

# **COUNTRY DIRECTED FUND**

## **APPLICATION INSTRUCTIONS**

**March 1, 2017**

# **Intra ACP Disaster Risk Management in CARIFORUM Programme**

CDEMA  
Resilience Way, Lower Estate  
St. Michael, Barbados

## Appendix 1: Instructions on how to complete the application form.

Applicants will utilise this document to guide the completion of the application form.

### Question 1

Insert the application date in month/day/year order.

### Question 2

Insert the *Official Name* of the National Disaster Office or the *Official Name* of the Agency/Organisation submitting the application.

### Question 3

Insert the *Official Name* of the eligible Participating State.

### Question 4

Insert the *Official Name* of the any collaborating Agency(ies)/Organisation(s) that will be **involved** in the **implementation** of the project.

### Question 5

Provide the contact information (Name, Position, Telephone and mobile numbers, email address, Fax number and website-if applicable) for the representative from the NDO, Agency(ies)/Organisation(s) submitting the application.

### Question 6

Check (**bold**) all the priorities areas that the proposed initiative/project supports. The areas include:

- Enhanced institutional capacity;
- Knowledge management and learning for CDM;
- Sector integration of CDM;
- Enhanced community resilience.
- National level training to include ME&R, response coordination.
- Strategic Planning, M&E and Research;
- Contingency planning and exercise design and testing;
- Emergency Response Coordination;
- Disaster Situational Awareness (Damage Assessment);
- Information Management;
- Disaster Risk Reduction;
- National Disaster Management Organization Capacity Building;
- Information and Communication Technology.

### Question 7

Insert the name of the project or initiative for which the CDF supported is being requested.

## Question 8

Insert the rationale behind your initiative (why is the project important, what will it change, who will benefit and why it should be funded) and include any of the following references:

- Reports
- Research undertaken
- Results of survey/data collected and analysed including baseline assessments and After Action Reviews
- Any other relevant documents.

These items should support your initiative/project.

## Question 9

- List the Result area of the Country Work Programme (CWP) that is supported under your initiative/project.
- State the Country Work Programme Outcome and Output to which each Result contributes.
- Comment on how your initiative/project contributes to the Results of the Country Work Programme.
- For each Result list the following:
  - The associative indicator(s)
  - Baseline for each indicator
  - Target for each indicator.

## Question 10

- List the Result area of the Comprehensive Disaster Management (CDM) Strategy CDM that is supported under your initiative/project.
- State the Comprehensive Disaster Management (CDM) Strategy Outcome and Output to which each Result contributes.
- Comment on how your initiative/project contributes to the results of the Comprehensive Disaster Management (CDM) Strategy.
- For each CDM Strategy Result list the following:
  - The associative indicator(s)
  - Baseline for each indicator
  - Target for each indicator.

## Question 11

- List the activities, in sequence, being undertaken by your initiative/project and comment on the anticipated change.
- If appropriate indicate whether there are any environmental concerns and whether the proposed activities will affect the environment positively or negatively.
- Detail the expected activities, using the PMF template provided with this application at Annex 1. For **each activity** provide the following:
  - State the Country Work Programme **Outcome** and **Output**
  - Performance Indicator
  - Baseline data for each indicator
  - Target
  - Person or agency responsible for implementing the activity
  - Resource required to implement the activity.

Where the activities being financed by the initiative are complementary or an integral part of activities being financed through another funding source, those activities are also to be highlighted and so indicated.

## Question 12

State the beneficiaries (persons/groups who will benefit from the intervention) of your initiative or project taking into account gender considerations. Please provide the following beneficiary characteristics:

- Total number of beneficiaries
- Location/ sub-local if applicable
- Total number of beneficiaries disaggregated by gender, age group, location
- Concisely state how each disaggregated group will benefit.

## Question 13

List (a) the possible risks that could impede successful implementation of your initiative/project and (b) comment on how each risk can possibly be mitigated.

## Question 14

- Indicate the start and end date of the initiative/project.
- In the Work Implementation Plan provide in Annex 2, list the activity and for each activity indicate the month the activity will start and the month it will end.

## Question 15

- State the overall (the total sum) budget.
- State the in-kind contribution in dollar value.
- Provide a detail budget, using the Microsoft Excel format provided (Budget Development Tool) as a guide. For each activity do the following:
  - State the activity name (state the sub-activity and task name if applicable)
  - For each activity state:
    - Travel (international/local)
    - Daily subsistence allowance
    - Professional fees (technical and support)
    - Meals (coffee breaks and lunch)
    - Equipment rental and supplies
    - Venue (Workshop, training etc.)
    - Document production
    - Equipment and software
    - Report preparation.
    - Any other relevant and allowable expenditure.

## Question 16

State the funding (amount) received under the current CDF and the date of receipt.

## Question 17

Indicate how the initiative/project will facilitate horizontal cooperation.

**Note: Horizontal Cooperation occurs when the intervention utilizes skills/knowledge of entities within the same system.**

## Question 18

List the activities that will be undertaken to promote visibility of the initiative/project; as follows:

- At the award of funds
- Achievement of key mile stones
- Completion of the project.

**Note: All visibility materials MUST highlight support under the Strengthening of the Capacity of the CDEMA Coordinating Unit and Participating States for Implementation of Comprehensive Disaster Management Project which is being implemented by CDEMA through funding provided by the European Union.**

## Question 19

Please explain how your proposed initiative/project will be sustained.

**All applications need to be signed and dated.**