

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

Instructions:

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

Please be sure to answer all the questions in the application form (including those in red font) and to submit the separate detailed budget template.

Please review the annexes at the end of this document for additional information. You did not need to include the annexes with your completed application.

IDENTIFICATION OF PROJECT AND APPLICANT:

- 1. Descriptive Project Name:** _____
(The name should succinctly explain the objective of the project and how the objective will be achieved. For example: Strengthening democratic participation of women in Country X elections through information workshops and a simulated Parliament)

- 2. Location of Proposed Project:**
City/village, District/State, Country:

- 3. Name of applicant organization/group:**

Contact person for this project:
Title/Position:

Address of organisation:

Office Phone No.:
Mobile phone no. of contact person:
E-mail of contact person:
Organization website (if any):

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

5. Past Experience (approximately 5-10 lines of text):

- Have you previously received funding from the Government of Canada (i.e. CFLI, International Humanitarian Assistance 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.

6. Type of organization/group: *Please select 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

Please provide details or proof of the legal status of the applicant organization/institution in the country of operations (i.e. date and place of incorporation or registration, legislation under which it is created, etc.).

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.

7. Women's rights organization:

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

PROJECT NARRATIVE:

8. Context:

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

9. Explanation of the project:

- What is the goal of the project?
- What are the main project activities (in point form only)
- What are the immediate expected results of the project?
- What is the project time frame?
- Describe any possible effects (positive or negative) the project may have on the environment.

10. CFLI Priority: All projects must align with one of the priorities below. Please select one priority only by bolding text.

- 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.
- 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.

11. CFLI Sub-theme: Please select one sub-theme from the following list that further describes your project.

- Agriculture
- Anti-Corruption
- Child, Early, and Forced Marriage (CEFM)
- Clean Energy
- Climate Change
- Corporate Social Responsibility (CSR)
- Countering Violent Extremism
- Crime
- Democracy
- Disability
- Education
- Elections
- Environment
- Ethnic minorities
- Freedom of Speech/Media
- Gender Equality and Empowerment of Women and Girls

- Governance
- Health/Sanitation
- Human Rights
- Human Trafficking
- Indigenous Issues
- Lesbian, Gay, Bisexual, Transgender (LGBT)
- Maternal, Newborn, and Child Health (MNCH)
- Mediation and Peacebuilding
- Migration and Refugees
- Nutrition
- Religious Freedom
- Rule of Law/Access to Justice
- Sexual and Gender-Based Violence (SGBV)
- Sexual and Reproductive Health Rights
- Stabilization and Reconstruction
- Sustainable Economic Growth
- Water Issues

12. Beneficiaries and Participants:

- Who (men, boys, women, girls, civil society organizations, journalists etc.) will benefit from the project and where are they located?
- In what way have beneficiaries been consulted on the project, if any?

13. Gender-Based Analysis *(inadequate completion of this section may affect the consideration of your project. Please be sure to answer all the questions below.)*

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 question #8)? *I.e. 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 girls consulted* on the project? How did you incorporate their feedback in the project design? How have you considered facilitating their participation in the project?
- Do your project activities respect the “do no harm” principle**?

*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.

** 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.

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)

14. 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
<i>Choose from the list below. (Select all that apply)</i>	<i>Describe each risk(s) in two sentences maximum</i>	<i>Explain how the risk(s) could affect the implementation of the project in two sentences maximum</i>	<i>How likely is/are the risk(s) to occur?</i> <ul style="list-style-type: none"> • Low • Medium • High 	<i>What will you do to respond to this/these risk(s) (in order to lower its potential impact and/or likelihood of occurrence)?</i>
<input type="checkbox"/> External				
<input type="checkbox"/> Financial				
<input type="checkbox"/> Operational				
<input type="checkbox"/> Safety and Security				

<input type="checkbox"/> Timeframe				
<input type="checkbox"/> Other (please specify):				

15. Budget Summary

Please complete the following budget summary:

Total Project Budget in Canadian Dollars (CAD	\$ CAD
Total Proposed Contribution from the Canada Fund for Local Initiatives (CFLI)	\$ CAD
Total Spending on project from recipient organization	\$ CAD
Total proposed contribution from other donor:	\$ CAD

What are the sources of other contributions (i.e. other donors) and have these fund been agreed/committed to the project already

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,
- 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,
- revolving funds, (that is, funds used to advance loans to individuals, i.e. microfinance),
- expenses incurred prior to the signing of the CA, or after it expires.

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 as a result of implementation of this project or its activities. 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.