CCRIF SMALL GRANTS PROGRAMME

INSTRUCTIONS

The applicant must provide a completed application and information form, along with the other documents included in the list of Requested Documents.

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

Details and Requirements of the CCRIF Small Grants Programme

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 receipt of their submission.

Application and Information Form

PART A – ENTITY INFORMATION

ENTITY INFORMATION	
LEGAL NAME:	
COUNTRY OF OPERATION:	
REGISTERED ADDRESS:	
MAILING ADDRESS:	
DATE OF ESTABLISHMENT:	
TYPE OF ORGANIZATION:	
NAME OF PARENT ORGANIZATION (if any)	
ADDRESS OF PARENT ORGANIZATION	
REGISTRATION NUMBER:	☐ YES ☐ NO

PRIMARY RESPONSIBLE CONTACT DETAILS *(Please provide government Issued ID for each individual)*

PRIMARY CONTACT 1:		PRIMARY CONTACT 2:	
NAME:		NAME:	
POSITION/TITLE:		POSITION/TITLE:	
TELEPHONE:		TELEPHONE:	
EMAIL:		EMAIL:	

DESCRIPTION OF ORGANIZATION ACTIVITIES

Summarize the nature and scope of the organization's activities (provide attachment if necessary):

PROJECT INFORMATION

PROJECT NAME:	
AREA OF FOCUS:	☐ Disaster Risk Management ☐ Engineering related to DRM or climate change adaptation ☐ Climate change adaptation ☐ Training and other capacity building initiatives ☐ Environmental management initiatives ☐ Other (specify): _____
TOTAL PROJECT BUDGET(US$)	
TOTAL REQUESTED FROM CCRIF (US$):	
EXPECTED START DATE:	
EXPECTED END DATE:	

SOURCE OF FUNDS

Provide a description of the main funding sources (provide attachment if necessary):

GOVERNANCE DETAILS – Members of Governing Body

For each controller, director or equivalent provide the following information (provide attachment for more than 4 directors if necessary)

DIRECTOR / CONTROLLER 1:		DIRECTOR / CONTROLLER 2:	
NAME:		NAME:	
POSITION/TITLE:		POSITION/TITLE:	
DATE OF BIRTH:		DATE OF BIRTH:	
PLACE OF BIRTH:		PLACE OF BIRTH:	
NATIONALITY:		NATIONALITY:	

DIRECTOR / CONTROLLER 3:		DIRECTOR / CONTROLLER 4:	
NAME:		NAME:	
POSITION/TITLE:		POSITION/TITLE:	
DATE OF BIRTH:		DATE OF BIRTH:	
PLACE OF BIRTH:		PLACE OF BIRTH:	
NATIONALITY:		NATIONALITY:	

GOVERNANCE DETAILS – Members of Senior Management

For each senior manager or equivalent provide the following information (provide attachment if necessary).

INDIVIDUAL 1:		INDIVIDUAL 2:	
NAME:		NAME:	
POSITION/TITLE:		POSITION/TITLE:	
DATE OF BIRTH:		DATE OF BIRTH:	
PLACE OF BIRTH:		PLACE OF BIRTH:	
NATIONALITY:		NATIONALITY:	

REPUTATION AND POLITICAL EXPOSURE

Please confirm if the organization or its controllers, directors or senior managers have any of the following: (If yes, provide supporting documentation)

ANY KNOWN CONVICTIONS OR ARE SUBJECT TO ANY INVESTIGATIONS RELATED TO FRAUD, CORRUPTION, TERROIST FINANCING OR OTHER CRIMINAL ACTIVITY IN PAST 5 YEARS	☐ YES ☐ NO
ANY SIGNIFICANT NEGATIVE PUBLICITY OR ALLEGATIONS IN PAST 5 YEARS	☐ YES ☐ NO
HAVE HELD A PROMINENT PUBLIC POSITION IN THE PAST 12 MONTHS OR ARE CLOSELY RELATED TO SOMEONE WHO HAS. *(e.g. head of state or government, senior government minister, senior judicial etc.)*	☐ YES ☐ NO

REPORTING AND OVERSIGHT

Please indicate if the organization is subject to the following. (If yes, provide supporting documentation)

POLICIES FOR DONOR DUE DILIGENCE, FINANCIAL MANAGEMENT & PROGRAM DELIVERY	☐ YES ☐ NO
AUDITED FINANCIAL STATEMENTS	☐ YES ☐ NO
INDEPENDENT REVIEW	☐ YES ☐ NO
PUBLIC GOVERNANCE AND FINANCIAL REPORTING	☐ YES ☐ NO

RQUESTED DOCUMENTS		ATTACHED
PART ONE – PROJECT INFORMATION		
A	COMPETED APPLICATION FORM	☐
B	FULL PROJECT PROPOSAL	☐
C	PROJECT BUDGET DOCUMENT	☐
REQUESTED DOCUMENTS		**ATTACHED**
PART TWO – ENTITY INFORMATION		
A	REGISTRATION DOCUMENT - *Certificate of registration or similar document*	☐
B	GOVERNING DOCUMENTS - *Constitution, bylaws, or other document describing the organization's purpose and nature*	☐
C	GOVERNMENT ISSUED PHOTO ID – GOVERNING BODY AND SENIOR MANAGEMENT	☐
D	ORGANIZATIONAL CHART - GOVERNANCE STRUCTURE & PERSONS AND/OR UNIT(S) RESPONSIBLE FOR PROJECT EXECUTION **	☐
E	REGISTER OF MEMBERS (IF APPLICALBLE)	☐
F	REGISTER OF DIRECTORS AND OFFICERS**	☐
G	CERTIFICATE OF GOOD STANDING OR SIMILAR DOCUMENT (DATED WITHIN PRIOR 6 MONTHS) **	☐
H	CERTIFICATE OF NAME CHANGE (IF APPLICABLE)	☐

ACKNOWLEDGEMENT AND DECLARATION

I/We hereby declare that the information provided in this Application and Information Form is true, correct and complete to the best of my/our knowledge and belief. I/We understand that CCRIF SPC reserves the right to request additional information or documentation as deemed necessary to comply with applicable laws and regulations.

AUTHORIZED SIGNATORIES

NAME

POSITION/TITLE

SIGNATURE

DATE

NAME

POSITION/TITLE

SIGNATURE

DATE

PART B

<p align="center">**CCRIF Small Grants Application Checklist**</p>

The 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 organization, 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.

- **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 organization 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 organization (e.g. use of own premises, equipment and cars to undertake the work). CCRIF is not averse to organizations 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:
    o Printing and publishing/delivery of printed/published materials
    o Technical services directly related to project outputs
    o 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.
    o 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:
    o Capital investments such as vehicles and computer equipment
    o Applicants' own indirect costs (e.g. utilities, telephone bills, internet costs)
    o Internal costs (rent of one's own premises, fees for one's own work)
    o 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	• 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