# **Grant Application**

#### **Instructions**

Applicants must submit a Project Idea Form to be considered for grant funding. If the idea meets the funding criteria of the Global Grants Program, applicants will be invited to complete a proposal.

Applications are **submitted online**, but this template was provided for applicants to prepare their responses ahead of submitting a final application. Please **do not** email this form to our team as it will not be reviewed. Only applications received via our online application portal will be considered.

Please also note that Applications must be submitted in English. Language support will be provided at the start of a project, if selected for funding.

#### **Form Contents**

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# **Cover Page**

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| **Country** | | |
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| **Agency Details** | | |
| **Agency Name** | |  |
| **Street Address** | |  |
| **City** | |  |
| **Country** | |  |
| **Agency Type**  *(Governmental, Non-Governmental Organization or Community Based Organization, Academic Institution, Other)* | |  |
| **If other, please explain:** | |  |
| **Authorized Contact Person (e.g. Project Director, Institutional Lead)** | | |
| **Primary Focal Point** | **Title**  (Dr., Dra., Mr. Ms. Mrs. Prefer not to say, Other) |  |
| **Name** |  |
| **Last Name / Surname** |  |
| **Position in Agency** |  |
| **Email Address** |  |
| **Grans/Financial Manager** | | |
| **Secondary Focal Point** | **Title**  (Dr., Mr. Ms. Mrs. Other) |  |
| **Name** |  |
| **Last Name / Surname** |  |
| **Position in Agency** |  |
| **Email Address** |  |
| **What is the primary program focus of your project**?   * Civil Registration and Vital Statistics * Data Use * *Please select just one* | |  |
| **Does this proposal focus on the public health response to COVID-19?** Y/N | |  |
| **Is the primary focus of this proposal to use data to monitor inequities in health, or to address equity in data systems?** | |  |
| **Please refer to our programmatic areas on our website and list the activities on which this project will focus.** | |  |
| **Project title**  *20 words or less* | |  |
| **Geographic focus** *(National, Subnational, Municipal)* | |  |
| **Proposed start/end dates**  *(dd,mm,yyyy – must end by 03/31/2023* | |  |
| **Duration of project (months)**  *(e12 months maximum)* | |  |
| **Total amount requested in USD** ($) *(e.g. 50,000, cannot exceed $150,000)* | |  |
| **Ethical Reviews**  **If this project is approved, will any ethical reviews be required in your country?** (Y/N)  For example, related to human subject research. | |  |
| **Additional Documentation**  Please list any additional documentation required to receive the grant funding (e.g. letter of support, a collaboration agreement, MOU, etc.).  Please detail any specific contracting prerequisites here. | |  |
| **Has a fiscal agent been identified for this project?**  Note: A fiscal agent is an entity that acts on behalf of another party to fulfil financial duties such as the receipt, disbursement, and reconciliation of funds.  For example, this can be a Ministry, an NGO based in country or an institution that specializes in and has a demonstrated collaboration history in the provision of these services. If approved for funding, proposed fiscal agents will be required to enter a contract with Vital Strategies.  [Please click here to download the fiscal agent guidance document](https://vital.box.com/s/stf9be43kvq3mpales04rc63isi3mihi) for a reminder of how Vital Strategies can support country teams. | |  |

# **Project Narrative** (Maximum 4 Pages)

* **Project objective and intended output, outcome or impact** *(250 words maximum)*  
  Please provide a brief description of the gap or problem that this initiative will address. How will this project contribute to ongoing work in this area and strengthen relevant health systems? How will systems or processes related to this work be improved as a result of the proposed efforts?
* **Measuring and Addressing Equity through Data Use**
* Are you applying for a project under the “Measuring and Addressing Equity through Data Use” thematic area?
  + If so, please articulate how these outcomes will improve data collection and use to address health disparities in your country.
* **Project activities outline** *(250 words maximum)*

Please describe the project and outline the main activities, detailing how they will achieve the project objectives.

* **Country Context** *(250 words maximum)*

Situate the proposed work in the context of related work going on in your country. Who are the other stakeholders working on these issues? How will these efforts leverage or catalyze existing activities and contribute to national goals in this area?

* **Government Commitment** *(250 words maximum)*

What government entities are involved in this project area and how have they demonstrated their commitment to furthering this work? (**NGO applicants only**: how will you connect your work to government efforts in this area?)

* **Project Monitoring***(250 words maximum)*

Explain how you will monitor and evaluate activities to assess and track project performance. What are the benchmarks of success that should be evident at the six-month, twelve-month, and eighteen-month points of implementation? These should be discrete, measurable accomplishments.

* **Identifiable Obstacles** *(250 words maximum)*  
  Identify obstacles that might prevent the project from achieving its objectives. In doing so, please consider/explain the following:
  + What assumptions might have been made that could increase risk or likelihood of these obstacles interfering with project progress?
  + How might these obstacles be addressed/mitigated?
  + How will these obstacles be monitored throughout project implementation?
* **Equity** *(250 words maximum)*  
  Please describe how the proposed work will be carried out in a way that promotes equitable planning, decision making, and access to data and opportunities (all proposals).
* **Sustainability** (250 words maximum)  
  Indicate how the outcomes of the project will be embedded into routine government/agency systems and processes, or how any future activities related to this work will otherwise be carried out. (Most projects that have high personnel costs are not considered to be sustainable in the long term.)

# **Technical Support**

Please be sure to indicate timing and nature of anticipated technical assistance. Please be sure to include the obstacles identified above and how they might impact completion of activities.

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| --- | --- |
| **Please indicate the activities for which you anticipate the need for technical support or exchange. If you have already identified a source of that support, please include that information.** |  |
| **Please specify what, if any, technical support or exchange you would like to receive from the D4H initiative?** |  |
| **Describe Technical Assistance Plan**  *e.g. schedule of calls, emails, group meetings, etc.* |  |

# **Workplan Document**

Please download the Workplan Document via [this link](https://vital.box.com/s/slotc4rr3we2mrwwckgbebb5a1rwym7p) and complete the file using the Applicant Guidance Packet as a guide. The Workplan Document is also available for download on the Global Grants website and within the application portal.

# **Additional Documentation**

Please use this step within the online portal to upload any additional documentation needed to receive grant funding (e.g. letter of support, a collaboration agreement, MOU, etc.)