

Canada

Embassy of Canada to Croatia and Kosovo Canada Fund for Local Initiatives (CFLI) 2014-2015

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I. General Presentation

The Canada Fund for Local Initiatives (CFLI) is an important component of the Canadian Government's development assistance envelope. Reflecting the priorities of the Government of Canada and taking into account the socioeconomic and political context of Kosovo, the CFLI focuses on working with civil society, particularly grassroots organizations, to support democratic governance and to promote human rights. Preference will be given to projects promoting the participation of women and indigenous and vulnerable minority groups and to projects that have a strong advocacy component.

The Canada Fund themes for the 2014-2015 fiscal year are:

- Supporting democratic transition and expanded democratic participation
- Entrenching the rule of law and combatting the destabilizing impact of corruption
- Promoting human rights, with a focus on one or more of the following groups:
Women, indigenous groups, LGBTI community, other vulnerable minority groups

II. Eligible Organizations

Projects eligible for the Canada Fund for Local Initiatives are those submitted by non-profit organizations (NGOs, cooperatives, neighbourhood associations, etc.) committed to local development. Eligible organizations can collaborate with a number of institutions, including non-governmental organizations, community and non-profit organizations, local and international academic institutions which implement local development activities, multilateral institutions and regional intergovernmental working on local development projects, government institutions or municipal, regional or national activities that focus on local development and, finally, Canadian non-governmental organizations and non-profit organizations who also work in the field of local development. These organizations must be properly constituted, have legal status granted by the competent authority and possess a bank account opened in the name of the institution. Those that do not meet these requirements may submit their project through an organization sponsoring the project to fulfil the role of intermediary and to take responsibility for the implementation of the initiative.

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III. Requirements for Application

Projects eligible for assistance from the Canada Fund must:

- a) Match one or more of the priority themes of the Canada Fund for Local Initiatives (see Section I);
- b) Represent a development activity rather than an application for funds to put towards the acquisition of equipment or materials;
- c) Have a maximum duration of 4 months, taking into account that all projects must be completed by February 28, 2015.
- d) Be presented by a regularly constituted and non-profit organization (see Section II);
- e) Exclude recurrent costs. These should be financed by the beneficiary and/or partner organizations.

IV. Eligible Expenses

CFLI funds may be used to finance the following expenses if they are used in the implementation of the project:

- General/administrative costs related to project;
- Maintenance, shipping and/or transportation costs, including fuel;
- Computers and communication devices;
- Expenses related to civic education;
- Expenses for conferences and events;
- Expenses for hosting, except alcoholic beverages;
- Training and expenses related to the implementation of training;
- Expenses related to disclosure, communication and information;
- Expenses for environmental assessment;
- Legal expense and costs related to the project;
- Media expenses;
- Publication costs;
- Installation and rental of equipment;
- Research expenses;
- Expenses for wages in connection with project;
- Expenses for translation and interpretation;
- Travel expenses, however these must be negotiated rates, as low as possible, not to exceed full economy fare;
- Rent or lease of vehicles;
- Other expenses directly related to the project.

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V. Exclusions and Restrictions

V.1. Some types of projects are specifically excluded from being financed by this fund. These include:

- Loans in cash
- Food donations
- Basic scientific research
- Nuclear technologies
- Military assistance
- Industrial cooperation
- Direct support to governments

V.2. Among the budget items which the Canada Fund does not finance are:

- Salary of permanent staff of implementing organization
- Recurrent costs of the organization such as: rent, electricity, water, phone, internet, etc.
- Administrative costs not directly related to project implementation
- Purchase or rental of property or land
- Purchase of vehicles
- Private expenditure on food and personal items
- Scholarships

V.3. Each institution may submit **only one** project this year. Organizations which have benefitted from Canada Fund projects in the past year may apply for projects this year, however, preference will be given to those organizations which were not funded in the previous 12 months.

V.5. Funds requested for professional fees and project staff **should not exceed 50%** of the contribution sought from the CFLI, except in exceptional cases that are well-justified.

VI. Amount of Funding Available

The amount of financing available is between CAD \$10,000 to CAD \$20,000* per project. Funding will be based on the Canadian dollar, and not the Euro. Organizations must **consider inflation costs** and possible **fluctuations in currency** that could occur during the life of the project.

Based on current exchange rates this represents financing of approximately 7,000 – 14,000 Euros.

*Smaller, high-impact projects will also be considered for funding.

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VII. Evaluation Criteria

Once all requirements are met, projects submitted will be reviewed by the Embassy's CFLI Evaluation Committee. Special consideration will be given to proposals that provide the greatest benefits to local development of the most vulnerable populations.

This will be done by evaluating the following factors:

- a) **The sustainability of the development activity proposed by the project:** The products, services, benefits and impacts generated by the project should last beyond the period financed by the CFLI. To this end, the project should take into account conditions and mechanisms to consolidate and sustain the activities and/or generated benefits over the longer term.
- b) **The involvement and commitment of beneficiaries, implementing organization and organizations associated with the project:** The project should include the participation of beneficiaries and partner organizations at different stages of its development: design, implementation, monitoring and evaluation. This should be clearly demonstrated in the project activities, identifying specific actions that beneficiaries and each partner organization will perform. Proposals must be accompanied by letters of commitment from partner organizations and/or beneficiaries as applicable.
- c) **Precision and clarity in the identification and description of the problem the project is trying to solve:** Causes and effects of the problem faced by the potential beneficiaries should be clearly identified. In order to understand the relevance of the project in the area and the target population it is important to describe the town and region (location, population, main economic activities, the various problems they are facing, etc.) where the proposal is implemented. It will be noted if the applicant can identify other experiences that have sought to solve the same problem before and alternatives that may exist to address this situation. All information provided must be accompanied by verifiable data.
- d) **The quality of project design:** The benefits of the project must last a substantial period of time, this being essential for the effective participation of beneficiaries in its preparation and execution. This means, prior to project design, the number and type of beneficiaries (direct and indirect) must be clearly identified, including the linkage between the resources and activities to be carried out. In addition, achieving the results should allow meeting the project's objectives. The distribution of tasks and activities as well as the commitment of the people involved in the project implementation are important determinants of success. The project needs to avoid negative impacts on the environment.

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- e) **The effectiveness and efficiency in the use of the resources requested from the CFLI:** The project must present a realistic and consistent budget. This should be a summary budget (Section II.D of the application form), which describes the major costs along with their sources of funding and an annex detailing each item of expenditure the project will have. In particular, costs must be explained if the expenditure is covered by a contribution in kind or in cash and the source of the donation.

VIII. Presentation Format and Submission of Projects

Organizations with proposals that address the subject areas and policies identified, and wish to apply for funding must submit project proposals **electronically** to the email addresses indicated in section XI. A digital version of the application form **must be received** at the address indicated no later than 23:59 hours (local time) on 17 October 2014. Any submissions received after that time will not be considered.

Applicants must use and complete the 2014-2015 application form provided by the coordinator, or found on the web sites of Kosovar Civil Society Foundation (www.kcsfoundation.org).

Organizations are reminded to respect word limits as it is not possible for reviewer to consider information in excess of these limits given the high volume of applicants.

Your application package should include a letter, signed by the highest authority in the applicant organization, enclosing a copy of the statute, the order by which it is granted legal status, and the last minutes of assembly with the distribution of the positions of Board Members.

When the recipient organization is different from the applicant, the project application must be accompanied by a letter signed by the highest authority of the recipient organization certifying the will to respond on behalf- which expresses conformity with the project.

Upon receiving the request for support, a letter to the candidate will be sent confirming the submission of the project and the file number assigned to the request.

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IX. Nomination Period

The closing of the call for proposals for this fiscal year is at **23:59 hours** (local time) on, **October 17th, 2014**. The projects funded must be implemented **between November 3rd, 2014 and February 28th, 2015**.

X. Announcement of Funding Decision and Conditions of Transfer for Approved Funds

Results of the selection process will be communicated by October 24, 2014. Organizations whose projects have been approved will be contacted immediately by the Canada Fund coordinator.

Approved funds for each project will be transferred to the responsible organization in two stages, according to the flow of expenditure presented in the application form. The first payment will be made after signing the agreement and is payable up to a maximum amount not exceeding 90% of the total amount approved. The final 10% will be paid out at the completion of the project, upon receipt of the final report. The above percentages may be modified according to the nature of the project and the planned schedule for the execution of the budgeted activities.

XI. Submission of Project Proposals

Project proposals or queries regarding the CFLI should be sent to the CFLI coordinator. **Reminder: electronic copies of all proposals must be received by email (to: cfl@kcsfoundation.org) by 23:59 hours on, October 17, 2014.** Late entries will not be considered.

CFLI Coordinator:

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