**Response to requests for Clarification**

**Call for Proposals**

**Cities Alliance, UNOPS**

**Grant Support - Call for Proposals: Stronger Partnerships: Local Innovation for New Climate Realities in Cities**

Reference #: CA/GSA/2020/11934-012/001

https://www.ungm.org/Public/Notice/105135

# Response to requests for clarification

**Grant Support - Call for Proposals:**

Stronger Partnerships: Local Innovations for New Climate Realities in Cities

Reference number: CA/GSA/2020/11934-012/001

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**Description:** Call for Proposals:

The Cities Alliance has launched an Innovation Call for Proposals to award small grants to advance affordable, accessible and innovative climate adaptation concepts, products and processes at the community level, and foster dialogue and engagement between local communities and local governments.

Eligibility: Community-based organisations, national and local NGOs and other not-for-profit organizations working at the city or community level in the Greater Horn of Africa or Bay of Bengal

Deadline date submission of proposals: **30 March 2020, 14h00 CET**.

Solicitation posting date: **05 March 2020**

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**The following are our response to question and clarification requests received by 12 March 2020. For question and clarifications requests received from the period of 13 – 20 March 2020, please see our response on page 3.**

**Question 1:**

We are interested in applying for funding under the "Stronger Partnerships: Local Innovations for New Climate Realities in Cities". We have closely worked with local urban authorities and NGO on disaster and climate related issues in Urban areas of Uganda. **I would like to know if Universities can apply directly under the call or if it has to be through an NGO?**

**Answer to question 1:**

Public Universities, or non-profit Universities, can apply for the funding. We will review legal registration certificate of the organisation applying for the grant.

**Question 2:**

**How can west Africa-organisation be part of this call for proposal**, Nigeria communities greatly suffer from climate crisis, and little or nothing is being done to mitigate this challenge?

**Answer to questions 2:**

This Call for Proposals is open to projects to be implemented in any of the following countries: Burundi, Djibouti, Eritrea, Ethiopia, Kenya, Rwanda, Somalia, South Sudan, Sudan, Uganda, Bangladesh or Myanmar. Please check [Cities Alliance’s Website](https://citiesalliance.org/) for latest updates in recent activities and opportunities.

**Question 3:**

I wanted to inquire/confirm whether proposed projects need to **be based in urban cities or can be in remote locations**. And, what qualifies as "urban"?

**Answer to questions 3:**

Projects in cities of all sizes and types can apply. There is no predetermined definition for the localities in which the suggested projects will operate.

**Question 4:**

Can I apply for it being associate professor in university?

**Answer to questions 4:**

Private and Individual cannot apply for our grant CfPs. Our grant CfPs is targeted for community-based organisations, national and local NGOs and other not-for-profit organizations working at the city or community level in the Greater Horn of Africa or Bay of Bengal. We will review legal registration certificate of the organisation applying for the grant.

**Question 5:**

Can a **social enterprise is eligible for this call for proposal?**

**Answer to questions 5:**

Social enterprise, as long as not for profit organization type, is able to apply for our grant CfPs. We will review legal registration certificate of the organisation applying for the grant.

**Question 6:**

Please let us know whether any prescribed application format for above project from your side needs to be used or whether we can submit our own format?

**Answer to questions 6:**

All proposals must be submitted in English via the [online application form](https://www.cognitoforms.com/CitiesAlliance1/strongerpartnershipslocalinnovationsfornewclimaterealitiesincities).

**Question 7:**

Can **start-ups** that are implementing the Non-for-profit initiatives apply for the grant?

**Answer to questions 7:**

Private/for profit organization cannot apply to our grant CfPs. We will review legal registration certificate of the organisation applying for the grant.

**Question 8:**

We are based in Chandigarh India. Can we also apply for this project? Do we need partnerships in the concerned countries? If yes, any network you suggest? Any application pack available?

**Answer to questions 8:**

This Call for Proposals is open to projects to be implemented in any of the following countries: **Burundi, Djibouti, Eritrea, Ethiopia, Kenya, Rwanda, Somalia, South Sudan, Sudan, Uganda, Bangladesh or Myanmar.**

Projects must demonstrate that they can be (partially or totally) replicated or adapted to different contexts, be inclusive and create opportunities for engagement with local governments and other relevant stakeholders.

**Question 9:**

As I am interested to apply for a project, could you please answer the following questions

1. What do you mean by Social and environmental safeguards checklist?
2. Do you have any Integrated assessment framework?

**Answer to questions 9:**

The Social & Environmental Safeguards checklist and the Integrated Assessment Framework are both part of the application process and are included in the application form. The application form is available in Word format (for information only) at: <https://citiesalliance.org/sites/default/files/2020-03/Application%20Form_InnovationCfP20_0.docx>. Please note that all applications must be submitted using our online system: <https://tinyurl.com/InnovationCfP20>

**Question 10:**

I work at the ILO on urban issues. I saw the aforementioned Call for Proposals. I know the ILO cannot apply, being an international agency. I have a question for you, please: I have worked on methods to increase climate resilience of local businesses, applicable to low-income settlements.

A local NGO or CBO in one of your target countries could apply for this Call for Proposals to use the aforementioned (of course the activities will be commensurate with the funds given).  My role, pro bono, will be to transfer the knowledge to them and to give advice on how to use the material. No funding whatsoever to me. All the funding goes to the local NGO or CBO.

*I just want to be recognized as co-designer, advisor or/and the like. Is this possible?*

**Answer to questions 10:**

The team that will be part of implementation must be described in the application form. The application form is available in Word format (for information only) at: <https://citiesalliance.org/sites/default/files/2020-03/Application%20Form_InnovationCfP20_0.docx>.

Please note that all applications must be submitted using our online system: <https://tinyurl.com/InnovationCfP20>

**Question 11:**

We seek for a clarification on the maximum amount of support cost and overhead the project could have in %.

**Answer to questions 11:**

The maximum indirect support/overhead costs the grant could have is 10% of total budget.

Assume that the total project budget is USD 40,000 (including the indirect support/Overhead costs), the maximum indirect support/overhead cost will be USD 4,000 and direct costs will be USD 36,000.

**The following are our response to question and clarification requests received from the period of 13 – 20 March 2020.**

**Question 12:**

I have a question about section 3 and 4 of the application form (Social and environmental safeguards checklist and Integrated assessment framework). What type of information are you looking for in these two sections?

**Answer to questions 12:**

The Social & Environmental Safeguards checklist and the Integrated Assessment Framework are both part of the application process and are included in the application form. For more information on what is requested in these sections, please refer to the application form which is available in Word format (for information only) at: <https://citiesalliance.org/sites/default/files/2020-03/Application%20Form_InnovationCfP20_0.docx>. Please note that all applications must be submitted using our online system: <https://tinyurl.com/InnovationCfP20>

**Question 13:**

I am writing on behalf of Kounkuey Design Initiative (KDI), a design and community development nonprofit. We are very interested in applying to your Innovation Call for Proposal 2020 - Stronger Partnerships: Local Innovations for New Climate Realities in Cities, but have a question about our organisational eligibility. KDI was founded in 2006 in Kibera, Nairobi and has carried out projects in partnership with residents in the settlement ever since. The organisation was registered as a Kenyan nonprofit in 2013. We have a Kenyan board and a self-governing office in Nairobi that manage over 20 projects and set the organisation's strategy, goals and identity. Many of the staff members - including senior staff - are from Kibera and help identify project needs and strategies.

Nonetheless, KDI as a wider organisation has grown since 2006 and now has offices in Los Angeles, USA and Stockholm, Sweden. These offices work with the KDI Kenya team to set our global mission and nurture the theoretical and practical links between our work in Kibera and the US. These links help us to scale our practice in Kenya and influence global conversations on sustainable development and equity.

On reading the grant guidelines, we came across this passage:

*“We do not fund for-profit organizations, individuals nor the local offices or affiliates of international organizations"*

Given the level of independence and local leadership in our Kenya office as situated within a global organisation, will we be eligible for this grant?

**Answer to questions 13:**

Applications are sought from community-based organisations, national and local NGOs and other not-for-profit organizations working at the city or community level. This Call does not fund for-profit organizations, individuals nor the local offices or affiliates of international organisations. The CfP prioritises organisations that are rooted in their community/city and operate with community input, involvement, and investment, embracing the community as an integral part of their success. This Call seeks to create new capacities and preference will be given to small organisations that do not have access to large government, corporate or private funding sources, and for whom a small grant from Cities Alliance could make a significant impact.

If you believe your organization fills the requirement, we encourage you to submit your application along with all required documents.

**Question 14:**

My inquiry is whether municipalities outside Kampala city in Uganda do qualify as areas for application for the grant, or it's only restricted to cities?

**Answer to questions 14:**

Projects in cities of all sizes and types can apply. There is no predetermined definition for the localities in which the suggested projects will operate.

**Question 15:**

We are not clear about your Project Budget Sheet. e.g. Same row Activity, staff/consultants, Training, Dissemination cost, equipment and other cost. Could you please provide details and guidelines on the Project Budget Sheet?

**Answer to questions 15:**

Grant funding can be spent as outlined in the table below.

|  |  |
| --- | --- |
| **Cost Categories** | **Description** |
| **Staff/Consultant Costs**  | Costs of time spent by personnel or consultants directly related to implementation of specific project activities, i.e., providing technical inputs/expertise. This excludes any general supervision of the project. |
| **Training/Workshop/Seminar Costs** | Costs associated with events and meetings. This also includes training/seminars or workshops for project beneficiaries, partners and/or stakeholders necessary for achieving the project goals/objectives and sustaining the results. |
| **Dissemination Costs**  | Costs for the preparation, production, acquisition, communication and dissemination of project outputs, e.g., reports/study materials, including multimedia, web hosting, newspaper, radio and television.  |
| **Purchase of Equipment and/or Other Small Fixed-Asset Costs** | Specific costs of acquiring small non-expendable equipment/items that are considered critical for the successful implementation of a project. *Costs in this category are limited to 5% of the total grant amount.* |
| **Other Operating Costs** | Direct costs which do not lie under any of the above categories but are necessary for the successful implementation of project activities and delivery of project outputs. *Costs in this category are limited to 5% of the total grant amount.* |
| **Grant Administration and Supervision Costs** | Indirect/overhead personnel costs of administering or supervising the grant. *Such costs are limited to 10% of the total grant amount*. |

**Question 16:**

Could you kindly provide us with a sample of a project budget sheet?

**Answer to questions 16:**

Here`s a sample budget. For more information, please consult the Call guidelines, available at <https://citiesalliance.org/sites/default/files/2020-03/Guidelines%20-%20InnovationCall20.pdf>



**Question 17:**

l would like to inquire about the proposed funding/implementation duration as we proceed to come out with a concept?

**Answer to questions 17:**

Funding can be requested for grants between USD 25,000 and USD 30,000 and is available for projects with a duration of up to 08 months. Please refer to the Call guidelines for more information <https://citiesalliance.org/sites/default/files/2020-03/Guidelines%20-%20InnovationCall20.pdf>

**Question 18**

Do you have an offline application form. When I save the online form, I do not get it when I need to continue with the application?

**Answer to questions 18:**

All proposals must be submitted in English via the [online application form](https://www.cognitoforms.com/CitiesAlliance1/strongerpartnershipslocalinnovationsfornewclimaterealitiesincities). Once you ‘save’ your application, the system will ask you for an e-mail address that will be used to send you a link to access your application.

**Question 19:**

Do you accept applications from a consortium of organizations? In our case, the programme would be carried out in Bangladesh (your target country), but the expertise and best practices would be obtained from partnering organizations in India (out of your scope). The facilitation of that might require a certain amount of funding as well. In any case, including the partners as co-applicants in a (formal) consortium would allow for a more meaningful and stronger application.

**Answer to questions 19:**

Not for profit consortium can apply for our CfP.Our grant CfPs is targeted for community-based organisations, national and local NGOs and other not-for-profit organizations working at the city or community level in the Greater Horn of Africa or Bay of Bengal. We will review legal registration certificate of the organisation applying for the grant.

If you believe your organization fills the requirement, we encourage you to submit your application along with all required documents.

**Question 20:**

We are a local NGO in Bangladesh. We did not find application guidelines and form of stronger partnership on your website. Can you send both documents via email?

**Answer to questions 20:**

CfP guidelines are available from the following links:

* <https://citiesalliance.org/sites/default/files/2020-03/Guidelines%20-%20InnovationCall20.pdf>
* <https://www.ungm.org/Public/Notice/105135>

**Question 21:**

I am applying for the Stronger Partnerships: Local Innovation for New Climatic Realities in Cities but after completion of the form, I would like to know how I submit because the form has only a save button?

**Answer to questions 21:**

All proposals must be submitted in English via the [online application form](https://www.cognitoforms.com/CitiesAlliance1/strongerpartnershipslocalinnovationsfornewclimaterealitiesincities). The submit button appears only after all required fields are completed. Please check if all fields were filled out.

**Question 22:**

We are a Company Ltd, are we eligible to apply?

**Answer to questions 22:**

Limited company / for profit and Individual cannot apply for this grant CfPs. This grant CfPs is targeted for community-based organisations, national and local NGOs and other not-for-profit organizations working at the city or community level in the Greater Horn of Africa or Bay of Bengal. We will review legal registration certificate of the organisation applying for the grant.

**Question 23:**

I am a PhD researcher involved with a research group Climate Change Impact, Adaptation and Modelling (CCIAM) in University of Lisbon. I want to submit a proposal for this Call for Proposal through a partner organization who has done extensive amount of work in rural areas of Bangladesh focusing on People's participatory process. If selected, I will be the responsible person for grant administration, project coordination and related all sorts of communication and activities with the project.

It needs to mention that this proposal is not part of academic research activity.

Therefore, considering this context, can I be an applicant for this Call for Proposal?

**Answer to questions 23:**

In this Call for Proposals we do not fund projects of a purely academic or research nature, but research coupled with practice is acceptable. Projects must work with community input and involvement and clearly demonstrate how they will directly benefit the community involved. Please note that this call targets urban communities.

Submitting organizations must be community-based organisations, national and local NGOs and other not-for-profit organisations working at the city or community level.

**Questions 24:**

On section 4, there is a step where you ask to give report and financial reports, but as we are in Burundi, we wrote reports in French. Can we attach those reports written in French?

**Answer to questions 24:**

The proposals must be submitted in English, but reports, certificate of incorporation and other institutional documents may be submitted in local language.

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