

CANADA CARIBBEAN DISASTER RISK MANAGEMENT FUND**PROJECT APPLICATION FORM**

Thank you for your interest in the Canadian Government's *Canada Caribbean Disaster Risk Management (CCDRM) Fund*.

Before you start to fill out the project application form please read the *Guide to Project Submissions* pamphlet (http://www.cdema.org/project_submissions_guide.pdf).

Please note that your application **must** be submitted in the format provided below. Applications that differ from this format will **not** be accepted.

The total length of the proposal must not be **more than 15 pages**. We will ask you for additional information if it is required.

Mailing address for applications:

Coordinator,
CCDRM Fund,
Canadian High Commission,
Bishop's Court Hill,
St. Michael,
P.O. Box 404,
Bridgetown, BB11000,
BARBADOS.
Tel: (246) 425-0386 or
(246) 629-3550.

Email: ccdrmf.cancarib@gmail.com.

CANADA CARIBBEAN DISASTER RISK MANAGEMENT FUND

A: Application Cover Sheet (maximum 1 page)

1. Project Title:			
2. Location of project (country, name of community):			
3. Name of implementing organization and address:			
4. Main contact person: (name, title, address, telephone, fax, email)			
5. Alternate contact person: (name, title, address, telephone, fax, email)			
6. Project Partners: (name, title, address, telephone, fax, email)	Guidance Notes: Contact information on the organization or organizations that will be working with or assisting your organization to implement this project.		
7. Proposed Start Date (Month/Year):		Proposed End date: (Month/Year):	
8. Budget:	Funds requested from CIDA: (Local Currency)		
	Funds and in-kind contributions: contributions from the community and pledges by other sources - partners, donors, government (Local Currency)		
	Total Budget: (Local Currency)		
9.1 A Brief Description of the Project: (Add more lines as needed).			
9.2 Brief Summary of Expected Results: (Add more lines as needed).	Describe the change in the level of disaster risk in the community that will result from this project? How will you measure this change to show that the project has been successful? What difference(s) will the community experience when the project is complete?		

10 What are the main project activities that will allow you to get the results that you described above? (Add more lines as needed).	Activity:	How will this activity contribute to the reduction of disaster risk?

SECTION B. ABOUT THE ORGANISATION					
1. How many people are involved in your organisation/group? Please put numbers in the boxes below.					
Executive committee	(Number)	Members	(Number)	Paid staff	(Number)
2. Is your organisation registered with the Department of Cooperatives and Friendly Societies or the Companies Office or with any other government agency?			<input type="checkbox"/> Yes If yes, please indicate which agency?(please attach rules/constitution)	<input type="checkbox"/> No If no, does your group have a set of rules or a constitution? (please attach)	

3. When did your organisation/group start?	
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4. What type of organization is applying for funding? What are the organizations objectives? What are the main activities in which the organisation or group has been involved? Who does the organization Represent? What role did women play in the development of the project proposal?	
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5. Does your group have a bank account?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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SECTION C. THE PROJECT

<p>1. Describe the project that you want funded.</p>	<p>Guidance Notes:</p> <ul style="list-style-type: none"> i) Describe the main purpose of the project. ii) Clearly explain how the project will reduce the risk of disasters in the community and/or contribute to climate change adaptation. iii) What will change in the target community or communities when the project is successfully completed? iv) How long will it take to complete the project? v) What are the main activities of the project? How will each activity contribute to the overall reduction in disaster risk?
<p>2. What could stop the project from being completed successfully?</p>	<p>Guidance Notes:</p> <ul style="list-style-type: none"> i) What could prevent the project from being completed successfully? ii) Identify the main risks (i.e. political, economical, social, organizational, financial, environmental, etc.) that could affect the successful implementation of the project? iii) What can be done to avoid these problems or reduce their negative effects on the project?
<p>3. Where will the project take place?</p>	<p>Guidance Notes:</p> <ul style="list-style-type: none"> i) Describe the community or region where the project will take place. ii) Describe the disaster risk problems that your project will try to solve for the community and how the problem affects men, women, children, and the elderly in the community. iii) How will the project solve the disaster risk problems? iv) Why should this project be funded?
<p>4. Who will benefit from the project?</p>	<p>Guidance Notes:</p> <ul style="list-style-type: none"> i) Who will benefit from the project? ii) How has the project met the different disaster risk reduction needs of the men, women, children, and elderly in the community? iii) What will the project change for the men, women, children, and elderly in the community? iv) How were the men, women, children, and elderly in the community involved in the decision to seek funding and in the planning and design of the project? v) How will the men, women, children, and elderly in the community participate in the implementation of the project? vi) What consideration has been given to promoting equal participation of women and men? vii) List the names and responsibilities of the key individuals involved in project implementation.
<p>5. Social and Economic Benefits:</p>	<ul style="list-style-type: none"> i) How can the project contribute to the social or economic improvement of the community?

<p>6. Project Sustainability:</p>	<p>Guidance Notes:</p> <ul style="list-style-type: none"> i) How long after your project has ended will the community have a reduced level of disaster risk? ii) How will you ensure that the community continues benefits from the project after it has ended? iii) What arrangements will be put in place to ensure that the community continues to benefit from the project's disaster risk reduction measures after the project ends? iv) Does the long-term success of the project depend on future actions or involvement of the community, partner agencies, or the government? v) Does continued disaster risk reduction require a formal agreement with any of these groups? vi) What arrangements have been made for meeting the costs of ongoing maintenance?
<p>7. Project Maintenance.</p>	<ul style="list-style-type: none"> i) What is the plan for maintaining the project after it has been completed? ii) Who will be responsible for maintaining the project after it has been completed? iii) Where will the funds to maintain the project come from?
<p>8. Reporting Project Progress?</p>	<ul style="list-style-type: none"> i) How will you advise the CCDRM Fund of the project's progress and any problems that are being experienced? ii) How often will this be done?
<p>9. Impact of project on the environmental:</p>	<p>Guidance Notes:</p> <ul style="list-style-type: none"> i) Will the project result in damage to the environment (forests, reefs, rivers, beaches, breeding grounds or nesting sites of animals etc.)? ii) Does the project involve construction, excavation, land clearing, removal of vegetation, or modification of a site? iii) Is the site within 98 feet (30 m) of a stream, river, pond, lake or the sea? iv) What type of pollutants could the project release into the environment? v) How will the project benefit or improve the environment (e.g. tree planting, prevention of soil erosion).
<p>10. Previous Experience</p>	<p>Guidance Notes:</p> <ul style="list-style-type: none"> i) Describe any relevant projects already implemented by the submitting organization, including the source of funding, how the project was implemented, and the results. ii) Give information on any previous projects supported by the CIDA: When was the project funded? What was the size of the budget? Has the project been successfully completed, etc.?

11. Work Plan.

- i) Show the activities that will lead to the completion of the main project activities shown in the project budget. Indicate when each activity will begin and end e.g. an activity may start in week one and end in week three of a six month project.
- ii) You may wish to organize your work plan in a table similar to the one shown below.

Activity	Wk 1	Wk 2	Wk 3	Wk 4	Wk 5	Wk 6	Wk 7	Wk 8	Wk 9	Wk 10
Project Start-up										
Project Partner Meetings/Finalizing Process and Forms	■	■								
Start-up meeting with villages			■							
Engineer first meeting with villages			■							
Shelter Restoration										
1. Roof repairs				■	■	■				
2. Doors and windows					■	■				
3. Water supply										
4. Drainage							■			
Hillside Stabilization										
1. Secure seedlings and Vetiver Grass				■	■	■				
2. Prepare hill-side contours					■	■				
3. Prepare contour lines for planting					■	■				
4. Plant seedlings and Vetiver Grass										
5. Water and weed seedlings							■	■	■	■
6. Monitor seedling growth							■	■	■	■
7. Report					■		■	■	■	■
Rainwater Harvesting and Storage										
1. Install water platforms				■	■	■	■			
2. Install guttering on buildings				■	■	■	■			
Other Ongoing Management										
Ongoing project administration	■	■	■	■	■	■	■	■	■	■
Ongoing project monitoring/assistance		■	■	■	■	■	■	■		
Mid-project regional village meeting						■				
Final regional village project meeting									■	
Monthly Project Updates	■	■	■	■	■	■	■	■	■	■
End of Project Report									■	■

D: Project Budget (maximum 3 pages):

Please note that the budget that you present as part of the project proposal **must** follow the format provided below. If this format is not used there is a risk that your proposal will not be considered.

Budget Headings:

- a) **“CIDA”** – in the column headed “CIDA” indicate that costs of the resources being requested from the CCDRM Fund.
- b)
- c) **“Recipients”**: The amount of money or the value of the in-kind contributions that your organization and/or the beneficiary community have agreed to commit to the support of the proposed project.
- d) **“Others”**: Specify the resources that your partners, and/or other donors, and/or the government have agreed to commit to the support of the proposed project.

1. The Project Budget				
Type of activity (specify details)	<u>CIDA’s Contribution</u> \$CDN (the amount being requested from the CCDRM Fund)	<u>Applicants Contribution</u> (the contribution from your organization and/or the community)	<u>Partner Pledges or Contributions</u> (the contribution pleaded by NGO partners, government agencies or donors)	<u>Totals</u>
Fees/ salaries / labour costs				
Training activities				
Equipment / Materials				
Administration expenses				
Other (specify)				
Totals				

2. Matching Funds :	
Guidance Notes:	
<p>If the total cost of the project is more than the amount you are requesting from the CCDRM Fund indicate how your organization or other organization(s) (donors, partners) will fund the difference. The organizations will be required to provide written confirmation of this support.</p>	

3. What is the target community contributing to the project?		
	Item	Cost/In-kind contribution
	Total	

SECTION E. DECLARATION	
Declaration	
<p>By submitting this application, you are confirming the following:</p> <ul style="list-style-type: none"> ▪ The information in this application is correct. ▪ This application has been prepared with the knowledge and consent of the organisation's/group's Executive Committee. ▪ This application has the support of the organisation's/group's membership. 	

Signature of person submitting the application	Print Name	Date
Position within the organisation:		

<p>The following should be completed by the Chairperson of your organisation/group. If the Chairperson is submitting this application, it should be completed by another member of the Executive Committee</p>		
Signature	Print Name	Date
Position within the organisation:		