Partner Recruitment & Engagement Guide

2022-2026

March 2022

GENERAL INFORMATION

Thank you for your interest in the Foundation for Civil Society (FCS). Everything you need to know about applying for support from FCS is contained in these guidelines. Please read them carefully before you register online in the Partner Mapping Portal.

Inside the guide, you will find information about who can apply for a grant, what we will consider funding, how to apply online in the grants portal and how your application will be processed. The guide is available in both English and Kiswahili and can also be found in FCS' website (www.thefoundation.or.tz)

FCS has designated staff to respond to questions about application processes, by telephone, WhatsApp +255 764 309 053 or e-mail fcsgrants@thefoundation.or.tz If you would like to discuss your questions in person, please call our office first to arrange a meeting with the identified staff member. Meeting slots are available every Monday to Friday from 2:00 - 3:30 pm, with the exception of public holidays.

Where you can find FCS

Foundation for Civil Society

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1.0 ABOUT THE GUIDE

This guide has been developed taking into account various commitments and observations including lessons learned from the previous strategy, stakeholders' views through an external evaluation of the FCS' strategy (2016 – 2020) and commitments in the new strategy (2022 – 2026). Thus, the intention is ensuring that Partner recruitment and engagement at FCS is conducted in a fair, transparent, efficient, and cost-effective manner to achieve value-for-money in all transactions.

1.1 Purpose of this Guide

Specifically, this guide is designed to:

a. Provide guidance on the grants and partnership management processes.

b. Clarify and provide procedures for FCS' relations with mainstream civil society, community groups and individuals, specifically on how each may have an opportunity to work with FCS through its granting modality.

c. Ensure predictability, responsiveness, transparency and accountability in all operations.

d. Improve the efficiency and effectiveness of grant operations and build trust on the prudence of FCS' grant making processes

e. Promote the consistent application of best grant management practices.

f. Promote the achievement of results and impact through the effective search, selection and post-selection processes in the management of grants

2.0 ABOUT FOUNDATION FOR CIVIL SOCIETY

FCS is an independent Tanzanian not-for-profit development organization serving as a catalytic support mechanism for the civil society sector in Tanzania. Since its inception in 2002, FCS has contributed immensely to the capability strengthening of the civil society sector in Tanzania thereby directly and indirectly enabling CSOs and citizens to become key driving forces for positively influencing democratic governance in Tanzania and better quality of life for all. FCS has reached over 30 million beneficiaries during the last 20 years with an extensive reach in the grassroots as well as giving access to funding to very small CSOs which could rarely receive support from elsewhere.

FCS is implementing a new strategy which runs between 2022 and 2026 and, in this strategy, FCS has reoriented its programmes to Gender, PWDs and Youth Inclusion; Governance; Sustainable Livelihoods; Peace Building and Social Cohesion as well as FCS' Institutional development. The overall geographical focus will remain national, but priority geographical areas will be identified for each thematic area. The ultimate target group for FCS efforts is Tanzanian citizens with a special attention to the poor (women and men), women, children, PWDs, youth and other vulnerable and marginalized groups in Tanzania.

2.1 Vision Statement

Empowered, resilient and responsible citizens realize social economic justice and improved quality of life.

2.2 Mission Statement

To contribute to sustainable and inclusive development in Tanzania through strengthening capabilities and sharing resources: We do this through strategic partnerships with CSOs, community groups and other development actors.

2.3 Our core values

Foundation is committed to the following core values:

Gender equity & inclusion   We proactively drive positive gender equality outcomes by promoting best-practice solutions that ensure inclusion, respect and fair access to assets and opportunities. We believe everyone deserves the highest quality of life, dignity and respect.

Humility: We respect and will always remain responsive to the views and needs of our partners.

Adaptability and agility   We are committed to our adaptive ability to respond to the rapidly changing context.

Integrity and accountability: We are committed to trustworthiness and zero tolerance to corruption and to make sound judgements, fair and transparent management of resources and processes, and we take responsibility for our individual and corporate actions.

Learning and excellence   We commit to put forth our personal and professional best. We achieve excellence by investing in innovation, creativity, reflection, and perpetual improvement.

3.0 WORKING APPROACHES

Under the 2022 - 2026 strategic plan, FCS will work with both traditional and non-traditional CSOs through provision of grants, partnerships as well as direct implementation of projects. Direct implementation will entail partnering with different stakeholders who are directly implementing projects in the communities. FCS will empower community groups and citizens to recognize community challenges and develop localized solutions. This shift also represents the first steps in the long-term institutional transformation for FCS from being exclusively a funding mechanism for CSOs to serving multiple constituencies and engaging in multiple development issues and agenda. This shift will also help FCS to market her long-term track record experience in grants making.

This tripartite approach is presented below:

3.1 Grant Making

FCS will continue providing grants to CSOs. However, different from the previous strategy, the grants portfolio will be adaptive depending on the resources that will be mobilized on an annual basis. FCS will also work with resource partners (Technical organizations or private companies with expertise relevant to FCS thematic areas of focus). The resource partners will be linked with implementing partners to provide technical know-how based on relevant themes.

3.2 Direct Implementation

Direct Implementation is the modality whereby FCS assumes full responsibility for mobilizing and effectively applying the required inputs in order to reach the expected outputs. FCS will thus assume overall management responsibility and accountability for project implementation. FCS will engage in direct implementation through available special projects.

3.3 Partnerships

FCS will embrace partnerships with civil society organizations and community groups. This will create avenues for FCS and partners to share resources, co-create projects and create a sense of ownership and sustainability. FCS will ensure that appropriate partnership assessment is done before the partnership is effectively commenced using appropriate tool.

4.0 PROGRAMMATIC FOCUS FOR 2022 – 2026

4.1 Gender equity, PWDs and Youth Inclusion

For FCS, gender equity, PWD and youth inclusion are part of a multi-dimensional process aimed at creating conditions which enable full and active participation of every member of the society in all aspects of life, including civic, social, economic, and political activities, as well as participation in decision-making processes. An inclusive society is characterized by reduced inequality and increased social cohesion. Gender equity, PWD and youth is thus an important pillar of sustainable and inclusive development that informs FCS' mission.

4.2 Sustainable Livelihoods

FCS' approach to this programme is based on addressing systems, policies and structures that constrain its target groups from realizing their potential. It will be coupled with a continued focus on youth and women's economic empowerment as well as targeting communities' resilience to climate change and management of natural resources. FCS believes that there is a need to strengthen the linkage between livelihoods and governance.

4.3 Governance

FCS believes that there is a strong and intricate nexus between low quality of life, inequality and governance. The voice and power of the poor in the political process and governance structures should no longer be treated only as a cause of poverty, but also as its manifestation.

It is worth noting thus that without good governance, bad policy choices will be made, the people would have neither voice nor power, and the economy may likely deteriorate. Similarly, when poverty and inequality persist, it weakens political processes and promotes deficient governance.

4.4 Peace maintenance and social cohesion

It focuses on dialogue and conflict resolution processes to improve the relations between citizens and the state. Political divisions and natural resources related conflicts, where this relationship between citizens and the state features strongly have been identified as the priority areas. The additional focus will be on dialogue and peaceful conflict resolution between citizens and other actors and intra community conflicts.

5.0 TYPES OF GRANTS AND DURATION

FCS will provide three (3) types of grants. The types will differ according to the nature of the organizations. The following are the types of grants to be provided:

5.1 Strategic Grant

This is the largest grant that FCS will be providing and targets well established Civil Society networks, umbrella organizations and Civil Society Organizations working at National level with strong track record in management of funds and demonstrable national impact. Organizations of this nature will be supported as "cluster leaders" that is, for example – leader in Public Expenditure Tracking or Social Accountability Monitoring. Organizations to be supported under this window are those that design their programmes in a manner that they will be able to work with local CSOs working on their theme and use the lessons/evidence learnt from local level to influence national level advocacy while using lessons from national level to impact local level interventions.

5.2 Medium Grants

Medium Grants will form a large portion of FCS' grant making interventions. This type of grant targets organizations that have requested support within budget lines categorized in the call for concept notes and have gone through assessments and have demonstrated capacity in both project and financial management.

5.3 Small Grants

This window gives an avenue for smaller and relatively new and nascent organizations with outstanding ideas to solve challenges in their localities to access grants from FCS. The support shall not only benefit CSOs but also community groups (registered or unregistered), individuals and newly formed organizations. Targets organizations with not more than 2 years in operations and who necessarily do not have institutional audit reports but authorized financial statements.

The table below outlines the grant types, sizes and approvals. There are three types of grants that are available

Grant types, sizes, duration and approvals

Type of Grant	Amount per year TZS	Max. duration of grants	Approval Authority
Strategic Grants	100,000,000 - 200,000,000	2 Years	FCS Board
Medium Grants	50,000,000 - 100,000,000	2 Years	FCS Management
Small Grants	0-50,000,000	2 Year	FCS Management

6.0 FUNDING WINDOWS

FCS shall have three funding windows to provide funding to organizations in Tanzania.

6.1 Solicited window

The solicited window will be the most substantial window for CSOs to access grants from FCS. This window will be implemented through an open call approach. This will allow all CSOs that have registered accounts (Partner Mapping) in the grants management portal and meet the minimum criteria to have access to the application form and thus be able to complete their applications for grants.

6.2 Unsolicited and Rapid Response Window

One of the core values of FCS is adaptability and agility and considering that the context is constantly dynamic, FCS provides a window of opportunity for unsolicited and rapid response support. Under this window FCS will provide rapid funding to organizations for addressing real time activity/events whose nature needs immediate intervention or have immediate positive outcome.

Specifically, this type of support intends to respond to emerging issues which are unanticipated or are in such a way that their execution will have immediate impact to the society for example, Policy Reviews needing immediate CSO input, or such emerging issues that will come from time to time. In the event of incidence or event of such nature, the management will deliberate and decide on such support with clear justification presented and may approve up to **TZS 50,000,000** per intervention. However, the total amount to be allocated for rapid response per year shall not exceed **TZS 200,000,000.**

6.3 Non-basket and Special Projects

From time-to-time FCS manages funds from various non-basket donors. In most cases these are projects targeting specific areas of interventions. The requirements of such projects may be

different from those of basket fund donors. FCS will therefore provide grants to organizations depending on the donor's requirements, priority areas, target groups and agreements made between Foundation and the Donor. In this window, funding may not follow FCS procedures in the grant management system. Some of the procedures may be skipped depending on the agreement made between the two parties.

7.0 WHO CAN APPLY FOR A GRANT?

We welcome applications from registered organizations in Tanzania mainland and Zanzibar. Eligible organizations are as presented below:

- Non-governmental organizations (NGO)
- Community Based Organizations (CBO)
- Professional Associations
- Trade Unions
- Media Organisations[1]
- Cooperative Unions[2]
- Faith-based Organisations

FCS may also work with community groups as well as individuals that are seen as relevant to the context and results targeted. Some of the groups may include:

- Women groups
- Religious group – Inter Religious groups
- Traditional Leaders groups
- Youth groups – bodaboda groups
- Individuals with capacity to bring change – i.e., social influencers, media guru and innovators (Ref. chapter 8 on procedure for recruitment)

NOTE: Application process is conducted online through Grants Management System. Hard copy applications will not be considered.

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1 FCS can make grants available to media organizations and cooperative organization only if the projects they are applying for do not contribute to their profits, overheads, or reducing debts and are designed to serve the public good

2 Churches or Mosques are not Faith Based Organization so are not eligible

8.0 WHAT WE WILL NOT FUND

Foundation for Civil Society can only provide grants to local organizations that are established for not-for-profit purposes and the nature and kind of formal and informal groups indicated above. Even if the activity for which an organization has applied is charitable, they may not be eligible for a grant unless their constitution clearly states the charitable nature for which your organization has been set up. If an organization doubts that they may be affected by this condition, they are advised to seek advice from FCS before putting in an application.

Foundation for Civil Society will NOT make grants available for/to:

a. Endowments & scholarships.
b. Projects or activities outside Tanzania.
c. Projects or activities which have already been finished
d. Projects that provide grants to other organizations.
e. An honorarium for the organization's paid staff.
f. Applications from professional fundraisers or consultants acting on behalf of organizations.
g. Political parties.
h. Projects that promote a particular religion, ethnic group/tribe or race.
i. Private sector businesses (unless they are not for-private-profit).
j. Organizations that are in significant debt.
k. Seminars, unless they are part of a wider set of activities, and are linked to clear results
l. Unanticipated costs (contingencies).
m. Organizations that are linked to terrorist or extremist groups

9.0 HOW TO APPLY

9.1 Partner Mapping through online Portal

Interested CSOs will be required to register in the partner mapping portal by creating their profiles. The applicant shall provide required information as guided by partners mapping tool embedded in the system. The database will be open all times such that, CSOs can register and update their credentials in the database at the time they deem fit. Link for the database is www.smartgrants.co.tz/partnerportal The link can also be accessed through FCS website www.thefoundation.or.tz

After registering in the portal, you will get a notification on the successful process through your registered email.

9.1.1 Mandatory documents in partner Mapping process

The applicant shall attach following key documents in the online Grant Management system: -

a) Certificate of Registration
b) Organization Constitution
c) Recent institutional audit reports and or Annual Financial Statement
d) Recent Proof of compliance with respective Registrar (E.g., Proof of payment of current fees to Registrar of NGOs, and other bodies.)
e) Current bank statement of organizational account

NOTE: Failure to attach the mandatory documents will result in denial of access to the next stage of concept note once opportunities for granting are open. In the mapping process, CSOs will have to declare that they have submitted genuine documents and that they have also attached audit report with unqualified opinion. Any falsification will result to summary dismissal in subsequent stages.

9.2 Call for concept notes

Eligible CSOs will have access to the online concept note form for a period of 21 days. All applications will be closed at 23:59 hours on the deadline day. Upon closure, applications will not have access to editing of the information entered into the application. After submitting the application, CSO gets an email notification on the successful process.

Eligible CSOs will also receive notifications sent to their registered email and will be able to access the concept note application template through their dashboards on the grants management system

In order to ensure more CSOs have access to the grant opportunities available, FCS will ensure that the invitation to concept notes and expression of interest process is adequately advertised through available channels which include but not limited to: *Notification of eligible partners through their registered email addresses, newspapers, FCS mailing list, website and social media handles, use of available CSO networks, etc.*

Remember: The concept note template will only be accessible to organizations that have registered in the online system and have been mapped from the specific thematic area.

9.3 Pre-Award Assessment and Approval

Successful applicants will undergo a verification process to ascertain physical presence, programmatically and financially viability. Furthermore, FCS may decide to conduct a reference check with regulatory bodies and other partners to verify suitability for funding to the selected partner. Partners that will be approved and contracted will be required to prepare action plans for working on issues observed and, where appropriate, set some budget to cover the specific gap to each particular partner.

NOTE: All applicants will be informed on the outcome of the approval process in their dashboard and registered email notification. Those that were not successfully shall be informed of reasons lead to unsuccessful selection. In addition, the list of approved organizations shall be publicly uploaded in the grants portal and FCS website
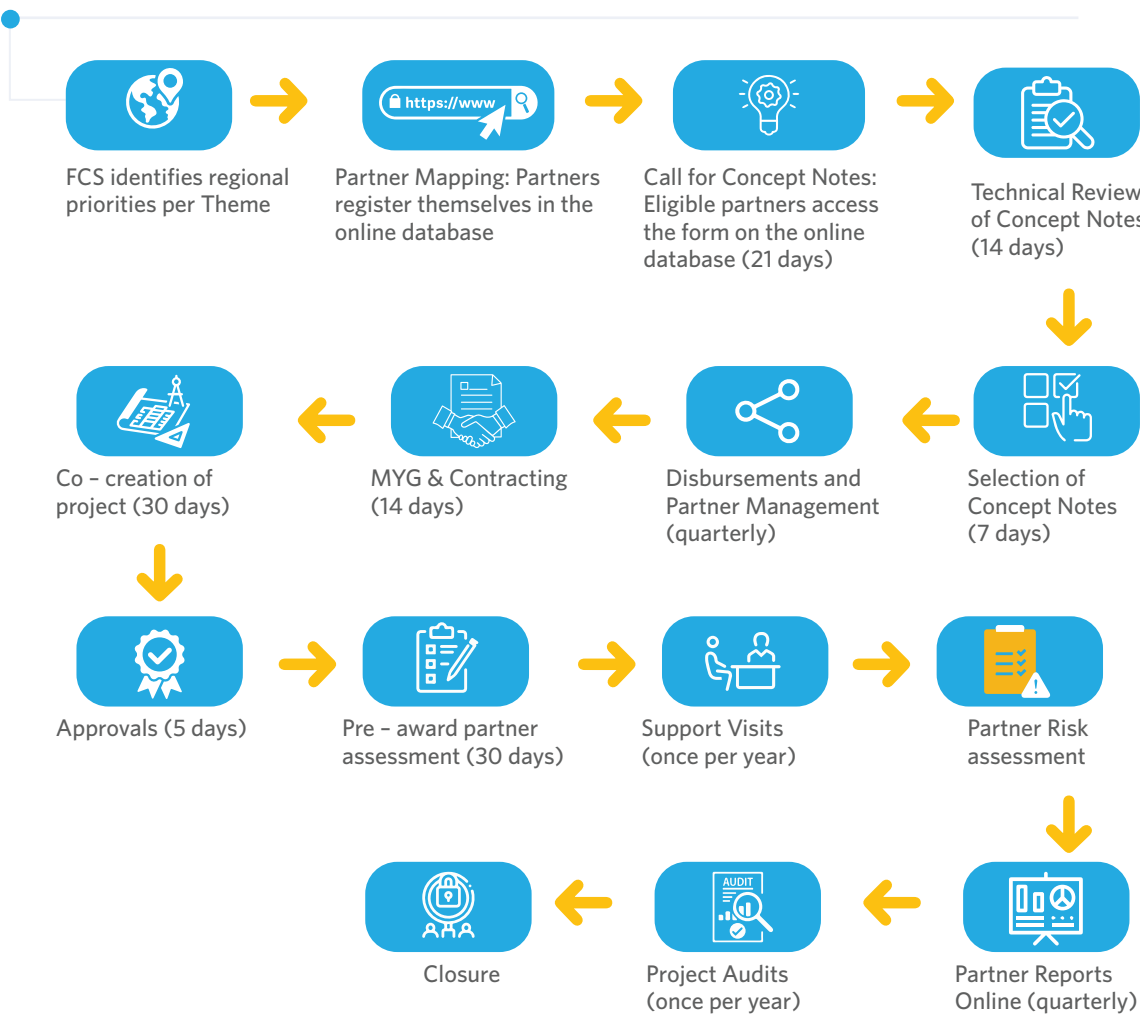
9.4 Co-creation of Projects

In this process FCS shall jointly design and agree with the organization on the project 11budgets, indicators, targets and interventions in relation to the FCS strategic plan. FCS shall guide the whole process using specific and standard templates for familiarity and commonality across programs and organizations. The work will involve deep understanding of the project from the partner and the expected results as per the outcomes mentioned. The final output for this process will include preparation of an action plan, result frameworks and budgets and will be conducted for a maximum of 30 days.

9.5 Manage Your Grants Training and Contracting

This is the last process in the recruitment of prospective partners. The process will involve taking partners through various policies, procedures and best practices for compliance during implementation of the project. This shall include, but not limited to introducing them to the Partner engagement guide, FCS Fraud and Whistle Blower Policy and Safeguarding and beneficiary protection as well as other relevant policies. The closure of the MYG process will be completed by signing of grant contracts for successful partners.

Fig 1 : Linear Partner recruitment Roadmap

FCS identifies regional priorities per Theme → Partner Mapping: Partners register themselves in the online database → Call for Concept Notes: Eligible partners access the form on the online database (21 days) → Technical Review of Concept Notes (14 days)

Co – creation of project (30 days) ← MYG & Contracting (14 days) ← Disbursements and Partner Management (quarterly) ← Selection of Concept Notes (7 days)

Approvals (5 days) → Pre – award partner assessment (30 days) → Support Visits (once per year) → Partner Risk assessment

Closure ← Project Audits (once per year) ← Partner Reports Online (quarterly)

10.0 BUDGET GUIDELINES

Budget should be presented in a clear and easy-to-read format so that it conforms to the guidelines provided. Your budget must demonstrate that you have considered the amount of funds needed for the proposed project. When budgeting, be sure to plan what you want to do, how you will do it, and how much funding is required to do it.

NOTE : Your application will not be given consideration if your budget does not come within the terms and rates in the Budget Guidelines, and if you do not provide enough detail.

The budget shall have two parts and their defined ratios: (i) Programmes costs (ii) Administration costs. The ratio of distribution of funds shall be:

(i) Programs 70%

(ii) Administration 30% as per below analysis

10% of the administration cost this shall be subjected to Capacity Development, to address gaps observed in the Pre-Award assessment, monitoring visits and other assessments subjected to the organization, while Administration 20% - this shall be specifically for administrative costs which are not project specific such as (rent, salaries and their respective applicable statutory deductions, vehicles maintenance costs, communications, utilities, bank charges, audit fees

NOTE: Administration costs shall be 30% of the total Programs costs. Your budget should not include any other line items for administrative costs beyond this 30%. The organization administration costs are not above 30%.

11.0 PROJECT MONITORING

All projects which receive grants from FCS will be regularly monitored. Monitoring and Support Visits shall be done at least once in a project year. Spot-check will be done upon the needs. You will be expected to provide both financial and narrative reports and all supporting documents as required by FCS. The monitoring will be based on the activities stated in your approved action plan, project budget and the result frameworks, and on your regular progress and financial reports.

12.0 RISK ASSESSMENT

This involves identifying potential risks and putting mitigation measures to avoid the impact in case risks occur. Managing risks is one of the key priorities of FCS and its partners. A consistent roll out of risk assessment and discussions on risk will help to manage grants more effectively.

Baseline risk will be assessed during Pre award assessment and an action plan developed on how the identified risks will be addressed. Subsequent risks will be conducted during monitoring visits and audit exercises using a specific Risk assessment tool. Therefore, implementation status reports will form part of the monitoring visit reports. The risk levels and actions to be taken will be based on issues identified. Partners will be advised to prepare a plan of action to address the emerging/ observed challenges.

12.1 Sanctioning and blacklisting

FCS reserves the right to impose sanctions on the implementing partners for the violation of any terms of agreements, Memorandum of Understanding, failure to address emerging challenges or failure to undertake the project in a timely manner. Sanctions may include, but are not necessarily limited to suspension of grant operations, withholding some or all project funds, termination of the agreement, rejecting expenditure and requiring the implementing partner to reimburse, etc.

No sanction may be imposed unless FCS provides the implementing partner a written notice of the alleged violation or alleged failure within 14 days and the implementing partner fails to cure the alleged default within the reasonable period of time provided for in the notice or as otherwise agreed between the parties.

12.2 Management of Sanctioned and Blacklisted Partners

FCS shall maintain an online database of sanctioned and blacklisted organizations. The system will automatically reject sanctioned and blacklisted CSO and provide information that the organization has no access to the system and is required to contact FCS for further clarifications. These organizations shall be under the custodianship of Senior Risk and Compliance Officer and shall be updated from time to time whenever the incidences occur that make Organizations to be sanctioned or blacklisted.

12.3 Delisting the blacklisted and sanctioned organizations

Blacklisted and sanctioned organizations will remain blacklisted unless they provide proof to the satisfaction of FCS that issues that happened in the past have been corrected. FCS will, however, not have any obligation to prove that. It is the responsibility of the organization to provide proof that they have taken adequate corrective measures to clear the observed issues.

12.4 Contract Termination

FCS may modify, suspend, or discontinue any payment of Grant Funds or terminate the contract with any partner at any time of partnership if one or more of the following situations occur:

a) If there is reasonable belief that fraud or serious mismanagement of grants funded by FCS or other donors has occurred:

b) Foundation is not reasonably satisfied with both financial management and progress towards intended objectives on the project;

c) There are significant changes to the leadership or other factors within the organization that FCS reasonably believes may threaten implementation and Project's success;

d) The organizations fail to comply with terms and conditions entered in the agreement;

e) If at any time the implementing partner either directly or through its staff, service providers commit any breach of law and such breach threatens security of project funds, project implementation or realization of intended results

f) The contract may also be terminated due to the occurrence of any contingency unforeseen at the time the agreement was signed, including termination of the prime award from Donors or other changes to funding availability;

13.0 PROJECT AUDITS

Project Audits shall be conducted by each partner at a stipulated time by the end of the project. Each partner shall be required to budget for Audit under administration costs. FCS shall share a list of NBAA approved auditors annually in respective regions for partners to choose the auditor to work with as a means to ensure quality control. Similarly for the purpose of standardization, FCS shall also provide a standard term of reference (TOR) to partners to capture the scope of audit and mechanism to provide reports. Signed electronic copies of audit reports including management letters shall be uploaded in the organization dashboard in the grants system 45 days after the audit has been rolled out to all partners.

14.0 PROJECT CLOSURE

Project closure refers to the period at the end of the Grant Agreement when certain administrative tasks need to be carried out.

The project will be closed upon verification that all deliverables have been completed, all progress, financial, and audit reports have been reviewed and approved and that the total grant amount has been reconciled. Reconciliation includes verification that all funds have been accounted for, the final payment has been issued, and any unspent funds have been returned and credited back to the portfolio for future grants. After the project is closed, FCS will officially notify the partner with a Close-Out Letter that the project is complete.

15.0 PARTNER'S CAPACITY STRENGTHENING

Capacity development is embedded within grants unlike in the previous strategy where it was centrally coordinated by FCS .With this new arrangement partners are given more responsibilities in managing their own development process to enhance ownership and accountability. In addition to ensuring sustainability and efficiency of the programme. FCS has designed its programme to ensure that the supported organizations are constantly capacitated to deliver to the expected results and document them accordingly to ensure that evidence of the successes achieved is shared.

Capacity building programmes seeks to achieve its outcome through the three interrelated and interconnected pathways. i) Capacity **TO BE** which relates to institutional strengthening ii) Capacity **TO DO** which entails capacity to implement FCS funded programme/project: entailing technical capacities in managing FCS thematic   projects based on specific thematic areas e.g. social inclusion, peace building, livelihood PETS/SAM as well as functional capacities related to overall planning, budgeting, financial analysis, monitoring and evaluations ,strategy formulation and communications, local resource mobilization , mobilizing support iii) Capacity **TO RELATE** which entails capacity at enabling environment level. Partners shall undergo Capacity development process which has 5 steps as summarized in the diagram below:

Figure 6: FCS Capacity Development Cycle
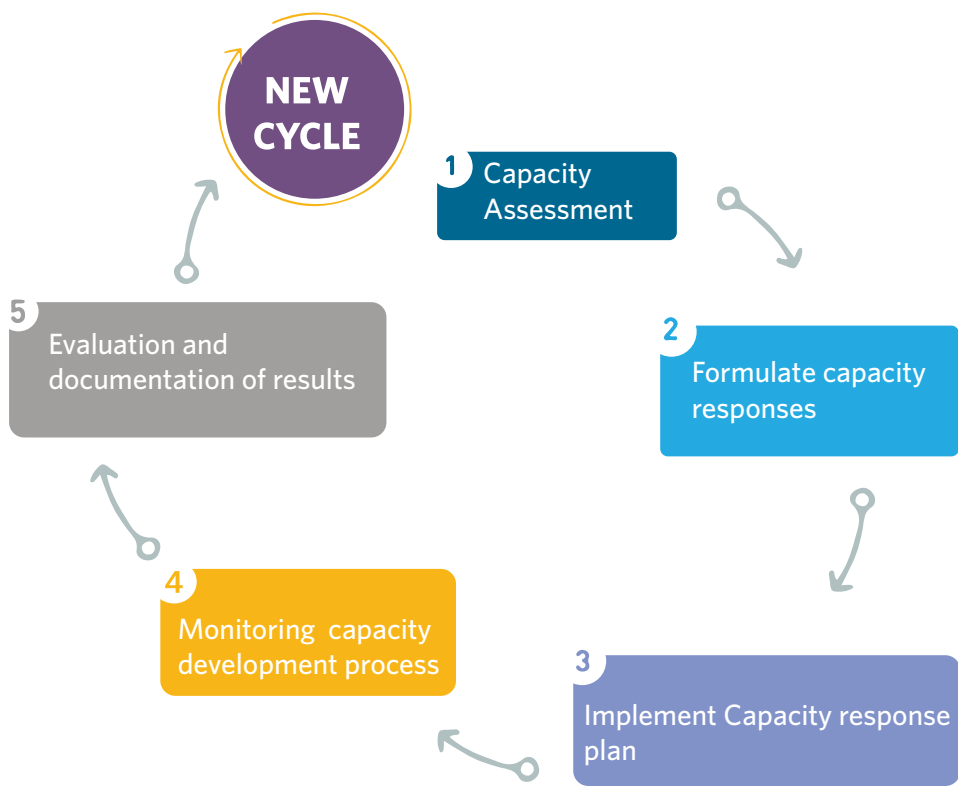
16. RECRUITMENT OF GROUPS /INDIVIDUALS

In its new strategic plan FCS has made a commitment to work with community groups (registered and unregistered) as well as individuals that are seen as relevant to the context and results, example Women groups, religious group – inter-religious groups ,traditional leaders groups, youth groups – bodaboda groups as well as individuals with capacity to bring change – i.e., social influencers, media guru and innovators.

16.1 Mode of Application

The mode for application shall be both solicited and unsolicited. The groups/individuals shall request for funds to FCS through a formal email fcsgrants@thefoundation.or.tz upon management decision, the applicant shall be required to fill an application template on the database.

16.2 Pre award Assessment

The applicant will be exposed to a pre-award assessment which will inform FCS on the level of risks that the group/individual is attached to in order to provide a clear picture on how the engagement will be made. Action plan on how the risk will be worked on including the plan to bridge the capacity gaps identified will be developed and means of filling the gap discussed with both parties. FCS will decide on whether to disburse funds to the group/individual, pay

directly to the service provider or attach the group or individual to the CSO in its locality that implements projects with the same thematic focus. FCS will ensure there is a permanent and reputable referee. FCS will also ensure proper orientation and signing of safeguarding contracts/ MoU between FCS and implementing partners. Similarly, FCS will ensure proper linkages of unregistered groups/Individuals with registered CSO's

16.3 Reporting

Mode of reporting for this group will depend on the modality that the group have been given funds as analyzed below

16.4 Disbursement modes

For the groups whose disbursements will be done directly, they will be required to prepare a report for both narrative and financial reasons for the activities implemented and duration as agreed during contracting. Financial reports should be accompanied by the supporting documents for all expenditures incurred. While For the groups that FCS will facilitate payments directly, the groups will be required to prepare narrative reports and the responsible staff at FCS will prepare a financial report for the amount expended in implementing the project in question.

For groups attached to CSO, the responsible CSO will be given administration costs to assist the group in implementing the activity. The CSO will also be responsible for preparing both narrative and financial reports and submit the same to FCS.

17 .0 THINGS YOU SHOULD KNOW

Please read the following carefully. It is a condition of any application to FCS that you have read, understood and accepted the following:

17.1 Applications

(i) These guidelines and Concept Note template are found in the FCS website.

(ii) The information in these Guidelines and in the Concept Note template can change from time to time. We reserve the right to alter our policies, procedures and assessment criteria.

(iii) The Concept Note template does not necessarily cover all the information we use to decide which applications to fund. We may ask you for additional information to verify your application. We will also ask for information from third parties such as your referees and current or previous donors.

(iv) 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, from the rejection of the application, or from dealing with the application.

(v) Decisions on applications for funding are at the discretion of the Management of Foundation for Civil Society, and all decisions are final and not subject to appeal.

(vi) Sometimes the Leadership, management and members of staff may be familiar with particular applicant organizations. They are required to formally declare conflict of interest

(vii) Your application will be disqualified if you provide any misleading statements at any stage during the application process, or after receiving a grant.

18.0 ENHANCING INTEGRITY

18.1 Zero Tolerance Policy on Corruption:

Foundation for Civil Society (FCS) has zero tolerance on all forms of corruption, both internally in all its operations, as well as externally to all persons and entities associated with FCS.

If you have any cause for concern on any individual or entity associated with any employee or person working for FCS, please report the issue without delay through the form below or the email address: whistleblower@thefoundation.or.tz

FCS has a robust whistle blowing policy where all whistleblowers are protected. You may wish to disclose or hide your identity in your report. All reports will be treated with the highest level of confidentiality. Whistle blower policy is available in the website www.thefoundation.or.tz

In case you are not comfortable reporting the issue directly to FCS, please channel your report to an independent party via the link below:

https://um.dk/en/danida/about-danida/danida-transparency/anti-corruption/report-corruption

18.2 Complaints Handling Policy

If you wish to make a complaint about FCS, a grant FCS has made or about a member of FCS staff, or Board, you can do so in writing, email (malalamiko@thefoundation.or.tz), and phone or in person. Those wishing to complain in person will need to make an appointment. If you are writing, or e-mailing your complaints, please provide your telephone number if an initial response by telephone would be convenient. If you are emailing, please state whether a reply by e-mail is required and, if not, please provide a full postal address. We will ask you to put the complaint in writing, if you have communicated it to us orally. We can provide you with assistance with this if necessary.

You will receive an acknowledgement from us that your complaint has been received. If you do not receive an acknowledgment within seven working days of submitting your complaints, please contact the Executive Director directly.

18.2.1 What happens next?

Upon receipt of your complaint, we will aim to respond promptly, and always within 14 days. If this is not possible, we will explain why and let you know how long it will take.

If you are not happy with the initial response you receive, you should contact the Executive Director again and seek clarifications. Following the second response, if you are still not satisfied, you are advised to write to the Chair of the Board of Directors.

If you remain unhappy with FCS' actions, you may ask the Chair of the Board to forward your complaint to independent Adjudicators to investigate your complaint to independent

Adjudicators to investigate your complaint and/or the way it has been handled.

18.2.2 Confidentiality

Complainants are generally encouraged by FCS to declare their names and contacts, while filing a complaint. They are in return assured of utmost levels of confidentiality by the Executive Director and the Chair of the Board. In exceptional cases, the complainant may however choose not to indicate his/her name and contact details and can make an anonymous complaint. However, complainants should be aware that direct cooperation with the complaints generally facilitates the handling procedures greatly, and makes it easier for FCS to take adequate, fair and sustainable measures to address the respective shortcomings.

FOUNDATION FOR CIVIL SOCIETY

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