



Positive Action Funding Guidance Notes and FAQs

Guidance Notes

Please read this document carefully. It provides guidance on the ViiV Healthcare Positive Action application process and what you should include in your application.

Please check that your application clearly reflects this guidance.

General

1. **Language** – the Project Summary form and application form are in English, and should also be completed in English
2. **Address the criteria** – please ensure your application addresses the criteria laid out in the guidance notes. Applications that do not meet the criteria and objective(s) will not be progressed.
3. **Technical language or jargon** – where technical or specialist language is required, please be sure to define your terms up front. Do not assume the reader possesses the same level of technical knowledge/understanding as you, especially with regards to technological concepts/solutions.
4. **Acronyms** – if you do use acronyms or short-forms, please be sure to spell-out your terminology to establish the meaning as per point 3. For example: "Positive Action Challenges (PAC) has presented a new funding opportunity".
5. **State the obvious** – while you are extremely familiar with your entry, we are not! Do not overlook the basics of your application, including what your innovation is, how and where it will be implemented and why it solves the problem in question.
6. **Be concise** – the application form fields have a limit of 4,000 characters per response (unless otherwise indicated) so please be clear and succinct in your submission. The application questions are designed to extract the key information we require to assess entries.
7. **Check before submitting** – we recommend you proof-read your application before submitting to avoid mistakes and omissions.

Review

Applications are reviewed by the Technical Review Committee (TRC) which is a group of external experts with demonstrated experience and leadership in HIV programming. The TRC scoring looks at the following areas:

- **Clear overview** of the context regarding the thematic area of focus: the TRC looks for explicit evidence and data on the state of play in the HIV response as it pertains to the relevant thematic area.

- **Addressing gaps:** the TRC look for focused interventions that will address the stated gaps in the thematic area of focus that will contribute to the HIV response.
- **Community engagement:** Positive Action believes that engaging affected and local communities is critical to addressing the drivers of health and life inequalities. The TRC places higher weighting on how the applicant has engaged and/or will engage the communities of focus in the design, implementation and monitoring of the project. They also review how this is reflected in the budget.
- **Realistic goal, objectives and activities:** the TRC look for detail in the activities to ensure that they will respond to the stated objectives and subsequently meet the goal of the proposed project.
- **Innovation and sustainability:** For the Innovator chemsex call, the TRC looks for new interventions and/or existing innovative interventions that would benefit from further implementation to strengthen the evidence base on programming that is effective. Feasibility of scalability following proof of concept is also considered by the TRC.
- **Complementarity within funding context:** the TRC reviews how well the project complements and/or is integrated into the existing community, government and/or other donor funded grants.
- **Cost effectiveness and value for money:** the TRC places high weighting on the budget, looking at feasibility of implementation and cost-effectiveness. The TRC also review how inclusive your budget is of the community you intend to serve and work with.

Geography

Geographic focus is outlined in the guidance notes for the relevant funding rounds.

Funding criteria

Who can apply?

Non-governmental and community-based organisation's that can deliver change at a community level through their links with or representation of the communities affected especially adolescents, young people, gay men and other men who have sex with men, people who inject drugs, sex workers and transgender men and women.

New vs. Existing Projects

For Innovator Funding, As an Innovator Call, the TRC looks for new interventions and/or existing innovative interventions that would benefit from further implementation to strengthen the evidence base on programming that is effective. Feasibility of scalability following proof of concept is also considered by the TRC.



For Momentum funding, your project should consist of scaling up a model that has shown to be effective in the focus area of the call. It cannot be a pilot project.

Community Focus

Positive Action believes that engaging local communities is critical to addressing the drivers of health and life inequalities, it therefore seeks to promote community responses that work at the level of changing beliefs, attitudes and behaviours to improve health and rights at the community level.

Community engagement, participation and/or leadership are mandatory requirements for all Positive Action grants: your proposal must demonstrate how your work will engage, involve, empower and benefit affected communities.

Topic Areas

Your application should be specific in describing how the interventions that you want to implement is going to contribute to addressing the thematic area. Full details are available on the website and the Guidance note.

Positive Action Online Application and Grant Management System

Please submit your application via our CyberGrants online application system.

Please do not email applications to ViiV Healthcare or Positive Action staff members or Positive Action mailboxes. We will only accept applications via the CyberGrants online application system. If you have any problems accessing the online system please review the FAQs in this document and/or contact the Positive Action mailbox i.e. WW.PositiveAction@viiVhealthcare.com

Completing Your Application

The application form requires you to outline the intervention that your organisation is trying to implement, how you will address the issue, what it is that you are trying to understand and your capabilities to respond. It will also require completion of a detailed budget and selection of indicators. Please ensure you complete the application on the CyberGrants online platform in full and ensure that it meets the detailed application criteria.

Applications that are not well aligned to our criteria will not be taken further. We request that applicants maintain the confidentiality of the application, their credentials and do not disseminate them to any other person outside of their organisation.



Should your application be successful, the content will be shared with our partner the Charities Aid Foundation, who will carry out the due diligence verification and eventual payment. As part of their due diligence verification, they may require additional information. You will be contacted if this is required. As part of this you will be asked to sign up to CAF's terms and conditions.

Charities Aid Foundation undertakes due diligence verification on all the grants made through the ViiV Healthcare Positive Action Fund and will need to contact you regarding your application. The data collected in the Application Form will be provided to them.

Please remember to upload all required attachments for CAF, including the completed letter of declaration, contact details of your trustees, proof of your organisation's registered status and a copy of your last set of audited accounts. Details are provided in the application form.

The Positive Action Application Process

The Positive Action application, review and grant/award process can take up to three months to complete. The following outlines the review process for Positive Action calls for proposals for Challenges and Innovator Funding:

1. Positive Action Funding Rounds and themes announced via website
2. Funding Round opens (week 1)
3. Funding Round closes (end of week 4)
4. Judging Panel and Technical Review Committee meets (week 6-7)
5. Recommended applications passed to CAF for verification (week 8)
6. Additional information and documentation may be requested
7. Final decision and contracting (week 12+)

Timings are indicative.

Multiple Proposals

As a rule, Non-Governmental Organisations (NGOs) and/or Community Based Organisations (CBOs) should not apply for more than one grant in a call for proposals. However, we may consider applications from the same organisation wanting to implement in different countries or locations.

Financial Eligibility Requirements

The online application system will require you to enter a detailed budget. This should show spending for each year of the project against lines including any capital costs, staffing, travel, training, monitoring and evaluation, and communications.

Please download, complete and attach the budget template provided in the application form.



We do not provide grants of more than 50% of an organisation's total annual revenue (income) in low- and middle-income countries and 25% of an organisation's total annual revenue (income) in high income countries¹ (or 10% over a 12-month period for US-based organisations). You will need to provide your current annual income, in GBP, for the last 12 months and the most recent 12-month accounting period

You will be required to provide a list of any existing secured funding your organisation has received or will receive from ViiV Healthcare for any project/work in this last 12 months. Please do not include this application in this list.

Please note the following:

The total grant amount cannot account for more than 50% of an organisation's overall income for countries in LICs/MICS.

85% of project budgets must be spent in country; and

Overheads over 15% of the total project budget will not be accepted.

Budgets will be strictly adhered to – do not request more than the allowable amount as you will not be able to submit your application.

We request that all budgets are submitted in Pound Sterling (at the prevailing rate of exchange). You must include an annual and total budget for your project in Pound Sterling to be considered for funding.

Attachments

The only documents to be uploaded are the templates that are provided in the application portal (budget template; data template; referee template). Your application should **NOT** be submitted with any other attachments.

If your application is recommended for Charities Aid Foundation (CAF) verification, you will be requested by CAF to provide the following documents as part of the verification process. **Please do not upload any of these documents onto the cybergrants system.**

- A letter of declaration, printed on your official headed paper and signed by a legal representative of your organisation
- A list of your trustees with contact details (full name, personal address and date of birth of trustees)
- Proof of your organisation's registration as a not for profit or charitable organisation
- A copy of your latest audited accounts
- A copy of your governing document
- Proof of bank account
- Annual accounts

¹ [World Bank Country and Lending Groups – World Bank Data Help Desk](#)



If a partnership or consortium is deemed as sub-granting in terms of use of granted funds, CAF will also need to verify these organisations (depending on relationship or set-up).

References and Verification

Two references are required. References should have knowledge of your organisation's work and should include a named contact with phone number and email. References must use the template embedded on the application portal and tick the box in the template confirming that you have their permission to share their personal details with ViiV Healthcare Positive Action.

Please do not upload any additional documents to support your reference, we will only accept and review your completed "reference template".

If your funding is recommended for funding, verification of your organisation's charitable status is required before funding is made available. Verification will be undertaken by the Charities Aid Foundation (CAF). Please see the FAQs for more details on verification.

FAQs

Eligibility:

Q: What are the funding opportunities under the new Positive Action Strategy?

A: The new Positive Action strategy has three different funding streams which are called Community Strategic Initiatives (CSI), Flexible Fund and Breakthrough.

Q. What are the different types of grants?

A. There are two types of grants under the CSI which are Innovator and Momentum. Innovator grants are up to £ 50K per year, over a two- year period and Momentum grants are up to £100k per year over a three-year period.

Q. How do I know if I am eligible for a grant?

A. Eligibility criteria is defined at the start of each funding round, which is announced on the Positive Action Website.

Q. Can I submit a proposal that is not aligned to the funding round?

A. No, you will not be able to submit a proposal that is not aligned to the funding round.

Q. Am I able to submit more than one application per funding round?

A. We request that you submit only one application per organisation per funding round. It is possible to submit more than one if you are submitting for more than one location or geography.

Q. Am I able to submit more than one application per funding year?

A. If you meet the eligibility criteria for the different themes, you are permitted to submit more than one application per funding year.

Review:

Q. What happens once my application is submitted?

A. Your application will go through an internal review to ensure that you meet the eligibility criteria and then it will be shared with an independent external review committee called the Technical Review Committee (TRC) for CSI.

Q. How long does the review process take?

A. The review process takes between 4 - 6 weeks after closure of the funding window.

Q. What happens during the review process?

A. The Positive Action team reviews your proposal for eligibility after which the external review board reviews it for technical merit. The highest scoring applications are discussed and the TRC decides to recommend or not recommend for funding. These recommended applications are then reviewed by the Positive Action Grants and Donations Committee who recommend or do not recommend for CAF verification.

Q. Do I receive comments or feedback TRC?

A. The TRC is not able to provide detailed comments on your application but does provide general feedback for consideration.

Q: What happens if my application is not recommended for verification?

A. We have limited funding available and difficult decisions need to be made. Unfortunately, if you are not recommended for due diligence verification it means that your application will not be considered further.

Q. If my application is not recommended for due diligence verification, can I resubmit the application?

A. Unfortunately you are not able to resubmit the application.

Grant Size:

Q. What are the sizes of the different grants?

A. Typically, the Innovator grants are up to £50 000 per year over a two-year period, the Momentum grants are up to £100 000 per year over a three-year period, and the Flexible Fund grants up to £75 000 over a 12-month period.

Q. Can I apply for larger amounts?

A. No, your application will only be considered if it falls within the different ranges defined on the website.

Q. Can I apply for smaller amounts?

A. Yes, you can apply for grants that are below the amounts stated.

Q. Why are Breakthrough grants only by invitation?

A. Breakthrough investments build on strategic partnerships that have been built over a period of time and focus on workstreams that may have already started or been initiated.

Reporting:



Q. How often do I need to report?

A. The reporting requirements are the same for Community Strategic Initiatives, Breakthrough and Flexible Fund. You are required to submit a 6 monthly narrative report as per the provided template on CyberGrants and a 12 monthly narrative and financial report.

Q. When do I have to define or select my indicators?

A. You will have an opportunity to select the relevant indicators when you develop your project proposal. Indicators will be finalised in your first meeting with your grant manager.

Q. Will I have a grant manager?

A. Yes, all grant recipients will be allocated a grant manager who will be assigned to you as soon as your contract has been signed.

Q. How will I get in touch with my grant manager?

A. Your manager will contact you to set up your first call.

Q. How often do I need to engage with my grant manager?

A. We suggest a minimum of three times per year, any more than this will be up to you and your grant manager to decide.

Q. What happens if I don't hear from my grant manager?

A. Please contact the respective Positive Action Manager, information which can be found on the Positive Action website.

Charities Aid Foundation:

Q. Who are Charities Aid Foundation (CAF)?

A. CAF are a non-profit organisation working with corporate and private clients in the UK to deliver philanthropic advice and financial services and products to enable giving. You can read more about CAF [here](#).

Q. What is the nature of the relationship between ViiV Healthcare and CAF?

A. CAF are a separate organisation to ViiV Healthcare, however ViiV Healthcare partner with CAF in order to make payments to Positive Action Programme grantees. Project proposals are initially reviewed by both the Positive Action team and an external, independent Advisory Board. ViiV Healthcare then request that CAF conduct due diligence checks on the groups selected – a process referred to as “verification”, then disburse payment once verification is completed successfully. All donations are subject to ViiV Healthcare's instruction and CAF's subsequent approval.

Q. Why do CAF need to carry out this process?

A. CAF needs to ensure that all ViiV Healthcare's grants are used for charitable purposes as defined under the UK Charities Act. This includes ensuring that beneficiaries have charitable aims and objectives and that those funds will be used charitably even if the organisation ceases to exist. Whilst the global definitions and requirements of “charitable”

differ from one country to another, CAF must review each organisation in accordance with UK Tax and Charity Laws.

As the funds will come from CAF, they need to ensure that all grants meet agreed guidance from the UK Government's Her Majesty's Revenue and Customs (HMRC). HMRC require CAF to obtain confirmation on how donations are used and as a result CAF will ask for a combined receipt and report for each donation made. Where larger levels of support are made CAF will ask grantees to provide independently audited financial reports detailing how the funds were used charitably.

CAF's due diligence verification process is undertaken to:

- Minimise risk
- Comply with UK law
- Prevent money laundering
- Prevent terrorist financing and other criminal activity (i.e., anti-bribery and corruption)
- Ensure funds are being used charitably as intended
- Ensure residual assets will be used for charitable purposes if the organisation is dissolved

Q. How will CAF carry out this process?

A. Your submitted application will initially be reviewed by the Positive Action team and an external, independent review Board. If successful, your application will then be shared with CAF to carry out their due diligence.

Q. What information will CAF need?

A. CAF will review your application and may then request you to submit an additional, due diligence focused application form through the online portal. This form will ask you to upload copies of the following documents that have been translated into **English**:

- A copy of your organisation's governing document e.g. Statutes, Trust Deed, Constitution, Memorandum and Articles of Association, Articles of Incorporation or By-laws etc.
- A governing document' is simply an official document which states the aims of your organisation and how it operates. In every case CAF would expect to see the aims/ objectives of the organisation and a dissolution clause in this (i.e. what happens to assets if the organisation is closed down). Depending on the organisation, the governing document also usually includes details about how many trustees/ board members they have, the powers of the organisation and states that they are not for profit.
- All organisations should have a governing document and they are usually referred to as: Statutes, Trust Deed, Constitution, Memorandum and Articles of Association, Articles of Incorporation or By-laws.
- A copy of your organisation's most recent annual report and audited accounts.

- Proof of your organisation's tax exemption and/or proof of registration as a charity or not for profit.
- If the funds are destined for a specific project, details of the project are required, a list of Trustees including names, date of birth and home addresses.

Once you've submitted the additional questions and documents, CAF's experts will review the documentation and provide a decision. Occasionally it may be necessary for CAF to ask for further clarification from your organisation before a decision is made – they will contact you via the email address quoted in your application so please monitor your emails closely to ensure that you can respond promptly to any requests and we can make payment to you as soon as possible.

CAF verifies an organisation based on all information presented. Key elements of the process focused on the size of the donation, the country in which your organisation / project is located, and the purpose of the donation.

Q. Why does CAF need information about Trustees, including dates of birth?

A. CAF's due diligence verification checks may include requesting the full details of trustees and persons controlling the operations of the organisation. In the UK as a financial services provider, CAF are required to follow 'know your customer' legislation and guidance. This means that they need full names and date of births to effectively demonstrate that they have carried out the required due diligence verification on them. Dates of birth are required in order to clarify an individual's identity. All information supplied to CAF is treated as strictly confidential and is not shared or passed on to any other parties. For more information on CAF's data privacy policy please see here: <https://www.cafonline.org/privacy>.

Q. How long will the verification process take?

A. CAF allows a maximum of 12 weeks for the recipient organisation to complete and return the information needed. Once CAF has been sent this, they can normally make a decision within a couple of days.

Q. I've received funds through CAF before, will the process be different?

A. CAF need to undertake the same levels of due diligence verification for every donation requested but if you've been paid by them before, they can often do this without further contact with your organisation. However, periodically CAF will be required to request updated information on your organisation. In this instance they will ask you to re-submit some details through the online portal.

Where you have received previous funding from CAF, you will also need to ensure that your organisation has returned the receipt from the previous payment and any other accompanying reports requested.

Q. What is meant by sub-granting?

A. 'Sub granting' is where your organisation is not controlling the entirety of the funds provided, and are passing a portion of those funds on to another organisation.



The reasons CAF needs to understand and verify everyone who may control the use of the funds is detailed in the guidance here which is prepared by the Charity Commission of England and Wales, one of CAF's regulators.

Paying for a service (e.g. building works or consultancy services) is not considered as re-granting as your organisation remains in control of the funds.