



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, position, phone, email)

Contact 1:

Contact 2:

Please provide a copy of the official government-issued ID for the primary contact person (Contact 1) on the Small Grants Portal under the tab "Identification Documents"

4. Governance of Organization

Please provide the following information:

Members of the Organization's Senior Management Team

For each member of senior management, provide the following information:

Name:

Position:

Name:

Position:

Name:

Position:

Name:

Position:

Please provide a copy of an official government-issued ID for each member of the Senior Management team on the Small Grants Portal under the tab "Identification Documents"

Members of the Board of Directors

Please provide the list of all board members and for each board member, provide the following information:

Name:

Position on Board:

Profession:

Employer:

Political Affiliation (e.g. member of Parliament - upper or lower house or leader of political party)? (Y/N):

If Yes, please add additional info including your role

Name:

Position on Board:

Profession:

Employer:

Political Affiliation (e.g. member of Parliament - upper or lower house or leader of political party)? (Y/N):

If Yes, please add additional info including your role

Name:

Position on Board:

Profession:

Employer:

Political Affiliation (e.g. member of Parliament - upper or lower house or leader of political party)? (Y/N):

If Yes, please add additional info including your role

Please provide a copy of an official government-issued ID for each board member on the Small Grants Portal under the tab "Identification Documents"

5. 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

6. Budget

Total project budget (US\$):

Total amount requested from CCRIF (US\$):

7. Timeline

Expected project start date:

Expected project end date:

8. Signature

Authorized signature

Date

Name (printed)

Position

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):*

<https://www.ccrif.org/en/ccrif-small-grants-programme>

Only registered users can submit a proposal, register at:

<https://www.ccrif.org/smallgrants/user-request-form>

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 <https://www.ccrif.org/en/ccrif-small-grants-programme>)
- **Project Proposal Document** (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. If the proposed project is part of a larger project, this must be declared and a description of the links between the larger project and the proposed project must be described. Where government agencies or other entities are providing in-kind assistance, the proposal should include a statement of support from the contributing entity. 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 documents** – legal status of the organisation at the time of proposal submission (this document must be up to date) and all the required government-issued IDs for the Management Team and Board of Directors as well as the main project contact.
- **Budget** – the CCRIF Small Grants Programme can fund an entire budget for a project, once it falls within the range of US\$5,000 to US\$25,000. However, CCRIF prefers to see a contribution towards the total project costs from the organisation and/or the beneficiary community/ies. The budget should 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). CCRIF is not averse to organisations receiving resources from another entity or other partners to fund components of proposed projects. All sources of funding – including funds from other entities - must be declared and explained in the budget description. 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). Eligible costs 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

The budget MUST be presented using a table with the format below.

(An example activity is included in the table to provide clarity).

Activities*	Associated Budget Items	Total Cost (US\$)	Cost Covered by CCRIF (US\$)	Cost Covered by Applicant (US\$)**
1. Conduct training for [target audience] Conduct [number of] workshops for [number of] persons	<ul style="list-style-type: none"> • Design and preparation of training materials • Printing training materials • Venue for training • Refreshments etc 			
2.				
3. Etc.				
TOTAL				

*These activities should be described in detail in the project description and should be listed in the proposed timeline (see below).

** If other costs are covered by partner organizations, create a column with this information for other donors.

- **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**