



**GLOBAL  
PARTNERSHIP FOR  
SOCIAL  
ACCOUNTABILITY**

# **GRANT APPLICATION GUIDELINES**

Global Call for Proposals

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**A. Call for Proposals: Participating Countries**

**The GPSA is pleased to announce its Call for Proposals.** The call for proposals is open to civil society organizations (CSOs) and CSO networks based in any of GPSA's eligible ("opted-in") countries:

- |                            |                                    |
|----------------------------|------------------------------------|
| 1. Antigua and Barbuda     | Mauritania                         |
| 2. Bangladesh              | 23. Mexico                         |
| 3. Belarus                 | 24. Moldova                        |
| 4. Benin                   | 25. Mongolia                       |
| 5. Brazil                  | 26. Morocco                        |
| 6. Burkina Faso            | 27. Mozambique                     |
| 7. Cameroon                | 28. Namibia                        |
| 8. Colombia                | 29. Niger                          |
| 9. Comoros                 | 30. Paraguay                       |
| 10. Dem. Rep. of the Congo | 31. Philippines                    |
| 11. Dominican Republic     | 32. Rwanda                         |
| 12. Georgia                | 33. Senegal                        |
| 13. Ghana                  | 34. Sierra Leone                   |
| 14. Grenada                | 35. St. Kitts and Nevis            |
| Guinea                     | 36. St. Lucia                      |
| 15. Honduras               | 37. St. Vincent and the Grenadines |
| 16. Indonesia              | 38. Tajikistan                     |
| 17. Jamaica                | 39. Timor Leste                    |
| 18. Jordan                 | 40. Togo                           |
| 19. Kyrgyz Republic        | 41. Tunisia                        |
| 20. Madagascar             | 42. Uganda                         |
| 21. Malawi                 | 43. Yemen, Rep.                    |
| 22. Mali                   |                                    |

We appreciate your organization's interest in submitting a proposal to the GPSA. We suggest that you read through this entire document BEFORE beginning your proposal. These guidelines are also available in the GPSA's website: [www.thegpsa.org](http://www.thegpsa.org)

All applications, without exceptions, must be submitted electronically using the GPSA's online grant application. In the meantime, you may work on the proposal using the Word and Excel templates that you can download from the GPSA website. See Section F "How to Apply" for more information.

## B. GPSA Objectives and Scope

On June 12, 2012 the World Bank’s Board of Directors approved the Global Partnership for Social Accountability (GPSA). The GPSA is a coalition of donors, governments and CSOs that supports civil society and governments to work together to solve critical governance challenges in developing countries. To achieve this objective, the GPSA provides strategic and sustained support to CSOs’ social accountability initiatives aimed at strengthening transparency and accountability. It builds on the World Bank’s direct and ongoing engagement with public sector actors, as well as on a network of Global Partner organizations, to create an enabling environment in which *citizen feedback is used to solve fundamental problems in service delivery and to strengthen the performance of public institutions.*

Through a country-tailored approach, GPSA-supported activities are implemented in sectors where the World Bank has a strong involvement and can help governments respond to citizen feedback. *The GPSA works to “close the loop” by supporting citizens to have a more articulated voice, helping governments to listen, and assisting government agencies to act upon the feedback they receive.* Ultimately, this helps the countries to improve development results and to reach the goals of ending extreme poverty and fostering shared prosperity.

The GPSA is governed by a Steering Committee comprised of CSO, government and donor agency representatives. The Partnership’s scope encompasses two main areas:

<b>Grants for Social Accountability</b>	The GPSA awards grants to CSOs and networks of CSOs working in countries that have “opted-in” to the Program. Grants are intended to provide strategic and sustained support to CSOs with the following objectives: <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Addressing critical governance and development problems through social accountability processes that involve citizen feedback and participatory methodologies geared to helping governments and public sector institutions solve these problems. Special emphasis is put on problems that directly affect extreme poor and marginalized populations.</li> <li><input checked="" type="checkbox"/> Strengthening civil society’s capacities for social accountability by investing in CSOs’ institutional strengthening and through mentoring of small, nascent CSOs by well-established CSOs with a track record on social accountability.</li> </ul>
<b>Knowledge Platform</b>	Offers a global space for facilitating the advancement of knowledge and learning on social accountability by (1) leveraging the K&L generated through the GPSA-supported grants, and (2) deepening and expanding networks of social accountability practitioners from CSOs, governments and donor agencies to foster constructive engagement for solving governance and development challenges.

## C. CSOs Eligibility Requirements

1. For the purposes of the GPSA, CSOs include legal entities that fall outside the public or for profit sector, such as non-government organizations, not-for-profit media organizations, charitable organizations, faith-based organizations, professional organizations, labor unions, workers’ organizations, associations of elected local representatives, foundations and policy development and research institutes.
2. Eligible CSOs must comply with the following requirements:
  - (i) Have legal status in any of GPSA’s eligible (“opted-in”) countries. The applicant CSO is required to provide a copy of its legal status, including type of CSO and year of establishment. A copy of legal status of the partner CSO(s) that are included in an on-granting scheme must also be provided, if applicable (see para 4).
  - (ii) Use the CSO’s annual audited financial statements corresponding to such organization only (and not to any other partners or affiliates) as the basis for preparing the Proposal Budget.
  - (iii) Have a bank account in the country where the CSO has legal status, and be authorized to receive grant funding directly from the World Bank, should the proposal be selected.
  - (iv) Be able to have a representative from the CSO sign a grant agreement with the World Bank, should the proposal be selected.
  - (v) Proven track record: main applicant must provide evidence of its experience (at least 3-5 years) in the area of the call for proposals, and a vision matching the goals of the GPSA. To this end, applicant must provide (a) references about previous or ongoing projects related to the field of transparency, accountability and civic engagement, and (b) names of three persons that can provide references about the CSO’s performance. In the case of mentoring proposals, Mentor Organizations must comply with these requirements.
  - (vi) Regional CSOs/networks are eligible for GPSA funding provided that they are legal entities in one of the opted-in countries.
3. Partnership arrangements:

Grant applications may be submitted by only one applicant CSO (main applicant). The GPSA encourages applicant CSOs to partner with other CSOs; however, only the main applicant CSO would be the recipient of GPSA grant funding and thus fiduciary responsible for such funds. Proposals may put forth two types of partnerships:

- (i) **Mentoring partnerships:** target the needs of nascent CSOs and CSOs with little or no experience on social accountability, by working through CSOs (which must be legal entities in the country where the project will be implemented or in any of GPSA’s opted-in countries) to on-grant and mentor the former through clear agreements that spell out the contributions and roles of both. In these cases, applicants will have to link the Mentee CSO(s)’ institutional strengthening and capacity-building needs to the implementation of social accountability activities (thus enabling Mentee CSOs to “learn-by-doing”). Eligible Mentor CSOs will be well-established organizations –capable of fulfilling fiduciary requirements-, with demonstrable experience on SAcc, as well as with the capacity to provide technical assistance on institutional development to mentored organizations. Mentee CSOs must be legal entities in any of GPSA’s participating countries. Mentoring proposals must (1) be submitted by Mentor Organization; (2) include the names of Mentee CSO(s) if they have already been identified, or indicate that Mentee CSO(s) will be selected at the start of project implementation (e.g. through a competitive call for proposals at the country level or through another selection process), and (3) irrespective of the latter, clearly explain the objectives of the mentoring arrangement, including on-granting (as further explained in the Proposal Budget Guidance).
- (ii) **Implementing Partners:** the main applicant may identify partner CSO(s) that complement its expertise, outreach capacity and influence, and will have clearly described roles and responsibilities for the delivery of any part of the project’s activities. In this case, the main applicant must (1) include the names of Partner CSO(s) in the grant application, (2) clearly explain the objectives of the partnership arrangement, including if the implementing partner will receive any portion of the grant’s funds, for which an “Implementation Agreement” will have to be signed between the main applicant and the partner, if the proposal is selected (as further explained in the Proposal Budget Guidance). If no portion of grant funds are expected to be transferred to the implementing partner, the main applicant must explain how the partner will fund those project activities that fall under its responsibility. While partner CSO(s) are not required to have legal status in a GPSA "opted-in" country, the GPSA encourages that they come from the country where the project will be implemented or from other developing countries and regions, whenever possible.

4. CSOs whose proposals result pre-selected will undergo a due diligence assessment for compliance with a set of categories, namely:

- **Legal status:** the recipient needs to be a legal entity registered in a GPSA “opted-in” country and provide proof of such legal status;
- **Representation:** key criteria are community ties, accountability to members or beneficiaries, diversity and gender sensitivity;
- **Governance:** sound internal management policies and practices, comprising organizational dimensions, such as clear management roles and responsibilities, clear methods of planning and organizing activities, human capital, financial and technical resources, and partnerships;
- **Transparency:** including disclosure of sources of funding, financial accountability and governance transparency;
- **Fiduciary capacity:** ability to meet applicable World Bank policies for grants;
- **Institutional capacity:** appropriate scale of operations, facilities, and equipment;
- **Competence:** proposed executing team possesses relevant skills and experience across all areas for which activities have been proposed;
- **Proven track record:** concrete evidence of its experience (at least 3-5 years) in the area of the call for proposals, and a vision matching the goals of the GPSA.

5. The GPSA will not support:

- Entities or groups with partisan associations;
- Grant applications which include activities which, because of the high inherent risk of political interference, are likely to raise issues related to the World Bank’s Articles of Agreement. These activities include political governance, for instance, support of efforts to help organize political parties, or to the organization, running and monitoring of elections; and
- Grant applications which include sectarian and religious proselytizing activities.

#### D. Selection Criteria

The Global Call for Proposals is geared to the Grants for Social Accountability window. Please note that proposals for the Knowledge Platform are not covered in this call.

Proposals are assessed on the basis of the following selection criteria:

<b>Focus on governance and development challenge</b>	<ul style="list-style-type: none"> <li>➤ Ability to focus on a concrete governance and/or development challenge in the form of a well-defined public policy problem or issue, using supporting data evidencing it and showing the relevance of the proposed target problem to the areas prioritized in the country call for proposals.</li> </ul>
<b>Problem-solving and constructive engagement approach</b>	<ul style="list-style-type: none"> <li>➤ Ability to reflect GPSA’s problem-solving approach by providing well-articulated and convincing answers to three key questions: <ul style="list-style-type: none"> <li>○ Which public sector institutions can solve the problem?</li> <li>○ What incentives do these institutions have in solving the problem and why should they use the information produced by the project? What concrete benefits would derive from using it?</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ What kind of feedback will be generated by the project through social accountability processes and how will this feedback be used to help solve the problem?</li> </ul>
<b>Justification of social accountability approach</b>	<ul style="list-style-type: none"> <li>➤ Ability to justify the need to set up new or strengthen existing social accountability processes by (i) explaining why the proposed approach will work better than previous or existing initiatives to generate citizen feedback through social accountability, and (ii) explaining how the proposed processes will complement or add value to ongoing service delivery or public management processes</li> </ul>
<b>Partnership approach</b>	<ul style="list-style-type: none"> <li>➤ The proposal acknowledges the need to engage different stakeholders within and outside government to address the problem. It includes formal or informal partnership arrangements with a clear allocation of functions according to each actor's expertise, outreach capacities and influence.</li> </ul>
<b>Appropriateness of proposal budget</b>	<ul style="list-style-type: none"> <li>➤ Clarity and reasonableness of the proposal's budget as reflected in (i) the balance between the proposal's duration and the requested budget, (ii) a realistic allocation of budget resources amongst the applicant CSO and any partner CSOs with clear and specific roles, including less-experienced CSOs that are included as "Mentee CSOs"</li> </ul>
<b>Additional criteria:</b>	<ul style="list-style-type: none"> <li>➤ <u>Application of open data standards</u>: consistent with GPSA's access to information and open data policy, as spelled out in Part 1 of the Application, proposals must indicate how they will ensure that the information generated by the project will be shared publicly in timely, accessible and understandable formats, including the use of open source formats and the availability of bulk data that can be reused by the public.</li> <li>➤ <u>Institutional strengthening</u>: proposals that make a sound case for investing in the applicant CSO's or in Mentee CSO's institutional capacities will be considered. The proposal must clearly convey the need for such investment in the organization's management capacities, and link the proposed activities to the organization's ability to strengthen its self-sufficiency and sustainability. <u>Eligible activities</u> include support for organizational development activities in areas such as: corporate governance and leadership succession, management and organizational design, financial management and training on resource mobilization, strategic planning, and capacity-building on monitoring and evaluation, among others.</li> </ul>

**Proposals must also be consistent with the following criteria related to the proposal's structuring:**

- In response to the need for more predictable funding that can sustain CSOs' efforts over longer periods of time grants should be proposed for periods between 3 to 5 years.
- Grant amounts will range from US\$400,000-US\$800,000. Requests for funding below this range will also be considered. The Proposal Budget template provides examples of indicative funding amounts per year according to the proposal's timeframe.
- Requested GPSA funding broken down by year must be equal to or below the organization's annual budget average of the last 3 years. The rationale of this funding cap is to encourage CSOs to broaden their funding base and to avoid situations where GPSA funding becomes the organization's main source of funding. For example:
  - ✓ An organization with an average budget of \$100,000 may request up to \$100,000 per year or 50% of the projected average annual budget for the proposal's duration, adding to \$200,000 for the organization's total projected annual budget [= average total funding from other sources + GPSA funding].
  - ✓ An organization with an annual budget average of \$150,000 may request up to \$150,000 per year or 50% of the annual budget average, adding to \$300,000 for the organization's total projected annual budget.
- Partnership arrangements are clearly reflected in the Proposal's Budget following the instructions therein provided.

## **E. Selection Process**

The GPSA Secretariat coordinates the grant applications' review process, which consists of the following steps:

1. Eligibility check. Applications received are checked for compliance with the following basic eligibility requirements, namely:
  - (a) Alignment with the country priority areas defined in the country call for proposals,
  - (b) Main applicant CSO has legal status in any of GPSA's eligible ("opted-in") countries (see also CSOs Eligibility Requirements); and
  - (c) Main applicant CSO has provided verifiable information of its experience on social accountability in the past 3-5 years, and has provided 3 references that can attest to the organization's institutional record and implementation capacity.
2. Technical quality review. Applications are reviewed by a global Roster of Experts (RoE) to assess their technical quality following the selection criteria specified in the previous section. The RoE list (including qualifications and expertise areas) will be published by the Secretariat in the GPSA website. The role of the experts will be to provide advice on the technical quality and soundness of proposals; for this, individual reviewers will use an evaluation matrix, including a standardized point scale, which will assist the Secretariat in ranking the proposals and to inform the final selection of proposals to be recommended before the GPSA Steering Committee.

3. Steering Committee pre-selection. The Steering Committee considers the list of proposals recommended by the Secretariat, and approves them. The GPSA Secretariat publishes the list of pre-selected proposals online.
4. Commenting and due diligence. Pre-selected proposals are sent to the governments of participating countries for a 10-day comments period, after which they are published online for a 5-day period for public comments. In parallel, proposals undergo a full due diligence assessment (further explained in Section D, paragraph 5).
5. Project package. The GPSA Secretariat considers any comments received, including the results of the due diligence assessments, and addresses these with potential grantees. The Secretariat prepares a “project package” for each approved grant proposal following internal World Bank project processing requirements.
6. Signing of Grant Agreements. World Bank Country Directors and grant winners sign Legal Grant Agreements.
7. Publication of grant winners. The GPSA Secretariat posts list of grants’ winners along with approved proposals in the GPSA website

## F. Activities ineligible for GPSA funding

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- ✓ Scholarships and fellowships
- ✓ Infrastructure projects, such as water or sewage systems
- ✓ Construction or rehabilitation of facilities, such as roads or sanitation facilities
- ✓ Direct service delivery, such as education and health
- ✓ Meeting basic needs, such as provision of shelter, water or foods
- ✓ Medical equipment
- ✓ Partisan or sectarian political activities or elections
- ✓ Religious proselytism or other activities
- ✓ Activities related to neighborhood security patrol and/or arming local communities
- ✓ Purchase of land, involuntary resettlement of people, or activities that negatively affect physical cultural resources
- ✓ Activities adversely affecting Indigenous Peoples, or where these communities have not provided their broad support to the project.

## G. How to Apply

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1. **Applications are submitted through an online e-application platform:**
  - ✓ Please visit the GPSA application page at [www.thegpsa.org](http://www.thegpsa.org) and click on the link to for Proposals.
  - ✓ Review your country’s priority areas included in the country call for proposals. Download the Application Form templates (see point 2 below).
  - ✓ Review the instructions on the page and access the link to the e-application platform once it opens for submissions.
2. The Application form consists of 3 parts. Each must be complete for your proposal to be considered.
  - ✓ Part 1: Proposal Basic Information
  - ✓ Part 2: Main Application Form
  - ✓ Part 3: Proposal Budget
3. **Please note: all grant applications, without exception, must be submitted in English.** The GPSA will not consider applications written in other languages.
4. To work on your application offline, you may download Parts 1 and 2 of the Application Form in Word, and Part 3 in Excel format. Please note: although you can prepare your answers for Part 1 in Word, this part of the Application must be completed in the online form. Only Parts 2 and 3 can be uploaded as attachments.
5. **Once you are ready to submit your application:**
  - ✓ On the online platform, look for the “Register” button in the left-hand column. You will be required to register and create a login username and password.
  - ✓ After logging in click on “create new submission”
  - ✓ Please note that you will be able to save your application as a draft until you are ready to submit it. After submitting your application, you will not be able to edit it.
6. **If you have any questions about the grant application process,** you may contact the GPSA’s Help Desk at [gpsa@worldbank.org](mailto:gpsa@worldbank.org) or by clicking on the Help Desk link in the online platform. Questions received and responses provided (FAQs) will be posted on the GPSA website and the online platform.

