



**INDEPENDENT
DEVELOPMENT FUND**
Supporting Civil Society in Uganda

Independent Development Fund

Supporting Civil Society in Uganda

Grants Application Guide

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PART ONE: INTRODUCTION

Who we are

The Independent Development Fund is a new grant making Fund supported by a number of international development partners with the intention for it to become a fully independent major grant making institution in Uganda in the medium to long-term future.

The project has been developed in response to the present status of Civil Society in Uganda whereby there is limited scope for citizens to engage effectively with public institutions, at all levels, to increase and improve their responsiveness to uphold the basic Human and Civil rights of all citizens.

It is premised on the central importance of an active and vocal civil society for achieving better outcomes for Ugandan citizens and to actively pursue all aspects of political, social, economic and civil rights and to enjoy freedoms in accordance with the United Nations declaration of Human Rights underlining the central pillars of a democratic society.

Our main aim

We give Grants and Grant management support to help CSO's engage in rights based issues and help improve the quality of life in the community.

We fund projects and support organisations on a national and local level that will make the most difference.

Our Vision

“To become a sustainable model of excellence that contributes to the development of a creative and effective Civil Society, that enables citizens to engage in the democratic process, and to uphold basic human rights, for a better quality of life for all Ugandans”

Our Mission

To provide grants and associated grant management support to Ugandan CSO's to promote a human rights approach in the development of a civil society and enabling all citizens to:

1. Access information (and understand) laws and policies impacting on their human and civil rights.
2. Engage effectively with the Government through monitoring and open dialogue, on issues of Human Rights and associated Good Governance, Poverty reduction and local democracy initiatives.

Our Values

- **PROFESSIONAL**
- **ACCESSIBLE**
- **FAIR**

- **INTEGRITY**
- **SUPPORTIVE**
- **QUALITY**
- **LEARNING**
- **NEUTRAL**

Our commitment to equal opportunities

We are committed to equality and will not discriminate against anyone on the grounds of: sex, race, colour, ethnic origin, national origin, disability, sexuality, religious belief or political opinion, age, marital status, economic status and social background.

Our grants programmes (our long term aims)

It is our long term aim to provide grants to support the widest range of Civil Society organisations possible, to enable them to engage more effectively through advocacy and accountability strategies and initiatives, to facilitate the concerns and aspirations of all Ugandan Citizens to be heard, to increase their freedoms and entitlements and their quality of life.

We intend to make all of our main grants programmes open to Civil Society Organisations of any size, and working in all parts of Uganda.

We therefore intend to launch and run a number of different grants programmes focussing on other issues of need and to suit different types of organisations and projects over time, but we initially intend to start with a single, very focused, programme and will launch more programmes when we are able to do so.

Our first main grants programme will focus on supporting projects that help people and CSO's engage in rights based issues and help improve the quality of life in the community. Full details are given in this pack.

You can only use this application pack to apply for a grant under the first programme. It contains the following information.

- The guide - this contains important information about who can apply for a grant, what you can apply for and how to apply.
- An application form - you must fill in the form in this pack or use a form that you can download from our website. Please send it to us with all of the information we ask for.

Special grants programmes

From time to time we may run other specific programmes which we will publicise as special programmes.

For more information on how to apply to these other programmes please call our office line, visit our web site,. You can find phone numbers and addresses on the last page of this guide.

PART TWO: WHO CAN APPLY FOR A GRANT

We welcome applications from groups and organisations working in every part of Uganda. We particularly want to encourage applications from local established organisations.

Eligibility

It is our policy to only make grants to organisations which are established as a Civil Society Organisation for not-for-profit purposes (see below).

Civil Society Organisations are organisations which we have defined as :

- **‘Citizens outside Gov’t guided by their legitimate interest and common aspirations to influence change for a better management of public goods’.**

All applicants will have to be registered as a local or national ‘NGO’ or CBO” with the appropriate national or local Government offices in order to receive grant funds from us.

Applicant organisations must not have characteristics which are contrary to charity and for the public good, such as the possibility of self interest or making a personal profit, and they must not have purposes which are party political.

If you are concerned about your eligibility, please contact the IDF office to ask for further information or for more advice.

Your organisation must also meet the following conditions.

- You must have adopted a constitution or a set of rules, setting out your organisation’s aims and how you will work.
- You must send us a copy of your current constitution.
- Your management committee must have at least three members.
- You must have a bank account in the name of your organisation which needs at least two signatures on each cheque or withdrawal.
- You must be able to provide a copy of your most recent approved accounts, signed and dated by your Chairman/woman, secretary or treasurer and where appropriate by your auditor or accountant.

How we check your eligibility

We use your registration certificate and your constitution to check whether your organisation or group is legally eligible to receive a grant. Your constitution describes the purposes of your organisation and how it is managed.

Ineligible organisations outside our general funding policies

The following are not eligible to receive a grant.

- Government and Government Departments, including institutions or services they directly manage.
- City Municipal Councils, including institutions or services they directly manage.
- Regional and District Municipal Councils, including institutions or services they directly manage.
- Individuals.
- Private companies that exist to trade for profit.
- Organisations not fully established and registered in Uganda.
- International NGO’s (except as part of a consortium)

- Closed organisations (members only organisations with unreasonable membership joining restrictions)
- Political parties or politically motivated organisations linked to a political party
- Organisations registered and implementing activities for less than 12 months

Projects outside the powers of your constitution

Your constitution must give you the power to carry out the project or activity you are asking us to fund. We will check the clauses which tell us about your objects and powers to make sure this is the case.

Branches

If your organisation is linked to a larger organisation, you may only apply for a grant in your own right if you are independent. If you are not independent, you may still be able to apply for a grant, but you will need to fulfil the requirements for dependent branches and obtain the support of your 'parent' organisation in writing.

Local Independent organisations

By 'independent' we mean that you must have:

- a constitution of your own;
- a separate management/steering committee;
- a bank account under your direct control;
- your own and most recent approved annual accounts, signed and dated by your Chairman/woman and by your auditor or accountant, and
- total control over your income and how it is spent.

Organisations with their own registration number are normally independent.

Dependent organisations

If you are not independent but meet the following requirements you can still apply for a grant. You must:

- have a management/steering committee;
- have a bank account; and
- produce your own annual accounts.

However, the organisation you are linked to will need to support your application and agree to take legal responsibility for any grant we make to you. If you think that this applies to you, contact the office for a standard 'letter of endorsement' and make sure that this is signed by the organisation you are linked to.

If you cannot meet one or more of these requirements, you will need to get the organisation to which you are linked to apply for you.

Branches of CSO's that have the same registration number as their parent are almost always dependent.

If you don't know...

Please contact the organisation you are linked to and discuss the matter with them. You may also contact our office for advice.

International NGO's

We define International NGO's as organisations who are affiliated as a dependent branch to an overseas based organisation. If your organisation falls into this category you will only be eligible to apply for a grant as part of a consortia.

If your organisation is affiliated to an overseas organisation but operates as a fully independent organisation within Uganda and is fully registered as such, you will be considered eligible to apply in your own right but would encourage you to work with a local organisation as part of a consortia to increase their exposure to good working practices.

Consortia

We welcome and encourage organisations to work together. When two or more independent organisations apply for a grant for a project on which they will work together, we treat them as a consortium.

There are two main types of consortium and we treat them differently.

1 An informally-constituted consortium, made up of a number of organisations that have come together to work on a project for which they are applying for a grant.

Please read part six of this guide, *Consortium applications*, for information on how to apply.

2 A consortium with an independent constitution that is set up by member organisations.

We treat this type of consortium like any other individual organisation applying for a grant. We will take account of the experience and knowledge of the organisations in the consortium when we assess the application. Part six of this guide **does not** apply to this type of consortium.

Professional fundraisers

It is recommended that organisations should only aim to manage projects they have the capability to manage well. Organisations should apply using their own capacities to demonstrate their own ability to manage the project they are applying for funds for therefore We will not accept applications from professional fundraisers or other consultants acting for your organisation on a temporary basis..

Your organisation's finances

We will not generally make grants to organisations in poor financial health. This means that:

- you must have enough current assets to meet your current deficit and liabilities; and
- if you are in deficit (your costs are greater than your income), there must be evidence that you are managing it so that it is reducing, rather than growing.

Commercial enterprises

We cannot make grants where the main beneficiary is a commercial enterprise.

Organisations applying on behalf of another

You should not apply on behalf of another organisation. This is because organisations, if awarded a grant, must answer to us for the way in which they spend the grant. So it is essential that the organisation which makes the application is the same organisation which receives the funding.

PART THREE: WHAT YOU CAN APPLY FOR.

Main Grants Programmes

Our first grants programme is to be the Human Rights grants programme. In time will be releasing new programmes and these will be included in this guide.

Human Rights Grants Programme –

The Human rights Grants programme will focus on funding eligible organisations to carry out projects that primarily meet our mission statement ie we will prioritise projects that will:

1. Promote a human rights approach and to support and facilitate citizens to access and understand laws and Government policies that will impact on their human and civil rights.
2. Enable CSO's (and the wider public) to engage effectively with the Government on local and national issues of Human and Civil Rights and associated Good governance, poverty reduction and local democracy initiatives,

Programme policies - We will give grants for:

- two, or three-year projects;
- part or total funding;
- capital and recurrent costs.
- capacity development

Matching funds

You **do not** need to match the funding we provide.

How much can you apply for?

The maximum size of our awards under our Human Rights grants programme is \$100,000 for a project of either two or three years.

The smallest grant we will normally award is \$50,000.

The largest grant we will award is \$100,000

Note: Do not ask for unrealistic amounts - It is unlikely that we will give a grant to an organisation where the amount asked for significantly increases the size of the organisation

If you apply for a grant which would substantially increase your organisation's assets or yearly income, you will need to show that your organisation will be able to manage the extra funds.

When you apply for a grant, you should always ask for the actual cost of what you need, not a rounded-up figure. If necessary, you should include in your costs VAT that you cannot claim back.

Capital costs

These are the costs of tangible and lasting items such as buildings and equipment. We will only fund capital costs which support a general project. If you apply for a grant to buy capital items, you should base the cost on quotes or estimates from at least two suppliers.

Vehicles

We are unlikely to make grants for vehicles however if you do when preparing your application, don't forget:

- tax;
- insurance;
- fuel;
- maintenance, servicing and storage;
- drivers' fees; and
- volunteers' expenses.

You must also think about:

- how it will be used;
- how often it will be used;
- how many people will use it;
- what extra benefit it will provide to the wider community; and
- fundraising for a replacement vehicle.

Any organisation which receives a grant for providing transport should be able to offer a service to disabled people.

Recurrent costs

You can apply for a grant to cover the recurrent costs of your project. The amount can include any extra administrative costs that you will have to meet to carry out the project, but not a general contribution to your organisation's existing running costs.

The extra costs may include new areas of spending, as well as increases to existing costs that you can show will result from the new project.

Typical recurrent costs include:

- maintenance;
- insurance;
- training;
- extra accommodation costs;
- VAT that you can not claim back; and
- professional fees.

Salaries

If you apply for a grant for salaries, you must show us that your organisation:

- knows about its responsibilities as an employer;
- practises equal opportunities when recruiting staff;
- advertises new posts openly; and

- uses media that could attract disadvantaged people.

We also ask for a job description and a person specification for each post you ask us to fund.

You can include the costs of recruitment in your application.

Funding existing posts and costs

We want to encourage and fund new projects or existing projects that involve new ways of working (based on learning) and new posts. We will fund the administration or management costs that result from your existing project, as long as they are in addition to your existing project costs. Among the costs we will fund are:

- back-fill posts (staff cover when the main post holder is working on another project)
- extra staff hours; and
- extra responsibility payments caused by existing staff working on the new project.

We will also fund part of a post if it is in a new organisation or if you are creating a new post to work on more than one project. We will not fund a general contribution to running costs, such as a share of existing staff salaries or a percentage add-on to cover project management or administration.

In general, we do not fund existing posts. However, we may consider this if you can prove that your organisation has received funds for existing posts or parts of posts from another source and that funding has been withdrawn. You will need to prove that the funding was directly for the posts in question and that it has definitely been withdrawn.

Some costs, such as phone, postage and stationery will rise as a result of new work. We will fund estimates for these costs, even if you cannot identify them as strictly relating to the new work. Any costs must be reasonable for the size of the project.

You may include extra rent in your project budget only if you can show that the project would need more accommodation than is currently available. If you will carry out the new project in the same accommodation, do not include a budget for rent in the project budget.

Religious organisations and projects

We welcome applications from religious organisations that want to carry out work in the community. However, we do not normally fund projects designed to promote religion or to benefit people who practise a particular religion. This means that:

- people should not have to take part in any type of religious service to benefit from the project, and
- how you deliver the project should not contain elements that would exclude people who practise other religions or none at all.

Sometimes projects which benefit particular communities will mainly benefit people from one religion. We will accept this as long as your project plan takes steps to make sure that it will not exclude others for religious reasons.

Research, Higher and further education

We do not normally give grants to fund mainstream higher or further education activities. And, we will not normally fund applications made solely by further or higher education institutions or by Civil Society organisations set up just to support them.

We would not normally fund applications if the grant would replace statutory block grants or funding.

However, we will consider applications for certain sorts of projects that involve these institutions, as long as the project is being developed and led by independent, eligible organisations. Examples of these are:

- community organisations using the facilities of a further or higher education institution;
- learning projects taking place in the community which are delivered in association with higher or further education institutions; and
- other partnership projects designed to improve the access to learning of disadvantaged groups.

This means that further and higher education institutions can apply as part of a consortium, as long as a civil society organisation is the lead applicant.

Political parties and political party organisations

We do not normally give grants to fund mainstream political parties or political activities. And, we will not normally fund applications made solely by Civil Society organisations set up just to support them.

Projects outside our general funding policies

As a general rule we do not give grants for:

- endowments;
- down payments for loans or repaying loans;
- retrospective funding (money that has already been spent);
- debts you run up before we pay our grant;
- projects covered by other donors ;
- projects which are specifically aimed at helping other organisations apply for funding from us;
- projects which would mainly benefit individuals or organisations which would not be eligible to apply to us themselves;
- projects which duplicate an existing application (or part of one) which you have sent us; and
- projects which do not meet the aims and priorities of our grants programmes.

Grant management support

If you believe that you can benefit from some capacity development support to manage the project applied for more effectively, we will consider any capacity development support you identify, that you require, for additional funding. This should be budgeted separately to the project budget itself and the costs should be clearly broken down and provided in detail together with any supporting details that supports your case ie direct outcomes of the support etc and who you will use to deliver/access the support etc.

How many grants can you apply for?

Due to the limited funds available, we restrict our grants to one existing grant per organisation. You will also be considered to be in receipt of a grant if you are part of a consortia and therefore ineligible to receive another grant until the current grant is closed.

We do not have to provide any further funding for a project when any grant ends. We judge all applications competitively.

If you need more information about reapplications, please contact the office managing your current grant.

PART FOUR: HOW TO APPLY

You must fill in the application form in English

Getting help

Please remember you do not need any special knowledge to fill in the form. This guide and the information enclosed in the application pack should give you all the information that you need to fill in the form successfully.

If you need help filling in the form or need advice about any part of your application, please contact your IDF office. We will do our best to help you.

Who considers your application?

We have a separate Grants management committee and a Board of Directors supporting the Grants team in considering your application. The Grants team can only make recommendations. Only the Grants management committee/Board of Directors will make the final decision as to who to award a grant.

Where to send your application

Your application needs to be forwarded to the IDF office in Kampala.

When will you hear?

We hope that you will hear the outcome of your application within three months after receiving your complete application.

Part five: How we assess your application

The journey of an application

Applying



You ask for an application form



You return the completed application

Consideration



We check that your application is complete - if it is not we send it back to you



We assess your application against our first stage criteria



If your application does not meet our first stage assessment criteria we reject your application and inform you



We assess your application against our second stage criteria



We make recommendations to our Grants Management Committee.

All applications that complete the second stage will go to the Grants Management Committee and Board of Directors for approval

Decision making



We decide on your application



We tell you about our decision and why



If we offer you a grant, you accept our terms and conditions and attend our Grants holders training programme



We pay the grant on a quarterly basis



We monitor the progress of the grant through your reports and compliance checks



We evaluate the grant once completed

ASSESSING YOUR APPLICATIONS

We assess applications in two stages. The application form asks questions which help us to begin our assessment.

During the assessment one of our grants officers may phone or visit you. If we cannot contact you, we will not be able to recommend your application for funding. Grants officers may need extra information to carry out their assessment. They will let you know what they need.

Many groups who plan good projects do not succeed with their application because they do not meet some of our requirements. These are outlined below. You should use this section to help you consider if your application meets all of our requirements, or to help you think of questions you may want to ask us.

First stage of the assessment

During the first stage of the assessment we will consider the following questions.

Questions
Is your organisation eligible to apply?
Is your organisation in reasonable financial health?
Does your organisation/project meet our general funding policy?
Are you applying for your own organisation or for another organisation?
If your organisation currently holds a grant for the project, does the grant have less than a year left to run?
Is your organisation making reasonable use of any free reserves it holds?
If your organisation currently holds a grant from us or has had a grant from us before, have you managed the grant and the project satisfactorily?
Is your application complete?
If you are applying as a consortium, are all of the member organisations eligible to apply, and within the our funding policy?
Does your organisation meet our policy on dependent branches?
Are you sending us the application or is it being sent for you by a professional fund-raiser?
If your application involves further or higher education institutions (or both), is it led by an independent charity or voluntary organisation?
If the application is for an informal consortia, have all the organisations completed the additional pages required and are they all eligible?
Does your constitution allow you to do the project you want us to fund?
Are your project costs reasonable and is the amount you are asking for at least \$50,000 but not more than \$100,000?
Is there reasonable evidence that your project can achieve the results described in your application?
Is your project something which we will generally fund?
Does your project meet the aim of this grants programme, or if not, is it exceptional enough to be considered?

Second stage of the assessment

If your application meets our requirements for the first stage of the assessment, we then measure your organisation and project against the questions listed below. These will allow us to assess whether:

- your organisation is managed well and your finances are in order;
- you have planned your project well and it will meet an identified need; and your procedures are in line with good practice.

We will judge your application against the following questions (our assessment criteria). Make sure that you have provided information to support your application against these questions.

1. Is your organisation well managed and financially sound?
2. Does your project have clearly defined objectives and a thorough and reasonable project plan which you will monitor and evaluate?
3. Is your project budget accurate and reasonable?
4. Does your project respond to a clearly defined need?
5. Does your organisation and your project reflect the different backgrounds and circumstances of the community they serve and do they involve service users in decision making?
6. How far does your project meet our mission statement and support disadvantaged/vulnerable communities and individuals and empower people to access their rights to improve the quality of life of the community?
7. Does your project meet any of our programmes published funding focus targets and if so how?

Note: Will your project work?

You must show that you have thoroughly considered all the project activities included in your application. We will assess the level of planning and how realistic the project is. You will need to show that the project is likely to lead to the stated outcomes. What this also means is that you should be confident that if we award the grant, you would be able to begin the project within 2 months of receiving our offer. If your project will not start until later, it would not be wise for you or us to finalise plans until nearer the time. This is because conditions could easily change.

Have you had a grant before?

If you have had or currently have a grant from any funder in the past, we will require you to provide us with the details of all the grants that you have received in the last 24 months. You will need to tell us what you have received, from whom and the outcome of the grant. We will also require contact details of the funders of the grants. This information should be provided on a separate sheet of paper.

If you have had a grant from us before, (applicable only after April 2009) we will use the information we collected while monitoring your previous project when we assess your current application.

During the first stage of the assessment we will check that:

- the monitoring information you sent us was adequate;
- there was no unauthorised change of use or purpose of the grant;
- if we withdrew your previous grant, you have taken steps to sort out the problems that led to this; and
- your previous project was successful but, if it did experience problems, we will want to know that there were good reasons for this.

If we have concerns which we have not sorted out with you about any of the above, it may affect the progress of your application.

We will also check that you are still eligible to receive a grant, and that your organisation and your project meet our funding policies.

During the second stage of the assessment, we will assess your application in competition with all other applications. We will use information about the past performance of your organisation to help us. **There is no guarantee that you will receive any further funding after your existing grant has ended.**

If you are not successful

If your application is not successful, we will write and tell you the main reason for our decision.

PART SIX: IF YOU ARE SUCCESSFUL

If we offer you a grant, you will have to accept our terms and conditions. Please contact the IDF office if you would like to see a copy of these. The terms and conditions may change from time to time.

We will send you a *Grant offer pack* which explains what you must do to claim your grant. The pack will also contain the terms and conditions and also details on our project monitoring and compliance reporting requirements. .

Successful grant holders – Contract signing and Training Programme

All preferred applicants will be required to attend a contract signing meeting in Kampala. We will also require you to attend our induction and successful grant holders training programme which will focus on your understanding our terms and conditions of the grant and also provide grant management related training to you ie project management skills (including financial/budget planning and management) skills that will help you manage your project successfully and meet our reporting and compliance monitoring requirements.

Please note: The training is compulsory and you will have to include your expenses in the application budget for your attendance costs, including travel, accommodation and any subsistence costs (outside of the training venue) for three people from your organisation to attend the training in Kampala. One of your attendees should be an executive/senior member of your management committee (who is able to sign the contract on behalf of your organisation and the other should be the person who will be directly responsible for managing the project.

Publicity

You must acknowledge that you have received your grant in your annual report and accounts covering the period of the project. All advertisements and publicity associated with your project must carry our logo, as must all new buildings, refurbishment projects and vehicles which we fully or partly fund. We will tell you what display and publicity materials you can get from us when we offer you the grant

We may use the name of your organisation and project in our publicity material. **However, we will always be sensitive to situations where confidentiality is an issue.**

Monitoring

Before the grant begins, we will agree with you the sorts of things we will want you to measure over the life of the grant. We refer to these as 'outputs and outcomes' and we ask about these on the application form.

We monitor all projects which we fund to make sure they are meeting the grant conditions and delivering the tasks and benefits we have agreed with you. As the money we distribute is International donors money, we have to show them how we are using their funds and monitoring helps us to do this.

PART SEVEN: SECTION FOR CONSORTIA

This section only applies to you if you are an informally constituted consortium, made up of a number of organisations that have come together to work on a project.

It does not apply to consortia who have established an independent organisation to work together.

The following rules apply.

- All the organisations involved in the application must be eligible for a grant and must send in a copy of their adopted constitution. (See *eligibility* in part one for details.)
- One of the organisations taking part should be the leader which will act for all those involved.
- The lead organisation should fill in the application form in the name of the consortium.
- All the other members of the consortium should photocopy and fill in the consortium application form on page X of the guide.
- The grant will be paid to the lead organisation, which is responsible for meeting our terms and conditions.
- You must send a consortium - Memorandum of Understanding (MoU) with your application, which will help us understand how you will work together.

What is a consortium MoU?

The consortium MoU must include the following information.

- The number of organisations or groups in the consortium.
- The full names of all the members of the consortium.
- The main aims and activities of the consortium.
- How long you have been working together.
- Why you are working together.
- The roles and responsibilities of each organisation in the consortium.
- How you will manage the project (for example, whether there is a steering committee and how you will keep track of your progress).

**Independent Development Fund –
Consortium applications form**

All the members of the consortium, apart from the lead organisation, should fill in this section. .
The lead organisation should send a copy of this form for each member of the consortium with the main application form.

1 Organisation details

Name of the organisation as it appears on your constitution or set of rules.

--

Name you regularly use, if different from above.

--

Address for the organisation

Is this address:

The main address for your organisation?	
Your registered office?	
The home address of the main contact?	

Contact details for the organisation

Phone number		E-mail address	
Fax number		Web address	

2 The main contact in your organisation

Title First name Surname

Position held in the organisation

Address for correspondence if different.
from the organisation address

Phone numbers	Day	Evening	
Fax number			
E-mail address			

What is the best time to contact you and are there any periods of the year when you will not be available?

--

3 What type of organisation are you? please enter details and provide the appropriate number etc .

Type of organisation	Registration Number	Registration date	Place of registration

You must send us your constitution or set of rules to help us check whether you are eligible.

Make sure you write your organisation's name and address on the front page of the constitution.

4 What are the main activities of your organisation?

5 Signature of the Chair, treasurer or member of your management committee.

I confirm that the constitution enclosed with this application is our current constitution which was adopted on _____(insert date). I further confirm on behalf of my organisation that I am authorised to sign this declaration. I confirm that the committee knows about this application and that as far as I know, all answers to the questions on this form are accurate. If this application is successful, this organisation will use the grant only for the purposes shown in this application, and will meet all your terms and conditions. I confirm that the organisation has the power to accept the grant under your conditions and to repay the grant if we do not keep to the grant conditions.

Title First name Surname

Position held on committee

Address for correspondence

You **must** include the postcode

<input type="text"/>
<input type="text"/>
<input type="text"/>

Phone number	Day	Evening
Fax number		
Email address		

What is the best time to contact you and are there any periods of the year when you will not be available?

Signed:

Date:

Name and address of the lead organisation

<input type="text"/>
<input type="text"/>
<input type="text"/>

Name and Signature of lead organisation contact.

Name	Signature	Date of signature
<input type="text"/>	<input type="text"/>	<input type="text"/>

PART EIGHT: ABOUT US

Our aims

We aim to:

- be accessible to a wide range of organisations and communities, large and small, and to make reasonable efforts to make sure all organisations have the same chance to apply for grants;
- reflect any geographical, cultural and religious differences of groups and communities across Uganda in the grants we give;
- be fair and open and to answer for our procedures;
- practise equal opportunities in our grant-making.

Our practice

We will:

- monitor and evaluate our service to make sure we provide the best service we can;
- assess all eligible applications against our criteria;
- acknowledge applications and answer letters within 14 days of receiving them, in a professional and polite way; and
- make sure that we treat all groups fairly.

Information and openness

We will:

- publish our annual report and accounts so that everyone can see how we work and the types of projects we have supported;
- produce information about our programmes in English
- aim to keep in touch with the views and needs of the Civil Society sector.

Being polite and helpful

- We aim to be efficient, polite and supportive in everything we do.
- If possible, we will suggest how you can get help to fill in your application form.

Your obligations

You must:

- read the assessment criteria carefully;
- apply for a grant under the most relevant grants programme;
- send in a complete application;
- answer all our questions thoroughly; and
- be willing and prepared to talk with our Grants Officers.

Complaints

Please remember that our decision on your application is final and does not fall within our complaints procedure.

Your comments and questions

We are committed to giving you the best possible information, in the best way possible. If you would like to make comments or suggestions for improving our publications or procedures, please let us know.

Please note.

1. The information in this application pack can change. The law and government regulations on CSO's funds may also change. We can change or alter our policies, procedures and assessment criteria.
2. The application form does not necessarily cover all the information we use to decide which applications to fund. We can ask you (or others such as a previous donor or a referee) for extra information.
3. All applications are made at your own risk. We will not be liable for loss, damage or costs arising directly or indirectly from:
 - the application process;
 - our decision not to award you a grant; or
 - dealing with the application.
4. Our decisions on applications are final.
5. We will publicise information on the types and numbers of applications we receive.
6. You must act within the conditions of your constitution.

Contacts

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