



Please use this application form for CDF grants up to a maximum of Euro 10,000

**COUNTRY DIRECTED FUND (CDF)
APPLICATION FORM**

Please refer to the Guidelines for Applicants for the Country Directed Fund (CDF) before completing this application form. Appendix 1 also includes instructions on how to complete the application.

SECTION 1	DETAILS	
Beneficiary Information		
1. Date of Application	<i>(mm/dd/yyyy)</i>	
2. National Disaster Office or the Agency/Organisation submitting the application <i>(Official Name)</i>		
3. Country		
4. Names of any collaborating agencies/ organisations <i>(Agencies/organisations that will be involved in the project implementation)</i>		
5. Contact information for NDO or representative from the organisation supported outside of the NDO <i>(if applicable)</i>	Name:	
	Position:	
	Tel:	
	Mobile:	
	Fax:	
	E-mail address:	
	Website:	

SECTION 2		DETAILS			
Project Description					
<p>6. In keeping with the priorities identified for CDF support, what are the broad areas supported by this initiative? Check all that apply.</p>	<p><i>(Please bold your selection/s)</i></p> <ul style="list-style-type: none"> ○ Enhanced institutional capacity; ○ Priority country capacity building areas within the CDEMA Corporate Plan; ○ Training and capacity building of senior officials through the CDEMA CU; ○ Technical assistance through the Technical Assistance Support Programme (TASP); ○ Participation of National Disaster Coordinators in the governance meetings of the organs of the CDEMA CU and the CDM Conference; ○ Knowledge management and learning for CDM; ○ Sector integration of CDM; ○ Enhanced community resilience; ○ National level training to include ME&R, response coordination; ○ Strategic Planning, M&E and Research; ○ Contingency planning and exercise design and testing; ○ Emergency Response Coordination; ○ Disaster Situational Awareness (Damage Assessment); ○ Information Management; ○ Disaster Risk Reduction; ○ National Disaster Management Organization Capacity Building; ○ Information and Communication Technology; ○ Emergency response support for epidemic and pandemic outbreak (e.g. COVID-19). 				
<p>7. Project Name</p>					
<p>8. What is the rationale behind the initiative? Please reference reports, research undertaken, results of surveys or any other relevant documentation to support the application.</p>					
<p>9. Identify the result area(s) of the Country Work Programme to be supported. How does it contribute to the results of CWP?</p>	<p>CWP RESULT(S)</p>	<p>INDICATOR</p>	<p>BASLINE</p>	<p>TARGET</p>	

State the CWP Outcome to which this project contributes.				
State the CWP Outputs to which this project contributes.				

10. Identify the result area(s) of the CDM Strategy to be supported. How does the initiative contribute to the results of the CDM Strategy?	CDM STRATEGY RESULT (S)	INDICATOR	BASELINE	TARGET
State the CDM Strategy Priority Areas to which this project contributes.		TO BE COMPLETED BY CDEMA	TO BE COMPLETED BY CDEMA	TO BE COMPLETED BY CDEMA
State the CDM Strategy Outcomes to which this project contributes.		TO BE COMPLETED BY CDEMA	TO BE COMPLETED BY CDEMA	TO BE COMPLETED BY CDEMA
11. What are the broad activities being undertaken? What are the expected results of the project?	PROPOSED ACTIVITIES			
<p><i>What is the sequence of activities to be undertaken to achieve the results? State in detail the expected activities specific to this project and the anticipated change to be brought about.</i></p> <p>Provide full details using the PMF template provided with this application as at Annex 1.</p>				

<p>12. Beneficiaries.</p> <p><i>Who will benefit from the proposed intervention, taking into account gender considerations?</i></p>	<p>Include numbers and sex if possible.</p>					
<p>13. What are the risks that could impede successful implementation of this initiative and how will they be addressed?</p>						
<p>14. Estimated Timeframe of Project.</p> <p><i>Please complete a detailed schedule and include at Annex 2.</i></p>	<p>Start Date:</p>					
	<p>End Date:</p>					
<p>15. Amount sought through the CDF.</p> <p><input type="checkbox"/> <i>Up to Euro 10,000.00</i></p> <p><i>Please state total amount(s) only here. Complete a detailed budget using the budget development tool (MS Excel document that accompanies this CDF form). Insert your final budget as an Annex.</i></p>	<p>OVERALL BUDGET (EUROS):</p>					
	<p>AMOUNT REQUESTING FROM THE CDF (EUROS):</p>					
	<p>IN-KIND CONTRIBUTION (EUROS):</p>					
<p>16. Has your NDO received funding from the CDF as at February 2019?</p> <p><i>If yes, state the amount and when received.</i></p>	<p>YES</p>				<p>NO</p>	
	<p>Amount:</p>		<p>Amount:</p>		<p>Amount:</p>	
	<p>Date received:</p>		<p>Date received:</p>		<p>Date received:</p>	

SECTION 3	DETAILS
<p>Scope of work</p> <p>17. How will horizontal cooperation be achieved as a result of this intervention(s)? <i>Horizontal Cooperation occurs when the intervention utilizes skills/knowledge of entities within the same system.</i></p> <p><i>Will the initiative allow for the exchange of skills/knowledge among national agencies and/or other CDEMA Participating States?</i></p>	
<p>18. Visibility.</p> <p><i>Visibility includes press releases and other forms of media outreach.</i></p> <p><i>What activities will be undertaken to promote visibility of this initiative at the award of funds, achievement of key project milestones and completion of project?</i></p> <p><i>All visibility materials MUST highlight support under the Building the Resilience of CARIFORUM States to Disaster Risks and Climate Change Impacts Project which is being implemented by CDEMA through funding provided by the European Union.</i></p>	
<p>19. Sustainability.</p> <p><i>Explain how the initiative will be sustained.</i></p>	



Declaration by applicant

*Please sign the declaration below. **Sign-off should be by the person who has designated authority to sign on behalf of the organization.***

I certify that the information given in this application is true and correct.

Signature _____

Date _____

Printed name _____

Name of the NDC/Authorised signatory

Before submitting this application check to make sure that the following has been completed:

- All sections of the application have been completed.
- A detailed Project Monitoring Framework (PMF) is included.
- A detailed budget is included.
- A Work Implementation Plan is included.
- The application is being submitted within established timelines.

Please ensure the application is signed.

Please ensure that an Endorsed (by Permanent Secretary, Minister or Cabinet) Country Work Programme has been submitted before or on the application deadline. If this has been submitted for a previous application and has a valid date covering the period of project implementation, please disregard this request.

Annex 1 - Project Monitoring Framework (PMF)

Outcome	Output	Activities	Performance Indicator	Baseline Data	Target	Responsible Person/Agency	Resources Required

Annex 2 – Work Implementation Plan

Activity	Jan	Feb	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec

Please ensure the budget currency is Euros

Annex 3 – Budget Development Tool

BUDGET DEVELOPMENT TOOL			
2020			
NAME OF ACTIVITY:			
TRAVEL	Unit Cost (EUROS)	Number of Units	TOTAL (EUROS)
International Travel			
From Country A to Country B			
Local Travel			
From point A to point B			
DAILY SUBSISTENCE ALLOWANCE			
Participant/Delegate			
Facilitator			
PROFESSIONAL FEES			
Technical			
International Consultants (Fees per day)			
Regional Consultants (Fees per day)			
Local Consultant (Fees per day)			
Support			
Honorarium (per day)			
MEALS			
Coffee Break (Full per person)			
Lunch (per person)			
Coffee Break (Liquid per person)			
EQUIPMENT RENTAL AND SUPPLIES			
Local Workshops			
Regional Workshop/Conference			
(includes paraphernalia, internet access, banner, document wallets etc.)			
VENUE			
Daily Cost			
DOCUMENT PRODUCTION			
Document Reproduction (per page, black and white)			
Document Reproduction (per page, colour)			
Document Layout (cover and inside, full colour)			
Document Editing			
Document Publication (per copy, full colour)			



EQUIPMENT & SOFTWARE			
Computer			
Laptop			
Software (will require research of actual cost from Vendor)			
Other (will require research of actual cost from vendor)			
REPORT PREPARATION			
Printing and Distribution			
TOTAL			