

CANADA FUND FOR LOCAL INITIATIVES IN CAMBODIA

PROJECT APPLICATION FORM

1 Application Overview:

- 1.1 Title of project
- 1.2 Project area (Province, District, Commune and Village)
- 1.3 Total funding requested (*In \$USD and Include only the amount requested from the Canada Fund here*)
- 1.4 Duration (starting and ending)
- 1.5 Is this a pilot-study satiation? (if yes, please explain)

2 Organization Seeking Fund:

- 2.1 Name, address, telephone and email.
- 2.2 Name(s) of the nominated person responsible for the project (contact person)
- 2.3 Provide a brief description of your organization:
 - Date of establishment and legal status (registered in Cambodia)
 - Goal and objectives of organization
 - Previous/actual sources of funding (year, title of project, donor, amount and place)
 - Types of activities undertaken in the past and on-going activities
 - Organization management (Board of Directors and human resources including organizational chart, financial management and its control)

3 Summary of background of the situation/problem to be addressed:

What problem will the project address? How was this problem identified? (Including general background on the area and the community where the project will be implemented)

4 Project summary:

Briefly describe the project (How will the project address the above problem? What will the project do? and how will the intended activities impact on the results of the project?). Also, state if there is any government or NGO project/program that is addressing the problem. Does your project link to it?

5 Objectives and scope:

What are the goal and the main objectives of the project?

6 Target group:

Who are the target beneficiaries? How many direct and indirect beneficiaries (number of women)? Were the beneficiaries involved in the decision to seek funding and in the planning and design of the project? What are the main benefits of beneficiaries from the project?

7 Implications on women

Were women's interests considered when the project was planned? Was the planning participatory? How many women will benefit from the project? What percentage of the total number of beneficiaries is this? What is the role of women as participants in the project (planners/designers; managers/administrators; trainers/facilitators)?

8 Implications on the environment

How will this project impact the environment? Describe positive and negative ways that the project will impact the environment under the following headings (if they apply): biophysical (land, air, water) soil erosion, land degradation, deforestation, fuel wood shortages, water management, sanitation, excessive population pressure on the land and socio-economic (health, gender, income, human settlements).

9 Poverty reduction

Briefly state how the project will directly or indirectly contribute to poverty reduction in the targeted area(s).

10 Cultural dimension

Briefly state how the project addresses the existing cultural context. How will local/indigenous knowledge be utilized in the project? Does the target group include ethnic or other minorities?

11 Sustainability:

How will project funding ensure sustainability of the project in the future? How is the project sustainable financially? How is it sustainable in terms of knowledge passed on? How is it sustainable organisationally? Is the project designed to be self-supporting?

12 Project Management and Monitoring:

Briefly describe how the project will be managed? How many staff will be involved and what are their roles and responsibilities? How will the project be monitored? By whom? What is the schedule? What tools/methods will you use to verify the changes that have taken place as a result of the project?

13 Fund acknowledgement:

How will the Canada Fund contribution be acknowledged?

Should a press release or other publicity be considered for the project?

Yes: _____ No _____ Who should be responsible?

14 Work Plan / Matrix:

Project Activities	Expected results	Indicators
<i>What are the project activities? List each one.</i>	<i>Briefly state the development results expected upon completion of each activity of the project. Explain what will a change as a result of each project activity – knowledge/skills, attitude/motivation, practice/behaviour. Quantify your results (use numbers) if possible. Insert a date by which results will be achieved. All projects must state the expected Gender Equality results.</i>	<i>How will you know that the results have been achieved? These are the indicators you will use to evaluate the progress of each project result when you submit your mid-term and final project reports. (Please remember that completing an activity - i.e. holding a workshop - is not a valid indicator. You need to establish what was achieved.)</i>

15 Budget Breakdown:

What are the activities of the project and the associated budget for each activity?

Provide budget breakdown with activities in details:

Project activities	Contribution by:			
	CANADA Fund	Recipient*	Others**	Total
Administrative cost				
Total Budget				

* Your organisation

** Partner organisation, other donor, or contribution made by the beneficiaries.

Note: Contributions in the form of labour, services and materials should be monetized and shown under appropriate columns.

16 Implementation Plan:

This section should include a step by step outline of how the project will be carried out. What are the main activities of the project? How long will it take?

Activity	Month	1	2	3	4	5	6	7	8	9	10	11	12
Activity 1													
Activity 2													
Activity 3													
Activity 4													
Activity 5													

Completed application forms should be sent to:

Ms. Ravuthea Eang/Ms. Socheat.kuoch

Program Assistant

Canadian Cooperation Office

#50, St. 334

Boeung Keng Kang 1

Phnom Penh

E-mail: Ravuthea.Eang@cco.org.kh / Socheat.Kuoch@cco.org.kh

Please note: If possible, proposals should also be sent as an e-mail attachment. Thank you.