Canada Fund for Local Initiatives (CFLI) Project Application for Funding Form

All text in blue is intended to provide assistance in filling out the project application. You may delete all blue writing and replace with project proposal information.

A) APPLICANT INFORMATION

1. Descriptive Project Name:

Should succinctly explain the expected result of the project and how they will be achieved. e.g.: the political participation of women in Country X through leadership development workshops and an advocacy campaign.

2. Location of Proposed Project (City/village, District/State, Country/Territory)**:**

3. Name of applicant organization/group:

Contact Person

Name/Title:

Address:

Phone/Fax:

E-mail:

Applicant website, Facebook, and Twitter account (if available):

4. **Please provide details on the legal status of the applicant organization/institution in the country of operation**. Please include proof of your legal status when submitting the application for funding (e.g. scanned copy of registration).

e.g.: date and place of incorporation or registration, legislation under which it is created, etc.

Is local government authorization/approval required for implementation of planned activities?

☐ Yes
☐ No

If yes, please explain.

5. **Brief description of the applicant organization/group:** (Maximum 150 words)

e.g.: mandate, membership, etc.

6. **Past Experience:** *Please be as concise as possible with the information requested below.*

Have you previously received funding from the Canada Fund for Local Initiatives (CFLI) or other Government of Canada programs? If yes, please indicate the year, brief project description and amount received.

e.g.: International Humanitarian Assistance Program, Peace and Security Program, etc.

Has your organization or group implemented any other relevant projects? Please indicate the year, a brief project description, the amount received and the source of funding.

7. **Type of organization/group:** *Please check one type.*

☐ Local, national or community-based organization (non-governmental and not-for-profit)
☐ Local municipal, regional or national government institution or agency of the recipient country
☐ Local academic institution
☐ Canadian organization (non-governmental or not-for-profit) that is working on local development activities

☐ International or regional organization (non-governmental or not-for-profit) that is working on local development activities
☐ Intergovernmental or multilateral institution, organization or agency working on local development activities

8. **Women's rights organization:** *Note: this information is gathered for statistical purposes only and will not affect your eligibility for funding.*
Are you a civil society organization active at the grassroots, national, regional or international level, with a primary focus on gender equality and women/girls' rights advanced through a variety of activities, including advocacy and policy dialogue, awareness-raising, service provision, research, and networking?

☐ Yes
☐ No

9. **Human Rights/ Inclusive Governance organization:** *Note: this information is gathered for statistical purposes only and will not affect your eligibility for funding.*
Are you a civil society organization active at the grassroots, national, regional or international level, that advocate for the promotion and protection of human rights, equitable access to a functioning justice system, enhanced participation in public life, and/or public services that work for everyone?

☐ Yes
☐ No

B) PROJECT NARRATIVE:

1. **Context:**

Describe the region and community where the project will be implemented. (Maximum 150 words)

What is the primary issue (problem) this project is seeking to address? (Maximum 150 words)

2. **Explanation of the project**:

What is the goal of the project and what are the expected long-term results? (Maximum 300 words)

e.g. The goal of the project is to enhance women's political participation in country X. Long term expected result(s): 25 female political candidates will have run successful political campaigns with effective messaging, increasing their chances of being elected.

What are the main project activities and the immediate expected results? *Please, complete the table below:*

Activity	Details (description of an activity)	Activity Time frame	Immediate Results
e.g.: Workshop for 25 female political candidates	*This 3-day workshop will provide female candidates with the tools necessary to run for office. The workshop will take place at a conference hall in X city. It will be delivered by a social media coach and a political campaign manager. Both have extensive knowledge in their fields.*	September 1st – 4th	*Enhanced skills in effective public communication, debate, leadership, and increased capacity to use social media for influence and advocacy purposes for 25 female political candidates.*

Describe any possible effects (positive or negative) the project may have on the natural environment. (Maximum 150 words)

e.g. The installation of portable latrines may have a negative effect on the natural environment by contaminating groundwater; planting trees in a deforested area may have a positive effect on the natural environment.

What is the project's envisioned start and end date?

Start Date (yyyy-mm-dd): Click here to enter a date.

End Date (yyyy-mm-dd): Click here to enter a date.

3. **Advocacy Plan:**

Describe your advocacy plan for the project. How are you going to raise awareness about your project, including Canada's contribution, using traditional and social media? *Please complete the table below*:

Communication Medium	Number of Items	Timeframe	Planned audience
e.g.: Twitter *e.g.: web page*	*one tweet per week on project and we will tag Canadian embassy* *three blog posts about the project's progression/ results and Canada's contribution throughout the course of the project timeframe*	*September - January* *June - December*	*local NGOs and IOs working on freedom of expression* *local NGOs, community members, and government officials who regularly check our website for news on our projects*

4. **Thematic Priority:** ***Please check one thematic priority only.***

☐ Gender equality and the empowerment of women and girls

☐ Inclusive governance, including diversity and LGBTQ2, democracy, human rights and the rule of law

☐ Peace and security, with a focus on conflict prevention and building peace

☐ Human dignity, covering health, education and nutrition

☐ Growth that works for everyone, including women's economic rights, decent jobs and entrepreneurship, investing in the poorest and most vulnerable, and safeguarding economic gains

☐ Environment and climate action focusing on adaptation and mitigation, as well as on water management

5. **Sub-theme:** ***Please check one sub-theme*** *that further describes your project. Note: Gender Equality and the Empowerment of Women and Girls should* ***NOT*** *be selected as a sub-theme if already selected as the Thematic Priority.*

☐ Agriculture	☐ Clean Energy	☐ Climate Change
☐ Water Issues	☐ Anti-Corruption	☐ Countering Violent Extremism
☐ Mediation and Peacebuilding	☐ Religious Freedom	Freedom of Speech/Press
☐ Human Trafficking	☐ Gender Equality and Empowerment of Women and Girls	☐ Child, Early and Forced Marriage
☐ Sexual and Gender-Based Violence	☐ Disability	☐ Health

☐ Maternal, Newborn and Child Health	☐ Sexual and Reproductive Health Rights	☐ Nutrition
☐ Education	☐ Democracy	☐ Governance
☐ Human Rights	☐ Indigenous Issues	☐ Lesbian, Gay, Bisexual, Transgender, Queer Rights
☐ Rule of Law	☐ Migration and Refugees	☐ Elections
☐ Diversity and Inclusion	☐ Sustainable Economic Growth	☐ Women's Economic Empowerment
☐ Corporate Social Responsibility		

6. **Beneficiaries and Participants:** *Note: Fund recipients will be required to track age and gender-disaggregated beneficiary data (e.g.: number of women/girls over and under 18 years of age; number of men/boys over and under 18 years of age).*

Who (men, boys, women, girls, civil society organizations, journalists etc.) will benefit from the project and where are they located?

Were anticipated project beneficiaries consulted on the project design?

☐ Yes

☐ No

Please explain. (Maximum 150 words)

Will project beneficiaries continue to be engaged on the issue after the completion of the project?

☐ Yes

☐ No

Please explain. (Maximum 150 words)

7. **Gender-Based Analysis (GBA):** *Note: inadequate completion of this section may affect the consideration of your project. Ensure that all questions are addressed in a detailed and meaningful way. You may wish to consult the Applicant's Guide for completing a GBA (available from the Canadian Embassy).*

A Gender-Based Analysis requires to:
1) consider how women, girls, men, and boys in all their diversity affected differently by the problem the project is seeking to address, particularly those who are most marginalized and/or in a situation of vulnerability ;
2) consider how other identity factors (such as race, religion, age, sexual orientation) contribute to these experiences;
(3) consult beneficiaries and individuals and/or groups that advocate for gender equality such as women and/or girls and women's rights organizations in the development of your project proposal;
(4) incorporate the findings from questions #1, #2, and #3 in the project design.

1. How are individuals (e.g. women, men, boys and girls) affected differently by the problem your project is seeking to address? (Maximum 150 words)

e.g. if your project is addressing low voter turnout in the national elections, are there differences between male and female voter turnout? Are there particular barriers that women face that contribute to low voter turnout, such as patriarchal culture, child care responsibilities make it difficult to travel to voting booths, etc.?

2. How do other identity factors of the identified individuals and groups influence their experiences of the problem? How do these factors increase their risk of marginalization and vulnerability beyond their sex and gender? (Maximum 150 words)

e.g.: women in rural areas face greater barriers than women in urban areas because they have to travel farther to voting booths; young women are not registering to vote due to a lack of knowledge on how to register etc.

3. A) Were women and/or girls in all their diversity consulted on the project? Were local organization such as women's groups consulted on the project? Describe who was consulted and how.

- *Note:* c*onsultations can include, but are not limited to:* speaking to women and/or girls from the local community; speaking to women and other individuals who work for civil society organizations that have worked in the local community; speaking to female and male decision and change-makers who have knowledge of the local community; and speaking with local women's rights organizations and/or representative groups from other

marginalized and/or vulnerable groups. **Consultations involving marginalized and vulnerable groups, including women and girls, **must** ensure their physical and psychological safety in their participation. Safeguards should be considered in the design of your consultation plan and how these individuals meet and respond to your queries.*

☐ Yes

☐ No

Please explain. (Maximum 150 words)

3. B) How have you considered facilitating the participation of women and/or girls, in all their diversity, in the project? In what roles?

Please explain. (Maximum 150 words)

4. A) How did you incorporate the findings from your GBA+ (responses to question #1 and #2) in the project design?

Please explain. (Maximum 150 words)

4.B) Has the feedback from the consultations with women and/or girls, and local organizations such as women's groups (question #3 a) shaped the project design?

Please explain. (Maximum 150 words)

8. **Risk Matrix: (*Please fill out the following table)***

Please consult Annex B for the definition of terms contained in the risk matrix.

Category of Risk	Description	Potential Impact on Project	Likelihood	Risk Response
Choose from the list below. (Select all that apply)	*Describe each risk(s) in two sentences maximum*	*Explain how the risk(s) could affect the implementation of the project in two sentences maximum*	*How likely is/are the risk(s) to occur?* ☐ Low ☐ Medium ☐ High	*What will you do to respond to this/these risk(s) (in order to lower its potential impact and/or likelihood of occurrence)?*
☐ External			Choose an item.	
☐ Financial			Choose an item.	
☐ Operational			Choose an item.	
☐ Safety and Security			Choose an item.	
☐ Timeframe			Choose an item.	
☐ Other			Choose an item.	

9. Monitoring and Evaluation of Project:

How will the organization measure outcomes? Does the proposed budget account for the monitoring and evaluation of the proposed project? (Maximum 150 words)

10. Simplified Project Budget: CAD

Does Canada's contribution represent the whole of the project's expenses?

☐ **YES**, Canada's contribution is intended to cover all project expenses.

☐ **NO**, applicant will receive other funding and/or provide in-kind contribution.

Note: An "in-kind contribution" represents a non-monetary contribution (e.g. goods or services).

Please specify the source(s) of other funding *(e.g. local government, foundation, etc.)*:

Does this project span one (1) or two (2) years?

☐ 1 year

☐ 2 years

Please outline the proposed budget by activity type, indicating all possible funding sources per activity. *Note: if the proposed project is selected for further consideration, a more detailed budget will be requested.*

Please consult Annexe C for budget examples.

ONE YEAR PROJECT

Type of expense	Contribution by Canada	Contribution by Recipient	Contribution by others	Total

TOTAL				

TWO YEAR PROJECT

Type of expense	**Contribution by Canada**		**Contribution by Recipient**		**Contribution by others**		**Total**		
Year	*One*	*Two*	*One*	*Two*	*One*	*Two*	*One*	*Two*	*Final*
TOTAL									

Proposal Prepared by: (More than one name may be given, if desired.)

Name:
Position/Title:
E-mail address:
Date (yyyy-mm-dd):

Name:
Position/Title:
E-mail address:
Date (yyyy-mm-dd):

Annex A

Eligible Costs

The following expenses within projects are eligible for CFLI funding:

- accounting costs,
- administrative and overhead costs related to the project (overhead should not exceed 15% of total CFLI contribution),
- advocacy and lobbying related costs,
- capital and/or operating expenditures related to the lease and/or purchase and/or building of infrastructure,
- civic education costs,
- conference and event expenditures,
- costs of services received by recipients,
- domestic travel expenses (using low fares),
- environmental assessment costs,
- facilities and equipment rental charges,
- hospitality costs, excluding alcoholic beverages,
- installation, maintenance, shipping and/or transportation costs, including fuel, computers and communication devices,
- lease or rental of vehicles,
- legal costs,
- medical costs,
- miscellaneous expenses integral to the project,
- outreach, communication and information dissemination costs,
- publishing costs,
- radio and television broadcast fees,
- research-related costs,
- salary costs relating to the project,
- security costs,
- training and capacity building expenditures,
- translation and interpretation fees,
- vehicle and equipment operation, installation and/or maintenance,
- website development and related costs.

The following expenses within projects are <u>NOT</u> eligible for CFLI funding:

- assistance to military or paramilitary organizations,
- direct fiscal support to a government,
- core funding.
- expenses incurred prior to the signing of the CA, or after it expires,
- nuclear technologies and facilities,
- gifts,
- luxury goods,

Annex B

Risk Assessment

***Risk Categories**

1) **External**: Potential risks related to socio-economic or political circumstances beyond the control of the implementing entity. For example: civil war or political instability, systemic gender discrimination, lack of infrastructure.

2) **Financial**: Potential risks related to funding, misuse/mismanagement of funds or fraud. For example, currency fluctuations which reduce the amount of funding available for the project in the local currency.

3) **Operational**: Potential risks related to the internal capacity of the implementing entity. For example, not having sufficient staff with the right skills to carry out the project.

4) **Safety and Security**: Potential risks related to the safety and security of the recipient or beneficiaries by implement this project. For example: state surveillance, hostile environment for human rights defenders.

5) **Timeframe:** Potential risks related to delays in the implementation of the project affecting the achievement of outcomes. For example: regulatory delays, seasonal delays (e.g. rainy season).

****Likelihood Categories**

High Likelihood: *Risk is very probable/certain.*
Medium Likelihood: *There is a probable chance that the risk will manifest.*
Low Likelihood: *There is a remote to improbable chance that the risk will manifest.*

Annex C

Budget Example

ONE FISCAL YEAR

Activity or Type of Expense	Contribution by Canada	Contribution by Recipient	Contribution by others	Total
Conducting 6 capacity building sessions for women in each of the 6 villages this project addresses (purchase of materials, room rental, accommodation, facilitator fees)	$9,500	0	$5,000	$14,500
Developing the "No to Violence Against The Girl-Child" advocacy campaign (purchase materials, campaign development, web design, launch event fees)	$9,700	0	0	$9,700
Salaries (project administration and coordination cost)	$5,500	0	0	$5,500
Conducting 2 Awareness/ Dialogue sessions for leaders of the 6 villages this project addresses (purchase of materials, consultant, facilitator, room rental fees)	$500	0	$700	$1,200
TOTAL	$25,200	0	$5,700	$30,900

TWO FISCAL YEAR

Activity or Type of Expense	Contribution by Canada		Contribution by Recipient(s)		Contribution by others		Total		
Year	*One*	*Two*	*One*	*Two*	*One*	*Two*	*One*	*Two*	*Final*
Conducting 6 capacity building sessions for women in each of the 6 villages this project addresses (purchase of materials, room rental, accommodation, facilitator fees)	$9,500	0	0	0	$5,000	0	$14,500	0	$14,500
Developing the "No to Violence Against The	$9,700	0	0	0	0	0	$9,700	0	$9,700

Girl-Child" advocacy campaign (purchase materials, campaign development, web design, launch event fees)									
Salaries (project administration and coordination cost)	$3,500	$2,000	0	0	0	0	$3,500	$2,000	$5,500
Conducting 2 Awareness/ Dialogue sessions for leaders of the 6 villages this project addresses (purchase of materials, consultant, facilitator, room rental fees)	0	$500	0	0	0	$700	0	$1,200	$1,200
TOTAL	**$22,700**	**$2,500**	**0**	**0**	**$5,000**	**$700**	**$27,700**	**$3,200**	**$30,900**