**Top-up fund GUIDANCE NOTE**

**For: MEMBERS**

1. **How to complete the top-up fund format**

***Please note that the document is an interactive word document that is locked. It will only permit you to choose options, tick boxes and enter text in designated spaces. Those spaces are identifiable by the words “Choose an item”, a box “***[ ] ***”, or “Click here to enter text” and are highlighted in yellow.***

***Section 1***: ***Overview of response***

* Enter the project title in the space labelled “click here to enter text”
* Enter the name of the country where the crisis occurred in the space labelled “click here to enter text”
* Enter the name of the more specific areas where the crisis occurred in the space labelled “click here to enter text”
* Select a date from the drop down calendar when the project will start “click to enter the date”
* Enter the numeric value corresponding to the total duration of the project in months in the space labelled “click to enter text”
* Enter the numeric value of the total budget requested in the space labelled “click to enter text”(total budget)
* Tick (x) on all the boxes that are relevant
* Enter the name of the forum in the space labelled “click here to enter text”
* Enter the name of the requesting member(s) in the space labelled “click here to enter text”
* Enter the name of the local partner(s) in the space labelled “click here to enter text”
* Provide a description of the targeted beneficiaries per sector in the space labelled “click to enter text”(targeted beneficiaries)
* Enter text to describe the expected outcomes, outputs and activities in the following spaces labelled “click here to enter text”

***Section 2***: ***Narrative summary***

* Enter text to describe the background of the event in the space labelled “click here to enter text” (describe background). Please note that there are notes in red below to help provide you with some guidance for writing this section.
* Enter text to describe the humanitarian needs in the space labelled “click here to enter text” (description of humanitarian needs). Please note that there are notes in red below to help provide you with some guidance for writing this section.
* Enter text to describe ACT’s forum/member’s capacity to respond in the space labelled “click here to enter text” (describe ACT’s forum/member’s capacity to respond). Please note that there are notes in red below to help provide you with some guidance for writing this section.
* Carefully read through the top-up fund guidance note and the ACT Alliance child safeguarding document and answer whether or not the proposed response honours ACT’s commitment to Child Safeguarding by ticking either the “yes” or “no” box.
* Describe the proposed response either by providing a narrative description in the space labelled “click her to enter text” (description of proposed response). Please note that there are notes in red below to help provide you with some guidance for writing this section.
* Enter text to describe the coordination mechanisms in the space labelled “click here to enter text” (describe coordination mechanisms). Please note that there are notes in red below to help provide you with some guidance for writing this section.
* Copy and paste in picture format your implementation plan from excel in the space with the picture icon (insert budget). Please note you need to paste it at the bottom of the top-up fund format under further information section as a picture than copy and paste it back into that designated space.
* Enter text to describe the monitoring and evaluation mechanisms in the space labelled “click here to enter text” (describe M&E mechanisms). Please note that there are notes in red below to help provide you with some guidance for writing this section.

***Section 3***: ***Budget summary***

* Copy and paste in picture format your finance table from excel in the space with the picture icon (insert budget). Please note you need to paste it at the bottom of the top-up fund format under further information section as a picture than copy and paste it back into that designated space.

***Section 4***: ***Mandatory annexes***

Ensure to fill out and submit the 5 mandatory annexes (annex 1 – bank & contact details; annex 2 – Summary Table; annex 3 – logical framework; annex 4 – budget overview) along with the top-up fund template.