

IMPORTANT THINGS TO KNOW ABOUT CTAOP

Welcome! We are so glad you have joined the CTAOP family. We have fun, we care for one another, we grow together, we dance, and we work hard. Most importantly, we are united in the common vision of creating a more equitable world.

Below are some key points about CTAOP and the offerings for YOU, our Program Partners 😊

We operate with the following values:				
<p>Ubuntu: “I am because we are.” Ubuntu refers to our interconnectedness as human beings. In the spirit of Ubuntu, we believe in the equality of all people and the responsibility to help each other.</p>	<p>Integrity: We value strength of character guided by a moral compass. Integrity and authenticity are vital to every aspect of our work. Honesty, loyalty, courage, and a strong work ethic are at our core.</p>	<p>Learning: We are in a constant state of learning, adapting, and thriving. We foster an atmosphere that supports organic growth, enhancement of both individual and group impact as well as reflective candid evaluation of our work and the work of our Program Partners.</p>	<p>Exploring: We embrace the spirit of an explorer – open to creative, engaging, and unconventional approaches, bravely taking risks and nimbly adapting to unanticipated challenges and changing environments.</p>	<p>Fun: We embrace joy, playfulness, and informality. The focus will always be on impact and effectiveness while still having fun, being silly, and enjoying the journey.</p>

GRANTS

1. **Core Grant:** CTAOP funding is flexible and can be used for anything that works toward the goal of supporting young people, their sexual and reproductive health and rights (SRHR), and gender-based violence prevention. This includes operational costs (i.e., salaries, rent, transport) for your organization. We also understand the changing nature of working with youth and communities – flexible funding means you can shift plans as long as the goal above does not change. We provide multi-year support – our grants typically run on three year cycles to provide stability and ease the burden of annual renewals.

Reporting Requirements: A check-in will be scheduled with each Program Partner a minimum of once per year. The goal of the check-in is to hear how you are doing, what you are learning, the successes and challenges you face, any expected or unexpected outcomes, reflections, and any needs that are not being met. Many Program Partners prefer to connect more often, so please feel free to reach out. We also ask for:

- a high-level expenditure budget annually (either programmatic or organizational)
- the number of youth served annually by your organization
- stories, photos, or video of anything that describes your organization’s successes. This helps us advocate for you. In addition, feel free to share any other quantitative or qualitative data that is meaningful to you in whatever form is most convenient. We enjoy reading reports completed for other funders.

2. **Capacity Strengthening:** Program Partners can apply for one capacity strengthening grant per year, which aims to help your organization become more effective and efficient. These grants are typically for once-off costs like training, infrastructure, monitoring & evaluation systems, etc. These grants typically range anywhere from \$300-\$10,000 (R5,000-R200,000). This type of grant often requires a facilitator or consultant – you are welcome to use someone who is familiar with your organization, and we also have a database of service providers if you would like a recommendation. To apply, please email ***** with a project budget (i.e., travel, training, overhead costs) and a brief paragraph explaining what the funds will be used for and how they will help your organization.

Reporting Requirements: As part of your check-in, we will ask you what you have learned from this grant.

3. **Travel Grant:** Travel grants are available for all Program Partners to apply for once per year. This grant aims to encourage you to learn from, connect with and collaborate with other Program Partners. Anytime you want to visit

another Program Partner you can apply, and the grants are typically \$1000 (~R15,000) to cover travel costs. These funds can also be used to attend a conference or a professional development opportunity. Please email ***** with a paragraph detailing the travel plans.

Reporting Requirements: None, though we'd love to hear about any new learnings or collaborations. If your organization would like to share stories/photos/videos, it would help us understand the value of the travel grants and, if desired, we could amplify your experience by sharing stories of collaboration and learning.

Note: For both the Capacity Strengthening and Travel Grants, you are welcome to apply anytime during the year, but we try to combine payments with your Core Grants to limit the wire/bank fees incurred by your organizations.

COMMUNICATIONS

4. **Use of CTAOP name:** We appreciate your adherence to the guidelines for using our name, logo, or images. Our approval process is subject to internal restrictions, and we appreciate your patience as we do our best to provide a timely response.
 - a. Use of Charlize Theron's name or likeness or the use of CTAOP logo or photographs is **prohibited unless approved in writing by CTAOP.**
 - b. Please reach out to us for approval if you would like to use CTAOP's name or logo.
5. **Program Partner WhatsApp Community:** We have a WhatsApp group where we share funding opportunities, latest SRH and GBV research and other opportunities for youth.
6. **Amplification on Social:** Please stay in touch! We want to amplify and share your stories, pictures, learnings, reflections, and amazing work. Anytime you have exciting news to share, please send it to *****, our social media lead, at ***** and we will do our best to amplify your message on our social media channels.
7. **Photo Consent:** ***** will ask for your consent for all images we post or share of your organization. We commit to this as an organization and ask for a similar commitment from you as a Program Partner if you'd like to mention CTAOP in your posts.

ADDITIONAL SUPPORT

8. **Ad Hoc:** Our team is here to support you, and to help you where we can. Below are examples of additional support the CTAOP team can provide. We welcome feedback on other opportunities for us to support you.
 - **Yebo Resource Matching Tool:** Our Yebo Leadership Circle (a group of individuals based in the United States who amplify and support CTAOP's work) created a platform where you can share organizational needs that do not fit into our grantmaking mechanisms. The goal is to try and mobilize their networks to further support you when possible. They are not able to help with everything, but sometimes they may have a connection or resource that will align with your need. Please find the tool [here].
 - **Review Proposals:** We are happy to read and provide feedback on proposals you have written for other funders. Please feel free to share with us for feedback before any submission deadlines. We kindly ask for at least one week for this process.
 - **Provide Resources or Templates:** We are happy to help your organization and team develop. Our team is a resource for you and can also recommend programmatic and organizational development resources that may be useful (i.e., theory of change, HR templates, budget templates, program manuals, research, etc.).
 - **Networking:** We are happy to make connections for you where we can. We know it's often easier to connect when you have the introduction. We are also happy to serve as a reference for your organization as you seek funding from other grantmakers.
 - **Sounding Board:** We can be a sounding board or critical friend if you need advice, guidance, or just an ear to listen. We may also be able to connect you to someone in our network to help you chat through an idea or challenge.
9. **Convenings:** CTAOP is committed to bringing our community together. Summits are a time to connect with each other, relax, breathe, rejuvenate, learn new skills and tools, co-conspire, and have fun! We tailor these summits to your needs as individuals and organizations. We host summits and regional gatherings frequently for all our Program Partners. You will be notified about dates for the summit as soon as our team has them. Your costs to attend these summits would be fully covered. We also host virtual convenings throughout the year on topics guided by Program Partner feedback and needs.

10. **Youth Leaders Scholarship:** We offer a scholarship for tertiary education for young community leaders through CTAOP's Youth Leaders Scholarship (YLS) program. Each year, our South African-based Program Partners can nominate youth for this full bursary. For more information, please reach out to *****. *Note: we have not nominated youth in 2022 or 2023 as we are exploring a new option for youth post matric. This option will be open to all Program Partners.*

Feedback: Please let us know how we can support you better. We know we do not get it right all the time and we want to continuously improve as your partner. If you have ideas or suggestions for how we might help make your work easier or more effective, let us know. While we welcome informal feedback, we will also solicit anonymous feedback formally through a survey. The survey will either be a 15-20 minute survey (sent every 3rd year) or a 5-minute survey (sent annually when the longer survey is not sent). This formal feedback helps us both hold ourselves accountable in how we show up for the community of organizations we serve and make decisions about how to best support the health, education, and safety of young people living in Southern Africa. The anonymous data collected may be shared externally in our annual highlights and in our advocacy work. We are here to be the best partner we can be and advance our shared goals together!

If you have any questions or concerns, please reach out to our small but mighty team:	
U.S. Based Team: [Team Members & Position Titles]	South Africa Based Team: [Team Members & Position Titles]