CHMI LEARNING EXCHANGE: FREQUENTLY ASKED QUESTIONS

1. Can an organization be the main lead partner and a mentor in the exchange? Or does the lead partner have to be the mentee?

The lead partner can be the mentee or the mentor. The key is for partners to demonstrate a) how they plan to meet their objectives together, and b) how the exchange will achieve impact in one or more organizations. The lead partner will still take responsibility for submitting the application, managing funds and reporting on outcomes, although we expect that both partners will collaborate throughout.

2. Does it matter whether the knowledge partner or lead partner is profiled on the CHMI database?
Either partner can have a complete and up to date profile at the time of submission, it doesn't matter whether it is the lead or knowledge partner. If the application is successful, the expectation is that all involved organizations (if within scope) would also develop profiles on the database before their grant ends.

3. Is it possible for one organization to act as a knowledge partner on two separate applications for two separate organizations?
It is possible for one organization to act as a knowledge partner on two separate applications.

4. How soon will organizations learn they are being considered to join the learning exchange collaborative?

The applications will go through three rounds of review by the CHMI team and regional partners. The first round will involve a shortlisting of applications based on the shared criteria i.e. geographic eligibility, updated CHMI profile etc. Following this shortlisting, the team will schedule calls with all shortlisted programs to learn more about them and determine fit with the activity. Final organization selections will be announced approximately two weeks after the application deadline. If an organization is being considered for the collaborative phase, they will be notified during the screening calls round. Should an organization elect not to be in the collaborative, their application will still be reviewed and this decision will not affect their chances in participating in the learning exchange in general.

5. Will the travel costs for attending the collaborative in-person meeting be covered by CHMI or will organizations be expected to cover their own costs?

CHMI will cover the attendance and travel costs of one representative per organization—this amount is in addition to the $8,000 Learning Exchange grant the organizations will receive. If the organization would like to send more than one representative, they will need to cover the additional costs of travel. CHMI will provide support in arranging travel and visa letters for each organization. Please note that organizations should budget for travel to visit their Learning Exchange partner organization within the $8,000 grant.

6. When and where will the in-person collaborative meeting be hosted?

Exact dates and locations for the kick-off meeting will be determined based on final programs selected and their availability. Generally, we are planning to have the meetings between the second and third week in January. Please be sure to indicate in your application the dates your organization will be unavailable in January.

7. What if I would like to partner with a program that's based outside of Sub-Saharan Africa, can we apply for this opportunity?

This opportunity is specifically open to organizations based in Sub-Saharan Africa with at least one organization being based in West Africa. If you have a partner organization based outside of those two regions, you are welcome to invite them to observe the process at your own expense. However, they cannot directly participate in either the learning exchange or the collaborative meetings. Their role would be solely as observers. You are welcome to note this interest on your application.

8. Can organizations at any stage of their operations—pilot, post-launch etc.— apply for this learning initiative?

Yes, we welcome applications from all types of programs. However, programs that are likely to benefit most from this learning initiative are organizations that have already launched their operations and are in their early expansion phases.

9. How can programs both develop program profiles and check their program profile status and get a gold badge?

To develop a program profile, simply follow the steps below:

1. Create a username by clicking the "sign up" button in the upper right hand corner of the CHMI Website
2. After you have created your user name you can create a program profile for your organization by clicking the "add program" button. This will take you to a page that will prompt you to complete different information categories necessary to develop a program profile. When you have completed the form, please click **SUBMIT** at the very bottom of the page. Please note that without clicking SUBMIT the information will not be saved.
3. Send me an email to Jeff Arias (jarias@r4d.org) notifying him of the newly created profile. He will then make the profile "live" for the rest of the network to see.

To view your CHMI Plus status, log in to your CHMI program profile. To achieve gold status, you may need to update your program profile with more information about your organization. For support on this, please refer to this page. If you cannot access your CHMI program profile, please contact jarias@4d.org for assistance. Please note: only organizations with up to date program profiles will be considered for this learning opportunity.

Note: Unfortunately, this initiative is unable to support the following as participants: a. Programs working in a developed world context b. Accelerator programs c. consultants/entrepreneurs not linked to a specific organization. If you are interested in becoming involved in the Learning Exchange, but you are NOT a CHMI program submitting an application, please email Rachel Neill at rneill@r4d.org.

10. My question isn't listed here, or I require further clarification. What do I do?

CHMI is happy to answer any questions you may have about this opportunity. Please email *chmilearningexchange@r4d.org* with any questions you may have.

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