**PROJECT APPLICATION FOR FUNDING**

**CANADA FUND FOR LOCAL INITIATIVES (CFLI)**

Please complete all sections of this form (deleting the instructions in blue) and respect word limits indicated.

**I. Project Identification:**

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| 1. Descriptive project name: (I.E: Strengthening democratic participation of women in Country X elections through information workshops and a mock Parliament) |
| 1. Targeted Country / Project location (City, Country): |

**II. General Information on the Organization:**

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| 1. Name of applicant organization/group: | | | |
| Address: | | | |
| Telephone: | Email: | | Website: |
| Social Media: | Facebook: @ | | Twitter: @ |
| Other: (YouTube, Instagram, etc) | | | |
| The organization has a legal status delivered by the competent authority: Yes  No  | | | |
| The organization has a bank account opened in the name of the institution: Yes  No  | | | |
| Contact person: | | | |
| Title / position: | | | |
| Telephone: | | Email: | |
| Partner organization(s): Will the project be carried out in partnership with other organizations? If yes, please list them below : | | | |
| Organization 1: | | | |
| Contact person: (name, title) | | | |
| Contact information: (telephone, email) | | | |
| Organization 2: | | | |
| Contact person: (name, title) | | | |
| Contact information: (telephone, email) | | | |

1. Brief description of the applicant organization/group: (max 500 words) I.E. mandate, membership, etc

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| 1. Has your organization received funding from the Government of Canada before? Yes  No  |

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| 1. Type of organization/group: (Please check one type)  * Local non-governmental, community and not-for-profit organizations, * Local academic institutions working on local projects, * International, intergovernmental, multilateral and regional institutions, organizations and agencies working on local development activities, * Municipal, regional or national government institutions or agencies of the recipient country working on local projects, and * Canadian non-governmental and not-for-profit organizations that are working on local development activities. |

**III. Project Description:**

1. What is the context of the project? (max 500 words) Describe the region and community where the project will be implemented and the primary issue (problem) it seeks to address

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| 1. What is the main objective of the project? (max 500 words) Describe the goal of the project, immediate expected results and time frame. Should be the case, please describe any possible environmental and/or gender-related impacts or benefits the project might have. |
| What will be the main activities of the project?  (These must match the activities as listed in the budget – Section IV) |
| * + - 1. Activity title and brief description |
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| What will be the direct results of the project activities? (max 500 words) |

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| 1. The project is linked to the CFLI priority below: (please check only one priority)     Empowering women and girls and promoting gender equality  Promoting human development, specifically in the areas of health, nutrition and education   Championing human rights, inclusive and accountable governance, democracy, peaceful pluralism and respect for diversity   Supporting inclusive and green economic growth   Promoting action on the environment, including water and climate change  Promoting peace and security |

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| 1. Please answer the following questions regarding the beneficiaries and participants: | |
| * Who will benefit from the project: (max 100 words) Who will benefit from this project and how? | |
| Number of direct beneficiaries: # | Number of indirect beneficiaries: # |
| Number of women in this group: # | Number of women in this group: # |
| Number of men in this group: # | Number of men in this group: # |
| Number of girls in this group: # | Number of girls in this group: # |
| Number of boys in this group: # | Number of boys in this group: # |

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| 1. Please fill out the following risk matrix (Consult Annex B for the definition of terms contained in the risk matrix) |
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| **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?* | *What will you do to respond to this/these risk(s) (i.e. lower its potential impact and/or likelihood of occurrence)?* |
| * External |  |  | Low, Medium or High |  |
| * Financial |  |  |  |  |
| * Operational |  |  |  |  |
| * Safety and Security |  |  |  |  |
| * Timeframe |  |  |  |  |
| * Other |  |  |  |  |

**IV. Finances**

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| 1. Amount requested: Specify the amount in Local Currency and the equivalent in Canadian dollars using the webpage [www.oanda.com](http://www.oanda.com) as a reference. |

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| 1. Other resources: Specify other project source of contributions and the reasons for it; whether they would be in cash or in kind, from the organization itself, the community, or other donors who are committed to the project. |

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| 1. Exchange rate (according to [www.oanda.com](http://www.oanda.com)): 1 Local Currency = \_\_\_\_\_ Canadian dollars as of: \_\_\_(date)\_\_\_\_\_ |
| \*\*The amount in local currency is provided as an indication. The actual amount of the contribution will depend on the exchange rate at the date of the first payment, which would also be the one to apply at the final payment. |

**V. Signature:**

Name:

Title/position:

Date:

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

Prepared by:

**Annex A**

**Eligible Costs**

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

* administrative and overhead costs specifically related to the project,
* 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,
* travel expenses, using lowest fares possible but not exceeding full fare economy class (international travel expenses must receive prior approval from the CFLI Unit)
* 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,
* core funding or recurrent costs of an organization,
* Micro-grants and revolving funds, (that is, funds used to advance loans to individuals)
* Expenses incurred prior to the signing of the CA, or after expire.

**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. I.E, 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. I.E, 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.*