



CCRIF Small Grants Programme Application Form

1. Applicant Organisation

Name:

Address:

Country:

Telephone:

Email:

2. Organisation Information

Type of organisation:

Year of establishment:

Number of members:

3. Responsible Contact Persons for this Project (Name, phone, email)

Contact 1:

Contact 2:

4. Project Information

Name of project:

Area of focus (select the option that best describes the project):

- Disaster risk management (DRM)
- Engineering related to DRM or climate change adaptation

- Climate change adaptation
- Training and other capacity building initiatives
- Environmental management initiatives

5. Budget

Total project budget (US\$):

Total amount requested from CCRIF (US\$):

6. Timeline

Expected project start date:

Expected project end date:

7. Signature

Authorized signature

Date

Name (printed)

Each applicant must provide a completed application form, along with the other documents listed in the CCRIF Small Grants Application Checklist below.

All documents must be uploaded in pdf format on the submission page (* all required fields must be completed):

<http://www.ccrif.org/content/programmes/small-grants-programme>

Only registered users can submit a proposal, register at:

<http://www.ccrif.org/smallgrants/register>

Applicants will receive a confirmation of their submission.

CCRIF Small Grants Application Checklist

Each project proponent must complete and upload the following documents in the online platform:

- **Application form** (available at <http://www.ccrif.org/content/programmes/small-grants-programme>)
- **Letter of intent** (no longer than 10 pages) – this should document the intention of the organisation, the project activities that it intends to implement, the expected outputs and deliverables and the expected outcomes of the project. It should also include a description of the community or persons that will benefit from the implementation of the project. The letter should name any partners and describe their roles in the project. Information on how the outcomes of the project are related to the CCRIF mandate and how they would contribute to reducing existing and future vulnerabilities in communities must be clear. Assumptions and risks to timely project commencement, implementation or completion should be described. A description of related projects also implemented and work with other development partners should also be included.
- **Identification document** – these documents must confirm the legal status of the organisation.
- **Budget** – the budget should include all costs for the project and must indicate additional sources of funding. The budget can also include non-financial contributions such as volunteer work to be provided by community groups as well as in-kind contributions of the proposing organisation (e.g. use of own premises, equipment and cars to undertake the work). The budget is expected to be simple and realistic and be quoted in United States dollars (USD). When preparing the budget proponents should adhere to the following list of eligible cost categories (those costs that will be covered by CCRIF). These include:
 - Printing and publishing/delivery of printed/published materials
 - Technical services directly related to project outputs
 - Tangible and intangible assets (goods or services related to the project) - e.g. purchase of trees for watershed rehabilitation; hiring community animators to be used in training workshops etc.
 - Equipment and materials related specifically to project outputs (e.g. groins that may be used to control the effects of wave action that could result in beach erosion and instability; materials associated with building an artificial reef)

The following costs cannot be covered:

- Capital investments such as vehicles and computer equipment

- Applicants' own indirect costs (e.g. utilities, telephone bills, internet costs)
 - Internal costs (rent of one's own premises, fees for one's own work)
 - Salaries or financial remuneration of employees
- **Proposed Timeline** - a proposed project timeline and calendar must be included when preparing the project proposal and it must identify distinct project phases from the proposed start date to the implementation and project reporting and conclusion. Project implementation should not exceed 18 months.

**For additional information or for clarification, please email:
ccrifsmallgrants@ccrif.org**