**Project Application for Funding by the Canada Fund for Local Initiatives (CFLI)**

**PROJECT IDENTIFICATION:**

1. **Descriptive Project Name:**

*(Example: Strengthening democratic participation of women in Country X elections through information workshops and a mock Parliament)*

1. **Location of Proposed Project:**

**City/village:**

**District:**

**State:**

**Country: Bosnia and Herzegovina**

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

**Contact person:**

**Title/function of contact person:**

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

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone (office):**

**Phone (mobile):**

**Fax:**

**E-mail:**

**Organization website (if any): ­­­­**

**Is the applicant organization/institution a registered legal entity?**

**Please provide details or proof of the legal status (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:**

* **Are you registered or permitted to undertake and implement the project in the country in which the project will take place? YES / NO**

 **Please outline how this authorization was granted**

1. **Brief description of the applicant organization/group**: (i.e. mandate, membership, etc.)
2. **Past Experience**
* 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, amount received, activities, and the results.
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.

**PROJECT NARRATIVE:**

1. **Context:**
* Describe the region and community where the project will be implemented.
* What is the primary issue (problem) this project seeks to address?
1. **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? Please list performance indicators - qualitative and/or quantitative - in point form for each expected result (i.e. how will it be demonstrated that the desired outcome has been achieved).
* What is the project time frame? Please provide a detailed month-by-month implementation plan.
* Describe any possible environmental impacts or benefits the project might have.
* Describe any possible gender-related impacts or benefits the project might have.
* If there are other features of the project that you consider important, please include them here (in point form only)
1. **CFLI Priority:*All projects must align with one of the priorities below*. *Please check one priority***
* Empowering women and girls and promoting gender equality
* Championing human rights, inclusive and accountable governance, democracy, peaceful pluralism, and respect for diversity
* Supporting inclusive and green economic growth
* Promoting peace and security
1. **Beneficiaries and Participants:**
* Who will benefit from the project? Please provide an estimated total number of direct and indirect beneficiaries. Please also provide a break down in each category for the number of women, men, girls [under age 18], and boys [under age 18].
* Were the beneficiaries involved in the decision to seek funding and the planning and design of the project? If so, how?
* Were women and girls consulted? YES/NO
* Please describe how women and men, boys and girls in the community are differently affected by the situation or challenge your project seeks to address?
* How are those differences addressed or accommodated in your project plan?
* How and to what extent will the beneficiaries participate in the implementation of the project?
* Will there be opportunities for beneficiaries to be involved with this issue after the project has been completed?
* Please list the names of the members of the local committee responsible for submitting this proposal, along with their functions and responsibilities
* Please list the names and responsibilities of the key individuals to be involved in the implementation of the project.
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?* | *What will you do to respond to this/these risk(s) (i.e. lower its potential impact and/or likelihood of occurrence)?* |
| * External
* Financial
* Operational
* Safety and Security
* Timeframe
* Other
 |  |  | Low, Medium, High  |  |
|  |  |  |  |  |

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

Show the proposed budget by type of activity and who would contribute to each activity. A sample format follows; please provide a detailed breakdown under each budget heading.

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

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

* All budget items should be presented in BAM (Convertible Mark), with totals for each line presented in BAM, EUR (euro) and CAD (Canadian dollar). Projected procurement costs for each item should be researched locally at the time the budget proposal is drafted.
* The budget proposal should be accompanied by a justification/description of each item in narrative form.
* Provision for bank charges should form part of the budget proposal under administration expenses.
* The budget proposal should include a small reserve, to cover possible currency exchange fluctuations over the course of the project.
* **Please note that CFLI funds cannot be used to cover the recurrent or core costs of an organization.**
* **Summary Project Budget: ­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_CAD**

**13. Publicity/Promotion:**

* Please briefly explain how the project would provide visibility for the Government of Canada.
* Please briefly explain how the project would be promoted in traditional media (print, radio, television), including plans to attract media coverage.
* Please briefly how the project would be promoted via social media, including plans to attract attention.

**14. Supporting documentation:**

Please attach the following to the application:

* Registration document;
* Bank account details (applicant must provide details of a foreign currency bank account to which funds from abroad may be transferred);
* Annual report (if available);
* Most recent annual financial statements and expense budgets for the current fiscal year;
* Reference letters from other donors/organizations for activities to date.

**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 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.*