

Review Phases

Pre-submission

On-line application process opens, guidance notes made available, queries responded to

What we look for

- All applications reach us by the deadline
- All enquiries are submitted after reading the guidance notes and Q&As

What you should consider

- Does your work fit with the focus and priorities of PACF?
- Does your project meet the requirements set out in the PACF guidance notes and Q&As?
- Make an enquiry only if it is not covered by the guidance notes and Q&As

Eligibility check

Check by the PACF team that organisations and projects are eligible for funding

What we look for

- Eligibility of organisation: community-based, not-for-profit/charitable status or NGO
- Completed application with required attachments
- That the project incorporates community engagement
- Project demonstrates one or more of our call themes
- Project meets one or more of our focus criteria
- Budget falls within guidance: total amount, more than 85% in country, less than 15% on costs

What you should consider

- Are we an eligible organisation?
- Does our project meet a community need and involve the community as PACF stipulates?
- Does our concept note make this clear, and clearly show which PACF themes and focus we are addressing?
- Who can check the application objectively for us before we submit?
- Is our application/concept note complete?

Suitability for Funding

Evaluation of the eligible concept notes: prioritising the strongest for recommendation to the Board

What we look for

- New needs assessment linked to objectives
- Appropriate interventions matched to these
- Clear outcomes for each stated objective
- Numbers of beneficiaries and cost effectiveness
- Relevance of projects to local settings
- Strongest projects in countries with multiple proposals
- A good spread of themes, focus areas and a balance of interventions

What you should consider

- Have we used the word limit to demonstrate local need?
- Is it clear where our evidence comes from and how recent it is?
- Do our stated objectives link to activities and clear outcomes?
- Are we clear about who and how many will benefit, directly and indirectly?
- Will our proposal stand out among others from our area?
- That successful projects have a clear focus which is communicated concisely and appropriately

Board decision

The Board will review the eligible proposals and draw up a shortlist from the organisations submitting the strongest concept notes: they will be invited to submit full proposals that the Board will consider for funding

What we look for

- The Board will decide which concept notes, on what themes and in which countries, should be worked up into full proposals
- The Board may propose changes to budgets, suggest a narrowing of focus or other amendments, to strengthen the proposal
- The Board can finally approve full proposals unconditionally, approve with suggested amendments or conditions, or reject them. Not all full proposals will be funded.

What you should consider

- If you are asked to work your concept into a full proposal this is not a guarantee of funding
- If the Board requests clarification, amendment or expansion of any part of your concept this must be addressed in the full proposal
- The PACF team will be happy to discuss your proposal with you in detail
- If your concept note is rejected you may get only limited feedback