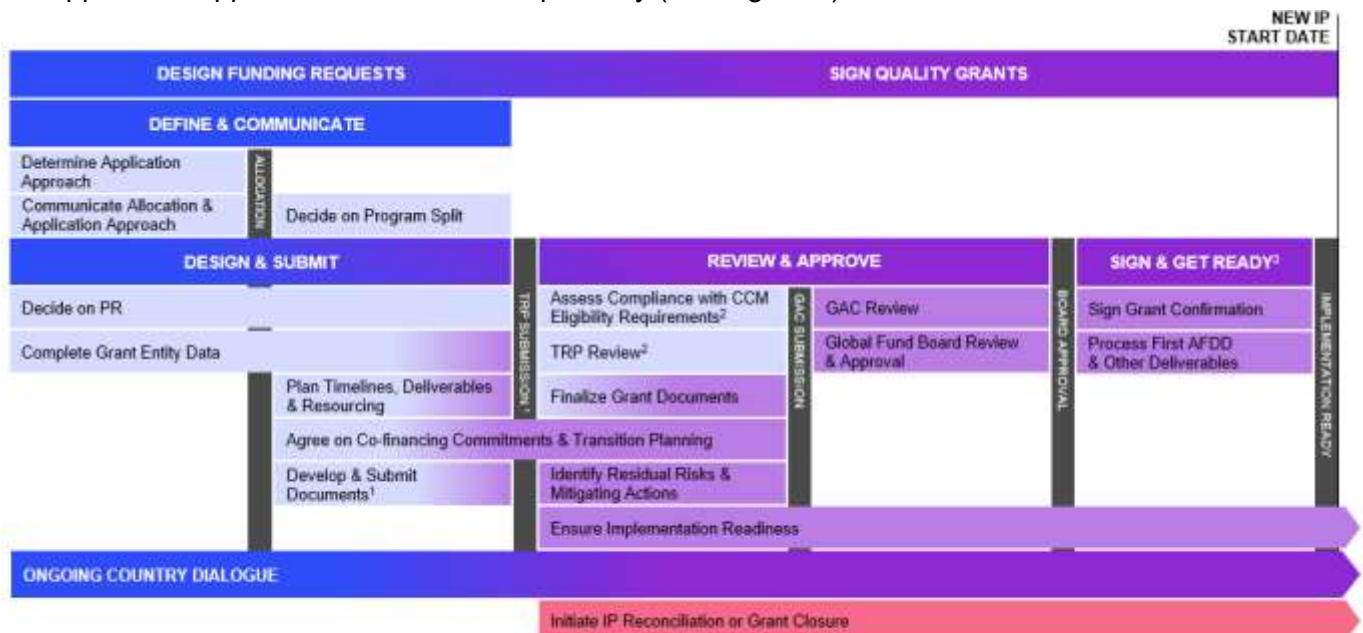


Design Funding Requests and Sign Quality Grants

Approved on 17 April 2026
Approved by Executive Grant Management Committee
Process Owner Access to Funding; Grant Portfolio Solutions and Support Department
Associated OPN OPN on Design Funding Requests and Sign Quality Grants

Purpose & Overview

- This document provides general procedural guidance on Design Funding Requests and Sign Quality Grants (Funding Request and Grant-making) processes and applies to country and multicountry portfolios and grants financed during the 2026-2028 allocation period (Grant Cycle 8). It describes for each key process outputs, timelines and responsibilities for preparation, review and approval.
- Figure 1 provides an overview of the process and sub-processes for the Funding Request and Grant-making processes. The applicable sub-processes and requirements vary depending on the selected application approach and submission pathway (see Figure 2).



¹ List of documents to be submitted depends on the application approach

² Steps specific to Funding Applications reviewed by TRP

³ For Implementation

Figure 1: Overview of the GC8 Funding Request and Grant-making processes and sub-processes

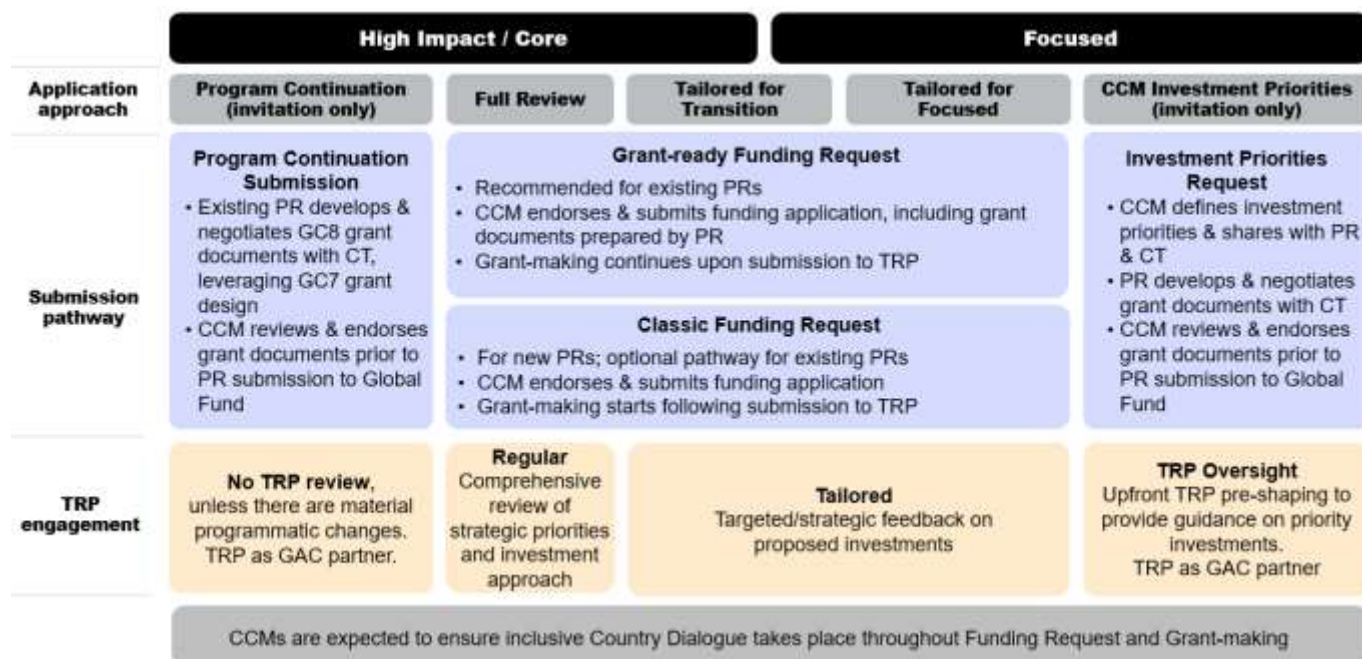


Figure 2: Overview of the GC8 application approaches and submission pathways

3. **Key actors.** An overview of the key actors and their main responsibilities on Funding Request and Grant-making is provided below. Key actors execute these responsibilities per [OPN on Design Funding Requests and Sign Quality Grants](#) and other relevant OPNs. Detailed responsibilities by deliverables are captured in the succeeding sections.

Key Actors	High level responsibilities
Country Coordinating Mechanism (CCM)	Nominates the PR and plans the end-to-end Funding Request and Grant-making process timelines. Ensures an ongoing and inclusive country dialogue, coordinates the application development and responds to TRP comments (if applicable) ¹ , oversees ² Grant-making at the country level, and acknowledges the grant through signature of the Grant Confirmation. Submits Grant Entity Data (GED).
Principal Recipient (PR)	Engages in country dialogue. Prepares and submits final grant documents, including during the Funding Request stage if requested by the CCM to do so. Signs the Grant Confirmation and ensures implementation readiness (including selection of SRs) by the IP state date. Submits GED.
Technical Review Panel (TRP)	Undertakes an independent review [†] of funding applications, in line with defined criteria and its ToR. ³ TRP engagement is differentiated for Program Continuation and CCM Investment priorities review approaches, as outlined in the OPN. Recommends funding applications [†] to Grant-making or iteration and identifies any issues which may need to be addressed.
Fund Portfolio Manager (FPM), with Disease Fund Manager (DFM)^{†,4}, and Program Officer (PO)	Leads the reviews of the funding application for completeness and consistency, prepares the Secretariat Briefing Note for the TRP [†] and engages with the TRP during the review process. [†] Leads and coordinates Grant-making ensuring timely completion. This includes review and negotiation of grant documents, risk identification and mitigation planning (including PR capacity assessment [†]), submission of disbursement-ready grants for approval and facilitating implementation readiness at IP start date.

¹ Henceforth, this symbol '†' denotes 'if applicable', where relevant.

² Refer to the [CCM policy](#) for more information on CCM oversight across the grant life cycle

³ Henceforth, this symbol denotes 'if applicable,' where relevant.

⁴ The DFM undertakes initial review and recommends to the Senior FPM.

Grant Finance Service Center (GFSC) and/or Finance Specialists (FS)	Reviews finance-related deliverables such as the Budget, fund flows in the Implementation Arrangements Map [†] , financial risk assessment and mitigation (including review of PR capacity assessment [†]), and audit approach.
Public Health and Monitoring & Evaluation (PHME) Specialist	Reviews monitoring and evaluation and programmatic deliverables such as the Performance Framework, Programmatic Gap Table, M&E Plan [†] , information flows in the Implementation Arrangements Map [†] , M&E and programmatic risk assessment and mitigation planning (including review of PR capacity assessment [†]), and performance audit approach.
Health Product Management (HPM) Specialist	Reviews procurement and supply chain deliverables such as Health Product Management Template (HPMT) or 'HP List – Focused' [†] , health products flows in the Implementation Arrangements Map [†] , procurement and supply chain risk assessment and mitigation (including PR capacity assessment [†]), systemic HPM improvements and audit approach.
Legal Counsel	Advises on legal aspects of deliverables. Prepares and finalizes the Grant Confirmation (but not the attached Performance Framework or Summary Budget).
Technical Advice and Partnership (TAP) Advisor	Provides technical guidance and recommendations to the CT on program focus and design, including on definition and assessment of strategic shifts outlined in the allocation letters, confirmation of program split, preparation for TRP review and addressing TRP issues [†] , and updating PAAR.
Program Sustainability Specialist	Provides technical leadership within CT to improve sustainability of Global Fund-supported programs. Supports the integration of sustainability, transition and co-financing considerations during Funding Request and Grant-making processes in line with the STC Policy. Facilitates inclusive national planning, works with national stakeholders, including partners and multi-lateral development banks, and coordinates with Health Financing, TAP and CRG to manage sustainability risks and opportunities throughout the grant life cycle.
Health Financing Specialist	Provides technical guidance on health financing and recommendations to the CT on financial sustainability, supports the development of co-financing commitments, supports the development of blended and other innovative / alternative financing mechanisms, and supports decision-making on compliance with co-financing requirements.
Access to Funding (A2F)	Coordinates the development and issuance of Allocation Letters. Assess compliance with CCM Eligibility Requirements 1 and 2, and acts as liaison between CT and TRP and GAC.
CCM Hub	Screens for compliance against CCM Eligibility Requirements 3 to 6.
Grant Management Service Center (GMSC)	Executes administrative and system-related tasks on behalf of the Country Team (CT). The GMSC comprises Grant Operations (Grant Ops) and Business Process Support.
Grant Approvals Committee (GAC)	Determines the application approach for each country component. Reviews and recommends disbursement-ready grants for Board approval and decides whether the Grant Confirmation can be released for PR signature early.
Global Fund Board	Approves grants recommended by GAC through a no-objection process.
Local Fund Agent (LFA)	As requested by the CT, provides independent assurance of Funding Request and Grant-making tasks and deliverables and submits findings and recommendations to the Global Fund Secretariat. Submits GED.

4. The Funding Request and Grant-making detailed steps and associated responsibilities are captured in the Grant Life Cycle process maps and RACI.

Define & Communicate

Grant Deliverables	Deliverables per Portfolio Category			Timeline	Responsibilities			
	HI / Core	Focused			Prepare / submit	Review / validate	Approve	
		A	T					L
Determine Application Approach								
Defined and approved application approach	R			Quarter 1 of 2026	A2F Department	CT	GAC, based on the recommendation from A2F Department	
Communicate Allocation & Application Approach								
Issued allocation letters	R			Quarter 1 of 2026	- A2F (initial draft) - CT (final Allocation Letter)	- CT, Allocation Team, Grant Financial Management Team, Grant Finance Manager (GFM), Policy Hub, Legal and Risk Departments review and provide input - RM/DH reviews allocation letters, including revisions, if any	Head, Grant Management Division (GMD)	
Determined submission pathway ⁵	R			Within 30 days following receipt of the Allocation Letter when registering to any 2026 TRP Window ⁶ , otherwise as soon as feasible	CCM	CT	CCM	
Decide on Program Split								
Agreed program split for the disease components, including RSSH	R	R ⁷		During the country dialogue, and prior to submitting the funding application	CCM	CT	Approval authority, per thresholds defined in the OPN on Design Funding Requests and Sign Quality Grants	

⁵ See [CCM Confirmation of Submission Pathway & PR Nomination Form](#).

⁶ If no preference is communicated to the Global Fund within 30 days following receipt of the Allocation Letter for TRP Window 1, the Classic Funding Request submission pathway will be selected by default.

⁷ CCMs from Focused Portfolios do not submit a Program Split Confirmation Form unless a change to the program split is proposed.

Design & Submit

Grant Deliverables	Deliverables per Portfolio Category ⁸			Timeline	Responsibilities			
	HI / Core	Focused ⁹			Prepare / submit	Review / validate	Approve	
		A	T					L
Decide on PR								
Nominated and agreed PRs	R			Within 30 days following receipt of the Allocation Letter (i) for 2026 Grant-ready funding requests, (ii) Classic Funding Requests if PRs need to access the online HPMT, and (iii) Program Continuation Submission and Investment Priorities Request for portfolios ending in 2026. Otherwise, as soon as feasible	CCM	CT	RM/DH	
Completed capacity assessment ¹⁰	R ¹¹			Initiated upon PR nomination	LFA	- CT - Risk Thematic Lead ¹²		
Complete Grant Entity Data								
Approved GED - CCM, PR and LFA organization information - PR and/or third-party banking information - CCM, PR and LFA contact information†: i. Contacts with Signatories / Notice Rights ii. Contacts with Partner Portal and Grant Deliverables Access Rights	R			Initiated as soon as possible ¹³ during Funding Request	PO/ Grant Management Service Center (GMSC) contacts PRs to ensure GED is accurately updated. GED is managed through the Global Fund Partner Portal. See related OPN and Operational Procedures			

⁸ R = Required; BP = Best practice; - = Not Required; † = if applicable

⁹ Focused portfolios are further categorized into 3 management models: Aligned (A), Targeted (T) and Light (L).

¹⁰ See [Operational Procedures on Country Risk Management](#).

¹¹ Required for (i) new PRs; (ii) PRs implementing PfR or RBC modalities for the first time; or (iii) for High Impact and Core portfolios, existing PRs implementing new components/new major activities for which they have not been assessed before. Outside of these situations, a CT can also conduct a capacity assessment (i) where the use of country public financial management (PFM) systems for grant financial management is intended for sustainability and aid effectiveness purposes; and (ii) for an existing PR or select SRs if necessary to manage risks. The capacity assessment, when required, is tailored to specific areas. For Focused portfolios, the capacity assessment is undertaken through a PR self-assessment and an LFA assessment if the self-assessment indicates major risks. A thematic (tailored) capacity assessment is required when PfR or RBC are used for the first time.

¹² The Risk Thematic Lead reviews the Capacity Assessment but is not required to provide sign-off.

¹³ For grant-ready Funding Request, CCM and PR contacts are initiated in the Partner Portal even before the reception of the allocation letter.

Grant Deliverables	Deliverables per Portfolio Category ⁸			Timeline	Responsibilities		
	HI / Core	Focused ⁹			Prepare / submit	Review / validate	Approve
		A	T				
iii. Key Country Actor							
Ongoing Country Dialogue							
Completed an inclusive country dialogue for all components		R		Throughout Funding Request and Grant-making	Convened by: - CCM, who shares meeting minutes with the CT Attended by: - CCM including community and civil society representatives - PR (or Lead Implementer) [†]		
Convened at least two CCM meetings to receive briefing from PR ¹⁴	R		BP	During Grant-making			
Convened one dedicated CT meeting to brief and receive feedback from community and civil society representatives			BP	During Grant-making, ideally during CT mission	Convened by: CT Attended by CT & community and civil society representatives		
Plan Timelines, Deliverables & Resourcing							
Planned end-to-end Funding Request and Grant-making processes (including milestones and deliverables) [†]			R ¹⁵	Upon receipt of the Allocation Letter	- CCM - PR - CT with GMSC support	LFA, Global Fund Secretariat Teams, including technical advisers (SIID, PMRD, Ethics)	FPM (and DFM) [†]
Held kick-off meeting and engaged with Secretariat proactively and continuously ¹⁶	R		BP	Initiated as early as possible, and ongoing throughout Funding Request and Grant-making	Convened by: CT Attended by CT& relevant Global Fund Secretariat teams, including technical advisers (SIID, PMRD, Ethics)		
Additional resourcing confirmed [†]							
Defined PR human resources requirement for Grant-making			†	As soon as possible following PR selection	PR	FPM (and DFM) [†] , with inputs from other CT members	
Existing PRs implementing the same component: Approved funds from existing grant(s) to finance additional PR human resources if needed					See OPN on Revise Grants		

¹⁴ Covering (i) key elements of the grant; (ii) insights on the funding priorities of civil society and communities submitted as inputs to Grant-making (refer to the Funding Priorities from Communities and Civil Society Annex; and (iii) plans for CBO/CLO involvement in grant implementation.

¹⁵ The end-to-end Funding Request and Grant-making plan is not required to be submitted to or reviewed by the Global Fund; however, the underlying planning is still required.

¹⁶ Kick-off meeting to receive guidance, share inputs, and ensure cross-functional considerations are incorporated early in the process. Ongoing consultation to ensure relevant Global Fund strategy elements are captured into quality grant design for impact. The level of engagement provided by technical teams is dependent on the institutional priority, portfolio differentiation, and the resource distribution of the responsible technical teams.

Grant Deliverables	Deliverables per Portfolio Category ⁸			Timeline	Responsibilities			
	HI / Core	Focused ⁹			Prepare / submit	Review / validate	Approve	
		A	T					L
New PRs and existing PRs implementing new components: Approved advance payment to support Grant-making if needed								
Advance payment approved ^{†,17}								
Approved application for PR capacity building and start-up activities, maximum of US\$500,000	†			Initiated immediately after receiving the TRP recommendation All steps (including disbursement) are completed no later than the Pre-GAC submission date ¹⁸	PR	- LFA [†] - FPM (and DFM) [†] with other CT members ensures that requests are justified and consistent with Global Fund requirements	Global Fund approval authority as defined in the OPN on Design Funding Requests and Sign Quality Grants ¹⁹	
Approved application for early procurement of health products, equivalent to planned procurement for year one								
Approved request for PR financing of certain activities subject to reimbursement	†			Request permitted after TRP recommendation				
Develop & Submit Documents[†]								
Submitted application package to the Global Fund	R			As per the deadline for the TRP review window the CCM registered for	Depending on the application approach and submission pathway, CCM and/or PR develop and submit a differentiated set of required documents as specified in the OPN on Design Funding Requests and Sign Quality Grants (Annex 1, tables 2 and 3). All members of the CCM review and endorse before submission to Global Fund. Documents submitted through the Partner Portal. Prepared by CCM and/or PR.			

Review & Approve

Grant Deliverables	Deliverables per Portfolio Category			Timeline	Responsibilities			
	HI / Core	Focused			Prepare / submit	Review / validate	Approve	
		A	T					L
Assess Compliance with CCM Eligibility Requirements[†]								

¹⁷ See [OPN on Design Funding Requests and Sign Quality Grants](#) and Advance Payment Templates.

¹⁸ Approval and completion of advanced payments after Pre-GAC submission cannot be guaranteed.

¹⁹ PR Financing Agreement issued to PR per the Global Fund Delegations of Signature Authority. PR captures approved activities and amount(s) for reimbursement in the Budget and Summary Budget and HPMT[†]. CT documents these in the GMFRF. See section 'Finalize Grant Documents' of these Operational Procedures for the review and approval of these documents.

Grant Deliverables	Deliverables per Portfolio Category			Timeline	Responsibilities		
	HI / Core	Focused A T L			Prepare / submit	Review / validate	Approve
Assessed CCM eligibility requirements 1 and 2	R			Upon receipt of the funding application	A2F Department, based on the CCM Statement of compliance and with inputs from CRG and CCM hub.		
TRP engagement[†]							
Completed Secretariat Briefing Note [†]	R	-		Before the start of the TRP review	CT with inputs from Secretariat technical teams		
GAC steer [†]	†			Throughout Funding Request and Grant-making processes	Initiated by: CT or GAC Secretariat Guidance provided by: GAC		
Issued TRP Review and Recommendation Form ^{†20}	R			5 working days after TRP review	TRP review group	<ul style="list-style-type: none"> - TRP Plenary approves the outcome from the review group - TRP Leadership signs off on the TRP Review and Recommendation Form - CT reviews and approves before sharing with the CCM 	
Cleared TRP issues due at Grant-making ^{†.21}	R			Initiated immediately after receiving TRP recommendation; finalized prior to Pre-GAC review [†] and submission to GAC	<ul style="list-style-type: none"> - For issues to be cleared by the TRP: TRP members review and TRP leadership signs off on the recommendation - For issues to be cleared by the Secretariat: CT, with support from A2F & GMSC 		
Finalize Grant Documents							
Finalized required grant documents							
Grant Confirmation agreed with PR	R			Finalized prior to Pre-GAC review [†] and submission to GAC	Legal Counsel, based on inputs from other CT members (programmatic description, grant requirements)	<ul style="list-style-type: none"> - Finance, PHME and HPM Specialists based on their respective functional areas PR confirms that the draft Grant Confirmation reflects agreement 	FPM (and DFM) [†] , following finalization by Legal Counsel

²⁰ For Investment Priorities Request, the TRP engages earlier in the process through a pre-shaping discussion, providing high-level advisory input.

²¹ See TRP Review Form and Applicant Response Form (forthcoming).

Grant Deliverables	Deliverables per Portfolio Category			Timeline	Responsibilities			
	HI / Core	Focused			Prepare / submit	Review / validate	Approve	
		A	T	L				
Grant Performance Framework (PF) ²²	R ²³				Initiated following country dialogue; finalized prior to Pre-GAC review [†] and submission to GAC	PR	<ul style="list-style-type: none"> - LFA[†] - PO/GMSC performs checks & requests Specialist validation - PHME Specialist²⁴, in consultation with other teams[†] Quality Assurance ²⁵ by: Disease/HIV teams within SIID	FPM (and DFM) [†]
Grant Budget, including Summary Budget	R ²⁶						<ul style="list-style-type: none"> - LFA[†] - PO/GMSC performs checks & requests Specialist validation - Finance, in consultation with other teams 	
As applicable, <ul style="list-style-type: none"> - Health Product Management Template (HPMT)^{†,27} for HI/Core portfolios - 'HP List – Focused' tab in the Budget for Focused 	R						<ul style="list-style-type: none"> - LFA[†] - HPM Specialist, in consultation with Supply Operations, and with additional input from other relevant teams[†] 	

²² See [Modular Framework Handbook](#).

²³ Focused Portfolio Management Models follow differentiated instructions. No impact nor outcome indicators. Maximum of 5 (3 for Aligned) coverage indicators per component. Refer to the Guidelines for Developing and Reviewing Performance Frameworks (forthcoming).

²⁴ PHME Specialist verifies that the PF (i) has appropriate indicators with required disaggregation categories; (ii) is aligned with the TRP recommended Funding Request; (iii) includes indicators that measure progress on the priorities for step change; and (iv) negotiated targets align with the funding available for the National Strategic Plan. The core set of indicators and required disaggregation categories are provided in the [Modular Framework Handbook](#). See also the Guidelines for indicator selection and prioritization. In cases where NSP is outdated any other target that is agreed among the in-country stakeholders can be used.

²⁵ All PFs must undergo an in-depth review at Grant-making using the PF Quality assurance approach and checklist.

²⁶ Focused Portfolio Management Models follow differentiated instructions. Refer to the Guidelines for Grant Budgeting, [Operational Guidance for Grant Budgeting](#), and [Instructions for Completing the Budget Template](#). Annual amounts required by module/intervention, cost grouping, and implementer level. Implementers include only a limited number of intervention lines in the budget to strengthen investments on certain catalytic priorities.

²⁷ See Instructions on the HPMT (forthcoming) and Annex 11 of the [Operational Guidance to Budgeting Guidelines](#) (forthcoming).

Grant Deliverables	Deliverables per Portfolio Category			Timeline	Responsibilities			
	HI / Core	Focused			Prepare / submit	Review / validate	Approve	
		A	T					L
Implementation Arrangements Map ^{†,28}	R ^{†,29}	_30				- LFA [†] - Finance, PHME and HPM Specialists, in consultation with other teams [†]		
Updated Programmatic Gap Table(s)	R ^{†31}	-				- LFA [†] - PHME Specialist ^{†32}		
Monitoring & Evaluation Plan								
Co-financing online form	R			Finalized prior to Pre-GAC review [†] and submission to GAC	See Operational Procedures on Co-financing			
Co-financing commitment letter								
Updated UQD Register ³³	R ^{†34}			CT, with A2F GMSC support	A2F			
Applicant Response for TRP issues to be addressed during Grant-making	R [†]			PO	CT	FPM (and DFM) [†]		
Grant-making Final Review Form (GMFRF) ³⁵	R			PO with GMSC support	- CT - HF Specialists ³⁶ ensure that the GMFRF accurately reflects the			

²⁸ See [Instructions on Implementation Arrangement Mapping](#).

²⁹ Required for HI/Core in case of i. new entities (PRs/SRs/other incl. supply chain & fiduciary); ii. new activities; iii. sanctions; or iv. at CT discretion (i.e. significant changes in risk or funding landscape). Otherwise, implementation arrangements map of the current grants is assumed to apply.

³⁰ Required only for Focused portfolios impacted by major sanctions regimes.

³¹ Not required (i) under Program Continuation application approach nor (ii) for multicountry grants financed under Catalytic Investments – Multicountry Modality. Update required during grant-making at CT discretion in case of material changes from the version submitted during Funding Request. For existing PRs, if the M&E plan is not updated by grant signing, the CT ensures that the PR updates the plan within an agreed timeframe for submission before the end of the first year of the IP.

³² PHME Specialist (i) verifies that the programmatic gap table(s) is (are) updated to capture targets covered by the grant; and (ii) in consultation with other teams if necessary, checks that grant indicators and targets are captured in the M&E plan for monitoring and reporting purposes.

³³ In the UQD Register module in GOS. See [PAAR and UQD User Guidance](#).

³⁴ Not applicable if there is no UQD register (i.e. PC and Investment priorities).

³⁵ See GMFRF and Instructions (link forthcoming). In the GMFRF, the CT indicates if there are material changes to the program since the TRP review (if applicable).

³⁶ Provides inputs to the CT that can be used to support the sections on Co-financing landscape, Sustainability of the Global Fund investments and national response uptake (see also [OPN on Co-financing](#)).

Grant Deliverables	Deliverables per Portfolio Category			Timeline	Responsibilities		
	HI / Core	Focused A T L			Prepare / submit	Review / validate	Approve
						outcome of Grant-making in their respective areas of responsibilities	
Approved Grant Signing Calculator (GSC) including Grant Exception & Escalation Form	R		After budget is submitted and approved; finalized prior to Pre-GAC review [†] and submission to GAC	FS			GFM confirms completeness and accuracy of financial information
Created grant purchase order			After GSC is approved; finalized prior to Pre-GAC review [†] and submission to GAC				
Identify Residual Risks & Mitigating Actions							
Captured residual risks and key mitigating actions in the Integrated Risk Management (IRM) module ³⁷	R	-	Prior to Pre-GAC review [†] and submission to GAC	CT		Reviewed by: ³⁸ - Risk Thematic Lead - PHME, HPM & Grant Finance Manager	FPM (and DFM) [†]
Ensure Implementation Readiness							
Selection and contracting of PR human resources, SRs and suppliers							
Approved ToRs and contracting of PR human resources, SRs, and Suppliers	BP	-	Initiated as soon as possible during Funding Request, near-finalized at the time of GAC and completed by the IP start date. Contracts are signed immediately upon Global Fund Board approval of the grant ³⁹	PR ⁴⁰			

³⁷ See [Operational Procedures on Country Risk Management](#).

³⁸ FS validates that finance-related residual risks and mitigating actions have been identified and prioritized. PHME Specialist validates that M&E and programmatic related residual risks and mitigating actions have been identified and prioritized. HPM Specialist validates that Supply Operations (including in-country supply chain) related residual risks and mitigating actions have been identified and prioritized. FPM (and DFM) validates that governance and health-financing related residual risks and mitigating actions have been identified and prioritized.

³⁹ Alternatively, the PR can assess if contracts could be signed earlier with adequate conditionality pending Global Fund Board approval of the grant and where this is consistent with local laws and the PR's own internal procedures.

⁴⁰ PR will capture selected SRs with full legal names in the Implementation Arrangements Map and in the Budget and Summary Budget prior to signing the grant confirmation.

Grant Deliverables	Deliverables per Portfolio Category			Timeline	Responsibilities			
	HI / Core	Focused			Prepare / submit	Review / validate	Approve	
		A	T					L
For procurement using PPM Approved PPM purchase requisition for health products for year one of the IP	BP	-			Initiated immediately after grant signing. Approved prior to IP start date	See OPN and Operational Procedures on Pooled Procurement Mechanism (PPM) If requisition needed to be initiated prior to grant-signing, the Management of Exceptions section described in the OPN on PPM is followed		
Finalize other implementation-ready deliverables								
Agreed implementation work plan ⁴¹ for year one of the IP	BP		Initiated as soon as possible during Funding Request, near-finalized at the time of GAC and completed by the IP start date		PR			
GAC Review								
Submitted disbursement-ready grant for GAC review and recommendation ⁴²	R		Immediately after all requirements for disbursement readiness are completed, within the due date for submission for the scheduled GAC meeting		- CT with GMSC support attaches all mandatory documents required for GAC review - FPM (and DFM) ⁴³ (i) submits the disbursement-ready grants on behalf of the CT (ii) confirms that all CT members and other relevant teams have reviewed and endorsed grant documents according to their responsibilities	- GFM reviews financial data related to the grant and provides pre-approval of the first AFD ⁴⁴	Approving authorities defined in the OPN on Design Funding Requests and Sign Quality Grants reviews outcome of Grant-making and confirms disbursement-readiness	
	R		Per scheduled GAC meeting		GAC Secretariat	GAC	GAC Chair	

⁴¹ The Global Fund does not prescribe a standard template for the implementation workplan.

⁴² For the Grant-making documents/information included in the GAC submission, refer to Annex 1 of the [OPN on Design Funding Requests and Sign Quality Grants](#). GAC transformation is underway. This section will be updated once final decision is made.

⁴³ For portfolios with DFMs the submission is done by the DFM and approved by the Senior FPM.

⁴⁴ Provided the first AFD is processed within 30 days of the grant purchase order approval per the [OPN on Annual Funding and Disbursement Decisions](#).

Grant Deliverables	Deliverables per Portfolio Category			Timeline	Responsibilities		
	HI / Core	Focused			Prepare / submit	Review / validate	Approve
		A	T	L			
Captured GAC recommendation in GAC electronic report to the Board ⁴⁵					Sent to the Board within 8 working days after GAC recommendation	GAC makes the final determination of disbursement readiness and decides whether to recommend to the Global Fund Board or not. GAC also decides whether the Grant Confirmation can be released for PR signature and CCM acknowledgement prior to Board approval	
Global Fund Board Review & Approval							
Board-approved disbursement-ready grant	R				Within 10 working-days after submission of the GAC electronic report		Global Fund Board on a no-objection basis
Approved grant purchase order	R				As soon as possible after the Grant is signed	FS & PO/GMSC monitors purchase order approval, & liaises with FS	CFO

Sign & Get Ready

Grant Deliverables	Deliverables per Portfolio Category			Timeline	Responsibilities		
	HI / Core	Focused			Prepare / submit	Review / validate	Approve
		A	T	L			
Sign Grant Confirmation							
Execution-ready Grant Confirmation	R				PR and CCM: Following GAC recommendation, contingent on Board approval Global Fund: Following Board approval	CT with input from Legal and support from GMSC	Reviewed and signed by the authorized PR representative & the Global Fund (after Board approval) per the Global Fund Delegations of Signature Authority Acknowledged by ⁴⁶ the CCM Chair ⁴⁷ and the CCM representative ⁴⁸ CT indicates the dates when i. the signed Grant Confirmation is received from the PR, and ii. the countersigned Grant Confirmation is sent to the PR, and attaches the emails in GOS.
Process First Annual Funding Decision (AFD) and Disbursement and Other Deliverables							

⁴⁵ See GAC ToRs.

⁴⁶ For multicountry grants stemming from a RCM application, one representative from the RCM acknowledges the Grant Confirmation after the PR signature and prior to the Global Fund signature. For those grants stemming from a RO application: (i) when the RO and PR are different entities the legal representative from the RO acknowledges the Grant Confirmation after PR signature and prior to Global Fund signature; (ii) when the RO and PR are the same entity, no acknowledgment is required after PR signature.

⁴⁷ In the absence of the CCM Chair, endorsement by the Vice Chair is acceptable if in line with the CCM's governing documents.

⁴⁸ The CCM civil society representative if the CCM Chair is the representative of the Government, or the representative of the Government if the CCM Chair is the representative of civil society.

Grant Deliverables	Deliverables per Portfolio Category			Timeline	Responsibilities		
	HI / Core	Focused			Prepare / submit	Review / validate	Approve
		A	T				
Processed first AFD & Disbursement ⁴⁹	R			As soon as possible after the Grant Confirmation is signed and the grant purchase order is approved ⁵⁰	PO / GMSC creates AFD in GOS	FPM (and DFM) [†]	AFDs processed within 30 days from the grant purchase order approval are pre-approved by the GFM as part of the submission to GAC (refer to the OPN on Make Annual Funding and Disbursement Decisions). Otherwise, per OPN on Annual Funding and Disbursement Decisions
Agreed Audit Arrangements ⁵¹	R			During Grant-making or no later than 3 months after the new IP start date	FS	GFM	
Completed Rapid SEAH Risk Assessment	R	-			PR	Ethics Risk Prevention and PSEAH Team (Ethics Office)	

Monitoring & Reporting

5. The Funding Request and Grant-making processes will be monitored by the A2F and GPS teams according to the table below.

Item	Monitoring
Country Dialogue	During Funding Request, CCM undertakes an inclusive and in-depth country dialogue for all components to ensure compliance with CCM Eligibility Requirement 1. The results are reflected in the funding application.
	During Grant-making, CCM for High Impact and Core portfolios convene at least two meetings for the PRs to brief and receive feedback from the CCM, including from the community and civil society representatives.
TRP issues	TRP Review and Recommendation forms are accepted by the CT within 5 days following the final TRP plenary of each Window.
	CCM, PRs and CT ensure that grant-making actions identified by the TRP are addressed by the respective due dates.
CCM / PR submissions	CCM / PR submissions of all required documents in the Partner Portal.
GAC submission quality	First-time-right CT submission to GAC.
Grant Confirmation timeline	Sharing of Grant Confirmation between CT and PR during and after signature.
	The Grant Confirmation is signed by the PR and Global Fund Secretariat before the new IP start date.
First AFD	Time between PO approval and first AFD submitted for approval.

⁴⁹ See [OPN on Annual Funding and Disbursement Decisions](#).

⁵⁰ Can take place prior to IP start date.

⁵¹ See [Guidelines for Annual Audit of Global Fund Grants](#).