

DFID Ebola Emergency Response Fund Application Guidelines Revised 20th April 2015

1. Introduction and overview

In response to the ongoing Ebola crisis in Sierra Leone, DFID have established a **£9.25m** Ebola Emergency Ebola Response Fund (DEERF). The fund, managed by GOAL, will seek to fill urgent gaps in Ebola response providing support **until 31st Aug 2015**. The fund is designed to cater for low value interventions which donors would otherwise find difficult to support.

2. Objectives

The fund will support immediate actions to respond to the Ebola crisis as follows:

- Respond to emerging gaps in the Ebola epidemic in coordination with District Plans and DERCs
- Improve the effectiveness of the Ebola response system

This will be achieved by identifying actions with partners where quick funding could support immediate operational needs. The DEERF will compliment other DFID support funding mechanisms to the Ebola response.

3. Eligible Agencies

Agencies who meet the following criteria will be eligible for fast-track funding application (Form A1)

- Partners who currently have DFID funding, either directly or through a consortium in Sierra Leone or other countries
- International NGOs who have large-scale grants from other international donor agencies e.g. UNICEF, EU, ECHO, OFDA

Other organisations not fulfilling the above criteria are invited to apply and will undergo rapid pre-approval via application using form A2

Additional information:

- All International NGOs (INGO) must be registered with the Government of Sierra Leone
- Direct funding to Government systems is not permitted
- Indirect support to Government is permitted in partnership with an INGO. In this case donation in kind of goods is the preferred mechanism.
- **National NGOs may apply for funding in partnership with an International NGO**
- National NGOs must be registered with SLANGO
- Private sector companies may only apply for funding in partnership with an International NGO

4. Funding Criteria

Proposed activities must meet the needs based criteria for use of the Fund i.e. does it respond to emerging gaps in the Ebola epidemic in coordination with District Plans and DERCs or improve the effectiveness of the Ebola response system. **All applications will be reviewed and endorsed by the nominated UK lead in the relevant DERC before approval can be granted. This process will be facilitated by the DEERF team however it is recommended that all applicants meet with the relevant DERCs about their proposed activities prior to submission of an application.**

Applications are invited for a project duration of up to 4 months, to a maximum level of £500,000

Ineligible expenditure includes (but may be amended):

- Purchasing vehicles or motorbikes is not generally acceptable
- International training not permitted
- No direct funding to Government systems
- No funding or subsidising government salaries or incentive schemes directly to GoSL payroll
- No funding which duplicates other DFID funding streams
- No funding which duplicates other donor funding streams including the UNMEER Quick Impact Projects Fund
- Medical supplies may be purchased if these are not readily available from CMS.

If GOAL wish to add/amend these criteria it must be cleared in advance in writing by DFID

5. Application procedure

Step 1: Applications should be made via submission to DEERF@sl.goal.ie. The submission must include completion of full relevant application form (A1 or A2) and a budget. Templates are available at http://www.goal.ie/DEERF_Sierra_Leone_applications/836

Step 2: It is anticipated that formal agreement of the amount of funding authorised from DEERF will be provided via written notification, and signing of an MOU with GOAL

It is recognised that in this dynamic environment, needs may change. Therefore clear, timely written communication is vital between the partner agencies and GOAL DEERF representatives if a proposal needs to be altered significantly.

Final applications from grantees will be accepted up to 31st July 2015. All grants must close by 31st Aug 2015

6. Appraisal of DEERF applications

Applications will be assessed using the needs based criteria set-out for the fund. In all instances a rapid response is guaranteed:

- Funds <£100k will be approved by the DEERF team
- Funds > £100k will require additional review including approval from DFID

7. Disbursement of Funds

The following funding modalities will be available under this programme:

- 1) Funding in arrears (preferred): The organisation has the cash available to commence work and invoice the Fund for work done in arrears.
- 2) Pre-financing (in exceptional circumstances where justified): advance payment of 100%
- 3) Direct procurement and donations in kind: GOAL purchases goods and transfers them to the grantee

8. Partner Reporting Requirements

Partners are requested to submit reporting to GOAL using the formats provided.

- a) <£10,000– a one page narrative report, and financial report within 45 days of grant closure
- b) >£10,000 – Monthly project update (1 page on progress), monthly financial report, final narrative and financial report within 45 days of grant closure.

All final reports will be sent to DFID for their records

9. Publicity

Participating partners are required to show the amount of assistance received from DFID in their annual reports. DFID should also be given appropriate acknowledgement in all publicity issued by implementing partners.

10. Monitoring and Expense verification

Monitoring for this grant will primarily be via the reporting mechanism set out in section 8. In addition for grants >£100,000 GOAL will conduct additional verification of the grantees' report including site visits and external expense verification.