*For Information Only*

*Do not use this document to submit your application*

*Please use on-line application form to submit your application:*

<https://tinyurl.com/InnovationCfP20>

Application Form for Submission

Innovation Call for Proposals 2020

Stronger Partnerships: Local Innovations for New Climate Realities in Cities

Apply for the “Stronger Partnerships: Local Innovations for New Climate Realities in Cities” Call for Proposals. **The deadline for applications is 30 March 2020, 14:00 CET (Central European Time)**.

This application form consists of five sections:

1. General project information
2. Project description and implementation
3. Social and environmental safeguards checklist
4. Attachments
5. Application submission acceptance

Please read and answer all questions carefully and keep your answers within the word limit. Incomplete applications will not be accepted.

Questions/Clarifications:

* **Please read our** [**FAQ**](https://citiesalliance.org/sites/default/files/2020-03/FAQ_InnovationCfP20.pdf)
* Please submit your questions/clarifications about this grant opportunity or the application to **Innovation@citiesalliance.org**. We will accept **question/clarification requests until 20 March 2020.** Ouranswers will be posted on our website on **13 and 23 March 2020**.

For further information, please access:<https://tinyurl.com/NewClimateRealities>

Regards,

The Cities Alliance Team

Innovation@citiesalliance.org

[www.citiesalliance.org](http://www.citiesalliance.org)

# Section 1. General project information

In this section, please fill in general information about your project. Make sure the contact information is accurate as we will use it to inform you of the grant decision and for all other communication related to your grant application.

|  |
| --- |
| **1.Title of proposed project** (max 320 characters, spaces included) |
|  |
| **2. Submitting organisation details** |
| *Provide details of the organisation that will sign the grant agreement, receive the funding, and be responsible for grant administration and project implementation.*  |
| **Organisation’s name:** |  |
| **Address:**  |  |
| **Country:** |  |
| **Contact person’s name and title:** | *Please provide full details of the person in the submitting organisation who is responsible for all communications related to this grant application* |
| **Contact e-mail:** |  |
| **Telephone (including country code):** |  |
| **Annual budget (in USD):** |  |
| **Number of salaried staff:** |  |
| **Organisation’s legal type:** |  |
| **Main source of funding:** |  |
| **3. Are there other organisations involved as project partners?** |
| Yes **[ ]**  | No **[ ]**  |
| *If yes, please provide information on your project partner(s):* |
| **Organisation’s name:** |  |
| **Role in the project:** |  |
| **4. Grant amount requested** |
| *Specify the grant amount* ***between USD 25,000 and USD 30,000*** *you are requesting for this project (in USD).*  |
|  |
| **5. Project duration** |
| *How many months will your project last? (max. 8 months)* |
|  |
| **6. Geographic scope of the project** |
| *On what level will your project be implemented? (Choose one option)* |
| Community **[ ]**  | City **[ ]**  | Other (multiple levels) **[ ]**  |
| *Specify where your project will be implemented based on your answer to the previous question (name the specific city/community/neighbourhood, etc)* |
|  |
| **7. Project summary** (max 1.200 characters, spaces included) |
| *Provide a summary (so-called* [*“elevator pitch”*](https://www.mindtools.com/pages/article/elevator-pitch.htm)*) of your proposed project. (Tip: Imagine you need to give a very concise summary of your project to a potential donor or a journalist in just 1 minute. What would you say?)*  |
|  |
| **8. Project website and social media** |
| Provide links to the website pages and/or account(s) of the project and/or the implementing organisation(s) in social media (if any) |
|  |

# Section 2. Project description and implementation

In this section, please provide information about the problem you want to tackle, your project activities, anticipated results, and innovativeness.

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| --- |
| **9. Key issue/problem addressed** (max 1.600 characters, spaces included) |
| *Briefly describe the key issue related to be addressed and why this project is needed* |
|  |
| **10. How will your project address this key issue?** (max 3.200 characters, spaces included) |
| *Describe your approach (main components and activities of the project).* |
|  |
| **11. What are the key outputs your project is going to produce?** (max 2.400 characters, spaces included) |
| *The Project Outputs are the deliverables, i.e. products, goods and services – including knowledge and skills – that result directly from the project activities* |
|  |
| **12. What are the key results your project aims to achieve? What will be different in your community/city when your project has been implemented?** **How will you measure the achievement of results?** (max 2.400 characters, spaces included) (please also include the number of direct and indirect beneficiaries) |
|  |
| **13. How the project will contribute to improve the status of women and achieve gender equality?** |
|  |
| **14. What makes your project innovative, transformative and/or scalable?** (max 1.600 characters, spaces included) |
| *Innovation is about developing new concepts, products and processes.* *Transformation is about changing the approach to a problem and/or developing new partnerships and processes to address a problem.**Scalability is about the potential for the solution to endure, expand and be taken up by others.* |
|  |
| **15. How will the activities and results of the project be institutionalised and/or sustained after it ends?** (max 1.600 characters, spaces included) |
|  |
| **16. Describe your project team** (max 2.400 characters, spaces included) |
| *How many people will be involved, what will be their roles and what relevant experience do they have?* |
|  |
| **17. Why is your organisation best suited to deliver this project?** (max 2.400 characters, spaces included) |
| *Give examples of previous projects to illustrate your organisation’s experience (If any)* |
|  |
| **18. Where did you learn about this grant opportunity?**  |

|  |  |
| --- | --- |
| **[ ]**  | Cities Alliance’s web site ([www.citiesalliance.org](http://www.citiesalliance.org))  |
| **[ ]**  | Cities Alliance’s social media channels (Facebook, Twitter, LinkedIn) |
| **[ ]**  | Cities Alliance’s e-newsletter |
| **[ ]**  | From a colleague/friend |
| **[ ]**  | Other, please specify:  |

# Section 3. Social & environmental safeguards checklist

This checklist will help us understand how your project can enhance social and environmental benefits and reduce potential risks.

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| --- | --- | --- |
| **1. Will there be any building rehabilitation or new construction?** | **[ ]  Yes** | **[ ]  No** |
| *If yes, provide more information:* |  |
| **2. Are there buildings in the project area with historical or cultural significance which could be affected by the project?** | **[ ]  Yes** | **[ ]  No** |
| *If yes, provide more information:* |  |
| **3. Will there be any activities related to community health undertaken by the project?** E.g., building a community health centre, wastewater treatment, transporting waste  | **[ ]  Yes** | **[ ]  No** |
| *If yes, provide more information:* |  |
| **4. Will land need to be acquired in order to undertake this project?**  | **[ ]  Yes** | **[ ]  No** |
| *If yes, provide more information:* |  |
| **5. Will there be any personal data collection or mapping of households?** | **[ ]  Yes** | **[ ]  No** |
| *If yes, provide more information:* |  |
| **6. Which of the following groups will this project engage with?** |
| **[ ]** Youth[ ]  Women[ ]  Indigenous peoples[ ]  Ethnic minorities[ ]  People with disabilities[ ]  Migrants/refugees |

|  |
| --- |
| **7. How will stakeholders be engaged in this project?** (max 1.600 characters, spaces included) |
|  |
| **8. Will there be any changes in land use due to the project?** E.g. agricultural land converted to housing, green space turned into a road | **[ ]  Yes** | **[ ]  No** |
| *If yes, provide more information:* |  |
| **9. Will workers be contracted under the project?**  | **[ ]  Yes** | **[ ]  No** |
| *If yes, provide details on contracting arrangements:* |  |
| **10. Will the project require consumption of any natural resources, such as timber?**  | **[ ]  Yes** | **[ ]  No** |
| *If yes, provide more information:* |  |
| **11. Will the project affect the natural ecosystem and animal habitats in the project area?** | **[ ]  Yes** | **[ ]  No** |
| *If yes, provide more information:* |  |

# Section 4. Integrated Assessment Framework (IAF)

Financial Management (FM) and Procurement

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| --- |
| **General information** |
| **1. Does the submitting organisation publish annual or other reports?** | **[ ]  Yes** | **[ ]  No** |
| *If no, provide more information. (max 800 characters)* |  |
| *If yes, please attach such reports or provide links.* |  |
| **2. Does the submitting organisation have previous experience in administering grants from other international donors?** | **[ ]  Yes** | **[ ]  No** |
| *If yes, please provide information about the most recent projects, the funding/ donor agencies, project titles, duration in years, grant amounts, and any other relevant details. (max 800 characters)* |  |
| **Organizational structure** |
| **3. Is there an organizational chart/ organigram available for the submitting organisation?** | **[ ]  Yes** | **[ ]  No** |
| *If yes, please provide a copy of the latest organizational chart/ structure (either write it in the space provided or attach as annex).*  |  |
| **4. Has the submitting organisation or its directors ever been convicted of a criminal offence?** | **[ ]  Yes** | **[ ]  No** |
| If Yes, please provide details including dates and how this was resolved. (max 800 characters) |  |
| **Financial policy, accounting and reporting** |
| **5. Is the accounting system computerized or manual?** | **[ ]  Computerized** | **[ ]  Manual** |
| If computerized, please provide its name (max 200 characters) |  |
| **6. Does the submitting organisation prepare and issue financial statements or other types of financial reports?** | **[ ]  Yes** | **[ ]  No** |
| If Yes, please attach samples of such financial reports. |  |

# Section 5. Attachments

**Submit requested documents to support your application via on-line submission form:**

**Attachment 1. Certificate of organisation registration**

**Supported formats:**

JPG / PNG / PDF / DOC(X).

**Attachment 2. Project Budget Sheet**

**Supported formats:**

PDF / XLS(X). You can find the template for the project budget sheet [here](https://citiesalliance.org/sites/default/files/2020-02/Budget%20Template%20%20%26%20types%20of%20eligible%20exp_InnovationCfP20.xlsx).

# Section 6. Application Submission Acceptance

This application can only be submitted once (*one application per project)*. Before submitting this form, make sure you comply with the eligibility criteria and have all the supporting documents required. The necessary templates are available at [www.citiesalliance.org](http://www.citiesalliance.org).

**Check ALL the boxes to confirm**

|  |  |  |
| --- | --- | --- |
| 1 | **I have read the** [**description and guidelines**](https://citiesalliance.org/sites/default/files/2020-03/Guidelines%20-%20InnovationCall20.pdf) **for this Call for Proposals** | **[ ]**  |
| 2 | **I have completed the CfP Proposal Form and included the following:**1. Certificate of Registration
2. Completed project budget sheet [(using the template provided)](https://citiesalliance.org/sites/default/files/2020-02/Budget%20Template%20%20%26%20types%20of%20eligible%20exp_InnovationCfP20.xlsx)
 | **[ ]**  |
| 3 | I have read and I accept the [grantee responsibilities.](https://citiesalliance.org/sites/default/files/2020-03/Guidelines%20-%20InnovationCall20.pdf) | **[ ]**  |
| 4 | **The UNOPS Small Grant Support Agreement (SGA) containing UNOPS General Conditions for Grant Support Agreements is** [**outlined here**](https://citiesalliance.org/sites/default/files/2020-02/UNOPS%20Small%20Grant%20Agreemet%20Template.pdf)**. The SGA constitutes an integral part of this Call for Proposals (CFP) as it is mandatory to accept this agreement with its conditions before submitting a proposal.**  | **[ ]**  |
| 5 | I acknowledge the [reporting requirement](https://citiesalliance.org/sites/default/files/2020-03/Guidelines%20-%20InnovationCall20.pdf) of the grant | **[ ]**  |
| 6 | I am aware that, if selected, my project will be subject to an audit and I will keep records of all project expenses. | **[ ]**  |