



Physical Address: 2nd Floor Clifton Place, 19 Hurst Grove, Musgrave, Durban | 4062

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**Request for applications (RFA)  
Terms of reference (ToR)  
Bid Number: GLO03REQ10479/1**

**Provision of Sub-Recipient (SR) Services to Implement Small Grant for  
Global Fund Modules,  
Global Fund Grant: Apr 2022 – Mar 2025**

**Closing date: 22 October 2024 at**

**15h00pm**

**Please note:**

- Email **enquiries** with the correct bid number: **GLO03REQ10479/1** as the subject line to: email [procurement@aims.org.za](mailto:procurement@aims.org.za)
- Answers to frequently asked questions will be posted on the AFSA website, for those received before the stipulated date.
- AFSA reserves the right to amend this document or to cancel this call, for any reason.

**THIS REQUEST FOR APPLICATIONS IS  
A SET ASIDE FOR COMMUNITY BASED  
ORGANISATIONS (CBOs) WHO ARE  
PART OF AFSA'S CAPACITY BUILDING  
INITIATIVE.**

## Abbreviations

AIDS	Acquired Immune Deficiency Syndrome
CAT	Capacity Assessment Tool
CCM	Country Coordinating Mechanism
CSS	Community Systems Strengthening
CSO	Civil Society Organisation
DAC	District AIDS Council
DIPS	District Implementation Plans
DOH	Department of Health
GF	Global Fund
HIV	Human Immunodeficiency Virus
HR	Human Rights
HTS	HIV Testing Services
LAC	Local AIDS Council
LFA	Local Fund Agent
M&E	Monitoring and Evaluation
MSM	Men who have sex with men
AFSA	AIDS Foundation of South Africa
NDOH	National Department of Health
NGO	Non-Governmental Organisation
NSP	National Strategic Plan
PCA	Provincial Council on AIDS
PIP	Provincial Implementation Plan
PR	Principal Recipient
PWUD	People who use drugs
SANAC	South African National AIDS Council
SDR	Stigma and Discrimination Reduction
TB	Tuberculosis
TG	Transgender

## 1| INTRODUCTION

South Africa's NSP emphasizes that an agile, well-resourced civil society is better positioned to contribute to stronger community systems and to ensure a seamless continuum of care from the health to the community system. As such, this funding request prioritized community systems strengthening as the most important RSSH module. The top-line funding priorities are to build capacity and sustainability of civil society and community groups, and support their meaningful engagement in multi-stakeholder leadership and accountability mechanisms.

The Global Fund's (GF) Community Systems Strengthening (CSS) Framework<sup>1</sup> focuses on strengthening community systems for scaled-up, good-quality, sustainable community-based responses. This includes strengthening community groups, organizations and networks, and supporting collaboration with other actors and addresses the key importance of capacity building to enable delivery of effective, sustainable community responses.

Within the CSS Framework, six core components are identified, all of which are considered essential for creating functional, effective community systems and for enabling community organizations and actors to fulfill their role of contributing to health outcomes. These components are:

1. Enabling environments and advocacy.
2. Community networks, linkages and partnerships.
3. Resources and capacity building.
4. Community activities and service.
5. Organisational and leadership strengthening.
6. Monitoring, evaluation and planning.

Aligning to these six core components the Community Systems Strengthening (CSS) Programme as implemented by AFSA contributes to:

- 1. Creating enabling environments and strengthening of community networks, linkages and partnerships** by strengthening the social mobilisation and co-ordination between implementers funded through the Global Fund grant and other stakeholders, at a national, provincial and local level. An important aspect of this coordination is the quarterly reporting mechanism to the Provincial Councils on AIDS (PCAs), District AIDS Councils (DACs) and Local AIDS Councils (LACs) that support improved accountability through enhanced **monitoring, evaluation and planning**.

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<sup>1</sup> Global Fund CSS Framework  
Bid Number: GLO03REQ10479/1

**2. Capacity building of organisations and organisational and leadership strengthening** in the districts/provinces where the funded services are being delivered. The focus is on civil society organisations that are led by or provide services for people with TB, people living with HIV (PLHIV), key populations (KVP) who are at increased risk of HIV such as People Who Use Drugs (PWUD), Men who have Sex with Men (MSM), Transgender people (TG) as well as vulnerable groups, i.e., Adolescent and Young People (AYP), people with disability, and women. Capacity building has a strong emphasis on both institutional capacity building and enhancing uptake of services through strategic and quality technical training on HIV testing services (HTS), HIV and TB Prevention, TB screening and Stigma and Discrimination Reduction.

## **2| THE CSS SMALL GRANTS**

### **2.1 Small Grants Rationale**

The CSS Framework notes the importance of resources within an organisation for delivering services and implementing activities - resources that are both inclusive of human resource and technical capacity, as well as material resources in the form of adequate finance, infrastructure and commodities.

Since 2016 Global Fund grant through the CSS/CRS Programmes provided civil society organisations (CSOs) with technical and organisational capacity to deliver quality services. However, the challenge facing these organisations included financial resources crucial to support core functions and effective operations of CSOs. It was also realised that greater need was necessary to support sustainable and equitable HIV and TB stigma and discrimination reduction activities in local communities and drive improved health outcomes more strongly. Since 2018 short-term small grants were provided for selected mentored CSOs which assisted to translate the technical and organisational/programmatic capacity building into tangible outputs and contributed to reaching key and vulnerable beneficiary populations and programme goals in GF priority geographical areas.

The small grants improved the reach of the GF grant by providing funding for community-based services and activities targeted to support the achievement of the GF programme priorities and Multi-sectoral Implementation Plan (MDIP) targets in selected priority GF districts. The investment in CSOs provided critical community-based HIV and TB services to key, vulnerable and hard to reach populations with a

particular focus on supporting the Stigma and Discrimination Reduction (SDR) programs. The grants also began to create greater human rights awareness among local communities through community dialogues and assisted civil society organisations working for and with the most vulnerable groups to address stigma and assert their rights.

The CSS PRs view the Small grants as a good opportunity to give essence to the capacitated organisations and civil society sectors linked to the Global Fund programmes. It brings together funding and organisational strengthening to enable community organisations and actors to support the current GF programmes thus fulfilling their role of contributing to health outcomes. The goal of a Small grants is to support GF programme implementation through **empowerment of community based organisations and civil society networks to influence the uptake, quality, efficiency and accountability of service delivery**, especially those working at local community level, to meaningfully address gaps in linkage needs across specified GF programmes with a range of activities.

## 2.2 Small Grant and Capacity Building Geographical Focus areas

KwaZulu Natal	Mpumalanga	North West
Ugu X4	Ehlanzeni X4 – <a href="#">City of Mbombela</a>	Bojanala X4– <a href="#">Rustenburg</a>
eThekweni X4	Gert Sibande X4 – <a href="#">Govan Mbeki</a>	Dr Kenneth Kaunda X4
UMgungundlovu X4		
Zululand X6– <a href="#">Abaqulusi</a>		
King Cetshwayo X7 – <a href="#">Umhlathuze</a>		
UThukela X3		
<b>Total #Required: 28</b>	<b>Total #Required: 8</b>	<b>Total #Required: 8</b>

\*Sub districts in [blue](#) are specific sub districts where the AYP programme is implemented

## 3. APPLICATION PROCESS

### 3.1 Application, Assessment and Selection Process

The application to the CSS Small Grants Scheme will be administrated and managed using AFSA’s current grant management systems. **The call is only be targeting NFM3**

**(2022-2025) AFSA capacitated organisations.**

The application process is broken down in the following sequential steps:

1. Call for Applications
  - The Call will advertise funding for projects which support stigma and discrimination reduction activities and human rights activities; TB awareness raising support activities, advocacy and demand creation for AYP activities and sensitisation and demand creation for Sex Work and other KVPs. Information will be provided on the

type of activities expected. Extensive consultation will be done with relevant sub-district to ensure support for the CSOs. The human rights approach emphasizing community driven implementation will be explained.

- Electronic and telephonic support will be made available for assistance with application process
  - Support with developing proposals will also be offered in the relevant provinces.
2. Internal verification– eligibility review (proposed selection criteria to include: registered NPO in existence for more than two years, rendering services in a priority district, not a current GF PR/SR, current Audited Financial Statements). Send regret letters to organisations not meeting initial eligibility criteria.
  3. Selection Panel– a selection panel is held to review the CSOs shortlisted. This will consist of representatives from, government Departments (DOH, DSD and DOE); Local government; Civil Society leaders; PCA Secretariat. All the participants in the Selection Panels will be required to sign a conflict of interest form prior to the selection process.
  4. Site visit where necessary – Verifying the data provided in application process, discuss institutional and programmatic capacity and quality of services rendered. This will be based on the capacity assessments of organisations follow-up of baseline assessments done through AFSA’s Capacity Assessment Tool at the beginning of the programme.
  5. Work plan development is facilitated with eligible organisations specifying the programme objectives, activities, budget and explanation of cost, resources needed and timeframe of implementation. Steps 4 and 5 will be done by AFSA CRS/CSS Officers per province.
  6. Final recommendation, selection and contracting

### 3.2 Technical Competence

For applicants that satisfy the pre-qualification criteria and the administrative requirements, the weighting of the overall score is as follows:

Technical evaluation score	80%
BBBEE points	20%
Total	100%

The technical evaluation is divided into three areas:

- Ability to function as a Service Provider (SP) and meet the Global Fund CCM requirements throughout the life of the grant
- Scope of Work: Experience of implementing similar programme focus areas
- Experience of working in the district.

Applicants will be scored based on the evaluation criteria in Table 3 below.

**Table 3. Evaluation Criteria**

	CRITERIA	SUB-CRITERIA	POINTS
Technical	Ability to function as an SP	Experience of being funded by an international donor/s	5



	and meet Global Fund and Global Fund CCM requirements throughout the life of the grant (20 points)	Experience of being funded by a South African donor (government/ private donors)	5	
		Experience in Financial Management and evidence of the relevant registrations, systems, processes and polices in place to manage the financial element of donations or of a large grant?	10	
	<b>SUB-TOTAL</b>		<b>/20</b>	
	Scope of Work: Experience of implementing similar programmes focus areas (50 points)	<b>APPLICANTS OFFERING SERVICES</b>		
		Experience in mobilisation and coordination activities	5	
		Experience in conducting outreach activities for HIV, TB and STIs	5	
		Experience with implementing demand creation activities	5	
		Experience in sensitisation, awareness raising, referrals and GBV advocacy programmes	5	
		Experience with working with key and Vulnerable populations	5	
		Experience in the delivery of psychosocial services to key and vulnerable beneficiaries	5	
		Experience in distributing non-medical commodities including condoms, dignity packs etc.	5	
		Experience in offering programmes to address human rights violations	5	
		Experience in managing monitoring and evaluation systems	5	
		Partnership with the Departments of Education and/ or Health and/or Social Development/Local Government/other district structures	5	
<b>SUB-TOTAL</b>		<b>/50</b>		
Experience of working in the district		10		
<b>SUB-TOTAL</b>		<b>/10</b>		
<b>BBBEE</b> (20)	BBBEE	Level 1	20	
		Level 2	18	
	<b>SUB-TOTAL</b>		<b>/20</b>	
<b>GRAND TOTAL</b>		<b>100</b>		

The AFSA SP Selection Panel reserves the right to amend the above technical competency scoring criteria. Applicants must achieve a minimum score of 48 points for technical competence to proceed further. The applicant who scores the highest combined points will be considered for appointment.

## **Organisational Requirements**

To serve as a Civil Society Organisation (CSO) also known as Implementing Partner Organisation (IPO), organisations must adhere to the following minimum requirements:

- Sound leadership and governance frameworks, demonstrated by, inter alia, by a diversified board and management team, and at least one year audited financial statements.
- Appropriate staffing in key areas (programme and financial management, human resources, programme implementation and management, monitoring and evaluation and procurement management).
- A track record of effective and efficient implementation of similar activities, preferably in the target district.
- A Memorandum of Understanding (MOU) with the Department of Health (DoH) is advantageous.
- A sound system of management and financial controls.
- A sound monitoring and evaluation system, tools and procedures amongst other requirements. These organizational requirements will be assessed during the evaluation process. Further information can be found on the Global Fund website ([www.theglobalfund.org](http://www.theglobalfund.org)) including the GF Grants Regulations<sup>1</sup>.
- Sound human resources processes and policies that are implemented.

## **4.2 PR Small Grant Programme Management**

The following management arrangements for the grant has been envisioned:

- Small Grant implementation will be managed by CSS staff in the provinces with support from the national team.
- The M&E Specialist will manage the programme M&E system and be responsible for situational assessments, evidence-building, learning, planning and knowledge management.
- Finance Officer to support organisations with bookkeeping and other financial management matters and to consolidate provincial SR expense reports. To comply with the Country Team's request for a simplified approach our request is for one Finance Officer and one Finance Clerk to monitor spending and supporting documentation of the SRs.

## **4.3 Contracting arrangements**

A service level agreement will be signed with funded organisations that provides clarity on expected deliverables and explicit accountability within legal parameters. This contract will be based on current best practice Service Level agreement of the PRs. The Funding contract is to stipulate, inter alia, the following:

- The parties entering into the agreement.

- Roles and responsibilities of the PR.
- Roles and responsibilities of the CSO (SP).
- Deliverables and time frames - the work plan and M&E Plan produced via USG portal will be included as an addendum.
- The required monitoring and reporting procedures.
- Financial accountability rules, claims and reimbursement procedures, conditions and parameters (Budget produced via USG portal will be attached as addendum).
- Breach of contract.
- Commencement date.
- Contract close-out procedures.

### **Minimum Requirements for Civil Society Organization**

A potential CSO must have proven ability to manage programmes in the specific programme areas in the RFP and must also be capable of performing the functions of an SR which includes the following:

#### **Leadership and governance structures**

- Legal status such as voluntary association, trust, non-profit company (NPC) etc. to enter into contracts.
- Have a properly constituted board that provides oversight over organisational matters.
- Effective organisational leadership using transparent decision-making processes.
- Adequate skilled and experienced staff to manage implementation of the programme areas, including procurement, monitoring and evaluation, and finance.
- Knowledge about and ability to communicate and network with relevant district stakeholders and structures such as government departments, local and district AIDS Councils.
- Appropriate internal control systems, including policies and procedures, to prevent and detect fraud or misuse of resources.

#### **Financial management system**

- Accounting system that can correctly record all transactions and balances by source of funds with clear references to budgets and work plans.
- Ability to monitor actual spending in comparison to budgets and work plans.
- Ability to manage disbursement of funds to SSRs and suppliers in a timely, transparent and accountable manner.
- Ability to produce timely and accurate financial reports.

#### **Monitoring and evaluation system**

- Monitoring and Evaluation (M&E) system for routine monitoring of activities/interventions.

- Mechanisms and tools to collect and analyse data, and report on programme performance.
- Ability to produce timely and accurate programmatic reports.

## APPLICATION INSTRUCTIONS

All applicants are required to:

Clearly mark their applications with “**RFA- GLO03REQ10479/1**”. Applications submitted electronically should use the same Reference in the email subject line.

- Ensure completeness of the application form (including the attachment of all necessary supporting documentation) and not exceed recommended length of sections.
- Attach board resolution authorising submission of application; and supporting documents
- Confirm in writing that the information and statements made in the proposal submission are true and accept that any CSO misrepresentation contained in it may lead to disqualification.
- Emailed submissions must be submitted to: [applications@aims.org.za](mailto:applications@aims.org.za). **AFSA will also accept** HAND DELIVERED applications to be delivered in AFSA provincial offices (KwaZulu Natal, North West & Mpumalanga) and CSOs representative must ensure to sign the register at delivery point/office as proof of delivery/receipt by or before closing date. **Submissions emailed to employees’ mailboxes or other AFSA mailboxes will be disqualified.**
- A bid clarification meeting will be convened on Wednesday 16 October 2024 @ 10h00. A link will be [https://zaf01.safelinks.protection.outlook.com/ap/t-59584e83/?url=https%3A%2F%2Fteams.microsoft.com%2F%2Fmeetup-join%2F19%253ameeting\\_ZWFjYTCwMDItM2M0MC00ODU2LWE1NmEtMGZjOGNjMjI2N-TIz%2540thread.v2%2F0%3Fcontext%3D%257b%2522Tid%2522%253a%2522fcb1d02-6621-418f-8702-336b62880eeb%2522%252c%25220id%2522%253a%252282f31fd3-b2ba-4cf7-9e92-4a88113863de%2522%257d&data=05%7C02%7CsimisoNtobela%40aims.org.za%7Cb9c654c792304e7d4b2408dce878c34c%7Cfcb1d026621418f8702336b62880eeb%7C0%7C0%7C638640852581400904%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6IjEkaWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=0ebWFqrBKVkLGpZdlGFz5cWGvfhqv3QMwix3FuqrnhQ%3D&reserved=0](https://zaf01.safelinks.protection.outlook.com/ap/t-59584e83/?url=https%3A%2F%2Fteams.microsoft.com%2F%2Fmeetup-join%2F19%253ameeting_ZWFjYTCwMDItM2M0MC00ODU2LWE1NmEtMGZjOGNjMjI2N-TIz%2540thread.v2%2F0%3Fcontext%3D%257b%2522Tid%2522%253a%2522fcb1d02-6621-418f-8702-336b62880eeb%2522%252c%25220id%2522%253a%252282f31fd3-b2ba-4cf7-9e92-4a88113863de%2522%257d&data=05%7C02%7CsimisoNtobela%40aims.org.za%7Cb9c654c792304e7d4b2408dce878c34c%7Cfcb1d026621418f8702336b62880eeb%7C0%7C0%7C638640852581400904%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6IjEkaWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=0ebWFqrBKVkLGpZdlGFz5cWGvfhqv3QMwix3FuqrnhQ%3D&reserved=0)

**For Manual Log in please use teams: Meeting ID: 350 983 058 70 & Passcode: Yb6i7i**

Email Address	<a href="mailto:applications@aims.org.za">applications@aims.org.za</a>
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## KEY DATES

- The deadline for the submission of a fully completed application and attachments is **22 October 2024 @15h00** The key dates for the application process are shown in the table below.

Stage	Date/ Period
1. <b>Publication of call</b>	15 October 2024

2. <b>Deadline for submitting applications</b>	22 October 2024 @15h00
3. <b>Evaluation period (indicative) during which additional details may be requested and an on-site visit may be done to evaluate CSO capacity.</b>	TBA
4. <b>Final CSO selection decision (Followed by feedback to applicants)</b>	TBA

**Please Note:** AIDS Foundation of South Africa is highly risk averse towards fraud and corruption, sexual exploitation, abuse, and harassment (SEAH) and has zero tolerance for inaction. The organisation seeks to ensure that its working environment is free of fraud and corruption and to this end follows a zero-tolerance approach to fraud and corruption.

Accordingly, AFSA takes all allegations of fraud and corruption seriously and is committed to investigating credible allegations and taking appropriate disciplinary action and sanctions when allegations are substantiated. Reports of any fraud and corruption, or any attempts thereof, should be promptly made to the AFSA Ethics & Fraud Anonymous Hotline through the following reporting channels:

<b>ETHICS &amp; FRAUD HOTLINE REPORTING CHANNELS</b>	
<b>Hotline Name:</b>	<b>AFSA Ethics &amp; Fraud Anonymous Hotline</b>
Contact Number:	0800 120 700
WhatsApp Number:	0860 004 004
Dedicated Email Address:	afsa@behonest.co.za
SMS Number:	48691
Free Post	BNT165, Brooklyn Square, 0075
Website & Chat Link	<a href="http://www.behonest.co.za">www.behonest.co.za</a>

## SUPPORTING DOCUMENTS

Applicant organisations are requested to submit the following supporting documents with their Application:

**For your application to be considered, you MUST attach the following documents:**  
(Please tick box when attached)

- **Annex 1:** A copy of the organization's BBEEE certificate if applicable or BBBEE exemption affidavit (refer to BBBEE affidavit templates posted on AFSA website),
- **Annex 2:** Copy of organisation's annual operating budget for the last 12 months.
- **Annex 3a:** list of Committee/Board members with their names, positions, addresses, and phone numbers
- **Annex 3b:** Board resolution authorising submission of application
- **Annex 4:** Proof of legal entity ((NPC, Trust, NPO, Close Corporation, Pty (Ltd)).
- **Annex 5a:** Letter confirming participation in the district coordination structure e.g., the District Aids Council (DAC). If not available, a confirmation letter issued by the PCA or the Municipality is acceptable.
- **Annex 5b:** If applicable, a copy of your valid Service Level agreement/Memorandum of Agreement/or similar proof of partnership with Department of Health/Department of Social Development
- **Annex 6:** Copy of your organisation's latest DSD Annual report
- **Annex 7a** A list of all people working in the organisation (including all staff and volunteers) with names, positions and starting dates and an organogram- attach CVs as well)
- **Annex 7b:** organogram of your organisation
- **Annex 8:** A map showing how to get to your organisation from a major town and, if available, GPS coordinates.
- **Annex 9:** A copy of the most recent annual financial statements (audited or unaudited)
- **Annex 10:** Two letters of reference from community stakeholders/partners who are not formally part of your project or organisation
- **Annex 11:** Valid SARS tax clearance certificate together with tax compliance status pin.
- **Annex 12:** SARS VAT application or registration
- **Annex 13:** Declaration of Interest (Attached below)

# Annex 13

## DECLARATION OF INTEREST FORM

Please respond to the following questions, by placing an "X" on your response.

*If you require additional space to complete a response, please continue your response on a separate page and sign and date that page.*

**1) Do you or any of your immediate family members have any financial interest in the work of the AIDS Foundation of South Africa?**

Yes: \_\_\_\_\_ No: \_\_\_\_\_

If you have responded "yes", please give details in the box below sufficient for AFSA to evaluate the situation, including, but not limited to, the following:

- If the financial interest relates to a role held at an organization, please list the name of the organization, the role held at the organization (such as employee, consultant, or board member), the work performed in the role, and the dates during which the role was held.
- If the financial interest relates to an ownership interest, please describe the nature and amount of the interest owned, the duration for which the interest has been held, and any other relevant information.



**2) Have you or an immediate family member had a professional relationship with an organization subject to a diagnostic review, audit, investigation, or similar activity by AFSA, or been personally subject to an investigation by AFSA? Has there ever been an investigation by any other authority against you, your immediate family members, or an organization to which you have a professional relationship?**

Yes: \_\_\_\_\_ No: \_\_\_\_\_

If you have responded “yes”, please describe relevant information in the box below, including, as applicable:

- The organization involved.
- The role and title held (such as employee, consultant, or Board member), whether the role was held by you or by an immediate family member, and the dates when the role was held.
- The work performed, and whether the role involved working on, managing, or overseeing matters involving AFSA.
- The investigating authority
- The focus of the investigation or other action
- The outcome or resolution of the investigation or other action (such as findings of fraud or misuse of funds).

**3) Have you or any of your immediate family members been involved in a legal dispute with AFSA or its grant recipients, or are you currently involved in any other legal dispute that could have a real or perceived effect on your duties at AFSA?**

Yes: \_\_\_\_\_ No: \_\_\_\_\_

If you have responded “yes”, please give details in the box below on the nature of the dispute, the parties involved, and, as applicable, the status of the dispute or how and when the dispute was resolved.

*Note: This question is intended to only address legal disputes that could have a real or perceived effect on your ability to work with the best interests of AFSA in mind. Therefore, any legal issues you may have experienced relating to your gender, sexual orientation, political beliefs, disease status, activities as a sex worker or drug user, or activities associated with advocacy for social, political or human rights issues do not need to be disclosed here. For the legal disputes disclosed here, you may provide any background you deem relevant.*

**4) Do you or any of your immediate family members or business associates have any relations with AFSA Sub-recipients, Donors, Partners, Suppliers or Contractors?**

Yes: \_\_\_\_\_ No: \_\_\_\_\_

If you have responded “yes”, please give details in the box below sufficient for AFSA to evaluate the situation:

**5) Do you or any of your immediate family members or business associates have any relations with AFSA?**

Yes: \_\_\_\_\_ No: \_\_\_\_\_

If you have responded “yes”, please give details in the box below sufficient for AFSA to evaluate the situation:

**6) Is there anything else not captured in the questions above that could affect your objectivity or independence in the performance of your duties for AFSA, or in your opinion, the perception by others of your objectivity and independence?**

Yes: \_\_\_\_\_ No: \_\_\_\_\_

If you have responded “yes”, please give details in the box below sufficient for AFSA to evaluate the situation.

In signing this Form, I, the undersigned, \_\_\_\_\_ hereby confirm:

- i. That the information which I disclose in this Declaration of Interest Form is correct and complete.
- ii. That in the event of a material change to the information provided, I shall advise the AFSA Chairperson and/or CEO immediately of the situation consisting of a conflict of interest or that which could give rise to a conflict of interest and undertake to update the information in this Declaration Form in the event of these circumstances and, in any event, at least annually.
- iii. That I have not made, and will not make, any offer of any type whatsoever from which a personal advantage can be derived from my involvement or employment with AFSA.
- iv. That I understand that AFSA reserves the right to verify this information and that I am aware of the consequences which may derive from any false declaration in respect of the information required by AFSA

Signature:

Date:

\_\_\_\_\_

\_\_\_\_\_

Name (please print):

Title (please print):

\_\_\_\_\_

\_\_\_\_\_

**NB: An organisation that may be found during implementation phase to have misrepresented itself or has conflicting interests may have its grant terminated. Monies already disbursed may be recovered.**

