

CANADA FUND CAMBODIA

Application guideline

The Canadian International Development Agency (CIDA) in Ottawa has made available CAN\$125,000 (about USD 100,000) for the fiscal year (April, 2009 to March, 2010) with the aim of financing small, locally initiated projects providing technical, economic, educational, health and/or social development.

For more information concerning this fund please contact the CCO Program Assistant:

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OBJECTIVES AND PRIORITIES FOR CAMBODIA

- The primary objective of the Canada Fund in Cambodia is to finance relatively small, locally initiated projects that will have a significant positive impact on the beneficiaries. **The theme of the funding for this fiscal year is primarily focusing on:**
 1. Protecting land rights of poor rural Cambodian women and men; and
 2. Improving food security and/or income of poor rural Cambodian women and men.

APPLICATION GUIDELINES

The Canada Fund can only give grants to registered community group (CBOs) and non-governmental organisations (both LNGOs and INGOs) with an active Board of Directors and that can demonstrate sound financial management. The Canada Fund will give priority to small projects having budget ranging from US\$10,000 - US\$25,000 reflecting the above objectives. The Canada Fund also can co-fund projects with other donor agencies.

Proven experience in carrying out the kind of activities proposed is a very important factor in acquiring funding.

Proposals must include the information outlined in the application form. Potential projects will be reviewed by a Project Review Committee (PRC). All potential projects will be screened for compliance with the Canadian Environmental Assessment Act, and proponents will be notified if a full environmental assessment is required. Projects finally must be reviewed by the Counsellor and Head of Development Cooperation and approved by the Head of Mission.

OTHER CANADA FUND SPECIFICS

The Canada Fund supports projects that can be completed within one year.

The following CAN NOT be financed by the Canada Fund:

- Research
- All administrative costs (including consultant and NGOs fees) and other administrative expenses , which go beyond an approved percentage of the total Canada Fund funding (they should be kept to 15 % or lower of total project cost).
- Organisation start-up costs
- Travel outside Cambodia
- Attending conferences and workshops outside Cambodia
- Fees and expenses for non-Cambodian Trainers/Consultants
- Straight percentage of a program's overall costs
- Purchasing or donation of expensive pieces of equipment, vehicles etc.

In selecting projects, factors such as level of contribution by the implementing organisation and its administrative capacity are considered. Other important factors are the level of community participation, gender considerations, cost effectiveness, and sustainability of the projects. The Canada Fund cannot fund the same project twice.

PAYMENT

Payment is made in two or three parts, depending on the project. Payment is made by cheque. A bank account with at least two signatures is required to be held by the NGO and if possible separat account for keeping the fund is recommended.

IF THE PROJECT IS APPROVED

A letter of agreement is signed with the Canadian Ambassador to Cambodia before the funds are disbursed. The organisation receiving the funds must agree to certain conditions including:

- Submission of progress and final reports according to Results Based Management principles, following CIDA's format.
- Maintenance and submission of clear, verifiable accounts including original expenditure receipts. The Canada Fund reserves the right to audit a project.
- Arrangement of monitoring visits for the Canada Fund Coordinator and Embassy staff when requested.