

G. APPROVALS, PAYMENTS AND REPORTING:

Proposals will be considered for approval by a Committee and selected on a competitive basis. Successful applicants will receive notification stating the conditions that apply to the approval. Unsuccessful applicants will similarly receive notification.

Once the conditions applying to the approval have been met, including any modifications to the size, scope or structure of the project as requested by the Committee, the High Commission of Canada will present a legally binding agreement for signature to the organization. The agreement will define the respective roles and responsibilities of the recipient organization, the approved budget as well as payment and reporting schedules.

First payments are normally made upon the signature of the agreement, while subsequent payments are made on the basis of satisfactory narrative and financial progress reports. Payments are made according to mutually agreed-upon cash flow schedules. The funds provided should be deposited and held in a separate auditable bank account, with statements available to the High Commission upon request.

Final payments are withheld pending receipt and acceptance of an end-of-project report required for all projects, which must be made using a report format provided by the CCDRM Fund. Payments will not be made when an organization is in arrears with its reporting or fails to meet its financial or other obligations. All reports should include both narrative and financial information.

H. AUDIT AND EVALUATION:

DFATD reserves the right to carry out independent audits and evaluations on projects supported by the Canada Caribbean Disaster Risk Management Fund. The recipient organization will be required to maintain all project records related to operations and financial management as required by generally accepted accounting principles.

I. PROPOSAL SUBMISSIONS:

For more information about deadlines and proposal submissions, please contact the Fund Coordinator:

Email: ccdrm.fund@gmail.com

Telephone: 246-425-0386

Address: Canada Caribbean Disaster Risk Management Fund
c/o Caribbean Disaster Emergency Management Agency
Manor Lodge Complex, Lodge Hill
St. Michael, BARBADOS.



CANADA CARIBBEAN DISASTER RISK MANAGEMENT (CCDRM) FUND

GUIDE FOR PROJECT SUBMISSIONS

A. INTRODUCTION:

In the Caribbean, natural and man-made disasters all too frequently disrupt progress towards sustainable development by increasing human vulnerability and pushing victims below the poverty line. Canada's development policy objective of enhanced security for the Caribbean focuses largely on mitigating the effects of natural disasters through institutional strengthening and physical disaster risk reduction initiatives.

The **Canada Caribbean Disaster Risk Management (CCDRM) Fund** is one component of Canada's larger regional Caribbean Disaster Risk Management Program. The CCDRM Fund is designed to support Caribbean-based non-governmental organizations, community groups, and government agencies wishing to undertake small-scale projects at the community level to reduce the risks from natural hazards (e.g. floods, droughts, storms, and hurricanes) and climate change.

The major beneficiary of the CCDRM Fund is intended to be the poor, who are often the most vulnerable among us and live in communities prone to disasters. As such, the Fund supports projects that produce a clear and measurable reduction in disaster risk in the target community or communities. The Fund targets activities that involve women and men in their planning and implementation; protect or improve the environment; and reduce vulnerability to natural hazards in low-income and rural communities. These activities should make maximum use of locally available skills, knowledge, experience, and resources. The Fund's priority areas are outlined in Section C.

Projects of up to two years in duration will be selected on a competitive basis. Proposals should be sent to the CCDRM Fund Coordinator by email (ccdrm.fund@gmail.com). Interested parties are encouraged to contact the Fund Coordinator early in the application process to ensure that the proposal is presented in an acceptable format.



Foreign Affairs, Trade and
Development Canada

Affaires étrangères, Commerce
et Développement Canada



B. ELIGIBILITY:

Financially viable organizations based in the following CARICOM countries are eligible to apply to the CCDRM Fund for support: Antigua and Barbuda, Bahamas, Barbados, Belize, Dominica, Grenada, Guyana, Jamaica, Montserrat, St. Kitts and Nevis, St. Lucia, St. Vincent and the Grenadines, Suriname, and Trinidad and Tobago.

The applying organization must be legally established in at least one of the mentioned CARICOM countries. Rural and informal groups that are not legally established must partner with local government entities or other legally established groups to apply to the CCDRM Fund for support.

Examples of eligible organizations include: non-governmental organizations, community-based organizations, governmental agencies, youth groups, women's groups, church organizations, service clubs, fishing associations, and cooperatives.

C. FUNDING PRIORITIES AND GUIDING PRINCIPLES:

The CCDRM Fund will only support community-driven initiatives that will result in measurable and substantive reductions in disaster/climate change risk in vulnerable communities. Proposals should demonstrate how the project will:

- ❖ Help to support local disaster risk management and climate change adaptation needs.
- ❖ Help communities to solve their own problems in ways that can be sustained by them after the project ends.
- ❖ Address the different needs of women and men, and promote equal access to and control of the benefits that the project will generate.
- ❖ Make maximum use of local materials, equipment, skills, and experience.

D. NOT ELIGIBLE FOR SUPPORT:

The CCDRM Fund will **not** consider support for:

- ❖ Emergency humanitarian response.
- ❖ Routine administrative expenses, such as salaries, rent, etc.
- ❖ Contributions to charitable appeals.
- ❖ Proposals submitted by commercial firms or enterprises.
- ❖ Research, evaluation, assessment, and feasibility studies.
- ❖ Educational scholarships and training awards.
- ❖ Activities that would normally be funded by the local/national government.
- ❖ Workshops, conferences, awareness, outreach, and training activities. **NB:** If the primary outcomes of the project require training/capacity building, these expenses can be covered. This will be decided on a case-by-case basis.

E. PROJECT SELECTION CRITERIA:

All applications submitted to the CCDRM Fund must:

- ❖ Demonstrate community engagement in project design
- ❖ Provide for the participation of the community in the implementation, monitoring and evaluation of the project.
- ❖ Define clear, realistic and measurable objectives, which can be achieved within the approved timeframe, using the resources available.
- ❖ Clearly indicate how the proposed project will produce a measurable reduction in the level of disaster and/or climate change risk in communities.
- ❖ Present a clearly defined plan for implementing the project.
- ❖ Provide a detailed budget with costs in proportion to benefits.
- ❖ Show how the submitting organization will make a significant contribution to the project (e.g. cash or in-kind inputs such as materials, equipment, labour, etc).
- ❖ Provide a strong justification for any overhead costs included in the budget, not exceeding 12% of the amount being requested.
- ❖ Show how the project's achievements will be sustained after the project has come to an end (e.g. a plan for maintenance upkeep and repairs; business plan, etc).
- ❖ Include appropriate measures to ensure equitable participation and benefit to men and women or to promote the empowerment of women.
- ❖ Identify the possible impacts the project may have on the environment and appropriate measures to mitigate adverse environmental impacts.
- ❖ Describe the qualifications and experience that will help your organization implement the proposed project and achieve the stated objectives.
- ❖ Identify potential risks to the successful completion of the project and propose measures to minimize or eliminate the risks.

F. LIMITATIONS AND EXCLUSIONS:

- ❖ Canadian contributions under the CCDRM Fund are expected to be in the range of CAD\$25,000 to CAD\$75,000. In exceptional cases, Canadian support can go as high as CAD\$100,000 where a robust justification for the increased request for support is provided.
- ❖ Project durations are expected to be up to a maximum of two years.
- ❖ All materials, equipment and services are generally to be purchased within the country where the project is to be implemented or from another CARICOM country. Such purchases shall not be subject to taxes, import duties, customs tariffs, or any other levies, fees or charges. The responsibility for seeking the approval required to ensure this rests with the organization implementing the project.
- ❖ Funds will only be used to cover approved project expenses that will be incurred **after** both parties have signed the contractual agreement.