



PVA Agility Fund | Funding Guidelines & FAQs

*The Agility Fund is supported and made possible thanks to Frontline AIDS.**

ELIGIBILITY

Is my organisation eligible to apply for a grant?

Organisations that are part of the People's Vaccine Alliance (PVA) and/or are directly working on COVID-19 vaccine, test and treatment access and equity issues can apply for the PVA Agility Fund.

To submit an application for funding, you must fulfil the following criteria:

- Your organisation and your proposal should contribute towards the objectives of [our manifesto](#).
- Your proposal must contribute to at least one of the following objectives:
 - The removal of key barriers to COVID-19 vaccines, diagnostics, and treatment equity
 - Amplify success stories/models that promote mechanisms that share intellectual property/rights
 - Amplify the voices and stories of the most impacted communities
 - Draw parallels with other diseases that addresses similar systemic barriers faced with COVID-19
- Your proposal demonstrates a realistic plan to complete all activities within 6 months
- You can demonstrate that your activities would support/benefit the work of people in the broader movement, other PVA members, or your local community.
- Your organisation does not receive any funding from pharmaceutical companies in the last 3 years or have board members who are connected to pharmaceutical companies.
- Your organisation has a bank account in its own name.

Do you have to be a member of the People's Vaccine Alliance to apply for this funding?

No. For this second round of grants from the Agility Fund, non-member organisations are able to apply as long as they can demonstrate their experience in working towards and their commitment to the objectives within [our manifesto](#). If organisations do not demonstrate activities and budgets that are directly linked to the PVA manifesto and the criteria described above, they will not be shortlisted.

Can coalitions and networks apply for funding?

Coalitions and networks may apply for funding. However, if the coalition / network does not have its own administration and bank account, one partner organisation should be identified as the prime recipient who will ultimately be responsible for the financial management of the grant.

** Frontline AIDS acts as PVA fiscal sponsor providing financial management oversight and other administrative functions. The Agility Fund is supported and made possible thanks to Frontline AIDS.*



Can individuals apply for funding?

No. Only recognised organisations or institutions can apply for funding. All organisations / institutions must have a bank account in their own name (no payments will be made to individuals).

Organisations and institutions should be legally registered with national authorities. As part of our due diligence process, we may request evidence of your organisation's existence and recent work. In exceptional cases, we may consider an application from a recognised organisation who have been prevented from registering with their national authorities (e.g. LGBTQ Organisations).

Can I apply for both this grant and available regional PVA grants?

Yes, you can apply for any grant you may be eligible for.

I applied for funding from the Agility Fund in the previous round of funding (in May 2022). Can I apply for this grant as well?

We would like as many organisations as possible to access these opportunities so we will prioritise organisations that have not received funding from the Agility Fund previously. However, existing grantees are eligible to apply if the proposal is about scaling up or building on the activities previously funded by the Agility Fund.

If your application was rejected when you previously applied for funding from the Agility Fund, you are eligible to submit a new application.

SUBMITTING AN APPLICATION

How can we apply for an PVA Grant?

You can apply for a grant by completing the application form available on the People's Vaccine Alliance website. All completed application forms should be emailed to agilityfundpva@frontlineaids.org by 17:00 UTC on 23 September 2022.

What languages can we submit our application in?

Application documents are available in English, French, Spanish and Portuguese and can be submitted in these languages. Please note that further communication will primarily be made in English.

Can an organisation submit more than one application for this funding?

No. An organisation can only submit one application.

What examples of documentation or evidence should not be submitted with my application?

We seek to safeguard the dignity and security of individuals. Please do not send any documents containing personal or confidential information; video footage or images with identifiable individuals (unless you have a record of their consent to share the images); or any graphic content. If you send these types of materials your application may be rejected.

CREATING YOUR BUDGET

How much can we apply for?

Funding up to a **maximum of \$15,000** per grant can be applied for. This should be for specific, pragmatic activities (for example: research, campaign and advocacy products, communication materials) that are aligned to the PVA Manifesto and critical to your work to further PVA objectives.

Please ensure that you provide an accurate budget. We will review the proposed budget and may decide to reduce the value of the grant when the activities do not appear to justify the budget. You will be required to report against your budget, so we encourage you to think carefully about the proposed activities and costs.

Is there anything that the PVA Agility Fund will not fund?

The PVA Agility Fund is unable to fund any of the following:

- Activities that do not align to the PVA manifesto
- Activities that have already been implemented (unless activities previously funded by Agility Fund R1 are being scaled up)
- Foreseeable funding gaps
- Any activities linked to terrorist organisations
- Core costs of an organisation (including rent)
- Staff salaries (unless there is a specific need for short term technical expertise that is critical to the proposed activities).
- Overhead costs (unless they are specific overhead costs related to activities, they can be itemised as part of the budget)
- Distribution of medication, toiletries or food.

Which currency should our budget be in?

We can only accept budgets in USD. If you are working in local currency, USD funds will be sent and converted in your bank account at the prevailing rate.

SELECTION & DUE DILIGENCE CHECKS

How does the selection process work and how long will it take?

We will acknowledge your application as soon as it is received. All submitted applications will then be reviewed by a team of staff from both PVA Global and Frontline AIDS. This review will take into account alignment with the eligibility criteria, impact of the proposed activities and compliance with the *Funding Guidelines & FAQs*.

Key dates

8 September	Launch of Agility Fund. Fund is open to applications.
23 September	Fund is closed to applications at 17:00 UTC.
23 September – 7 October	Applications are shortlisted, applicants informed of the outcome, and due diligence undertaken on successful applications
7-28 October	Disbursement of funding

(Note: All dates may be subject to change)

We will assess your proposal only based on the information included in your submitted application. No revised versions of the application will be assessed or accepted. All applications are considered on a case-by-case basis. The processing time will vary according to the information you provide and how quickly we can verify this.

Why do you ask for details of 2 referees?

Frontline AIDS will do a short due diligence on your organisation if your application has been provisionally approved. This includes confirming your suitability to undertake the proposed activities and your ability to manage the funds. Therefore, we ask you to provide details of two individuals who Frontline AIDS can contact for a reference. You should have worked with them and their organisations in the last 2 years on COVID-related advocacy or human rights.

The referees must have agreed to provide you with a reference and be available by email in early October 2022. We may be delayed if you do not provide accurate contact details, so please ensure that you provide up to date contact information. We strongly suggest that you notify your referees to support their prompt response which helps us process applications faster.

What additional information or documentation might Frontline AIDS request for due diligence?

As well as contacting your referees, Frontline AIDS will also request:

- Your audited financial statements for the last 2 financial years with management letters (or alternative documentation if audited financial statements are not available), and
- Details of your key management and board members.

Applicants are encouraged to have this documentation readily available to limit delays in completing the process.

Frontline AIDS may request some additional information or evidence. This could include copies of your organisation's registration certificate, project reports, funding contracts, evaluation reports, your organisation's annual report, and online or documented evidence of involvement with COVID-19 related activities.

Why might my application be unsuccessful?

There are several reasons that applications are rejected, including (but not limited to):

- An application does not meet the criteria
- Requests for ineligible activities
- Misrepresentation in applications
- Incomplete applications
- The identification of alternative responses such as reallocation of existing funds or collaboration with other organisations
- Concerns during due diligence about the ability of the organisation to manage the funds.

All unsuccessful applicants will be notified of the decision by email.

EXPECTATIONS OF SUCCESSFUL APPLICANTS

What conditions will I expect to follow when using the funds?

All successful applicants will sign a short agreement with Frontline AIDS. As part of this agreement, you will be expected to adhere to the following requirements:

- To implement the PVA Agility Fund grant in line with the proposal and budget signed off by Frontline AIDS
- To seek prior approval from Frontline AIDS for any changes in the proposed activities or the timeframe of the project, which approval may be withheld in the sole discretion of Frontline AIDS
- To seek prior approval from Frontline AIDS to reallocate PVA Agility Fund grant to activities in the original signed-off proposal
- To either return to Frontline AIDS any funds not spent in accordance with the grant agreement by the end of the project duration or propose new activities to use these funds (we may ask you to submit a new proposal)
- In the event that a new proposal is submitted, you shall provide a brief description of your plan with the remaining funds
- That the spend will occur within the dates agreed within the contract.

Successful applicants will also agree that the funding shall not be used for any of the following:

- Any illegal activities
- Any activities that involve the financing or purchase of military weapons, ammunition, military paraphernalia of any kind whatsoever.

- Any activities associated with any organisation, group or individuals listed on the UK, EU or USA sanctions list, and or any other activity undertaken by any organisation with links to organised crime, money laundering, modern day slavery, terrorism or related activities considered to be contrary to the objectives and aims of Frontline AIDS.

If we are successful, can we adjust our activities and/or budget?

We understand that there may be unforeseen circumstances that prompt a change to your agreed activities or budget. Please contact the team at Frontline AIDS by sending an email explaining the new circumstances and needs to agilityfundpva@frontlineaids.org

When do we have to report on our Agility Fund grant?

Each grant holder is required to submit a full report using the templates provided, within 2 weeks of completing their grant activities. This date is calculated according to when the grant was disbursed and its duration. We will write to prompt you if we do not receive the report within this time.

You will need to collect and keep receipts, supporting documents and evidence of expenditure for the report. We will provide successful applicants with a financial reporting template to report on their costs and outcomes.

OUR COMMITMENTS

What happens to the information we provide in the application process?

Information supplied via the application form is retained by Frontline AIDS to inform monitoring and learning from the PVA, and in order to assist any future applications. Data is secure and accessible only to the PVA and Frontline AIDS teams.

What does Frontline AIDS do to ensure that no harm is done through Agility Fund grant-making and implementation?

Frontline AIDS has a zero-tolerance approach to malpractice and misconduct and we take all reports seriously. We are committed to providing a clear and straightforward reporting system and we handle all information relating to malpractice and misconduct appropriately and responsibly. Malpractice and misconduct could be criminal, financial, sexual or HR-related and it can be brought to our attention by anybody. Frontline AIDS undertakes due diligence on all applications using a standard process and set of tools that adhere to our own Code of Conduct and Safeguarding Policy. All organisations that are awarded a PVA Agility Fund grant agree to terms and conditions which include a clause about safeguarding. Please see [here](#) for more information, including how to report any concerns regarding malpractice or misconduct.