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# CCM Eligibility Requirements

Applicants must meet the [CCM\\* eligibility requirements](#) in order for their concept note to be considered eligible for review by the Technical Review Panel (TRP):

*Reviewed at time of concept note submission:*

## 1. Concept note development

The Global Fund requires all CCMs to:

- Coordinate the development of all funding applications through transparent and documented processes that engage a broad range of stakeholders - including CCM members and non-members ó in the solicitation and the review of activities to be included in the application.

### **To be fully compliant a CCM should provide:**

- Documentation that demonstrates that the CCM sent out invitations to relevant stakeholders and that they were able to participate in concept note and country dialogue consultations.
- Invitations, attaching relevant documentation, that went out to stakeholders from all sectors (government, civil society, multilateral and bilateral partners) including non-CCM members at least seven days before the planned consultations.
- Documentation that the CCM communicated to stakeholders the timelines and review criteria for written contributions to the concept note at least three weeks before the deadline to submit inputs.
- Documentation that demonstrates the CCM has used agreed criteria to prioritize input from different stakeholders.
- Evidence that the CCM gave the opportunity to relevant stakeholders to make comments on concept note drafts before its submission to the Global Fund.

### **Examples of documentation include:**

- Public announcements using print media, television, radio or internet.
- Email announcements/invitations (with distribution list) inviting stakeholders to participate.
- Minutes, reports, and participant lists from concept note development consultations, stakeholder meetings, technical working groups and/or panels.
- Criteria used to review submissions for the concept note.
- Minutes of meetings which record decisions taken as well as stakeholder input and participation.
- Minutes, reports, and participant lists from concept note development workshops, stakeholder meetings, technical working groups and/or panels.

**To be fully compliant a CCM should provide:**

- Clearly document efforts to engage key population groups in the development of funding applications, including most-at-risk populations.

**Examples of documentation include:**

- Emails to different stakeholders sharing drafts.

**To be fully compliant a CCM should provide:**

- Evidence that consultations with relevant key population groups, also representing the geographical nature of the epidemics, have been conducted during country dialogue.
- Evidence that the concept note development committee/writing team included one or more key population representatives.
- Endorsement signature of concept note by all CCM members representing key and most-at-risk populations.

**Examples of documentation include:**

- Email announcements (with distribution list) inviting stakeholders to participate in consultations.
- Minutes and participant lists from concept note development workshops, stakeholder meetings, technical working groups and/or panels.
- Membership list of the concept note writing team.
- CCM concept note endorsement sheet.

## 2. Principal Recipient nomination

The Global Fund therefore requires all CCMs to:

- Nominate one or more PR(s) at the time of submission of their application for funding.
- Document a transparent process for the nomination of all new and continuing PRs based on clearly defined and objective criteria.
- Document the management of any potential conflicts of interest that may affect the PR nomination process.

**To be fully compliant a CCM should provide:**

For recruitment of new Principal Recipients or where existing Principal Recipient has a rating of B2 and lower:

- Documentation that demonstrates that the CCM published a call for PR applications, with an application deadline of at least 14 days.
- Evidence that the CCM formed a committee to review applications based on clear criteria and, where necessary, presented a shortlist to the

**Examples of documentation needed:**

- Copy of published call for PR applications.
- The criteria used for PR nomination.
- The list of PR candidates considered and a description of how they meet the agreed criteria.
- If applicable, copies of any invitations made to existing PR(s) of the same disease component to submit an expression of interest to continue as PR.
- Minutes of CCM meetings where PR nomination is planned, discussed and confirmed. Minutes should include a summary of discussions, a list of participants, decision points and a record of who and which constituency took part in the decision making process. CCM meeting minutes should also demonstrate how conflict of interest was managed.

**To be fully compliant a CCM should provide:**

**CCM**

- Evidence that the PR selection was transparent (e.g. by secret ballot) and the conflict of interest management was applied.

For existing well performing Principal Recipients (A1, A2, B1):

- The CCM decided to re-select the well-performing PR based on clear criteria.
- PR selection was transparent (e.g. by secret ballot) and the conflict of interest management was applied.

**Examples of documentation needed:**

- The criteria used for PR nomination.
- Description of how the existing PR meets the agreed criteria.
- Copies of any invitations made to existing PR(s) of the same disease component to submit an expression of interest to continue as PR.
- Minutes of CCM meetings where PR nomination is planned, discussed and confirmed. Minutes should include a summary of discussions, a list of participants, decision points and a record of who and which constituency took part in the decision making process. CCM meeting minutes should also demonstrate how conflict of interest was managed.

*Assessed on an annual basis (the assessment must be less than a year old at the date of concept note submission):*

### 3. Oversight

Recognizing the importance of oversight, the Global Fund requires all CCMs to submit and follow an oversight plan for all financing approved by the Global Fund. The plan must detail oversight activities, and must describe how the CCM will engage program stakeholders in oversight, including CCM members and non-members, and in particular non-government constituencies and people living with and/or affected by the diseases.

### 4. Membership

The Global Fund requires all CCMs to show evidence of membership of people that are both living with and representing people living with HIV, and of people affected<sup>1</sup> by and representing people affected by Tuberculosis<sup>2</sup> and Malaria<sup>3</sup> as well as people from and representing Key Affected Populations<sup>4</sup>, based on epidemiological as well as human rights and gender considerations:

1. Either people who have lived with these diseases in the past or who come from communities where the diseases are endemic.
2. In countries where tuberculosis is a public health problem or funding is requested or has previously been approved for tuberculosis.
3. In countries where there is on-going evidence of malaria transmission or funding is requested or has previously been approved for malaria.
4. The Secretariat may waive the requirement of representation of Key Affected Populations as it deems appropriate to protect individuals.

### 5. Membership

The Global Fund requires all CCM members representing non-government constituencies to be selected by their own constituencies based on a documented, transparent process, developed within

each constituency. This requirement applies to all non-government members including those members representing people living with or affected by the three diseases, but not to multilateral and bilateral partners.

## 6. Conflict of interest

To ensure adequate management of conflict of interest, the Global Fund requires all CCMs to:

1. Develop and publish a policy to manage conflict of interest that applies to all CCM members, across all CCM functions. The policy must state that CCM members will periodically declare conflicts of interest affecting themselves or other CCM members. The policy must state, and CCMs must document, that members will not take part in decisions where there is an obvious conflict of interest, including decisions related to oversight and selection or financing PRs or sub-recipients.
2. Apply their conflict of interest policy throughout the life of Global Fund grants, and present documented evidence of its application to the Global Fund on request.

## CCM Minimum Standards

CCM Minimum Standards measure core functions of a CCM. They have been designed taking into consideration feedback from some early applicants during the transition to the new funding model, technical assistance providers, CCMs, countries and other stakeholders, in addition to past experiences with CCM Guidelines implementation.

CCM Minimum Standards represent additional criteria that will be enforceable and compulsory for grant signing as of January 2015.

*\* References to CCMs also apply to sub-CCMs.*

## Non-CCM

In limited situations, the Global Fund allows concept notes to be submitted by applicants who apply outside of the CCM.

Non-CCM applicants are strongly encouraged to contact the CCM in their respective country before completing the concept note template. The applicant is expected to have a good understanding of CCM processes established for the consideration of concept note elements (e.g. whether there was a public tender process, or an expression of interest process, and how proposals would be considered). Ideally the relevant CCM should be asked to consider including the ideas from the Non-CCM applicant as part of a consolidated national concept note.

The Global Fund's website lists the [key contacts](#) for national CCMs.

Justification for Non-CCM concept note

There are three types of circumstances where a country may apply as a Non-CCM:

1. Countries without a legitimate government;
2. Countries in conflict, facing natural disasters, or in complex emergency situations (identified by the Global Fund through reference to international declarations such as those of the United Nations Office for the Coordination of Humanitarian Affairs); or
3. Countries that suppress or have not established partnerships with civil society and non-governmental

organizations. These circumstances include a CCM's failure or refusal to consider a civil society or non-governmental organization proposal, particularly those targeting highly marginalized and/or criminalized groups, for inclusion into the national composite CCM concept note.

**Concept note not endorsed by CCMs for documented technical weaknesses communicated to the non-CCM applicant are unlikely to be accepted as Non-CCM applications.**

Relevant applicants should provide a clear timeline to demonstrate all efforts to participate in the CCM's process to develop a concept note, setting out what submissions were made to the CCM, what reply was received, and what the non-CCM applicant did to work with and/or participate in CCM meetings or concept note development sessions and all applicable dates.

**When Non-CCM concept note are received, the Global Fund contacts the CCM to obtain their input on the topics raised, and the Global Fund's decision on eligibility will be final.**

If you would like information regarding a non-CCM application, please contact your country's Fund Portfolio Manager (FPM) by selecting your country from the [Grant Portfolio](#) section of the website.