

**safe abortion
action fund**

2011

Application Guidelines

(Deadline for submission: 31 January 2011)

“To support innovative and strategic NGO activities to expand access to safe abortion and post abortion care and prevent future unwanted pregnancies for poor and marginalized women and girls.”

Contents

SECTION A: WHAT IS THE SAFE ABORTION ACTION FUND?	3
1. About the fund	3
2. Funding levels	4
SECTION B: ELIGIBILITY AND ASSESSMENT PROCEDURE	4
1. What kind of activities does SAAF fund?.....	4
A. Advocacy and Awareness Raising	4
B. Research.....	5
C. Service delivery	5
2. Conditions for funding	6
3. Assessment criteria for applications	7
SECTION C: APPLICATION AND SELECTION PROCEDURE	8
1. Application process.....	8
2. Selection process	9
3. Timetable	9
SECTION D: COMPLETING THE APPLICATION FORM	10
1. Section 1: Project summary	10
2. Section 2: Your organisation.....	10
3. Section 3: Purpose and outline of the project	11
4. Section 4: Budget information	17
SECTION E: GENERAL CONDITIONS OF GRANTS	19
SECTION F: REPORTING GUIDELINES	20
1. Reporting on project activities and outcomes	20
2. Reporting schedule	21
3. Narrative report.....	21
4. Financial report.....	21
5. Feedback from the SAAF Team	22
ANNEXE	23

SECTION A: WHAT IS THE SAFE ABORTION ACTION FUND?

1. About the fund

The **Safe Abortion Action Fund** (SAAF) was launched in 2006 in response to the urgent need for funding to improve women's access to safe abortion. SAAF provides grants to local NGOs to provide services to marginalized and vulnerable women and to work for policy and legal changes. As an international grant making mechanism, SAAF fills a critical gap for many local organizations, as it remains very difficult for them to find funding for abortion related activities. Equally, SAAF has proved itself to be an important vehicle for helping to destigmatize abortion work, motivating local and regional champions, and encouraging networking.

Following the success of Round 1, which mobilized over \$11 million to support over 50 projects, SAAF is launching a second grant making round in 2011. Building on the momentum and lessons learned from Round 1, it is important to keep abortion in the spotlight and to make sure that organizations worldwide can work to reduce maternal mortality and ensure that women's rights are respected. SAAF is well placed to be a key part of this effort.

- **Hosted by the International Planned Parenthood Federation (IPPF), SAAF is a multi-donor funding mechanism, providing flexible grants to non-governmental organizations.**
- **SAAF promotes innovative, discrete and sustainable approaches, funding NGOs which have demonstrated ability to improve access to safe abortion services, to advocate successfully for policy change or in conducting research to inform advocacy or improved service delivery.**
- **SAAF focuses on the needs of the marginalized and most vulnerable women and girls, funding projects which provide abortion services within a comprehensive package of sexual and reproductive health services, including post-abortion family planning.**
- **SAAF encourages abortion services to be provided to the fullest extent of any national law and at the highest possible standards of care, and for legal and policy reforms to be implemented in countries where abortion is restricted.**
- **By visibly funding projects using an international funding mechanism, SAAF works to de-stigmatize abortion and to legitimize the abortion debate – creating and**

supporting a ‘network of champions’ who are more empowered to work at local and national levels.

The SAAF operates on an open and competitive basis and is overseen by a multi-agency Board including donors, activists and representatives of international NGOs such as IPPF, Ipas and MSI. An independent and expert Technical Review Panel provides advice on individual award decisions. SAAF is managed by a small Secretariat team (at IPPF’s London offices), so that administrative costs are kept well below 10%. Project successes are reported according to a common monitoring framework, which enables overall assessment of progress across all grantees. Funds are managed and accounted for by IPPF, using their annual reporting and auditing processes.

SAAF is now organizing a new call for proposal with a submission deadline of **31 January 2011**.

2. Funding levels

The Safe Abortion Action Fund will provide grants of up to a **maximum of US\$200,000** for a **maximum of three years**. This should cover all costs, including a maximum of ten per cent for indirect and direct overhead costs.

SECTION B: ELIGIBILITY AND ASSESSMENT PROCEDURE

1. What kind of activities does SAAF fund?

The Safe Abortion Action Fund will support activities in three broad areas: advocacy, research and service delivery.

A. Advocacy and Awareness Raising

Projects that may be considered for funding in this area may address one of the following:

- **Advocacy.** Initiatives focusing on awareness-generation and the mobilization of public opinion; building of strategic partnerships; evidence-based advocacy with policy makers, opinion leaders and key professional groups; and strategies to counteract the anti-choice movement.
- **Information dissemination.** This includes projects aiming to inform the general public, health professionals and other key groups of the legal status and availability of safe abortion services, as well as those planning on developing information guides (i.e. question-and-answer, frequently-asked-question manuals) addressing social, religious

and ethical issues at the country level. These information resources cannot focus solely on the dangers of unsafe abortion unless they form part of a coherent and pro-choice advocacy initiative.

- **Dissemination of best practices.** The identification and promotion of best practices in abortion-related programmes will be the key focus of these projects.

B. Research

Projects that may be considered for funding in this area may address one of the following:

- **Research and documentation.** Projects that will research incidence of abortion and/or unsafe abortion; the demand for abortion services; post-abortion and abortion complication case load; the impact of unsafe abortion on women, their families and communities; and the legal status of abortion and actual practices.
- **Abortion and vulnerable groups.** Projects that will document how unsafe abortion disproportionately affects young, poor and vulnerable women and to improve access for these vulnerable groups to abortion-related services.
- **Qualitative needs assessments.** Initiatives concerned with assessing knowledge, attitudes and practices among community groups regarding abortion and unsafe abortion.
- **Operations research.** Projects aiming to determine optimum aspects of service delivery for safe abortion services in under-served/difficult areas or with vulnerable populations.

C. Service delivery

Projects that may be considered for funding in this area may address one of the following:

- **Access to safe abortion and abortion-related services.** Projects will expand abortion-related services in outlets that are focused on young, under-served and vulnerable women. Initiatives that concentrate on the provision of post-abortion care must be part of a comprehensive abortion care framework, including post-abortion family planning.

NOTE

Comprehensive Abortion Care (CAC) includes abortion services (i.e. surgical abortion and medical methods of abortion), pre- and post-abortion counselling, post-abortion follow-up and contraception¹, including linkages to other reproductive health services.

¹ You can find technical information in the World Health Organisation's publication *Safe Abortion: Technical*

Post Abortion Care (PAC) is an approach for reducing morbidity and mortality from incomplete and unsafe abortion and resulting complications and for improving women's sexual and reproductive health and lives. The PAC Consortium²'s five essential elements of PAC are:

- 1) **Community and service provider partnerships for prevention** (of unwanted pregnancies and unsafe abortion), mobilization of resources (to help women receive appropriate and timely care for complications from abortion), and ensuring that health services reflect and meet community expectations and needs;
- 2) **Counselling** to identify and respond to women's emotional and physical health needs and other concerns;
- 3) **Treatment** of incomplete and unsafe abortion and complications that are potentially life-threatening;
- 4) **Contraceptive and family planning services** to help women prevent an unwanted pregnancy or practice birth spacing; and
- 5) **Reproductive and other health services** that are preferably provided on-site or via referrals to other accessible facilities in providers' networks.

- **New abortion technologies.** This includes the introduction and implementation of innovative and safe technologies for the delivery of abortion services, including manual vacuum aspiration (MVA) and medical abortion.
- **Quality of care.** The training of staff and service providers in quality of care standards, and the rights of the client for the provision of non-judgmental and sensitive counselling and services.
- **Capacity building.** This area may include projects that aim to create centres of excellence or to facilitate inter/intra-regional and south-to-south exchanges and transfers of expertise.

2. Conditions for funding

Applicants must satisfy all of the following conditions to be considered for funding:

- 1) The applicants come from DAC countries.³
- 2) The proposed project is an in-country initiative submitted by a non-governmental organization.

and *Policy Guidance for Health Systems*, 2003.

(available online at <http://whqlibdoc.who.int/publications/2003/9241590343.pdf>)

²http://www.pac-consortium.org/site/PageServer?pagename=Themes_PAC_Model_2

³ The list of the DAC countries can be found as an annex.

- 3) International organisations⁴ will be funded only if they work in partnership with in-country local organisations.
- 4) The proposal addresses one or more of the three thematic areas: advocacy, research or service delivery.
- 5) The organization demonstrates its commitment to improving access to safe abortion.
- 6) The organization demonstrates its ability to implement the projects both technically and managerially.
- 7) The previous year's audited accounts are submitted with the application to demonstrate the organization's financial viability.

3. Assessment criteria for applications

The SAAF team and the Technical Review Panel will assess projects against the following range of policies and criteria:

- Projects should aim to assist the poorest and most vulnerable groups.
- Priority will be given to innovative, discrete and sustainable projects.

NOTE

-An innovative project will introduce a new idea, a new way of doing something or will target new groups. It might be something new in the sexual and reproductive health sector globally, new in the context of your country/region or just new for your organization.

-A discrete project will stand by itself and its outputs and costs will be easily identified. The SAAF grant cannot be used as core funding for the organisation or cannot be used as a financial complement to an on-going project.

-A sustainable project should produce outputs that will still be useful and/or will keep happening after the funding (E.g. partnership and handover to a public sector institution, take up of improved approaches in national training curricula, improved national policy).

- In the area of service delivery:
 - Projects should aim to expand access to services and improve quality of care.
 - Projects should include and emphasize post-abortion family planning.
- To increase the efficacy of advocacy, projects should aim to bring together partners from different sectors and build consensus around the need for and provision of safe abortion services.
- Research projects should provide evidence for advocacy and/or improve service delivery and access to services.

⁴ The IPPF Member Associations, even though autonomous entities, are considered to be part of the International organizations.

- Project should have clear, realistic and achievable targets.
- Projects should include a sustainability strategy.

Each application must include within its submission measurable outputs with identified indicators of progress throughout the life of the project to enable progress to be monitored effectively.

Please note that the SAAF team can provide assistance to organizations to develop output indicators prior to final submission.

SECTION C: APPLICATION AND SELECTION PROCEDURE

The Safe Abortion Action Fund has a clear, simple and transparent application format and process. All administration, processing, selection and management of applications to SAAF will be done by a management group composed of the SAAF team, the Technical Review Panel (TRP) and the SAAF Board.

- The SAAF team is the main point of contact between NGOs, the Technical Review Panel and the Board.
- The Technical Review Panel is an independent committee composed of technical experts in the field of sexual and reproductive health. The Panel is responsible for reviewing applications and making recommendations for funding.
- The final decision on funding will be made by the SAAF Board.

A complete description of the roles and responsibilities of each group involved in processing, selecting or managing projects can be provided upon request.

The SAAF team wishes to encourage collaboration and technical support between more and less experienced organisations at the proposal development stage. However, individual support from SAAF might be considered for smaller organisations requesting technical support to develop their proposals.

Please review carefully both the application guidelines (especially section D) and the application form before completing your application. If you have any questions, please contact the SAAF team at info@saafund.org.

1. Application process

STEP 1:

Prepare your application following the guidelines and make sure you have all the necessary supporting information (refer to checklist on page 2 of the Application Form).

STEP 2:

Send your complete application to the SAAF team either electronically at info@saafund.org or by mail at the following address:

*SAAF Team
International Planned Parenthood Federation
4 Newhams Row
London SE1 3UZ
United Kingdom*

The deadline for submitting application is **Monday 31 January 2011 at 17:00 (UK time)**.

STEP 3:

The SAAF team will screen the proposals and ensure that all required information is included.

→ If your submission is complete, the SAAF team will acknowledge receipt.

→ If your submission is incomplete, the SAAF team will contact you regarding missing documents.

If you do not receive any message within a week, please contact us.

2. Selection process

The SAAF team will then proceed with all the eligible applications.

STEP 1:

The Technical Review Panel will assess each proposal on its technical merits, feasibility and potential and will inform the Board of their assessments.

STEP 2:

Award decisions are made at the SAAF Board meeting. The Board's decisions are final and are not open to negotiation.

STEP 3:

All partners will be notified in writing of decisions within two weeks of the date of the SAAF Board meeting.

STEP 4:

Grant recipients must confirm acceptance of the grant in writing.

3. Timetable

Action	Date
Deadline for submission of application	31 January 2011
Review of proposals by TRP	February-March 2011
Board meeting and notification of awards	End of March 2011
Start of project implementation	Mid-April 2011

SECTION D: COMPLETING THE APPLICATION FORM

The following advice is designed to help applicants complete the application form. Applicants must complete all sections and are encouraged to attach extra sheets as needed. However the entire application should not be any longer than 15 pages in total. Once you have identified project ideas, feel free to contact us to check that your organization and idea is eligible and that you have the most up-to-date application form and guidelines.

1. Section 1: Project summary

This section is intended to provide us with a summary of your project in not more than 150 words. This is the information that will be circulated about your project, so it should reflect the specific nature of the project and what it is intended to achieve.

When deciding on a title, try to be concise and capture the main information about your project (ideally less than 100 characters).

2. Section 2: Your organisation

2.1 **Details of in-country applying organization**

Please include the person (main point of contact) who will be responsible to the SAAF team for the project. This will normally be the project manager. You may indicate a second person to copy but for practicality, the SAAF team will communicate exclusively with these persons.

2.2 **Partners and/or umbrella organization**

Please indicate any other organisation working with you on this project and what is the role of each organisation.

2.3 **Please give a mission statement and brief history of your organization, detailing particular achievements and current work. (Max. 1 page)**

This is your opportunity to tell us about your organization's key values, mission and history. You should also describe the role of your organisation in relation to the abortion issue and explain why it is best positioned to carry out this work. You can explain the experience you have which is relevant to this project and lessons learned from previous projects or activities

that can be applied to this project.

If applicable, please be sure to also address your experience in working with vulnerable and under-served groups, as well as your work and accomplishments in the area of abortion.

Finally you should try to explain how this project contributes to the long-term strategic aims of your organization.

2.4 Project staff: please list all staff, including project managers and consultants, who will participate in the project and their roles in the project.

Please make sure that you indicate which amount of their time will be covered by the SAAF grant. This information will help you to fill-up the budget spreadsheet and should be consistent with it.

2.5 Your resources: what specific resources does your organization have which are relevant for enabling the project?

In this section you can indicate all the inputs available such as prepared training materials, software, people with relevant experience, etc.

2.6 If your organisation provides abortion services, please indicate when possible the number of abortion services provided for the period 2008-10.

The note on page 5 of these guidelines describes comprehensive abortion care as the combination of abortion services (i.e. surgical abortion and medical methods of abortion), pre- and post-abortion counselling, post-abortion follow-up and contraception⁵. Similarly, post-abortion care includes counselling and post-abortion contraception.

If your organisation does not provide this type of integrated package, please indicate the detailed figures for each type of service you provided, e.g. pre-abortion and post-abortion counselling, post-abortion contraception, post-abortion follow-up, referrals, etc.

Please feel free to indicate any other figures which are relevant for your project and will help in documenting achievements.

2.7 Your organisation and SAAF

Please complete the table.

Having received a SAAF grant in the past will not stop you from potentially receiving new funding.

3. Section 3: Purpose and outline of the project

3.1 Country context and the problem that the project will address (max. 1,000 words).

⁵ You can find technical information in the World Health Organisation's publication *Safe Abortion: Technical and Policy Guidance for Health Systems, 2003*. (available online at <http://whqlibdoc.who.int/publications/2003/9241590343.pdf>)

In this section you should describe the qualitative and quantitative aspects of the problem/issue that this project is seeking to solve.

You also need to show how the project fits within the broader reproductive health agenda in your country and demonstrate knowledge of the abortion context. You should also include the work already being done by you and other organizations in your area. This is important to avoid duplication of activities.

3.2 Overall goal of the project

The project goal is a broad statement that outlines the direction of the project's future actions. The project goal is not achievable by the project alone, because it involves a much larger population or geographical area than the project could work with. Thus, any individual project will only be able to contribute towards the achievement of its goal.

The project goal should relate directly to the SRH problem outlined in the Introduction.

Example:

- *To reduce maternal mortality in the state of X*
- *To obtain a legal reform on abortion.*

Even though project goals tend to be broader than objectives it is still important to use clear and unambiguous terms and not to be too general.

3.3 What are the objectives of the project?

The **objectives** are the specific, direct deliverables of the project. They should refer to the results of the project by describing a situation or condition that will exist in the future as a result of undertaking the project activities. The objectives should suggest the significant results you are aiming for and answer the following questions:

1. Who are the **beneficiaries** of this project?
2. What are the **expected results** of this project?
3. What **change** do you expect to see as a result of this project?
4. **When** do you expect to see results?

NOTE

All objectives must use verbs that are directional and imply change such as: to reduce, to increase, to strengthen, to improve, etc.

Try to avoid the following verbs when writing objectives: to train, to educate, to produce, to provide, to establish, to write, to conduct, to reach, etc. These verbs all refer to activities that have a definite start and completion, do not in themselves indicate change, and are therefore not suitable to use in your objectives.

A project should not have more than four or five objectives.

Example:

“Reduction of unsafe abortion in India” is not precise enough and might become:

Objective 1: “Increase by 30% the number of high quality post-abortion services provided in the 5 clinics of the project within 2 years”.

3.4 Define the primary beneficiaries of the project.

Which specific client groups or organizations will benefit as a result of the project. Please try to be as specific as possible. You can indicate: age, size of the beneficiary group, geographical boundaries, ethnic, cultural or religious background etc.

3.5 Indicators: How will you measure the progress and impact of your project? How will you measure achievement? What are the milestones for achievement?

The selection of indicators is the most important part of your monitoring and evaluation plan. Indicators are objective ways of measuring (indicating) what progress the project is making and whether the desired impact is being achieved or not. For most projects a combination of quantitative and qualitative indicators will need to be developed in order to monitor and evaluate the project achievements as measured against its objectives in an adequate way. The indicators should relate to the project objectives. There must be at least one indicator for each objective but *not every activity* will have an indicator. Best practice suggests a maximum of 3 indicators per objective.

To facilitate monitoring and evaluation of the SAAF program, each project should use the SAAF program indicators below (according to the area of work) and create some specific ones.

SAAF program indicators

ADVOCACY

- Number of advocacy networks/coalitions/groupings created or maintained at regional/national/local levels
- Number of countries where NGOs achieve shared positions/consensus on approach to abortion law or policy reform
- Number of media reports/interviews covering abortion issues

RESEARCH

- Number of studies conducted
- Number of reports/publications in media, conference presentations
- Number of official documents citing/including research results (policy, guidelines etc)

SERVICE DELIVERY

- Number of women receiving safe abortion care or PAC (per number of new/improved facilities)
- Proportion of women in receipt of services adopting post abortion family planning
- Number of staff trained in new abortion technologies and techniques (MVA and MA)

NOTE

Process indicators: These indicators provide evidence of whether the project is moving in the rights direction to achieve an objective. Process indicators give information about the activities being implemented, such as what and how many activities were conducted and who participated in the activities.

Results indicators: These indicators provide information about whether an expected change occurred, either at the programme level or at the population level. Results indicators measure the changes that your project's activities are seeking to produce in your focus population. Results indicators should be a direct reflection of your objectives.

Examples:

- *if the objective of a project is 'to raise awareness about how to access safe abortion', the following indicators could be used:*

Result indicator: *Number of safe abortion services provided.*

Process indicator: *Number of women reached with community outreach workshop held on access to safe abortion.*

- *if the objective of a project is to introduce new abortion technology, the following indicators could be used:*

Result indicator: *Number of women provided with the new technology.*

Process indicator: *Number of providers trained in the new abortion technique.*

- *if the objective of a project is to research why women still resort to traditional healers rather than using safe legal abortion, the following indicators could be used:*

Result indicator: *evidence that the results of the research are used for training, information, advocacy or service improvements*

Process indicator: *number of women or traditional healers interviewed.*

In order to access the progress made during the implementation, it is important that projects have baseline data. Ideally projects should provide baseline, milestone and target

information for each indicator:

Indicator	Baseline (year X)	Milestone 1 (year X+1)	Milestone 2 (year X+2)	Target (end of project)
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Example:

<i>Indicator</i>	<i>Baseline (2010)</i>	<i>Milestone 1 (2011)</i>	<i>Milestone 2 (2012)</i>	<i>Target (2013)</i>
<i>Number of staff trained in Manual Vacuum Aspiration (MVA)</i>	2	6	12	22

3.6 Monitoring and evaluation framework: Describe the monitoring and evaluation process that you intend to implement using the indicators described above.

Please give your schedule for data collection to monitor the implementation of your project and indicate which experts (external/internal) will be involved in the process.

You can present your plan in a table, as in the example below:

Objectives	Indicators	Frequency of data collection	Data sources	Person responsible
<i>Objective 1: Increase by 30% of high quality post-abortion services provided in the 5 clinics of the project within 2 years.</i>	<i>Number of women receiving post-abortion care per clinic</i>	<i>Monthly</i>	<i>Clinics service statistics</i>	<i>Medical coordinator</i>
	<i>Proportion of women in receipt of post-abortion family planning</i>	<i>Monthly</i>	<i>Clinics service statistics</i>	<i>Medical coordinator</i>
	<i>Number of staff trained in new abortion technology and techniques (MVA and MA)</i>	<i>Quarterly</i>	<i>Training session reports</i>	<i>Project manager</i>

3.7 Work plan: Project activities. What will you do to achieve the above outcomes and address the problem outlined in section 3? Please detail the specific activities that will be undertaken by the project under each objective.

Please indicate every activity that you will undertake for each objective. Please note that the labels of activities you are using here will also be used in your budget.

Please make sure that you number your activities.

Objective 1

-Activity 1:

-Activity 2:

3.8 Work plan: Project timetable.

Please fill-in the project timetable for each year and each activity. Indicate by a cross when the planned activities will be implemented.

If you have more than 6 activities, please add some lines.

Example:

YEAR 1	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Activity 1						X	X	X	X			

3.9 Project sustainability: Please describe your expectations for replication, scaling up and lasting impact of the project's results.

The sustainability of a project refers to how the work will continue once grant funding is finished. How do you plan to ensure that the work will continue? Given that there will be outside factors and organizations on which the project's success depends, how sustainable are they? How has this been assessed?

If you are providing services, what is your strategy to make sure that services will be provided once the project is closed?

For example, some SAAF supported projects have handed-over services to local health authorities or created partnerships with other actors to ensure continued services after the SAAF project funding ends.

3.10 Potential for systemic impact: Please indicate whether you anticipate the project having an impact on reproductive health services in general and the state of public health in your country.

How have you planned for the results of the project to be used by other organizations? Do you think the project might lead to a reconfiguration of the way abortion services are provided, changes in legislation and/or eventual improvement of the sexual and reproductive health and rights of the population?

3.11 External technical assistance requirements: Please describe the essential technical support you might require and how this will be provided.

In this section you should tell us the key strategies or activities for which technical support will be required: what type of technical assistance you will need to implement your activities?

If you already know, please explain who will be providing this technical support (local partners, international NGOs, etc) and when it will happen during the life of the project.

Please also let us know if you need some support to identify potential organisations/agencies to provide this technical assistance.

NOTE: Technical assistance and institutional support

SAAF has some resources to provide technical assistance or support you in identifying organisations/agencies to provide this technical assistance. Moreover, SAAF can provide institutional support for your organisation.

Please make sure that you let us know what type of support you might need.

3.12 Risk Assessment: Please indicate any risks that may alter the project, and any contingency factors that have been built into your project to allow for such risks.

What environmental or circumstantial factors exist that the applying organization cannot control? What elements can be incorporated into the project design to balance the outcomes of these risks, should they ultimately become reality?

A risk that can be mitigated should not be appearing in this section. You should rather incorporate activities to mitigate this risk in your work plan.

4. Section 4: Budget information

Applications should contain a detailed breakdown of proposed expenditure per activity in local currency and the totals converted into US dollars. You will find the budget template form with the application form. Applicants should indicate the exchange rate used at the time of preparing the budget.

Complete only those sections that are relevant to your project and if necessary add new categories.

The following notes apply to specific budget items:

Salaries

Please indicate which percentage of the staff salary is covered by the project.

Example:

-If a nurse works full-time for the SAAF project, indicate 100%

-If an accountant works one day a week, indicate 20%

Travel and visa costs

All participants should arrange travel by the cheapest means possible and budgets should reflect the actual costing for flights, train journeys, etc. Travel must be by economy class.

Fixed assets

SAAF will not cover the purchase of a new building or a piece of land.

However renovations of existing buildings can be included in the activities.

Equipment

The cost of a vehicle may not be requested as a part of the project's budget. Should a vehicle be required for the project, applicants would have to look elsewhere for additional funding. Applicants must clearly demonstrate that any information technology (e.g. computers) purchased with SAAF funds is integral to the project and that such resources are not available at present.

External audit

Audited Financial Statements must be submitted for each financial year of the project covered by this Agreement. These must reflect the total income and expenditure (all sources) of the organization. If your organisation does not conduct audits, make sure that a budget line is created for such an activity.

Overheads

Overheads cover all administrative costs associated with the project, both indirect and direct, and must not exceed ten per cent. Administrative costs are costs directly incurred by your organisation in administering the project and may include contribution towards costs for utilities (electricity, telephone, fax, e-mail). A detailed breakdown is not required as the overall overhead will cover all such costs.

NOTE: Check your budget

Before sending your application, make sure that the figures add-up and that every activity mentioned in the section 3 of the application is included in the budget.

The SAAF will not be held responsible if you forget to include any unexpected cost in your application.

- Is the budget within the limits set by SAAF?
- Is the project budget in the format required?
- Is there a clear explanation on how costs were calculated, and how unit costs break down?
- Does the budget match the project activities?
- Are the costs of all activities detailed?
- Are the following costs included in the budget:
 - Direct staff costs (including staff benefits);
 - Operational costs including costs of activities, renovations, etc;
 - Monitoring and evaluation costs.
 - Audit costs
 - Commodities

- Indirect costs covering administration and overheads up to a maximum of 10% of direct costs
- Are the costs shown in local currency as well as US\$, and the exchange rate used noted?
- Is the exchange rate used suitable considering the information known at the time of budgeting?
- Does the budget add up?
- Is inflation built into the budget? Is it reasonable?

SECTION E: GENERAL CONDITIONS OF GRANTS

Approved projects will normally be notified within two weeks of the SAAF Board meeting. A formal agreement will be made between the organization(s) concerned and IPPF. The agreement will set out the terms and conditions of the grant and the procedures by which the grant will be operated.

Changes of plan

Written authority must be sought in advance from the SAAF team for any proposed changes to the project originally submitted. Any proposed changes to specific budget items which exceed 15 per cent of item cost must be agreed in advance with the SAAF team. These changes must not exceed total grant amount awarded. (See 'Virements').

Virements

Approval of virements will be the responsibility of the SAAF team and will be subject to strict controls and consultation will be required before any virement of funds is approved. Virements are required where a grantee wishes to move funds from one budget line to another and where the amount in US\$ represents 15% or more.

Reports

All grant recipients must report directly to SAAF according to the timetable and using the format and following the report specification provided. The reports include narrative activity and financial reports and must be submitted in accordance with the specifications (See Section F for details).

Specific conditions

These may be attached to individual grants. Successful applicants will be notified of these when the grant is awarded.

Payment of grants

Payments will be made in US dollars directly into the nominated bank account indicated in the grant agreement. Payment will be made within two weeks of receiving the signed grant agreement. The initial payment made will be ninety per cent of the annual approved grant; the remaining ten per cent will be paid upon receipt of satisfactory reports. Similarly, ten per cent of the grant for the second year will be withheld until a satisfactory final report has been received (within eight weeks of the project's completion).

Evaluation

The SAAF team reserves the right to visit project partners for the purpose of evaluating projects that received SAAF support.

SECTION F: REPORTING GUIDELINES

The future financial viability of the Fund will depend on being able to demonstrate results.

The SAAF team will thus require sound processes for specifying, tracking and measuring programmes results to ensure a sufficient level of accountability and to ensure that lessons learned are shared. Organizations should make use of existing monitoring and evaluation mechanisms and structures as well as possible. However, where such systems do not exist, and where possible, the SAAF team will give support to adapt existing systems.

The Fund will seek to build on existing internationally agreed indicators (such as those developed by Ipas⁶) as benchmarks for overall progress.

1. Reporting on project activities and outcomes

Your reports have a number of important purposes:

- to provide information which will allow us to monitor the progress and impact of your project and of the overall fund;
- to ensure that the grant funds are being used effectively;
- to help us to build up a picture of the progress towards improving access to safe abortion services globally.

It is important that reports should be as frank and honest as possible and reflect the views of all partner organizations involved. In this way, learning from the experience can be maximized.

⁶ Ipas' International data for the Evaluation of Abortion Services can be found at <http://ideas.ipas.org/cgi-bin/ideas.ipas.org/ideas.cgi?request=index>

2. Reporting schedule

We request that all projects report to the SAAF team as follows over the project life span:

1. Financial reports must be submitted every six months, accompanied by a report about challenges and difficult situations for which you need support.
2. Annual reports, including both a narrative and financial components, must be submitted for every 12 months implementation period.
3. The final report must be submitted following the completion of the project's activities. This report must be submitted within eight weeks of the completion of the project.

The SAAF team will inform each project of the deadline for each reporting requirements.

3. Narrative report

If your application is selected for funding, the SAAF team will provide you with both intermediate and final reporting formats. They include general heading such as:

1. Executive summary
2. Project activities
3. Project progress and outcomes, including service statistics
4. Lessons learned
5. Conclusions and recommendations

The SAAF team will be happy to receive any other information or insights you would like to share.

4. Financial report

The grant recipient is responsible for providing a full account of expenditure incurred under the terms of the grant. This must include an account of actual expenditure against budget and refer to the grant award letter, the agreed budget and any later agreed budgetary changes (virements). All budget variances greater or less than 15 per cent of the agreed budget should have narrative explanation provided.

Financial reporting will be required as part of the annual and final report of the funded project.

The grant recipient must indicate how original financial records are kept. The SAAF team reserves the right to request access to original records and documentation. This right may

be exercised by the SAAF or an audit representative. When you are reporting expenditure in a currency other than US\$, indicate the exchange rate used.

You will be requested to submit a copy of your Audited Financial Statements with your application and for every year of funding covered by your project.

5. Feedback from the SAAF Team

Acknowledgement and acceptance of reports will be provided as a matter of routine, with the SAAF team following up with queries as required following review.

If you have any question, please contact the SAAF Team at :

info@saafund.org

ANNEXE
DAC List of ODA Recipients

Effective for reporting on 2009 and 2010 flows

Least Developed Countries	Other Low Income Countries (per capita GNI < \$935 in 2007)	Lower Middle Income Countries and Territories (per capita GNI \$936-\$3 705 in 2007)	Upper Middle Income Countries and Territories (per capita GNI \$3 706-\$11 455 in 2007)
Afghanistan	Côte d'Ivoire	Albania	*Anguilla
Angola	Ghana	Algeria	Antigua and Barbuda ¹
Bangladesh	Kenya	Armenia	Argentina
Benin	Korea, Dem. Rep.	Azerbaijan	Barbados ²
Bhutan	Kyrgyz Rep.	Bolivia	Belarus
Burkina Faso	Nigeria	Bosnia and Herzegovina	Belize
Burundi	Pakistan	Cameroon	Botswana
Cambodia	Papua New Guinea	Cape Verde	Brazil
Central African Rep.	Tajikistan	China	Chile
Chad	Uzbekistan	Colombia	Cook Islands
Comoros	Viet Nam	Congo, Rep.	Costa Rica
Congo, Dem. Rep.	Zimbabwe	Dominican Republic	Croatia
Djibouti		Ecuador	Cuba
Equatorial Guinea		Egypt	Dominica
Eritrea		El Salvador	Fiji
Ethiopia		Former Yugoslav Republic of Macedonia	Gabon
Gambia		Georgia	Grenada
Guinea		Guatemala	Jamaica
Guinea-Bissau		Honduras	Kazakhstan
Haiti		India	Lebanon
Kiribati		Indonesia	Libya
Laos		Iran	Malaysia
Lesotho		Iraq	Mauritius
Liberia		Jordan	*Mayotte
Madagascar		Kosovo ³	Mexico
Malawi		Marshall Islands	Montenegro
Maldives		Micronesia, Federated States	*Montserrat
Mali		Moldova	Nauru
Mauritania		Mongolia	Oman ¹
Mozambique		Morocco	Palau
Myanmar		Namibia	Panama
Nepal		Nicaragua	Serbia
Niger		Niue	Seychelles
Rwanda		Palestinian Administered Areas	South Africa
Samoa		Paraguay	*St. Helena
São Tomé and Príncipe		Peru	St. Kitts-Nevis
Senegal		Philippines	St. Lucia
Sierra Leone		Sri Lanka	St. Vincent and Grenadines
Solomon Islands		Swaziland	Suriname
Somalia		Syria	Trinidad and Tobago ²
Sudan		Thailand	Turkey
Tanzania		*Tokelau	Uruguay
Timor-Leste		Tonga	Venezuela
Togo		Tunisia	
Tuvalu		Turkmenistan	
Uganda		Ukraine	
Vanuatu		*Wallis and Futuna	
Yemen			
Zambia			

*Territory.

- (1) Antigua & Barbuda and Oman exceeded the high income country threshold in 2007. In accordance with the DAC rules for revision of this List, both will graduate from the List in 2011 if they remain high income countries until 2010.
- (2) Barbados and Trinidad & Tobago exceeded the high income country threshold in 2006 and 2007. In accordance with the DAC rules for revision of this List, both will graduate from the List in 2011 if they remain high income countries until 2010.
- (3) This does not imply any legal position of the OECD regarding Kosovo's status.