



# Pacific Regional Influenza Pandemic Preparedness Project (PRIPPP)

## Guidelines for Small Grants Facility

Version 2b: August 2008

### Introduction

The Pacific Regional Influenza Pandemic Preparedness Project (PRIPPP) has been designed to build the capacity of Pacific Island countries and territories (PICTs) to deal with the potential threat of avian influenza, pandemic influenza and other emerging diseases. As part of the project, the Small Grants Facility has been initiated to allow PICTs direct access to funds to build their national response capacity to emerging diseases through a focus on avian and pandemic influenza.

### Grant Proposals

To address response capacity, it will be useful in development of proposals to consider the gaps identified in the SPC *Pacific Island HPAI and Pandemic Influenza Preparedness Checklist*. There is no limit on the number of applications that can be submitted by organisations within the total available amount of AUD\$45,000 per country/territory.

Due to limited funding, it may not be possible to fund all applications.

### Funding Exclusions

Funds should not be requested for purchase of:

- vehicles;
- buildings;
- overseas study tours and conferences; or
- salaries of existing professional staff.

### Applicant Organisations

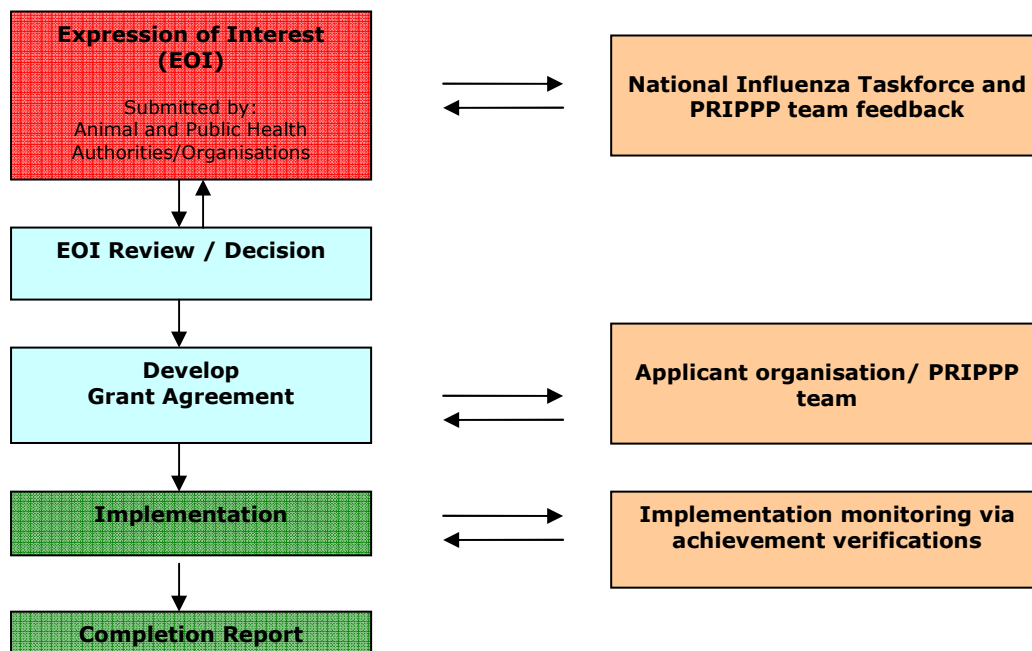
Grants are limited to Departments/Ministries and statutory government organisations. While national preparedness will involve many sectors, the public health and/or animal health sectors will lead the proposed activity. Non-health sector organisations with a priority avian or pandemic influenza preparedness funding need are asked to discuss their proposal with the National Influenza Task Force in their country.

In development of a proposal seeking funding to improve preparedness for emerging diseases, organisations are strongly encouraged to consult and/or partner with other relevant sectors.

### Closing date for applications

Applications will be reviewed and approved or rejected as they are received and applicants notified as soon as possible. While there is no "closing" date for applications, this first round of applications will cease on **31<sup>th</sup> October, 2008**. In this first round, each country is given equal opportunity with access to AUD\$45,000 for each country or territory. If there are any funds remaining after the first round, a second round of applications will be offered. It is important to note that while each country is guaranteed access to AUD\$45,000 in the first round, funds cannot be held over for countries which fail to make application. During the second round, all countries will again be eligible to compete for the remaining funds.

## PRIPPP Grant Facility process



### Application process

The PRIPPP Small Grants Facility will be administered and managed through PRIPPP in consultation with the respective PICT National Influenza Task Force. PRIPPP will provide overall management of the grant facility; provide pro-forma application and reporting formats; guidance and feedback on applications; and a fair and transparent selection process.

Proposing organisations should fill out the two page Expression Of Interest (EOI) form which is available from PRIPPP. It is advisable the applicants consult as widely as possible with other sectors, particularly through the National (Avian / Pandemic) Influenza Taskforce prior to submitting the application. The PRIPPP team is also available for comments and suggestions during this development stage. Once completed, the EOI should be submitted to the PRIPPP Small Grants Coordinator.

The PRIPPP Small Grants Coordinator will forward the EOIs received to the respective National (Avian / Pandemic) Influenza Task Force for comment. A summary of the EOI will also be placed on the PRIPPP web site which will be available late September, 2008. A fourteen (14) day period will be given for comments, after which the EOIs will be reviewed with consideration of all comments received.

Applicants with approved EOIs will then be assisted by the PRIPPP team to expand their proposal to outline the implementation schedule, the budget, roles and responsibilities and monitoring. This detailed project proposal will form the basis for a Grant Agreement.



### **Implementation and Payment of Funds**

Funds will be disbursed by PRIPPP to a specific country account nominated by the implementing agency according to the agreed schedule on the Grant Agreement.

The disbursement schedule will depend on the circumstances and may only involve a single payment. Normally, an initial payment will be made to allow project activities to commence and fund activities scheduled up until the next payment. Any succeeding payments on the schedule will be released after verification that the agreed outputs have been achieved.

A single page reporting template will be provided by PRIPPP. Complete financial records must be kept and made available on request. Sample acquittal documents will be provided by PRIPPP.

### **Contact points**

The Small Grants Coordinator will be the initial contact point for information and management of the grants. The PRIPPP technical specialists working with your country are the first point of contact on technical matters during development of the proposals and implementation of the project.

### **Contact addresses**

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