**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.***

1. **APPLICANT INFORMATION :**
2. **Descriptive Project Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_**

*(Should succinctly explain the objective of the project and how the objective will be achieved, i.e: Strengthening democratic participation of women in Country X elections through information workshops and a simulated Parliament)*

1. **Location of Proposed Project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**City/village, District/State, Country: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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1. **Name of applicant organization/group: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Contact person/Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Phone/Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**E-mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Applicant website, facebook, and twitter account (if relevant): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **Please provide details on the legal status of the applicant organization/institution in the country of operation (i.e. date and place of incorporation or registration, legislation under which it is created, etc.).** Please include proof of your legal status when submitting the application for funding (i.e. scanned copy of registration).

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**For international or foreign organizations/institutions not headquartered in the country of the project location, please outline your authorization to undertake project activities in the country.**

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**5. Brief description of the applicant organization/group (maximum 5 lines)**: (i.e. mandate, membership, etc.)

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**6. Past Experience (maximum 5-10 lines)**

* Have you previously received funding from the Canada Fund for Local Initiatives (CFLI) or other Government of Canada programs (i.e. International Humanitarian Assistance Program, Peace and Security Program etc.) If yes, please indicate the year, project title, amount received, and if the project was successfully completed.
* Describe any other relevant projects previously implemented by your organization or group, including the year, project title, source of funding, and amount received.

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

* Local/national organization (non-governmental, community and not-for-profit)
* Local academic institution
* International, intergovernmental, multilateral or regional institution, organization and agency working on local development activities
* Municipal, regional or national government institution or agency of the recipient country
* Canadian non-governmental or not-for-profit organization that is working on local development activities

**8. Women’s rights organization: *Please check yes or no***

*Please 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

*\*This means that at a minimum 75% of your activities focus on gender equality and women’s empowerment.*

**B) PROJECT NARRATIVE:**

**1. Context:**

* Describe the region and community where the project will be implemented.
* What is the primary issue (problem) this project is seeking to address?

**2. Explanation of the project**:

* What is the goal of the project?
* What is the project’s beginning and end date?
* 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  |
| *ex: 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 2019- September 4th 2019 | *25 female political candidates will have increased knowledge on effective public communication, debate skills, leadership, and increase capacity to use social media for influence and advocacy*  |

Please, list the project’s expected long-term results (both quantitative and qualitative):

1. *ex: 25 female political candidates will have run successful political campaigns with effective messaging, increasing their possibility of being elected.*
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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* Describe any possible effects (positive or negative) the project may have on the environment.

**3. Advocacy Plan:**

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

|  |  |  |  |
| --- | --- | --- | --- |
| Communication Medium | Number of Items | Timeframe | Planned audience |
| *ex: Twitter**ex: 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 2019 - January 2019* *June 2019- December 2019* | *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* |

1. **CFLI Priority: *All projects must align with one of the priorities below*. *Please check one priority only.***
* Gender equality and the empowerment of women and girls.
* Inclusive governance, including diversity, democracy, human rights and the rule of law.
* Peace and security, with a focus on conflict prevention and building peace.
* 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.
1. **CFLI Sub-theme: *Please check one sub-theme that further describes your project.***

|  |  |  |
| --- | --- | --- |
| * None
 | * Child, Early and Forced Marriage (CEFM)
 | * Governance
 |
| * Agriculture
 | * Gender Equality and Empowerment of Women and Girls\*
 | * Human Rights
 |
| * Clean Energy
 | * Sexual and Gender-Based Violence (SGBV)
 | * Lesbian, Gay, Bisexual, Transgender, Queer (LGBT) Rights
 |
| * Climate Change
 | * Disability
 | * Rule of Law
 |
| * Water Issues
 | * Health
 | * Migration and Refugees
 |
| * Anti-Corruption
 | * Maternal, Newborn and Child Health (MNCH)
 | * Indigenous Issues
 |
| * Countering Violent Extremism
 | * Sexual and Reproductive Health Rights
 | * Sustainable Economic Growth
 |
| * Mediation and Peacebuilding
 | * Nutrition
 | * Women’s economic empowerment
 |
| * Religious Freedom
 | * Democracy
 | * Corporate Social Responsibility
 |
| * Freedom of Speech/Press
 | * Diversity and Inclusion
 |  |
| * Human Trafficking
 | * Elections
 |  |

\**Should only be chosen if different from CFLI Priority (question #5)*

1. **Beneficiaries and Participants:**
* Who (men, boys, women, girls, civil society organizations, journalists etc.) will benefit from the project and where are they located?
* Were beneficiaries consulted on the project? YES/NO
* Do your project activities respect the “due not harm”\* principle?
* Is there a sustainability plan for the project? Will project beneficiaries continue to be engaged on the issue after the completion of the project?

\* Do no harm is a principle that should guide implementing partners to ensure project activities are not contributing to instability in communities and/or placing beneficiaries at risk.

1. **Gender-Based Analysis *(inadequate completion of this section may affect the consideration of your project) Please consult the Applicant’s Guide for completing a GBA that would have been provided to you by the Canadian Embassy.***

Gender equality means that diverse groups of women, men, girls and boys, and gender-diverse people are able to participate and contribute to all spheres of life. Canada’s feminist approach to foreign policy requires that our international assistance be informed by a gender-based analysis that includes evidence of meaningful consultations with women and/or girls before a project begins. Canada’s approach also recognizes that other aspects of identity such as religion, race, and socio-economic class, may contribute to how individuals experience the problem the project is seeking to address.

Gender-based analysis examines the potential impacts of projects on diverse groups of women and men, girls and boys.  It identifies the varied roles played by women and men, girls and boys in the household, community, workplace, political process, and economy.  These different roles usually result in women having less control and access to resources and decision making processes than men.

* How are women, men, boys and girls affected differently by the problem your project is seeking to address (as identified in section B, question #1)? *ex: 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 (ex: patriarchal culture, child care responsibilities make it difficult to travel to voting booths etc.*)
* How do other identities (religion, sexuality, age, ethnicity, socio-economic class etc.) of women, men, boys, and girls play into their experiences of the problem? *(ex: 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.)*
* Were women and/or girls consulted\* on the project? How have you considered facilitating their participation in the project?
* Have the findings from your gender-based analysis (question #1 and #2) shaped the project design? Has the feedback from the consultations with women and/or girls (question #3) shaped the projects design?

\*Consultations 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.

Fund recipients will be required to track age and gender-disaggregated beneficiary data (ex: number of women/girls over and under 18 years of age; number of men/boys over and under 18 years of age)

1. **Risk Matrix:**

**Please fill out the following risk matrix**

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
* Financial
* Operational
* Safety and Security
* Timeframe
* Other
 |  |  |  |   |

1. **Simplified Project Budget: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_CAD**

Please outline the proposed budget by activity type, indicating all possible funding sources per activity.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |

|  |  |
| --- | --- |
| (Type of activity) | (Contribution by :) |
| Canada |  | Recipient(s)\* |  | Others\*\* |  | Total |
| Services |  |  |  |  |  |  |  |
| Training |  |  |  |  |  |  |  |
| Equipment |  |  |  |  |  |  |  |
| Construction |  |  |  |  |  |  |  |
| Administration expenses |  |  |  |  |  |  |  |
| Others (specify) |  |  |  |  |  |  |  |
| Total |  |  |  |  |  |  |  |

\*Can include in-kind contributions

\*\* Specify source of, and reason for, other contributions.

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

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Annex A**

**Eligible Costs**

**The following expenses within projects are eligible for CFLI funding:**

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

**The following expenses within projects are NOT eligible for CFLI funding:**

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

**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 risksrelated 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.*