

TAP Network Funding Support Guidelines

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Proposal Guidelines:

- Any organization that is TAP Network “Partner” is eligible to submit a funding support request for the consideration of the TAP Network
- Proposals should outline specific objectives, outcomes, proposed budget and overall impact of the intended activity, and specifically how it responds to the topic and goals of the specific opportunity that TAP is supporting
- Proposals should outline details on the intended approach to achieve these intended outcomes
- Proposals should outline specifics on how the TAP Network and this funding can help support your efforts through this workshop/activity, and how this activity contributes to your organization’s overall goals
- Proposals should also outline any potential follow-up activities that your organization is planning beyond this activity, and how these follow-up activities advance the work supported by a particular project

Other considerations

- Efforts undertaken by multiple partners, or through a coalition of partners, are strongly encouraged
- Applicants are encouraged to outline any co-funding or in-kind support that will be utilized to support this workshop/activity
- Organizations should also be expected to produce communications and outreach materials that promotes the work of the proposal/project upon completion, such as videos, blogs, case studies or other resources that can be used for TAP’s Storytelling Initiative

Decision-making process

- Interested organizations are expected to fill out an application form for a specific TAP-supported opportunity in as much detail as possible, and in advance of a specific deadline set for each opportunity. The TAP Network Steering Committee will appoint a selection committee comprised of volunteering Steering Committee members, who will support that TAP Secretariat in reviewing applications for a given funding opportunity.
- This process will be supported by the TAP Network Secretariat, who will facilitate the sharing of information on proposals with the selection committee, and follow-up with organizations should additional information be needed in support of a proposal
- Applying organizations should be available to submitting any supplementary information to support their application, at the request of the selection committee
- The selection committee and Secretariat will provide its recommendations for a given opportunity to the TAP Steering Committee, who will review and formally take decisions around the recommendations provided

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- The TAP Network Steering Committee will strive to take decisions on proposals in a timely manner, in line with the timelines presented for a specific opportunity, and no later than 3 weeks after a deadline for a specific “call-for-proposals”
- Proposals will be considered by the TAP Network Steering Committee, utilizing the following criteria:
 - Clearly stated relevance to the work of the TAP Network, the SDGs and SDG16+
 - Alignment of the proposal’s objectives, vision and impact with the opportunity presented and with the TAP Network’s current priorities
 - Clearly stated outcomes and activities outlined
 - Potential for long-term engagement and sustainability of project
 - Inclusivity of the proposal to engage with other civil society partners, in an effort to leave no one behind
- Considerations will be made to ensure a regional and thematic balance, and any other guidelines specified in a given call-for-proposals.

Transparency and Accountability

- The TAP Network Secretariat will follow-up and notify all successful and unsuccessful applicants for a given opportunity in a timely manner, consistent with the timelines presented for a specific opportunity
- Unsuccessful applicants for a given opportunity may request additional information from the TAP Steering Committee regarding the rationale for their unsuccessful proposal
- Successful applicants are expected to deliver upon the expected objectives and outputs outlined in their proposal, and to adhere to specific reporting requirements for a given opportunity, including but not limited to a narrative and financial report on the funding provided from the TAP Network, and any other requirements outlined in the “call-for-proposals”
- Partner organizations are also expected to deliver on any follow-up activities outlined in the original proposal, and report on progress towards these objectives
- TAP Steering Committee members should notify the Steering Committee if their organization, or any organizations within their networks (if applicable), intends on submitting applications for any TAP funding opportunities, in advance of submitting their application. In the case that a Steering Committee member intends on applying for a particular opportunity, they shall recuse themselves from any decision-making process related to the opportunity

Funding disbursement

- All efforts will be made to disburse funding in a timely manner to the successful applicants, and ideally in advance of a proposed activity taking place. The TAP Network will strive to disburse funding no later than 30 days after an agreement with the organization has been made

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