The Global Fund

Step by Step Guide

CCM Funding

2015

Often described as "the cornerstone of the Global Fund (GF) architecture" the CCM is a vital expression of core principles of partnership, transparency and accountability. The CCM aims to engage stakeholders from government and non-government sectors in a partnership to address AIDS, TB and/or malaria at the country level. CCM Funding supports this partnership by promoting strategic planning, and measurable performance, in the following five priority areas:

   i.   nomination and oversight of Principal Recipients;
   ii. the engagement of all constituencies in program governance
   iii. strengthening the representativeness and quality of civil society participation, especially Key Affected Populations (KAP) and People Living with Diseases (PWLD)
   iv. alignment with national programs; and
   v.   ensuring that the disease programs effectively address capacity building and gender issues.

This document provides detailed guidance to Country Coordinating Mechanisms (CCMs) on the use of the CCM Funding Policy[1]. This document aims to anticipate common questions that may arise while using the new policy. You will surely have additional questions as you start to apply for funding. You are encouraged to contact your Fund Portfolio Manager (FPM) for any additional support you need throughout the process.

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[1] The CCM funding policy and funding guidelines are available at in the CCM section of the Global Fund web site.

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Step 1: Develop a Two-Year CCM Work Plan

As with all CCM activities, strategic planning should be done in an inclusive participatory manner to ensure that all relevant perspectives are considered and that all CCM stakeholders buy into the plan and support its implementation. As CCM Funding Agreements cover eligible costs for two years and include a Performance Framework, CCMs will find developing a two-year work plan helpful in using the Global Fund CCM Funding policy which focuses on the following:

- What are our goals as a CCM?
- How can we ensure continued compliance with CCM Eligibility Requirements (ERs) and Minimum Standards (MSs)?
- Which areas of the Performance Framework should be our priorities for these two years?
- What activities should we complete in these two years in order to best perform in these areas?

Answering these questions is an important exercise for every CCM, and allows strategic objectives to be identified. Technical support may be useful during this planning step, and is strongly encouraged. Please contact your FPM for advice on Technical Assistance (TA) that can be requested for work-planning.

Once the objectives are defined, specific activities and targets can be identified under each. For example, if better engagement of the private sector is identified as a strategic objective for your CCM, specific activities may include two or three annual consultations with national private sector networks over the two years.

Example: CCM Ficticia held a two day workshop to develop its CCM work plan. The workshop was hosted by the Ministry of Health, and technical support was provided by an international NGO nominated by the CCM.

Step 2: Identify Financial Needs

Once the strategic objectives and activities of the CCM are identified, the determination of financial needs is a matter of simple arithmetic calculation. For example, CCM Ficticia wants to include CCM member activity costs and some CCM Secretariat support costs in its funding request.

CCM member activity costs: Each activity will have a specific cost. For example, if a CCM plans four meetings a year for oversight, and each meeting costs US$ 1,250, then the cost of oversight meetings is : 4x1,250 = US$ 5,000 per year, and the total cost for two years is US$ 10,000.

CCM secretariat support costs: In addition to costs for CCM member activities, there will be costs related to the CCM Secretariat. For example, to implement the above plan, a CCM may need to rent office space at US$ 18,000 per year, and to hire a single staff person at US$ 12,000 per year.

Total cost: The sum of all costs for both member activities and Secretariat support is the total cost.

Financial Gap: In order to determine the amount of money that will be requested from the Global Fund, the CCM must subtract any resources provided by other partners. For the sake of illustration, we assume one organization on the CCM is contributing office space worth US$ 12,000 per year. In the CCM Funding Request, items covered under co-funding should fall within the Eligible Costs as in the CCM Funding Policy.

Cost Categories: In order to permit analysis of spending at the global level, the Global Fund requires all CCMs to classify their costs into the same categories[2]. For example, the cost of hiring a staff person should always be classified as "Human Resources," and the cost of holding a routine CCM meeting should be classified as "Planning and Administration." Further detail on each cost category is available in the *Guidelines for CCM Funding* document available on the CCM section of the Global Fund web site.

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[2] Cost categories are detailed in the CCM funding guidelines and include: Human Resources, Technical Assistance, Planning and Administration, Other Meeting expenses, Training, Workshops, Consultation, Communication Materials, Equipment, Overhead and Other.

Step 3: Prepare the CCM Funding Request

CCMs can request the new CCM Funding Request Form through their Country Team.

## Part 1 - Accessing the CCM Funding Request Form

Computer and Internet Connectivity Requirements

In addition to being available online through the link CCMs will receive from the Country Team, the CCM Funding Request form can be made available offline for CCMs with slow or no internet connections. The offline version is made available by installing software (Microsoft InfoPath 2010) which, after installation, runs as a component of Microsoft Office.

Pre-Requisite: The software works with Windows (XP and beyond) only. The software will not work on Apple machines.

Microsoft Infopath Installation: All CCM computers should have MS Infopath installed (for use with both CCM Funding and the CCM EPA).

If Infopath has not been installed, please contact your FPM to be provided with the USB key with the software program and installation instructions. CCMs requesting a USB key should include the language specifications of Microsoft Office currently installed on the computer being using to work on the funding request (32- or 64-bit). You can find this information from your computer by going to any MS Office Program (in the below example, Microsoft Word), and going to *File -> Help* to get the specifications as shown highlighted below:
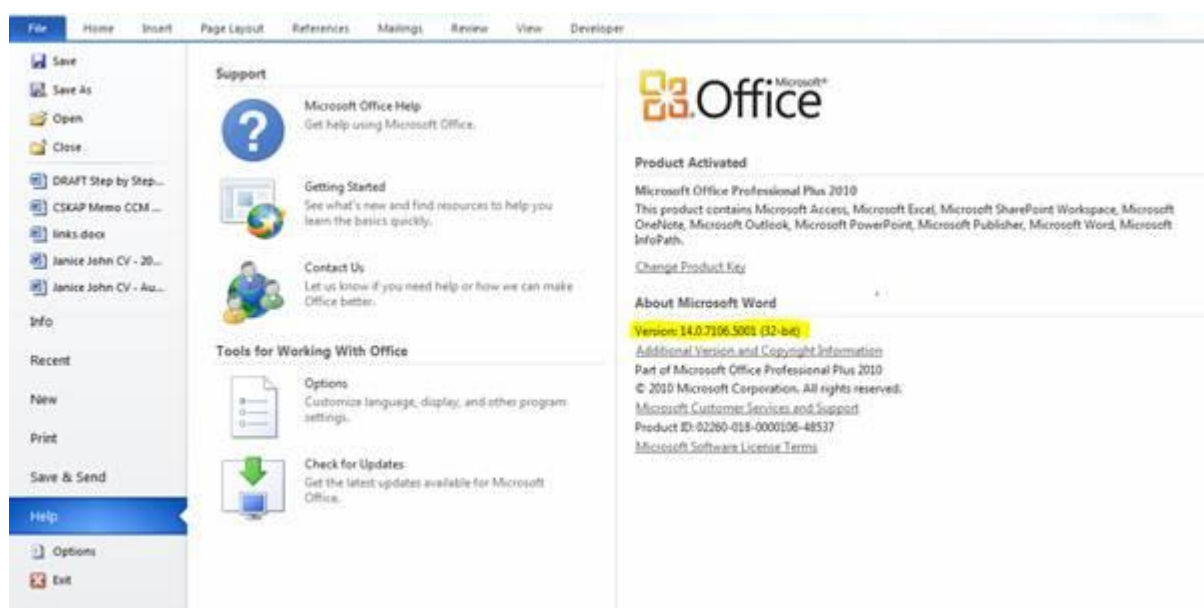
As detailed in the instructions that are provided as a file on the USB key with the software installation package, to first install the program and access the funding request file, you must be connected to the internet. Thereafter CCMs should be able to save it to the local drive on the computer.

Note: When accessing the form online, please ensure you are using Internet Explorer browser.

To troubleshoot commonly seen issues, please refer to the Infopath FAQ located here (in English Spanish and French):
https://extranet.theglobalfund.org/ccm/CCM%20Performance%20Assessments%20Documents/CCM%20Data/CCM%20Hub%20FAQSept.pdf

Global Fund Credentials

Designated CCM Admin Focal Points will have access to the online CCM Funding Request. If you are a CCM Admin Focal Point and have not yet received Global Fund credentials, please contact your Country Team. For more information on Global Fund credentials, please visit: http://www.theglobalfund.org/en/ccm/data/

The Admin Focal Point will receive an email with Global Fund credentials (a username beginning with EXT\ and password). Users must include the "EXT\" as part of their username when they enter their username. Remember that all login information is case-sensitive.

CCM Admin Focal Points should keep this information on file as the same information is to be used to fill out the Year 1 and Year 2 Expenditure Reports. Expenditure Reports are explained in further detail in Step 6 of this document.

Languages

CCMs can access the form in different languages by changing the language at the top right of the request form (see Annex C), but the content of the form must be completed in English.

Part 2 - Funding Request Content

The CCM Funding Request form contains 5 sections that must be completed in order to submit the request to the Global Fund. Note: "Saving" the form using the button at the top left does not imply submission to the Global Fund. Using this button will allow you to save the file to your desktop and work on the request at a later time before officially submitting the Global Fund.

The sections are:

Section 1: Budget
Section 1.1: Co-Funding
Section 2: Performance Framework
Section 3: CCM Member List and Budget Endorsement
Section 4: Human Resources and Financial Assumptions
Section 5: Addresses

Section 1: Budget

Cost Categories: The Global Fund requires all CCMs to classify their costs into the same categories[3]. For example, the cost of hiring a staff person should always be classified as "Human Resources," and the cost of holding a routine CCM meeting should be classified as "Planning and Administration." Further detail on each cost category is available in the *Guidelines for CCM Funding* document available on the CCM section of the Global Fund web site.

Default Budget Items:
Default line items are included in the request. For example, one for "Contingency Items" is included in each CCM funding request to allow for flexibility for unforeseen circumstances. Activities included under this line item are subject to FPM authorization via email.

Section 1.1 Co-Funding Requirement

For CCM Funding budgets exceeding US$ 200,000 over the two-year CCM Funding Agreement term, the CCM must demonstrate that it has mobilized at least 20% of the amount that exceeds USD 200,000 from sources other than the Global Fund for the same period.

For example, suppose Ficticia CCM's proposed budget for two years is $225,000. This means the budget exceeds US$ 200,000 by US$ 25,000. The CCM must therefore secure at least US$ 5,000 from a source other than the Global Fund, and its request to the Global Fund for the two-year period must be no greater than US$ 220,000. If Ficticia CCM is able to secure an international partner's annual support of US$ 5,000 or more, the co-pay requirement is satisfied.

Note: Items covered under co-payment should fall within the Eligible Costs as in the CCM Funding Policy and must be included in the Co-funding section (Section 1.1). See Annex C

Section 2: CCM Performance Framework

All CCM funding requests include a Performance Framework to measure performance against a core set of indicators that reflect the CCM Eligibility Requirements (ERs) and Minimum Standards (MSs)[4.] Completion of the Performance Framework in CCM Funding Requests is mandatory.

Indicators are agreed statements, each of which corresponds to CCM Eligibility Requirements and Minimum Standards that can be used as tools to measure performance. *Targets* are the

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[3] Cost categories are detailed in the CCM funding guidelines and include: Human Resources, Technical Assistance, Planning and Administration, Other Meeting expenses, Training, Workshops, Consultation, Communication Materials, Equipment, Overhead and Other.

[4] http://www.theglobalfund.org/en/ccm/guidelines/

measurements that the CCM would like to achieve at defined points in time based on the indicators.

Continued compliance with CCM ERs and MSs throughout program implementation is a condition for access to Global Fund financing, including CCM Funding. The Global Fund Secretariat monitors compliance an ongoing basis through CCM Eligibility and Performance Assessments (CCM EPAs), and with every new CCM application for funding. More details on the CCM EPA can be found here:
http://www.theglobalfund.org/en/ccm/guidelines/eligibilityperformance/

As you will see in the CCM Funding Request form, the CCM Improvement Plan developed as part of the CCM Eligibility and Performance Assessment (EPA) serves as the Performance Framework for CCM Funding. CCMs must ensure that the CCM Improvement Plan is updated within 4 weeks of the submission of the funding request. Latest progress updates should be recorded in the EPA form, with supporting documentation is uploaded, before the submission of a CCM Funding Request.

If you do not have the link to your CCM's EPA file, please contact your Country Team.

Optional Indicators
CCMs can also choose to include, and set targets for their own indicators using the customizable section of the Performance Framework in the Funding Request (see Annex C). Indicator measurements should always be interpreted in context, and explained with commentary. With indicators or any measurement tool, it is always easier and more objective to measure quantity than quality. For example, we can easily count the number of kilometers travelled by a bus, but more complicated to define precisely how pleasant the trip was for each of the passengers.

Section 3: CCM Endorsement of the Funding Request

To ensure the transparency and accountability of funding flows to all stakeholders, all CCM constituencies should participate in the development of the budget and work plan. CCM members sign off on the final funding request to demonstrate that all stakeholders have had meaningful input into the budgetary needs of the CCM and that they are in agreement with how CCM funding will meet their needs.

Official CCM Endorsement of the CCM Funding Request is a mandatory part of the funding request. Applications for CCM funding must be endorsed (signed and dated) by all CCM members. If a CCM Member is unable to sign the Endorsement Page, he/she must provide their endorsement via email. If a CCM member signature is not able to sign, his/her alternate may sign on his/her behalf.

The CCM Admin Focal Point should ensure the list of CCM Members is updated in Contacts Management System (CRM) before obtaining the Endorsement template from CRM. Instructions to access the correct CCM Endorsement Page template, and guides to help CCMs manage CCM

member lists in CRM, are available on the CCM Data section of the Global Fund website. http://www.theglobalfund.org/en/ccm/data/

Sections 4 & 5: Human Resources and Financial Assumptions, and Addresses

Sections 4 and 5 must be accurately completed in order for your funding request to be processed by the Global Fund.

All fields in Section 5 must be complete in order to enable submission. CCM Admin Focal Points are strongly encourage to double-check the information provided here (bank account information, etc.) prior to submission to avoid delays in processing disbursements under the new CCM Funding Agreement.

Step 4: Funding Request Submission and Process

Once the CCM Funding Request is completed, it should be submitted to the Global Fund Country Team by clicking on the button labeled "Mark Budget as FINAL (for GF Secretariat Review)"at the top right of the request form. Clicking on this submission button will automatically notify your Country Team of the submission.

Note: "Saving" the form using the button at the top left does not imply submission to the Global Fund. Using this button will allow you to save the file to your desktop and work on the request at a later time before officially submitting the Global Fund.

Once submitted, the Global Fund will begin processing the application. During this period there are a number of important steps that are listed below, and require continued engagement by the CCM:

i. **Clarifications:** The Country Team will review the CCM budget and work plan for accuracy and eligibility. For each cost category the Global Fund suggests a range for their frequencies based on experience with CCM funding.

ii. **Signing of CCM Funding Agreement:** Once all clarifications are addressed, additional questions relating to legal matters may be raised at this stage. The CCM Funding agreement is sent to the CCM for signing by the CCM Chair, and by a non-government CCM member.

iii. **Disbursement:** Based on the signed funding agreement, the GF will process the disbursement of funds. CCM funding for the two-year period is typically released in two installments (one per year).

To minimize any delays in the processing of CCM funding applications:
i.   Prepare your funding application carefully with attention to detail.
ii.   Contact your FPM with any questions during the preparation of your funding request.
iii. Make full use of technical support as necessary during funding request development.
iv.   Ensure 'Required Documentation' indicated in the CCM Funding Request and/or requested by the Country Team (including CCM Secretariat Staff TORs, cash balance/account verifications and/or proof of co-funding receipt etc.) is submitted.
v.   After submitting the funding application, respond promptly to communications and requests for clarifications from the Global Fund.

Step 5: Documentation and Monitoring

Once the funds are received in the country, the CCM can begin implementing its work plan. As the CCM is a platform for partnership between government and non-government stakeholders of AIDS, TB and malaria in the country, it is important that this partnership is applied in all CCM activities, and that efforts are made to ensure that the CCM operates in a participatory manner.

Legal Responsibility
The CCM, or its designated funding recipient as in the CCM funding agreement, will be legally accountable for the use of funds in accordance with the budget and plan agreed with the Global Fund. For more information on the Legal Responsibility of CCMs with regard to CCM Funding, please reference the Standard Terms and Conditions that are a part of each CCM Funding Agreement, and the CCM Funding Guidelines on the CCM pages of the Global Fund website.

Monitoring
The CCM should be monitoring the use of CCM Funds, as well as CCM performance, on an ongoing basis. Regular monitoring allows the CCM to consistently observe how well its work plan is being implemented where it is performing well, and where its performance can be improved. Monitoring performance helps identify opportunities and strengthen it, and to address challenges promptly.

Documentation
Throughout implementation, it is important for the CCM to document spending and activities. Good documentation ensures transparency of spending and of CCM activity.

Documentary records also provide a useful resource that allows the analysis of past performance and decisions. As discussed in the next Step (Step 6: Expenditure Reporting: Reporting on the Use of Funds), it is an essential requirement under this policy and is not optional.

i.   **Documentation of spending:** The CCM must be able to produce documentary evidence of spending, e.g., bills and receipts for routine payments, tickets for travel and invoices for purchases of goods or services.

ii.   **Documentation of activities:** The CCM must be able to provide documentary records of activities completed. For example, if a training of CCM members is completed, the training materials and the signed attendance sheet are appropriate records. Similarly, if a site visit is conducted by a CCM sub-group, the CCM minutes discussing the site visit, the visit's itinerary and a report of the findings would all be considered appropriate records.

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Step 6: Expenditure Reporting: Reporting on the Use of Funds

The Global Fund requires all CCMs to report on the use of CCM funding for each year of a CCM Funding Agreement. CCMs must submit annual reports in the correct Global Fund template (see Annexes D & E). In order to obtain the link to the reporting template to report for Year 1 and Year 2, please send a request to your FPM. Copies of documents providing evidence of spending and activities (see Step 5) should be attached to the reports.

Expenditure Reporting Schedule
It is important for CCMs to keep in mind that expenditure reports must be made available to the Global Fund for review and verification no later than one month after the end of each year of the two-year agreement. The Year 1 report should be submitted to the Global Fund no later than 30 days after the End of Year 1 date on the agreement. The Year 2 report should be submitted to the Global Fund no later than 30 days after the Year 2 end date.

Note: It is possible for CCMs to request a link to the a new CCM Funding Request Application well in advance of the end of the current agreement's end date, during Year 2 of the current agreement. CCMs are able to work on the Year 2 Expenditure Report and the new funding request in parallel, in order to minimize delays in disbursement under the new agreement and prevent funding gaps.

Global Fund Review of Expenditure Reports
The Global Fund will review and verify the reports on performance and expenditures. As part of its review, the Global Fund may request clarifications from the CCM and discuss any variations between planned and actual spending, and performance with the CCM. This helps facilitate planning for stronger performance in the future.

Information from this review will inform subsequent CCM funding decisions and the approval of subsequent year's CCM funding application.

Note: CCMs are required to submit expenditure reports for the previous agreement before requesting a new agreement. No funding agreement extensions will be granted due to late reporting of expenditures and performance framework targets.

Access to Expenditure Report forms
Expenditure Report forms require the same Computer and Internet Connectivity Requirements and Global Fund credentials as required for the CCM Funding Request (please see Step 3 for more details on these requirements). As with the original CCM Funding Request, please remember to "Save Changes" as indicated at the top left of your screen every 5-10 minutes. As with the CCM funding request form, only CCM Admin Focal Points can access the Expenditure Report Template, using the same Global Fund credentials (username beginning with EXT\ and password) used for the original CCM Funding Request.

The CCM Admin Focal Point should follow the steps below to complete and submit the report for Years 1 & 2 (see Annexes D and E respectively). The Year 1 Expenditure Report Form

submitted alongside the Approved Budget for Year 2 will then be used by the Global Fund to process the second disbursement under the current Grant Agreement.

Re-Programming for Year 2

It may be necessary to revise plans for the second year based on spending and performance in the first year. For example, Ficticia *CCM* had planned three site visits in Year 1 and six in Year 2. If for some reason, no site visits were completed in Year 1, it would likely be difficult to complete nine visits in Year 2. The CCM will therefore reduce the number of visits planned. This amount will represent a saving that will be deducted from the originally approved budget. However, it also presents an opportunity for CCM partners to explore and discuss ways to strengthen capacities.

CCMs are able to revise Year 2 budget lines in the Year 1 Expenditure Report, in the line marked "Budget Revision for Year 2" in the Year 1 Expenditure Report form. Line items that are changed from the original value will be marked in orange to denote a change.

Changes to budget amounts for an existing CCM Funding agreement may require additional procedures. Please ensure to discuss changes with your Fund Portfolio Manager.

Section 1: Yearly Expenditure Reporting

- Original budget figures and associated comments for each line item serve as the frame of reference as CCMs report expenditures.
- In the row named "Expenditures for Year" indicate Unit Cost as the number 1 (one) and input actual expenditures for the year by quarter. Note: decimals are not allowed by the form (please round to the nearest whole number).
- Additional lines can be added using the drop down menu at the left of each line or using the "Add" link after the last budget line (see Annexes D & E).
- Reasons for variance and comments can be included in the boxes provided to the right of each budget line.
- Supporting documentation for each expenditure can be uploaded in the space provided to the right of each budget line item.

Section 1.1: Co-Funding

Fill in the co-funding amounts received as co-funding in Year 1 as well as any revisions to these amounts for Year 2.

Section 2: CCM Performance Framework

As with the CCM Funding Request, progress made on the CCM Improvement Plan, developed as part of the CCM Eligibility and Performance Assessment (EPA), serves as the Performance Framework for CCM Funding. Improvement Plans must be updated within 4 weeks of the submission of the expenditure report. If you do not have the link to your CCM's EPA file, please contact your Country Team. CCMs can also report on CCM-specific indicators in this section of the Expenditure Report (see Annex D).

Section 3: Addresses

Update the information in this section if needed in the same way info was entered in the original CCM funding request (see Annex D and Step 3)

Once you have completed all sections and would like to submit it to the Global Fund click on the "Submit Expenditure Report (for GF Secretariat Review)" button at the top right of your screen to officially submit your final expenditure report to the Global Fund.

Note: "Saving" the form at the top left does not imply submission to the Global Fund. Using this button will allow you to save the file to your desktop and work on the request at a later time before officially submitting the Global Fund.

To troubleshoot commonly seen issues with the CCM Funding Form and/or the CCM EPA Improvement Plan, please refer to the Infopath FAQ located here (in English Spanish and French):
https://extranet.theglobalfund.org/ccm/CCM%20Performance%20Assessments%20Document s/CCM%20Data/CCM%20Hub%20FAQSept.pdf

Step 7: Next Disbursement

Next Disbursement under the Current Agreement

As all CCM Funding Agreements cover eligible costs for two-year terms, the CCM does not need to develop a new funding application after the Year 1 expenditure report is submitted.

The Year 1 Expenditure Report Form submitted alongside the Approved Budget for Year 2 will then be used by the Global Fund to process the second Disbursement under the current Grant Agreement.

In the event that the budget for the second year is amended based on spending and performance in the first year, additional procedures may be required. Please ensure to discuss changes with your Fund Portfolio Manager.

New CCM Funding Applications

In order to prepare new application, the CCM should repeat Step 1 again, and revisit its strategic plan, taking performance into consideration any lessons learnt from its past performance.

It is possible for CCMs to request a link to the a new CCM Funding Request Application well in advance of the end of the current agreement's end date, during Year 2 of the current agreement. CCMs are able to work on the Year 2 Expenditure Report and the new funding request in parallel, in order to minimize delays in disbursement under the new agreement and prevent funding gaps.

This is especially important to ensure sustained performance of the CCM, and to cover fixed costs such as salaries of CCM staff and office space rent without interruption between funding agreements.

Annex A: Common CCM activities and Suggested Frequency

Activity	<u>Suggested</u> Frequency
Routine CCM meetings	Quarterly
Oversight committee meetings	Quarterly
Technical Working Group meetings	Quarterly
Service Site visits	Up to 2 per PR per year
Capacity building workshops	Up to 2 per year

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Annex B: Topline Overview of Eligible Cost Categories

Note: This is only a topline overview of eligible cost categories. For more detail and limitations associated with each of these cost categories please refer to *Guidelines for CCM Funding*, available in the CCM Funding section of the Global Fund Website. Activities under each of the cost categories listed below include but not limited to:

i.   **Human Resources.** Only the salaries of CCM Secretariat staff fall under this category.

ii.   **Technical Assistance.** Technical Assistance may be used for costs directly related to technical or management assistance to support core CCM functions.

iii.   **Planning and Administration.** This category includes costs directly related to program planning and administration e.g. legal, accounting costs, bank charges, etc. and some meeting expenses.

iv.   **Other Meeting expenses, Training, Workshops, and Consultations:** This category may include training and workshops organization and facilitation, meetings other than CCM general meetings.

v.   **Communication materials.** This category may include: printing of materials and communication costs associated with core CCM functions.

vi.   **Equipment.** This category may cover office furniture and equipment used directly for the purpose of core CCM functions.

vii.   **Overheads.** These may include costs of running core CCM activities, such as office rent, utilities, and internal communication costs (mail, telephone, fax, Internet services.

viii.   **Other.** These are any other costs which do not fall under the above-defined categories.

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Annex C: CCM Funding Request Form Template

CCM Funding Request

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Even if the form is translated into another language, please do fill it in in English.
In order to prevent from any data loss, please Save the information (using the 'Submit' button) on a regular basis (every 20 minutes max).

Country/CCM	CCM Ficticia ▼		Total Year 1	0
Agreement Number		+	Total Year 2	0
Currency	USD ▼	=	Budget amount	0
From (date)	01-Aug-13 📅	-	Net Cash Balance	0
To (date)	📅	=	Total to be disbursed	0
The CCM is the recipient of funds •	☐		Total Co-Funding Committed	0
List the grants under oversight by the CCM				

* Keep this box checked if the CCM is the entity receiving the money, uncheck it if the CCM has outsourced the fund's management to some other entity (i.e. a PR or UNDP).

Cash Balance from Previous Agreement		**Committed Amount from Previous Agreement**	

1. BUDGET

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[View Summary Print Version] [View Full Print Version] [View Full Print Version Without Comments]

Please make sure items to be funded by co-funding are NOT included as a line item in the budget (Section 1) and are added into the Co-Funding section (Section 1.1) to ensure co-funding covers eligible costs as allowed by the CCM Funding Policy.

1		Activity	Assumptions	Comment
Cost Category	▼			☑ Add / Ajouter / Añadir
Performance area	▼			
Recurring Cost*	☐			

Year 1	Unit Cost		Quantity Q 1		Quantity Q 2		Quantity Q 3		Quantity Q 4		Total Year 1		0
Year 2	Unit Cost		Quantity Q 1		Quantity Q 2		Quantity Q 3		Quantity Q 4		Total Year 2		0

Keep this box checked if you consider that this cost will run beyond the current agreement with the same Unit Cost (i.e. CCM Secretariat staff salary or Office rental), uncheck it if this activity is only relevant to this agreement.

☑ Add / Ajouter / Añadir

1.1 CO-FUNDING

Budget amount	0	Total Co-Funding Required	0	Total Co-Funding Committed	0
Source		**Description**		**Co-Funding Amount**	

☑ Add / Ajouter / Añadir

2. PERFORMANCE FRAMEWORK

The CCM Improvement Plan, developed as part of the CCM Eligibility and Performance Assessment (EPA), serves as the Performance Framework for CCM Funding. Please note, non-adherence to the Improvement Plan can impact current and future funding.

Please ensure your most recent CCM Improvement Plan is up to date, and that latest progress against each Eligibility Requirement (ER) and Minimum Standard (MS) is recorded in the online platform and that supporting documentation is uploaded, before the submission of this form.

You can access the Improvement Plan using your Global Fund credentials, and the link provided to you by your Country Team.

☐ I certify that CCM Improvement Plan implementation progress (including necessary supporting documentation) was updated within the last 4 weeks. Date of Update: [   ] 📅

Completion of this section is optional for all CCM Funding Requests.   Need Help? Watch the video tutorial here

Indicator	Target Q 1	Target Q 2	Target Q 3	Target Q 4	Comment
▼					

☑ Add / Ajouter / Añadir

3. CCM MEMBERS' LIST AND BUDGET REQUEST ENDORSEMENT

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☐ I certify that I have updated the Global Fund Contacts Management System (with the detail of all CCM Members) within the last four weeks, date of update: [   ] 📅

Click here to open Global Fund Contacts Management System

Please attach a scanned copy of the full list of CCM Members that endorse that 'Budget Request'

[📎 Click here to attach a file]

4. HUMAN RESOURCES AND FINANCIAL ASSUMPTIONS

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HUMAN RESOURCES - ASSUMPTIONS

To ascertain the reasonableness of costs proposed under the Human Resources category, for each position, provide any relevant information and in particular:

What salary scale(s) and comparable position(s) within this scale, are used to determine the level of remuneration? If a national framework on salaries and remuneration is in place, how is it used for establishing levels of remuneration? What relevant positions can the budgeted positions be compared to within this framework? What has been the evolution of the proposed remuneration over the past two years? Explain any increase/decrease and applicable procedure for the revision of salaries. Are other donors solicited to co-fund HR costs (what donors, what amounts?) What is the process to recruit for this position?

Describe the financial and management systems which will be used to administer the CCM funds:

Describe the systems which will be used to collect, measure and report data related to the selected indicators in the performance framework:

5. ADDRESSES

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Name and address of CCM:		Name/Address for Notices to CCM:	
Name:		Name:	
Title:		Title:	
Address:		Address:	
Tel:		Tel:	
Fax:		Fax:	

Information for Bank Account into which CCM Funds will be disbursed:

Legal owner of bank account:	
Bank account title:	
Bank account number:	
Bank name:	
Bank address:	
Bank SWIFT code:	
Bank code:	
Routing instructions:	

Cash Balance Information: - **Required**

Cash Book Statement: ⬚ Click here to attach a file   **Bank Statement:** ⬚ Click here to attach a file   **Bank Reconciliation:** ⬚ Click here to attach a file

Upload 'Term of References' (TORs) Documents and documentation of hiring process for all Secretariat staff (zip them into one file and upload): - **Required**

⬚ Click here to attach a file

Upload any relevant documentation like negotiation's emails (optional):

⬚ Click here to attach a file   ⬚ Click here to attach a file   ⬚ Click here to attach a file

Need Help with submission? Watch the video tutorial here

Annex D: Year 1 CCM Expenditure Reporting Form Template

In order to enable this button, please fill in section "3. Addresses"

Submit Expenditure Report (for GF Secretariat Review)

CCM Funding Expenditure Report for Year 1   English ▼

CCM Funding Expenditure Report for Year 1

Even if the form is translated into another language, please do fill it in in English.

In order to prevent from any data loss, please Save the information (using the 'Save Changes' button) on a regular basis (every 20 minutes max).

Country/CCM			Total Year 1	0
Agreement Number			+ Total Year 2	0
Currency	USD ▼	**Original Budget**	= Budget amount	0
From (date)	* 📅		- Cash Balance from Previous Agreement	0
To (date)	📅		= Total to be disbursed	0
List the grants under oversight by the CCM			Total Co-Funding Committed	0
The CCM is the recipient of funds • ☑		**Revised Budget**	Total Expenditure in Year 1	0
Total Year 1 Disbursements			+ Committed Amount from Year 1	
			+ Revised total Budget for Year 2	0
			= Revised Total Budget Amount	0

* Keep this box checked if the CCM is the entity receiving the money, uncheck it if the CCM has outsourced the fund's management to some other entity (i.e. a PR or UNDP).

End of Y1	Interests Received/Others		Cash at Bank		Committed Amount from Year 1		Petty Cash	

1. YEAR 1 EXPENDITURES AND YEAR 2 BUDGET REVISION

View Summary Print Version	View Full Print Version	View Full Print Version Without Comments	View Expenditure Statement

		Activity		Assumptions		Comment
Cost Category	▼					
Performance area	▼					**Comment (Reasons for Variance)**
Recurring Cost*	☐					Add / Ajouter / Añadir

Budget for Year 1	Unit Cost	Quantity Q 1	Quantity Q 2	Quantity Q 3	Quantity Q 4	Total Year 1	0	
Expenditures for Year 1	*Unit Cost	Amount Q 1	Amount Q 2	Amount Q 3	Amount Q 4	Total Year 1	0	

*When reporting expenditures, please input the number "1" in the unit cost box.

Budget for Year 2	Unit Cost	Quantity Q 1	Quantity Q 2	Quantity Q 3	Quantity Q 4	Total Year 2	0	
Budget Revision for Year 2	Unit Cost	Quantity Q 1	Quantity Q 2	Quantity Q 3	Quantity Q 4	Total Year 2	0	

Attach Supporting Documentation:
📎 Click here to attach a file

* keep this box checked if you consider that this cost will run beyond the current agreement with the same Unit Cost (i.e. CCM Secretariat staff salary or Office rental), uncheck it if this activity is only relevant to this agreement.

➕ Add / Ajouter / Añadir

☐ Show/Hide Co-Funding Section ('Hide' will only be applied if Co-Funding is not mandatory AND no Co-Funding amount has been committed)

2. PERFORMANCE FRAMEWORK

The CCM Improvement Plan, developed as part of the CCM Eligibility and Performance Assessment (EPA), serves as the Performance Framework for CCM Funding. Please note, non-adherence to the Improvement Plan can impact current and future funding.

Please ensure your most recent CCM Improvement Plan is up to date, and that latest progress against each Eligibility Requirement (ER) and Minimum Standard (MS) is recorded in the online platform and that supporting documentation is uploaded, before the submission of this form.

You can access the Improvement Plan using your Global Fund credentials, and the link provided to you by your Country Team.

☐ I certify that CCM Improvement Plan implementation progress (including necessary supporting documentation) was updated within the last 4 weeks. Date of Update: 📅

Indicator for Year 1	Target Q				Result Q				Original Comment/ New Comment
	1	2	3	4	1	2	3	4	

Completion of this section is optional for all CCM Funding Requests.

Indicator for Year 2	Target Q				Comment
	1	2	3	4	
▼					

Annex D (contd.): Year 1 CCM Expenditure Reporting Form Template

3. ADDRESSES

Name and address of CCM:	Name/Address for Notices to CCM:
Name*:	Name*:
Title:	Title:
Address:	Address:
Tel:	Tel:
Fax:	Fax:

Information for Bank Account into which CCM Funds will be disbursed:

Legal owner of bank account:	
Bank account title:	
Bank account number:	
Bank name:	
Bank address:	
Bank SWIFT/IBAN/BIC code:	
Bank code:	
Routing instructions:	

Cash Balance Information*: - **Required**

Cash Book Statement: 📎 Click here to attach a file   **Bank Statement:** 📎 Click here to attach a file   **Bank Reconciliation:** 📎 Click here to attach a file

Upload any relevant documentation like negotiation's emails (optional)*:

📎 Click here to attach a file   📎 Click here to attach a file   📎 Click here to attach a file

* If you have more than three files to upload, please ensure you zip them into one folder and upload the zipped folder. Please try to limit the size of attachments by reducing the size of images and PDF files and by converting images to .jpg format.

Annex E: Year 2 CCM Expenditure Reporting Form Template

	English ▾

CCM Funding Expenditure Report for Year 2

Even if the form is translated into another language, please do fill it in in English.
In order to prevent from any data loss, please Save the information (using the 'Save Changes' button) on a regular basis (every 20 minutes max).

Country/CCM		**Original Budget**	Total Year 1	0
Agreement Number			+ Total Year 2	0
Currency	USD ▾		= Budget amount	0
From (date)	* 🗓		_ Cash Balance from Previous Agreement	0
To (date)	🗓		= Total to be disbursed	0
List the grants under oversight by the CCM			Total Co-Funding Committed	0
The CCM is the recipient of funds *	☑	**Revised Budget**	Total Expenditure in Year 1	0
Total Disbursements			+Committed Amount from Year 1	
			+Revised total Budget for Year 2	0
			=Revised Total Budget Amount	0
		Expenditures	Total Expenditure in Year 1	0
			+Total Expenditure in Year 2	0
			+Committed Amount from Year 2	
			=Total Expenditures	0

* Keep this box checked if the CCM is the entity receiving the money, uncheck it if the CCM has outsourced the fund's management to some other entity (i.e. a PR or UNDP).

End of Y2	Interests Received/Others		Cash at Bank		+Petty Cash	0	- Committed Amount from Year 2	
							NET Cash Balance	0

1.YEAR 2 EXPENDITURES

[View Summary Print Version] [View Full Print Version] [View Full Print Version Without Comments]

		Activity	Assumptions	Comment
Cost Category	▾			☑ Add / Ajouter / Añadir
Performance area	▾			
Recurring Cost**	☐			

Budget for Year 1	Unit Cost	Quantity Q 1	Quantity Q 2	Quantity Q 3	Quantity Q 4	Total Year 1	0
Expenditures for Year 1	*Unit Cost	Amount Q 1	Amount Q 2	Amount Q 3	Amount Q 4	Total Year 1	0

Budget for Year 2	Unit Cost	Quantity Q 1	Quantity Q 2	Quantity Q 3	Quantity Q 4	Total Year 2	0
Budget Revision for Year 2	Unit Cost	Quantity Q 1	Quantity Q 2	Quantity Q 3	Quantity Q 4	Total Year 2	0
Expenditures for Year 2	*Unit Cost	Amount Q 1	Amount Q 2	Amount Q 3	Amount Q 4	Total Year 2	0

*When reporting expenditures, please input the number "1" in the unit cost box.

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☑ Add / Ajouter / Añadir

☐ Show/Hide Co-Funding Section ('Hide' will only be applied if Co-Funding is not mandatory AND no Co-Funding amount has been committed)

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☐ I certify that CCM Improvement Plan implementation progress (including necessary supporting documentation) was updated within the last 4 weeks. Date of Update: 🗓

Indicator for Year 2	Target Q				Result Q				Original Comment/ New Comment
	1	2	3	4	1	2	3	4	

Cash Balance Information*: - Required

Cash Book Statement: 📎 Click here to attach a file   Bank Statement: 📎 Click here to attach a file   Bank Reconciliation: 📎 Click here to attach a file

Upload any relevant documentation like negotiation's emails (optional)*:

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