



Community Media Fund

Request for Proposals 2017/2018

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Contents

1	Background	3
1.1	About Bloomberg Media Initiative Africa (BMIA)	4
1.2	About the Ford Foundation	4
1.3	About Hivos	4
2	Objectives of the CMF	4
3	Priority themes for the first round of call for proposals	5
4	Grant allocations	5
4.1	Minimum award amount	5
4.2	Duration	5
4.3	Geographical location	5
5	Eligibility criteria	5
5.1	Eligible organisations	5
5.2	Eligible activities	6
5.3	Eligible Costs	6
5.4	5.4 Eligible indirect costs (overheads)	6
5.5	Ineligible Activities	6
5.6	Ineligible costs (This section and the one above overlap)	7
6	Application and selection process	7
6.1	Application stage 1: Concept note	7
6.2	Application stage 2: Full proposal	7
7	Submission of concept note	7
8	Deadline for submission of concept notes	8
9	Further information and notification of award	8

1 Background

The role of media and journalism is not confined to news organisations, broadcasting companies or governments—within Africa, a large and growing community media sector is linked to enterprises, civil society, educational institutions and non-governmental organisations (NGOs) that focus on issues of transparency, accountability and governance.

The Bloomberg Media Initiative Africa (BMIA) and the Ford Foundation have partnered to establish a Community Media Fund (CMF) to improve citizens' access to relevant information that enables the public to support policies and practices that drive inclusive economic and human development locally, regionally and nationally. In 2017, the CMF will make disbursements to grantees in Kenya, Nigeria and South Africa. Hivos Regional Office for East Africa (Hivos) has been appointed as the grants administrator for the CMF in Kenya, Nigeria and South Africa. This is the first round of call for proposals for the CMF. A second call for proposals will be issued in 2018.

The purpose of the CMF is to elevate voices from marginalized communities through the development and advancement of citizen and community reporting on financial and economic issues. The CMF seeks to enhance the financial literacy of citizens, improve their access to relevant data, strengthen the capacity of community media, and further governance and public and private accountability through improved analysis and reporting. The CMF aims to build capacity and seed innovative projects to take programs to scale, ultimately strengthening community media and relevant civil society organisations. The CMF will also help to develop opportunities and channels for non-government organisations (NGOs) and civil society organisations to collaborate and help journalists better understand issues and cover their communities.

It is against this background that the CMF invites the following organisations to submit concept notes to apply for a CMF grant under this Request for Proposals (RFP).

- Civil society organisations and NGOs supporting community media;
- Media training institutions and initiatives to help journalists report on the impact of economic and financial issues in local and marginalized communities ;
- Community media outlets, including outlets affiliated with educational institutions;
- Networks of community media;
- Civil society organisations and NGOs supporting initiatives that increase the visibility of emerging non-traditional reporters; and
- Civil society organisations and NGOs focusing on transparency, accountability and promoting financial literacy and inclusive governance at the community level.

1.1 About Bloomberg Media Initiative Africa (BMIA)

In February 2014, Michael R. Bloomberg announced the launch of the Bloomberg Media Initiative Africa, a pan-African program to provide cross-disciplinary education programs to strengthen business and economic journalism, convene African and international leaders to examine worldwide best practices in business journalism and the media sector, and improve access to economic data in Africa to accelerate development of a globally competitive media and financial reporting industry in order to increase transparency, good governance, investment and economic growth on the continent. (www.bmia.org)

1.2 About the Ford Foundation

The Ford Foundation is an independent, non-profit grant-making organisation. For 80 years it has worked with courageous people on the frontlines of social change worldwide, guided by its mission to strengthen democratic values, reduce poverty and injustice, promote international cooperation, and advance human achievement. With headquarters in New York, the foundation has offices in Latin America, Africa, the Middle East, and Asia. (<https://www.fordfoundation.org>)

1.3 About Hivos

Hivos has over 40 years of experience as a development organisation and a grant maker, and stands for quality, continuity and reliability, as well as versatility, innovation and individual choices. Hivos believes that a diverse, high-quality and independent media are crucial for the development of a democratic society. Hivos fosters a diverse and thriving media landscape by (consolidating alternative media?), improving the quality and independence of news reporting and ensuring that the media not only hold others to account, but also themselves as well. Since 2011, the Hivos Regional Office in East Africa has implemented successful media programs in Africa contributing to a more responsible, accountable and transparent governance environment through strengthening the media sector. (<https://www.hivos.org/partner/hivos-regional-office-east-africa>)

2 Objectives of the CMF

The CMF's goal is to build capacity, seed innovative projects and help take successful initiatives to scale that will strengthen the development, expansion and enhancement of community media and community journalism in Nigeria, Kenya and South Africa.

The specific objectives of the CMF include:

- Provide funding to select organisations supporting community media;
- Promote transparency, accountability and governance through media and/or the financial literacy of less privileged or marginalized communities;
- Fund initiatives to increase visibility of emerging non-traditional reporters (e.g. citizen reporters);
- Drive the creation and delivery of new media content; and
- Make localized data available about public resources allocation and statistical information (e.g., demographics, employment, health, education.)

3 Priority themes for the first round of call for proposals

The CMF will award grants to eligible NGOs and CSOs supporting community media including NGOs and CSO who are:

- Producing and disseminating media content about their host communities, and/or
- Focusing on transparency and accountability, financial Journalism, financial literacy, greater access to data, social justice, or investigative reporting.

4 Grant allocations

This is the first of two rounds for proposals. A second call for proposals will be issued in 2018.

4.1 Minimum award amount

The minimum grant award amount is **USD 10,000**.

4.2 Duration

The CMF will award grants for a minimum duration of six months and a maximum of **12 months**.

4.3 Geographical location

Projects must be implemented at least in one of the following three countries: **Kenya, Nigeria or South Africa**.

5 Eligibility criteria

In order to be eligible for a grant, organisations applying must demonstrate they meet the CMF eligibility criteria.

5.1 Eligible organisations

Eligible grant applicants must:

- **Be an Africa-focused and headquartered:**
 - Civil society organisation (CSO)/non-governmental organisation (NGO) supporting community media; or
 - Media training institution; or
 - Community media outlet, including an outlet affiliated with educational institutions; or
 - Network of community media; or
 - CSO/NGO supporting initiatives that increase the visibility of emerging non-traditional reporters; or a
 - CSO/NGO focusing on transparency, accountability and financial literacy at the community level.
- Have prior experience carrying out activities in priority areas of this RFP, specifically:
 - producing and disseminating media content on their host communities, and/or
 - focusing on transparency and accountability, financial Journalism, financial literacy, greater access to data, social justice, or investigative reporting.
 - Be registered and be in good standing in accordance with the relevant laws of Kenya or Nigeria or South Africa.

- Be directly responsible for the preparation, implementation and management of the proposed project.
- Must have a bank account and be willing to open a separate account for the grant.
- Must have certified financial audit reports.

5.2 Eligible activities

Applicants must submit proposals that demonstrates good potential, provides verifiable data on the outcome of the project at the activity level ((e.g. include a clear community outreach and engagement strategy).

5.3 Eligible Costs

Only *eligible costs* will be covered by the grant. The categories of costs that are eligible and non-eligible are indicated below. The budget presented by the grantee is considered both a cost estimate and a ceiling for 'eligible costs'.

Note that the eligible costs must be based on real costs based on supporting documents unless otherwise agreed by the CMF that a flat rate funding applies. Recommendations to award a grant will be subject to the condition that the due diligence assessments preceding the signing of the contract do not reveal issues requiring changes to the budget (for example, arithmetical errors, inaccuracies, unrealistic costs and ineligible costs).

This assessment may lead to requests for clarification and/or additional information. It is in the applicant's interest to provide a *realistic and cost-effective budget*.

5.4 Eligible indirect costs (overheads)

The indirect costs incurred in carrying out the project may be eligible for flat rate funding fixed at *not more than 15%* of the total eligible direct costs.

5.5 Ineligible Activities

The following types of activities are *ineligible* for financial support from the CMF:

- Funding individual scholarships, for academic courses, or training programs.
- Projects that are only conferences or workshops and funding for individuals to attend conferences and workshops.
- Projects supporting political parties, candidates for office, or illegal activities.
- Deficit funding and capital endowments.
- Re-granting to other organisations
- Purchase of land, building and/or offices.
- Retroactive financing for projects that are already completed.
- Projects taking place outside of the targeted countries.
- Purchase of equipment, unless necessary for the successful execution of the project. Any purchase of equipment will require the submission of three quotes and prior approval from the CMF before purchase.

- Humanitarian activities. For example, purchase of supplies, medicines and food for the hungry or contributing to local charities for the homeless.

5.6 Ineligible costs (This section and the one above overlap)

The following costs are not eligible:

- Debts and provisions for losses or debts;
- Interest owed;
- Items already financed in another framework;
- Purchases of land or buildings;
- Currency exchange losses;
- Income or corporate tax;
- Taxes, or any liability, charges, surcharges owed to the government;
- Any payments that are unlawful or that relate to unlawful activity; and
- Credit to third parties.

6 Application and selection process

The CMF involves a two-stage application process: submission of a concept note and submission of a full proposal.

6.1 Application stage 1: Concept note

The first stage is the submission of concept note, outlining the project idea proposed for funding and budget. Concept notes will be assessed based on eligibility and overall fit with CMF round one thematic areas.

6.2 Application stage 2: Full proposal

The second stage is the submission of a full proposal. Applicant organisations whose concept notes are shortlisted will be invited to submit a full proposal, which includes final budget, activities, implementation plan, and results framework. In this respect, further information will be provided to successful applicants.

7 Submission of concept note

Interested Applicants are invited to submit a concept note and a summary budget. **Applicants should send their fully completed concept note, budget, as attachments to cmf@hivos.org.**

Applications sent by any other means (e.g. by fax or by paper version only) or delivered to other addresses will be rejected.

All concept notes:

- Must be submitted in accordance with the attached CMF concept note guidelines.
- Must be written in English.
- Will be reviewed on a rolling-basis and the top applicants will be shortlisted.

Please note, any error or major discrepancy or any major inconsistency in the proposal (e.g., the amounts mentioned in the budget are inconsistent with those mentioned in the proposal) may lead to the rejection of the application.

8 Deadline for submission of concept notes

The deadline for the submission of applications is **24 May 2017 at 17.00hrs East African Time (EAT) (UTC+3)**.

9 Further information and notification of award

- All requests for clarification must be sent via e-mail to cmf@hivos.org
- Replies to all questions will be emailed no later than **17 May 2017**.
- All applicants will be notified of the outcome of the assessment no later than 1 month from the date of acknowledgement of receipt of their application.

About Bloomberg Media Initiative Africa (BMIA)

In February 2014, Michael R. Bloomberg announced the launch of the Bloomberg Media Initiative Africa, a pan-African program to provide cross-disciplinary education programs to strengthen business and economic journalism, convene African and international leaders to examine worldwide best practices in business journalism and the media sector, and improve access to economic data in Africa to accelerate development of a globally competitive media and financial reporting industry in order to increase transparency, good governance, investment and economic growth on the continent.

About Bloomberg Philanthropies

The BMIA furthers Michael R. Bloomberg's philanthropic efforts on the continent. Bloomberg's foundation, Bloomberg Philanthropies, works in more than 120 countries around the world and supports projects in more than 36 countries across Africa; project areas include women's economic development, malaria research, maternal health, road safety, tobacco control and helping cities reduce their carbon footprints through C40 Cities Climate Leadership Group. For more information, please visit bloomberg.org

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About the Ford Foundation

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About Hivos

Hivos is an international organisation that seeks new solutions to persistent global issues. With smart projects in the right places, we oppose discrimination, inequality, abuse of power and the unsustainable use of our planet's resources. Counterbalance alone, however, is not enough. Our primary focus is achieving structural change. This is why we cooperate with innovative businesses, citizens and their organisations. We share a dream with them of sustainable economies and inclusive societies.

(<https://east-africa.hivos.org>)