



APPLICATION GUIDELINE

This guideline provides instructions on how to fill out the WDF application form and specifies what should be included under each section in order to meet WDF's expectations. The guideline also lists the mandatory attachments which you need to submit together with your application.

Carefully go through the guideline before filling out the standard application form.

- Please fill out the WDF standard application form and answer all questions.
- Be concrete, concise and avoid repetition.
- Consider which information is relevant.
- Mandatory attachments are listed on page 2 of the WDF Application Form. Please make sure that all attachments are included before you submit your application to WDF.
- Visit www.worlddiabetesfoundation.org to learn more about what WDF supports, how to apply and get inspiration from our tool box.
- **Questions regarding the application / guideline may be directed to contact@worlddiabetesfoundation.org**

Please, note:

- The application form excl. attachments should not exceed 25 pages (Arial type 10, line spacing 1.0). Applications exceeding 25 pages may be rejected.
- Incomplete applications or applications missing mandatory attachments may be rejected without review.

Eligibility criteria:

WDF funds projects devoted to improving diabetes care and prevention in low- and middle income countries. For more information about eligible countries and the WDF partnership concept please refer to the [OECD DAC List of ODA recipients](#) and [WDF's Code of Conduct](#).

The applicant organisation should be registered as a legal entity¹.

Application form: front page

Project title

The title of the project should clearly communicate and reflect the objective of the project. The title should be maximum 10 words / 70 characters.

Recipient country, state / province

Indicate where the project will be implemented. Note, that WDF only funds projects in developing countries included on the OECD DAC List.

Total project budget

Indicate total project budget including co-funding (both cash and in-kind contributions). Make sure that the co-funding is realistic, aligned with the project budget and already confirmed in letters of support (in cash or in-kind). The budget should be stated in EUR or USD.

Budget requested from WDF

Indicate total budget support requested from WDF. Please refer to the WDF website and WDF budget template for the full list of items not funded by WDF.

Expected start date (dd/mm/yy)

State the expected commencement date for the project. Note that the indicated project start should be minimum 4 months after the application deadline.

¹ The applicant should be able to sign a contract with a foreign donor and be able to establish a separate bank account for the project grant available for external audit. For Indian applicants, please note that Foreign Contribution Regulation Act (FCRA) registration is required to be able to receive funding from a foreign donor.

**Total duration**

Indicate the project duration in months.

WDF identification number

To be filled out by WDF.

Attachments**Detailed activity-based budget (WDF standard format)**

WDF standard budget template can be downloaded from the website.

The project budget shall be in USD or EUR. Clearly state the currency of the budget by ticking the relevant box in the right upper corner.

Insert your project objectives (section 2.4 in the application form) and the results into the budget template and use **the same numbering** as used in the application form.

Please include more rows under each objective, if necessary, or delete rows if not needed.

The budget should be activity-based and itemized.

For each activity specify all related budget items (costs) required to conduct the activity (i.e. training materials, training venue, transport, accommodation). All budget items shall be detailed and justified in the application form.

Specify how many units are needed and the cost per unit.

Break down the costs to intervals of 6 months. For each objective include subtotals.

Administration overhead support cannot exceed 7% of subtotal.

Other general administration costs cannot be included in the budget on top of the 7% flat rate. The boundary between general administration costs and direct project spending may appear less than clear-cut, but the following types of expenses within the organisation can only be covered by the administration fee:

- Office maintenance (rent, cleaning, office expenses, transport/gasoline, electricity and water, internet, telephone, assistant personnel and other common, indirect operational costs).
- Staffing of head office (and field office, if any) carrying out normal administrative procedures, including: The preparation of applications and other proposals, costs of travel that does not form part of activity-specific monitoring. Recruitment and selection of personnel unrelated to any specific project, meeting activity, contacts and reporting to the WDF Secretariat, general budgeting and accounting tasks not related to the project.
- The organisational leadership's involvement in the cooperation (leadership refers to members of the various governing bodies).

WDF does not support the following items:

- Medication.
- Basic laboratory research or other exclusive research projects.
- Indirect salary costs (see above definition of max. 7% administration overhead).
- Overhead on direct project related salaries.
- Topping up of existing salary schemes.
- Travel grants for conferences, meetings, etc.
- Educational grants, scholarships - long term basic or specialised training.
- Construction of buildings.
- Establishment of parallel structures.
- Heavy equipment (vehicles and tertiary care equipment, unless justified by project design).



- International external consultants (unless justified by project design and limited local capacity).
- North/South approach (unless justified by limited local capacity).
- Per diem/daily or sitting allowances where cost of participation, transport and accommodation is also covered through the project budget.
- Broadcast / radio airtime
- Test consumables (strips, reagents etc.) for long term continuation of activities.
- Contingencies / miscellaneous costs.

Project indicator framework (WDF standard format)

See page 7 for instructions.

Organisational track record (WDF standard format)

WDF standard form can be downloaded from the [website](#).

Please include organisational track records for each applicant organisation. The organisational track record should be max. one page per organisation.

CV of the project responsible (WDF standard format)

A CV should be included (max. one page) to demonstrate the qualifications of the project responsible incl. technical expertise and project management experience. The project responsible is responsible for daily implementation/management of the project and will be liaising with WDF in application phase.

Letters of support

Signed letters of support shall be included from all collaborating partners. The letter(s) shall explain the role of the collaborating partner in relation to the proposed project. The letter shall clearly state the kind of support already confirmed by third parties (i.e. in-kind/cash contribution).

Country map

The country map should indicate the project sites and if relevant also the location of the applicant organisation in the same country.

1. Applicant Information

“Applicant” refers to the organisation seeking the grant. The terms applicant and organisation is used interchangeably in the forms.

1.1. CONTACT DETAILS

Fill out the contact information box and include additional boxes if more than two applicant organisations are involved.

“Project responsible” refers to the person responsible for daily implementation/management of the project and the one who will be liaising with WDF in application process.

Tick the boxes to state the legal role of the applicant(s). Please note that one organisation may have multiple roles.

If your project proposal is accepted please note that a separate bank account, subject to independent financial auditing, is required.

In the event that your organisation is subject to other systemic requirements, i.e. a general ledger account, please specify / elaborate.

1.2. TYPE OF ORGANISATION

Select the relevant category by ticking of the/markings the boxes and indicate if your organisation is affiliated with other organisations.



1.3. DESCRIPTION OF APPLICANT ORGANISATION

Establishment of organisation

State when the applicant organisation was established (year).

Main objectives

Briefly state the main objectives/mission of the organisation and explain why the organisation was founded.

Administrative structure and human resources

Describe how the organisation is administered, managed and organised incl. who takes decisions/has decision-making authority. Give a brief description of your financial management system. State the number of staff of the organisation and indicate which staff will be part of the project team.

Collaboration with health authorities

Describe the applicant organisation's role and how it is positioned in the health care system of the target area. If applicable, describe the formalised collaboration with health authorities

1.4. COLLABORATION WITH WDF

Indicate if your organisation has previously received funding from WDF and state the WDF project number.

Indicate if the application comprises a new project or an extension of another project. If it is an extension, describe how this proposed project is linked to the previous one.

Tick the boxes to indicate where you heard about WDF.

2. Project description

2.1 NATIONAL AND TARGET AREA CONTEXT

Diabetes situation

Describe the diabetes situation in recipient country and target area incl. prevalence data and distribution of diabetes, risk factors, and complications. Estimates from scientific articles can also be included. Highlight any particular conditions relevant for diabetes in your target area.

Diabetes/health care structures

Describe how diabetes care is currently organised at national level and in the target area. Describe the conditions and challenges within the health sector at national level and in the target area. Include information on how patients are registered and monitored, procurement and supply chain, referral system and public/private health care. Max. 1 page.

National policies, strategies and action plans for NCDs/diabetes: Briefly describe relevant national/regional policies, strategies and action plans for NCDs/diabetes applicable in the national/target area and explain how the project is aligned with these. Max. 0,5-1 page.

Other diabetes projects

Where relevant indicate if other diabetes interventions are carried out by local authorities and other organisations in the area. Provide a brief outline of these projects. If applicable, also include information regarding any WDF-supported projects in your area/country and explain how your project links up with these. You can search for WDF supported projects on www.worlddiabetesfoundation.org. i.e. are any materials already in place, which can be adapted to the local context and used in your project?

Poverty focus and target group/beneficiaries

Describe how the project targets poor or marginalised groups. Describe the target group/beneficiaries of the project.

Cross-cutting issues

Consider other cross-cutting issues (i.e. gender) of relevance to the planning, execution and monitoring of the project. Describe how and explain how the project takes the [WDF Code of](#)



Conduct into account. I.e. explain how the gender perspective is taken into account by describing women's and men's equal participation and gain of the project.

2.2 PROJECT RATIONALE

Based on the national and target area context described in section 2.1, describe the diabetes related issues and problems in the target area and explain how the project will address these. Give a detailed explanation of why the project is required in the area and briefly justify why the project is relevant as a vehicle for solving the challenge(s) it addresses. Describe your organisation's comparative advantage in implementing this project and describe your organisation's legitimacy vis-à-vis target group (i.e. your organisation's relation to the target group and your constituency in the target area). The section should not be longer than one page.

2.3 IMPLEMENTING AND COLLABORATING PARTNERS

Describe the roles of all the collaborating partners (incl. your own) and explain the division of tasks and responsibilities.

- Explain who does what
- Fill out the table with information of collaborating partners, and clearly state the role, responsibility and contribution (in addition to money) of each partner.
- Role: Indicate the role of each partner: i.e. fund holder, implementing partner, technical partner.
- Responsibility: Describe the responsibility and specific tasks of each partner and link directly to planned activities under the proposed project.
- Contribution/technical competencies: state cash and in-kind contributions, and also include the added value of each partner i.e. technical expertise, financial management capacity, project management capacity, IT skills, advocacy and communication competencies.

For each collaborating partner state name and address of the organisation and state the name of the person directly involved with the project.

2.4 OVERALL GOAL AND MAIN OBJECTIVES

State the overall long-term project goal as a broad aim/development goal to which the project will contribute. Additionally formulate up to five immediate objectives which state what you want to achieve with the project. The objectives should contribute to the overall project goal. The immediate objectives should be accomplished through the project. The objectives should also reflect and address the problems identified and described in the project rationale (section 2.2).

When formulating the objectives please answer the following questions:

- What (describe what you want to accomplish/what will be changed)
- How much (quantify the change)
- Who (target group)
- Where (identify place/location)
- When (establish a timeframe)

Example:

Goal

Access to basic diabetes treatment and care improved in the target area and persons with diabetes have improved quality of life

Objectives

1. By the end of the project 54 health care providers in the three districts (doctors, nurses and community health workers) have enhanced their capacity within basic diabetes care
2. By January 1 2018 a diabetes clinic is established and operational in each of the three target districts
3. By the end of the project the general population in the three districts have improved their awareness and knowledge of diabetes



2.5 PROJECT ACTIVITIES

This is the key section of the application and should be minimum 3-5 pages. Explain what the project will do to reach the objectives and how by describing the project activities, the timeline/sequence of activities and the expected result of each activity.

Ensure that there is a clear line between overall goal, objectives, results and activities. This can be done by grouping the activities relating to each objective together. Clearly indicate how the various components of the project are connected. Specify and justify the type of equipment necessary for the project. Include information on procurement process and maintenance plan.

For each activity please explain:

- What does the activity consist of?
- How will the activity be organised?
- Who (e.g. training faculty) will conduct the activity?
- How will the activity reach the target group?
- What is the frequency and duration of the activity?
- When will the activity take place?
- What types of material will be applied? Will new types of material be developed or will existing materials be revised and used?
- What are the contents of the educational material and training curriculum applied?
- How many staff/people will be trained, sensitised, screened etc.?
- How do the activities link up to the current national health system? Is it a parallel system?

Example 1

OBJECTIVE 1: By January 1 2016 a diabetes clinic is established and operational in each of the three target districts

Result 1.1.: One training guideline, IEC materials and one tool package for each clinic developed and produced.

Activity 1.1.1 Production of training guidelines and IECs materials and tools for the clinics

What? Existing training guidelines, patient education materials and clinic tools will be reviewed, revised and adapted to the local setting. The training guidelines will be printed.

How? A workshop will be organised where materials will be reviewed and aligned with the national NCD guideline. Materials will be translated to local language. After this the materials and tools will be produced and distributed to the clinics.

Who? A technical expert group consisting of; local experts, the project steering committee and representative from local health authorities.

Where? The project office.

When? In time for the primary health care professional trainings in the second and third quarters of year 1

**Example 2:**

OBJECTIVE 2: By the end of the project 54 health care providers in the three districts (doctors, nurses and community health workers) have enhanced their capacity within basic diabetes care.

Result 2.1.: Two multidisciplinary teams (one doctor, three nurses, five community health workers (CHW)) established in each clinic to provide quality diabetes care in the local communities.

Activity 1.1.1 Training of health care providers in diagnosis of diabetes and basic treatment and care

What? Three day training workshop of local health care providers will be conducted by technical experts from the faculty of medicine in the main city in the target area and diabetes educators from the Diabetes Association. The first day will be conducted with separate lectures for doctors, nurses and CHW on diagnosis, treatment, prevention and care of diabetes. The lectures will be tailored according to the professional experience of the three groups of health care providers. The second day will be hands-on training where the three groups will gain practical skills such as measuring blood glucose, blood pressure, and anthropometric measurements. Day two will also be conducted separately for the three groups of professions. The last day will be conducted for all three professions together and the importance of multidisciplinary work will be explained. The teams will be formed and the roles of each member will be established and explained. Day three will also include role plays so the teams can practice their new skills together.

Who? In each of the three target clinics two teams (each team consists of one doctor, three nurses, five CHW) will be identified and appointed by the local health authorities to take part in the training. A total of six doctors, 18 nurses and 30 CHW will take part in the training

Where? The training will be held at the conference room at the main hospital

When? The training will take place in month 7 of the project. By then the training materials and training curriculum have been developed.

2.6 EXPECTED RESULTS

The section is a summary of the expected results. List the main quantitative targets and overall numbers which will be reached during the project. The numbers should be measurable and clearly linked to the project objectives.

2.7 RESULTS FRAMEWORK AND WDF INDICATORS

To monitor progress of implementation and to assess the effect of the project you are requested to select a set of standardised WDF indicators to be integrated into the planned monitoring and evaluation of the project.

Please refer to the [WDF indicator catalogue](#) for the full overview. You can also find the catalogue in the second pane of the Indicator framework form.

Overall, the WDF indicators are clustered according to the WDF interventions: “Access to Care”, “Prevention” and “Advocacy”.

Furthermore, each intervention is clustered according to the six WDF Focus Areas: T2DM, Diabetes Foot Care, Diabetes Eye Care, Diabetes and Pregnancy, T1DM, DM and Tuberculosis.

Based on your objectives and planned activities identify the intervention(s) and focus area(s) targeted as part of the project. Find the relevant set of indicators in the catalogue. In some instances it can be difficult to decide if the intervention is “access to care” or “prevention” approach as the two can be overlapping. In these instances please select the one you find most appropriate.



Please select the following set of indicators:

- Process indicators: Select 1-3 process indicators to monitor project processes. These are marked with blue background colour in the catalogue.
- Mandatory indicators: As applicable to the project (i.e. is part of planned activities), select the relevant “mandatory indicators” to monitor activities and results. These indicators are marked with grey background colour in the catalogue. These indicators will form the basis of semi-annual reporting to WDF and are part of WDF’s external communication of results.
- Clinical impact indicators: Identify 1-3 indicators, which can be used to measure clinical effect and impact of the project. These indicators do not have a background colour in the catalogue, but many of the indicators which can be used to assess effect and impact are indicated by %. These indicators should be measured as a baseline and at the end of the project to assess the potential change.
- Other project related indicators: The catalogue includes other indicators without any background colour. You may include some of these in the form.
- Free text: You are also welcome to define project specific indicators.

The selected indicators should be inserted in the WDF Indicator Framework . Please ensure that the indicators are correctly inserted into the form so that the type of indicator corresponds with the heading and colour of the cell.

To fill out the form, simply enter the indicator number (i.e. 21.14) in column B. This will automatically insert the indicator text. If the cell returns “N/A”, this means that the inserted indicator belongs to another type of indicator (process, mandatory, clinical etc.). If so, move the indicator number to the right type.

For each selected indicator please explain how it will be measured.

For each selected indicator please state the total target to be reached by the end of the project.

In the “implementation plan” fields please indicate when the different results will be delivered.

2.8 MONITORING AND SUPERVISION

Monitoring plan

Describe how the activities will be monitored during the course of the project (day-to-day monitoring).

Data collection

Describe how data will be collected, clarify the means of verification for the expected results and explain how they will be measured and quality assured. Explain if existing data collection system/patient registries will be used or if a new system will be set-up and evaluated and by who.

Reviews/evaluation/survey

If applicable, describe planned assessments i.e. baseline survey, post-ex evaluation, and explain how it will be conducted and by whom (internally/externally).

2.9 RISKS

Risks are external hindrances that may obstruct or complicate the project. Describe relevant and realistic risks applicable for your context and consider how these risks can be mitigated

2.10 EXIT STRATEGY AND SUSTAINABILITY

Phase out

Describe concrete plans for phasing out, including planned timeframe. Describe how to ensure that target groups are not left in an unfortunate position of dependency when the project is completed.

**Continuation of project activities**

Describe if/how the main activities will continue. Will the activities feed into existing programmes and thereby sustain the results? I.e.: Have the project developed patient registries which will be maintained at the clinics? Explain how. If applicable, describe how the experiences will be disseminated.

Maintenance

If major equipment (i.e. ophthalmic equipment) is procured during the project, describe how it will be maintained during the project and after completion.

Dissemination plan

Describe how the experiences of the project incl. results and outcomes will be gathered, systematised and passed on i.e. for advocacy purposes. The section should outline the dissemination/communication plan.

2.11 PROJECT SUMMARY**Expected start date**

State the expected commencement date for the project. Note that the indicated project start should be minimum 4 months after the application deadline.

Duration

State the duration of the project in number of months e.g. 24 months.

WDF intervention area(s)

Among the listed WDF intervention areas, please indicate which interventions are part of the project.

WDF focus area(s)

Among the listed WDF focus areas, please indicate which areas are targeted as part of the project.

Brief project outline

Kindly provide a brief summary of the project incl. overall goal, objectives, approach and expected results. The summary shall highlight the main elements of the project and serve as a short introduction. Make sure that the summary corresponds with the rest of the project proposal.

3. REFEREES

State the names and contact information of two persons who can verify the applicant organisation's credentials, project implementation capacity and funds management capacity.

The referees shall be independent of the applicant organisation. This means that the referee cannot work in the applicant organisation or be related to the applicant.

Clearly state the work-relation between referee and the applicant organisation(s).

4. SIGNATORIES

The application shall be signed by signatories who are able to legally bind the applicant organisation according to the organisation's statutes or by-laws.

If more than one applicant, both parties are requested to sign the application.