

## **GUIDELINES FOR APPLICANTS OF KGL FOUNDATION GRANT**

### **1.1. BACKGROUND**

The KGL Foundation is a Ghanaian civil society organisation established in 2021 to promote the corporate social responsibility and other charitable initiatives of the KGL Group in Ghana. With a vision statement of 'a Ghanaian Society that is healthy, innovative and self-developed', the Foundation's seeks to 'facilitate a lasting and positive change in the lives of underserved and disadvantaged communities and individuals by providing them with opportunities to develop and become self-dependent and self-reliant.

In this context, the KGL Foundation is inviting civil society to submit concept notes for funding under its programme 'Tackling Social Development Concerns in Ghana (TASOG)'. The 'TASOG' programme of the KGL Foundation is strategically aligned with international and national priorities and policies such as the 2030 Agenda for Sustainable Development, Africa's Agenda 2063 and the Long-term National Development Plan (2018–2057) of Ghana, often referred to as "Vision 2057" or the "40-Year Plan as well as the country's Medium-Term National Development Policy Framework (MTNDPF) 2026–2029 situated within this overarching plan. The KGL Foundation seeks to contribute towards the attainment of Human rights and human development under these strategic policies and programmes.

### **1.2. OBJECTIVES OF THE PROGRAMME AND PRIORITY ISSUES**

The objective of this call for proposals is to support actions that will contribute significantly to strengthening the capacities of local communities and individuals to fight poverty, improve health outcomes and wellbeing, promote education, empower and enhance youth entrepreneurship and provide spaces for the actualisation of Ghanaian Arts and Culture by encouraging the Ghanaian to tell his story through such medium.

The interventions must therefore be linked to the five (5) thematic/priority areas of the KGL Foundation. These are Youth Empowerment and Entrepreneurship, Education, Sports Development, Health and Arts and Culture. It must also reflect the KGL's three-prong approach of Collaboration, Innovativeness and Empowerment.

The specific objectives of this call for proposals are:

1. Support the implementation of actions that will reduce poverty, enhance economic growth and facilitate the sustainability of national social development policies
2. Promote the implementation of specific actions that will contribute to improvements in the health, education, sports and arts and culture industries in Ghana.

### **1.3. FINANCIAL ALLOCATION PROVIDED BY THE CONTRACTING AUTHORITY**

The overall indicative amount made available under this call for proposals is GHS6,000,000.00 The contracting authority reserves the right not to award all available funds. Financial support under this call for proposals must be aimed at supporting actions in line with the objectives and priorities listed under Section 1.2 above.

#### ***Size of grants:***

Any grant requested under this call for proposals must fall between the following minimum and maximum amounts:

- Minimum amount: GHS20,000.00

- Maximum amount: GHS 150,000.00

Any grant requested under this call for proposals must fall between the following minimum and maximum percentages of total eligible costs of the action:

- Minimum percentage: 75 % of the total eligible costs of the action.
- Maximum percentage: 95 % of the total eligible costs of the action

The balance (i.e., the difference between the total cost of the action and the amount requested from the contracting authority) must be financed from sources other than the general budget of the KGL Foundation.

## **2. RULES FOR THIS CALL FOR PROPOSALS**

These guidelines set out the rules for the submission, selection and implementation of the actions financed under this call

### **2.1. ELIGIBILITY CRITERIA**

There are three sets of eligibility criteria, relating to:

- (1) the Applicant: The ‘applicant’, i.e., the entity submitting the application form,
- (2) the Actions: Actions for which a grant may be awarded;
- (3) the Costs: types of cost that may be taken into account in setting the amount of the grant.

#### **2.1.1. Eligibility of applicant**

- (1) In order to be eligible for a grant, the applicant must:

- be a legal person and
- be non-profit-making and
- a Civil Society Organisation established in Ghana (may include Community-Based Organisations (CBOs), Women’s groups or associations, association of traditional leaders, etc. This list is not exhaustive.)
- directly responsible for the preparation and management of the action, not acting as an intermediary and
- must have a proven track record of at least implementing an intervention within the thematic priorities of the KGL Foundation.

#### **2.1.2. Eligible actions: actions for which an application may be made**

- (1) Definition:

An action is composed of a set of activities.

#### ***Duration***

The initial planned duration of an action may not be lower than six (6) months nor exceed 12 months.

#### ***Sectors or themes***

The identification and implementation of new measures, strategies and/or enforcement of existing legislation and policies through joint working among relevant agencies and civil society to:

- i. promote youth empowerment and entrepreneurship,
- ii. enhance sports development and wellbeing,
- iii. improve health outcomes
- iv. support education
- v. promote arts and culture

The following types of action are also eligible for support under the education theme:

1. actions concerned only or mainly with individual scholarships for studies in Ghana (apply under the Education Advancement Programme);
2. actions in the formal education sector;

The following types of actions are illegible for support under this call:

1. Actions, which consist exclusively or primarily in capital expenditure and infrastructure expenditure, e.g., land, buildings, equipment and vehicles, except in special circumstances.
2. Actions which include proselytism;
3. Actions supporting political parties;
4. Actions which discriminate against individuals or groups of people on grounds of their gender, sexual orientation, religious beliefs or lack of them, or ethnic origin;
5. Actions which are in conflict with Ghana's Constitutional provisions.

#### 2.1.3 Eligible actions: actions for which an application may be made

##### Visibility

The applicants must take all necessary steps to publicise the fact that the KGL Foundation has financed or co-financed the action. As far as possible, actions that are wholly or partially funded by the KGL Foundation must incorporate information and communication activities designed to raise the awareness of specific or general audiences of the reasons for the action and the KGL Foundation's support for the action in the region or district(s) concerned, as well as the results and the impact of this support.

When judged necessary, the visibility requirements of projects financed under this call may be removed or limited due to the total or partial confidentiality of the action and/or safety of beneficiaries. In this case, the applicant is required to duly justify this requirement in its application.

#### 2.1.4 Number of applications and grants per applicants

1. The applicant may not submit more than one application under this call for proposals.
2. The applicant may not be awarded more than one grant under this call for proposals.

#### 2.1.5 Justification of the estimated cost

Justification of the estimated cost must be made for each of the corresponding budget item or heading. Applicants must:

- describe the information and methods used to establish the amounts of unit costs, lump sums and/or flat-rates, to which costs they refer, etc.
- clearly explain the formulas for calculation of the final eligible amount.

Kindly note that recommendations to award a grant are always subject to the condition that the checks preceding the signing of the grant contract do not reveal problems requiring changes to the budget (such as arithmetical errors, inaccuracies, unrealistic costs and ineligible costs). The checks may give rise to requests for clarification and may lead the contracting authority to impose modifications or reductions to address such mistakes or inaccuracies. It is not possible to increase the grant or the percentage of KGL Foundation financing as a result of these corrections. It is therefore in the applicants' interest to provide a realistic and cost-effective budget.

An evaluation committee and the contracting authority will assess if the funding scheme is comparable and in case of positive outcome will consider these as if they are ex-ante assessed by an independent auditor.

#### 2.1.6 Ethics clauses and Code of Conduct

##### a) *Absence of conflict of interest*

The applicant must not be affected by any conflict of interest and must have no equivalent relation in that respect with other applicants or parties involved in the actions. Any attempt by an applicant to obtain confidential information, enter into unlawful agreements with competitors or influence the evaluation committee or the contracting authority during the process of examining, clarifying, evaluating and comparing applications will lead to the rejection of its application.

##### b) *Respect for human rights as well as environmental legislation and core labour standards*

The applicant and its staff must comply with human rights. In particular and in accordance with the applicable act, applicants who have been awarded contracts must comply with the environmental legislation including contractual agreements, and with the core labour standards as applicable and as defined in the relevant International Labour Organisation conventions (such as the conventions on freedom of association and collective bargaining; elimination of forced and compulsory labour; abolition of child labour).

##### c) *Zero tolerance for sexual exploitation, abuse and harassment*

The KGL Foundation applies a policy of 'zero tolerance' in relation to all wrongful conduct which has an impact on the professional credibility of the applicant. Physical abuse or punishment, or threats of physical abuse, sexual abuse or exploitation, harassment and verbal abuse, as well as other forms of intimidation shall be prohibited.

##### d) *Anti-corruption and anti-bribery*

The applicant shall comply with all applicable laws and regulations and codes relating to anti-bribery and anti-corruption. The KGL Foundation reserves the right to suspend or cancel project financing if corrupt practices of any kind are discovered at any stage of the award process or during the execution of a contract and if the contracting authority fails to take all appropriate measures to remedy the situation. For the purposes of this provision, 'corrupt practices' are the offer of a bribe, gift, gratuity or commission to any person as an inducement or reward for performing or refraining from any act relating to the award of a contract or execution of a contract already concluded with the contracting authority.

##### e) *Unusual commercial expenses*

Applications will be rejected or contracts terminated if it emerges that the award or execution of a contract has given rise to unusual commercial expenses. Such unusual commercial expenses are commissions not mentioned in the main contract or not stemming from a properly concluded contract referring to the main contract, commissions not paid in return for any actual and legitimate service, commissions remitted to a tax haven, commissions paid to a payee who is not clearly identified or commissions paid to a company which has every appearance of being a front company.

Grant beneficiaries found to have paid unusual commercial expenses on projects funded by the KGL Foundation are liable, depending on the seriousness of the facts observed, to have their contracts terminated or to be permanently excluded from receiving KGL Foundation funds.

##### f) *Breach of obligations, irregularities or fraud*

The contracting authority reserves the right to suspend or cancel the procedure, where the award procedure proves to have been subject to substantial breach of obligations, irregularities or fraud. If substantial breach of obligations, irregularities or fraud are discovered after the award of the contract, the contracting authority may refrain from concluding the contract

## **2.2. HOW TO APPLY AND THE PROCEDURES TO FOLLOW**

To apply for this call for proposals, applicants need to:

I. Provide information about the organisation involved in the action.

### **2.2.1 Concept note content**

Applications must be submitted in accordance with the concept note instructions in the grant application form annexed to these guidelines (Annex A). Applicants must apply in English.

Please note that:

1. In the concept note, applicants must only provide an estimate of the requested KGL Foundation contribution as well as an indicative percentage of that contribution in relation to the eligible costs of the action. A detailed budget is to be submitted only by applicants invited to submit a full application in the second phase.
2. The elements outlined in the concept note may not be modified in the full application. The KGL Foundation contribution may not vary from the initial estimate by more than 20%. Applicants are free to adapt the percentage of co-financing required within the minimum and maximum amount and percentages of co-financing, as laid down in these guidelines in Section 1.3. The applicant may adjust the duration of the action if unforeseen circumstances outside the scope of the applicants have taken place following the submission of the concept note and require such adaptation (risk of action not being carried out). In such cases the duration must remain within a maximum period of 6 months under a no cost extension. An explanation/justification of the relevant adjustment shall be included in an accompanying letter or email. Own contributions by the applicants must be clarified and can include staff or volunteer cost time, use of organisation's resources such as computers and accessories, vehicle(s) etc.
3. Only the concept note form will be evaluated. It is therefore of utmost importance that this document contains ALL relevant information concerning the action. No additional annexes except certificate of registration/incorporation should be sent. Any error or major discrepancy related to the concept note instructions may lead to the rejection of the concept note. Clarifications will only be requested when information provided is not sufficient to conduct an objective assessment. Hand-written concept notes will not be accepted.

### **2.2.2 Where and how to send concept notes**

The concept note together with the declaration by the applicant (Annex A.1 section 2) must be submitted online via email to the email addresses [info@kglfoundation.org](mailto:info@kglfoundation.org) together with a cover letter from the organisation submitting the concept note.

Upon submission of a concept note online, the applicant will receive an automatic confirmation of receipt in the sender's email account. Please note that incomplete concept notes may be rejected. Applicants are advised to verify that their concept note is completed.

### **2.2.3. Deadline for submission of concept notes**

The deadline for the submission of concept notes varies annually but can be seen on the opening page of the 'Grants' menu on the KGL Foundation website(GMT date and time) . The applicant is strongly advised not to wait until the last day to submit its concept note, since heavy Internet traffic or a fault with the Internet connection (including electricity failure, etc.) could lead to difficulties in submission. The Contacting Authority cannot be held responsible for any delay due to such afore-mentioned difficulties. Any concept note submitted after the deadline will not be accepted.

#### 2.2.4 Further information about concept notes

Questions may be sent by e-mail no later than 10 days before the deadline for the submission of concept notes to the address(es) below, indicating clearly the reference of the call for proposals:

E-mail address: [info@kgfoundation.org](mailto:info@kgfoundation.org)

The contracting authority has no obligation to provide clarifications to questions received after this date. Replies will be given no later than 8 days before the deadline for submission of concept notes. To ensure equal treatment of applicants, the contracting authority cannot give a prior opinion on the eligibility of applicants, an action or specific activities.

#### 2.2.5 Full applications

Applicants invited to submit a full application following pre-selection of their concept note must do so using the grant application form annexed to these guidelines (Annex A.2). Applicants should then keep strictly to the format of the grant application form and fill in the paragraphs and pages in order. The elements outlined in the concept note cannot be modified by the lead applicant in the full application. The KGL Foundation contribution may not vary from the initial estimate by more than 20 %, although applicants are free to adapt the percentage of co-financing required within the minimum and maximum amount and percentages of co-financing, as laid down in these guidelines under Section 1.3.

The applicant may adjust the duration of the action if unforeseen circumstances outside the scope of the applicants have taken place following the submission of the concept note and require such adaptation (risk of action not being carried out). In such cases the duration must remain within the limits imposed by the guidelines for applicants. A justification of the relevant replacement/adjustment shall be included in an accompanying letter or email. Applicants must submit their full applications in the same language as their concept notes. A copy of the applicant's accounts of the latest financial year (the profit and loss account and the balance sheet for the last financial year for which the accounts have been closed) must be uploaded and attached by the full application deadline. Exceptions may however be granted to start-up organisations whose interventions are exceptionally innovative.

Please complete the full application form carefully and as clearly as possible so that it can be assessed properly. Any error or any major inconsistency in the full application (e.g., if the amounts in the budget worksheets are inconsistent) may lead to the rejection of the application. Clarifications will only be requested when information provided is unclear and thus prevents the contracting authority from conducting an objective assessment. Hand-written applications will not be accepted. Please note that only the full application form and the published annexes which have to be filled in (workplan, workplan, budget and M&E templates) will be transmitted to the evaluators (and assessors, if used). It is therefore of utmost importance that these documents contain ALL the relevant information concerning the action. No additional annexes except certificate of registration/incorporation can be attached.

#### 2.2.6 Where and how to send full applications

Full application forms together with the budget, the M&E and workplan must be submitted online via the email listed in section 2.2.4 above. Upon submission of the full application online, the lead applicants will receive a response no later than two weeks after submission of the concept note. Due to the volume of applications received annually, please note that incomplete applications may be rejected without a response.

#### 2.2.7 Deadline for submission of full applications

The deadline for the submission of full applications will be indicated again in the letter sent to the lead applicants whose application has been pre-selected. This letter will be sent to the applicant's email account. Applicants are strongly advised not to wait until the last day to submit their full applications, since heavy Internet traffic or a fault with the Internet connection (including electricity failure, etc.) could lead to difficulties in submission. The Contracting Authority cannot be held responsible for any delay due to such afore-mentioned difficulties. Any application submitted after the deadline will not be accepted.

#### 2.2.8. Further information about full applications

Questions may be sent by e-mail no later than 13 days before the deadline for the submission of full applications to the addresses listed below, indicating clearly the reference of the call for proposals: E-mail address: [info@kgfoundation.org](mailto:info@kgfoundation.org)

The contracting authority has no obligation to provide clarifications to questions received after this date. Replies will be given no later than 10 days before the deadline for the submission of full applications. To ensure equal treatment of applicants, the contracting authority cannot give a prior opinion on the eligibility of applicants, or an action. No individual replies will be given to questions. All questions and answers as well as other important notices to applicants during the course of the evaluation procedure, will be likely published on the website of the KGL Foundation <http://kgfoundation.org/>. It is therefore advisable to consult the above-mentioned website regularly in order to be informed of the questions and answers published.

### **2.3 Evaluation and selection of applications**

Applications will be examined and evaluated by the contracting authority with the possible assistance. If the examination of the application reveals that the proposed action does not meet the eligibility criteria of the KGL Foundation, the application will be rejected on this sole basis.