

Complaints could also be posted or hand delivered to the Foundation. Our mailing address and physical location is:

Postal Address:

Tilitonse Foundation
P.O Box 31815
Lilongwe

Physical Address (for hand delivery):

Lizulu Street
Plot No. 128
Area 47 Sector 5
Lilongwe

14.0 Invitation to Apply

All interested and qualified CSO's (see Eligibility Criteria) are invited to apply for funding as specified in these guidelines. Application guidelines and forms can be downloaded from the Tilitonse Foundation website (www.tilitonsefoundation.org) or can be obtained from our Facebook or LinkedIn pages.

They may also be accessed by writing to info@tilitonsefoundation.org or calling the Foundation on 0887 005 797.

Interested CSOs must also note that soon after the Call for Proposal for Civil Society Strengthening Fund is issued, the Tilitonse Foundation will conduct Information and Guidance Sessions in Lilongwe, Salima, Mzuzu, Karonga, Blantyre and Zomba. The sessions are aimed at providing guidance on how to go about developing proposals and orient potential applicants on use of various templates and tools designed for the Civil Society Strengthening Fund. Details on actual venues for the sessions will be communicated in due course through radios and various media platforms including Tilitonse Foundation's website.

For additional information visit our website ; <https://www.tilitonsefoundation.org/>



Following the Information and Guidance sessions, CSO's wishing to apply for the grant are required to submit their expression of interest through an application package. A complete application package should include: Proposal Application and Organisation's Institutional Budget which must be submitted to the Tilitonse Foundation by 12:00 hrs. on 18th October, 2024. Proposals should be submitted electronically with the subject line indicated 'Submission for Application for the Civil Society Strengthening Fund' to csssubmission@tilitonsefoundation.org copying csssubmission@tilitonsefoundation.org or in hard copy clearly marked 'Submission for Application for Civil Society Strengthening Fund' to the following address:

Postal Address:

Tilitonse Foundation
P.O Box 31815
Lilongwe

Physical Address (for hand delivery):

Lizulu Street
Plot No. 128
Area 47 Sector 5
Lilongwe

Applications submitted after the deadline of 12:00 hrs. on 18th October, 2024 will not be considered.