Guidance for submitting a project proposal

INTRODUCTION

The science is clear: we need to slow the rate of warming as soon as possible in order to limit the dangerous and irreversible impacts of climate change. Achieving this will require all countries and actors to take ambitious action to reduce short-lived climate pollutant (SLCP) emissions now.

Through the *Action Programme to Address the 1.5°C Challenge*, the Climate and Clean Air Coalition funds projects that help countries accelerate actions to reduce these pollutants using an approach that integrates climate and clean air action. By focusing on actions that achieve climate and clean air objectives, countries can help reduce the rate of near-term warming - which contributes to achieving the long-term Paris Agreement targets – while at the same time realizing immediate, local benefits for public health and wellbeing and supporting the attainment of many Sustainable Development Goals (SDGs).

PROCESS TO APPLY FOR FUNDING

Step 1: Consult the CCAC website at: ccacoalition.org/call-for-proposals. Review the relevant call for proposals and verify that the entity/organization and the project proposal fulfil the requirements for eligible funding requests.

Step 2: Download the Application Form and save it on your computer.

Step 3: Complete the Application Form and save the changes. The form should be opened and completed in Microsoft Word (2011 or later versions).

Step 4: Gather all necessary complementary documents, including the endorsement letter.

Step 5: Send all documents to secretariat@ccacoalition.org.

TIPS FOR BUILDING A SUCCESSFUL PROPOSAL

- Familiarize yourself with the Climate and Clean Air Coalition 2030 Strategy, funded projects and the integrated approach to climate and clean air policy. Projects that do not explicitly demonstrate their contribution to the specific objectives of the CCAC will not be eligible for funding.

- Make sure your project is endorsed by at least one national government eligible to receive development assistance. National government ownership is key to the success of a project.

- Clearly define the relevant challenge or problem your project is designed to address and the context in which you will be operating.

- Create a project plan that is action oriented. Put forward actionable, tailored activities that concretely address the identified problem.

- Identify what concrete outputs – products, services, competencies or capacities – your project expects to achieve.

- Determine how the project activities and subsequent outputs will produce observable changes that will support the achievement of the CCAC's objectives. These results can be tangible or intangible, for example: awareness raised through a campaign; capacities and skills reinforced through training; or commitments catalyzed through political outreach.

- Develop evaluation benchmarks and criteria.

- Develop a budget for your activities to ensure that the project is feasible and consider how the project completed in time.

COMPLETING THE APPLICATION FORM

The Application Form asks for the project proposal's core information, including the description of its objectives, deliverables, main activities, and budget.

1. Cover Page

Title

Summarize your project as clearly as possible with a short, compelling title (up to 100 characters). If your project is selected, this title will appear on our website, so it is important the title clearly communicates what your project is about.

Principal applicant

This will be the main point of contact for questions about your project proposal. The principal applicant can be a project implementer or beneficiary.

Co-applicants

Project proposals should be submitted by a partnership of at least two entities. List the other entities involved in submitting your project here. Entities can be either government or not-for-profit, but the proposal must include at least one state eligible for official development assistance.

Funding requested

Total funding requested cannot exceed USD 100,000. The amount in this section must correspond to the total amount requested that appears in the budget table of the application form.

Implementation period

Provide the expected start and end dates of the project. The project implementation period should be less than 24 months. The end date signifies the time at which all final project reports and outputs/deliverables are expected to be submitted to the CCAC Secretariat for approval.

Beneficiaries

List the countries and/or regions where the project is going to be implemented and/or where the impact of the project (during and/or after implementation) will be experienced. Beneficiary countries must be eligible for official development assistance.

2. Summary

Responses in this section should be:

- Succinct, so that readers can quickly grasp the bigger picture to effectively contextualize the details of your proposal.

- Clear, outlining what will be achieved if funding is granted.

- Descriptive, emphasizing the major, practical steps to completing your project.

Goals

The project goals set the stage for the rest of the proposal. Summarize what the project proposes to do, its overall purpose and main objectives. Limit: 2,000 characters.

Outline

Provide a brief overview of the steps your project will take to accomplish the project's goals. Focus on the logic for the project's approach rather than describing the activities, as more detail will be asked for in the project framework section. Limit: 2,000 characters.

Location

Indicate the locations (entities, countries and/or regions) where the project activities will take place. Given the current context of the pandemic, explain if the activities will be held in person. Limit: 1,000 characters.

Baseline study

Define the current status in the countries or regions where your project will take place. This includes the economic, social and political challenges, needs and priorities in your field of activity. Explain how this information can be used as a benchmark for measuring project success or failure. Limit: 2,000 characters.

Complementarity

List and describe any existing projects, initiatives, policies or other efforts on the ground that may complement or overlap with your project. Position your project in relationship to these, explaining how your project will extend any work that has been previously done, avoid any mistakes or errors that have been made, and serve to develop stronger collaboration and synergies between existing initiatives. Limit: 2,000 characters.

Rationale

Make the case for why the CCAC should support your project. Explain how your project will support the CCAC's objectives, and how it will address issues, challenges, priorities, barriers outlined in the baseline study. Limit: 1,000 characters.

Areas of focus

Select all that apply. You can find out more about these areas on the [CCAC website](#).

Team

List, to the best of your knowledge, the people who will be involved in the implementation of your project. This list will not be considered exhaustive or final but should demonstrate that thought has been given to the team needed to deliver on the proposal. For this reason, it is crucial that team members demonstrate complementary skills and attributes that, combined, ensure the successful implementation of the project, including its financial management.

3. Results

Emissions reductions

Describe the long-term SLCP reductions that will result from the successful implementation of the project and the achievement of its objectives. Emissions reductions will most likely not be achieved during the lifetime of the project, but rather after its completion. For this reason, it is acceptable to provide the projected changes in SLCP emissions that can be achieved by your project.

Specify in detail the methodology used for the data provided. The CCAC Secretariat can offer tools to aid with estimating changes in emissions, calculating co-benefits and with the selection of emission factors. Limit: 1,000 characters.

Strategic alignment

Indicate the top 1-3 CCAC outcomes (1-3 check boxes) to which your project will contribute. For each outcome selected, explain briefly how your project will achieve it (up to 500 characters each).

CCAC outcomes and expected results

1. **Drive an ambitious agenda**

   - Get short-lived climate pollutant mitigation on global and regional agendas and platforms
   - Secure commitments (political, financial, action) to drive ambition

If this outcome is applicable to your project, the expected results your project might target include:

   - Engaging national governments, regional bodies, or finance partners through targeted activities and events
   - Gathering or launching commitments from decision makers to take SLCP action
   - Supporting or complementing international and regional agreements

2. **Support national action**

   - Develop and embed measures to reduce short-lived climate pollutants in national climate and clean air strategies, plans, policies, and budgets
   - Embed short-lived climate pollutant mitigation in recovery plans and economic stimulus packages

If this outcome is applicable to your project, the expected results your project might target include:

   - Supporting government agencies with improved structures, processes, and/or resources to enhance NDCs or develop or implement SLCP-relevant policies
   - Improving capacity of public officials to support the development of SLCP plans or strategies
   - Developing inventories, projections or monitoring frameworks to support national action

3. **Support transformative actions**

   - Accelerate the transition of key short-lived climate pollutant-emitting sectors

- Promote effective mitigation policies such as regulatory and enforcement regimes, setting new precedent for others to follow

- Contribute to the design of financing models and strategies for funding short-lived climate pollutant solutions

If this outcome is applicable to your project, the expected results your project might target include:

- Supporting governments to adopt or implement laws, regulations or standards in SLCP emitting sectors

- Gathering or launching commitments from stakeholders in SLCP emitting sectors to reduce emissions

- Enabling financial institutions to support SLCP mitigation projects and integrate SLCP actions into projects

4. **Advance policy-relevant research and analysis**

- Provide decision-makers research, analyses, and tools to make ambitious commitments and take fast action

- Strengthen the social and economic lens of our multiple benefits analysis at regional, national, and local levels

- Highlight policies and measures that can drive equitable green growth and create quality jobs

If this outcome is applicable to your project, the expected results your project might target include:

- Conducting research that deepens understanding of multiple benefits of SLCP action

- Developing knowledge resources that are used as a basis for policy making

- Communicating best practices

4. Project Framework

We recommend that this section is completed in the order listed, as responses to each question will be carried down and referenced in the question directly below it (example: deliverables will be linked to objectives, activities will be linked to deliverables).

Objectives

An objective expresses what you expect to achieve through the activities and deliverables of this project. Your project's objectives should reflect the core problem(s) the project aims to solve and the benefits

that beneficiaries will gain as a direct result of the project's implementation. The chosen objectives should be achieved during the project timeframe.

You may provide up to three (3) objectives. For each objective, briefly explain what it is (less than 200 characters), the problem it will address (less than 200 characters) and link it to the relevant CCAC objective selected in the strategic alignment section.

Outputs

The proposed outputs, indicators of success, and means of verification are all essential for monitoring your project activities. For each objective outlined in your project, list and describe up to five (5) corresponding outputs. For each output, provide an indicator of success and means of verification that will serve to measure the successful implementation of the project.

Start from the first objective listed in the Objectives question, then complete the requested information in each field by providing a concise description. There should be a clear correlation between each objective and the outputs designed to achieve it.

Outputs are the products and services or competencies and capacities that directly result from your project. They can be tangible or intangible, such as awareness raised through a campaign, capacities and skills reinforced through training, commitments catalyzed through political outreach, or knowledge increased through scientific research.

Because the success of your project will be measured by its ability to deliver results, the outputs you propose should be realistic in the short term.

Indicators of success are the standards of measurement you will use to determine to what extent an output has been achieved or successfully produced. Since deliverables will serve as the basis for evaluating the project's success, you will need to identify a relevant indicator for each output.

For example, if the planned output is a capacity building workshop, the indicator could be the number of people (disaggregated by gender and role) who have participated in the workshop or the knowledge transfer demonstrated through workshop outputs or exam results. Each indicator should be clearly defined in quantitative and/or qualitative terms, as well as disaggregated by gender to the extent possible.

Means of verification refers to the source of the information used to measure and verify the indicators of success. In the example given above, the means of verification could be the workshop attendance sheet, exam scores or the workshop summary report.

Activities

List and describe the main activity(ies) you will need to carry out in order to produce the outputs. Specify the implementation schedule (start and end date), the location and the direct and indirect beneficiaries of each activity.

Choose the relevant output listed in the Outputs section that the activity supports. You may need to carry out more than one activity to produce an output.

It is important to relate the activities to each other to determine their sequence and interdependence (such as whether one activity is dependent on the start-up or completion of another).

Note that you will be requested to provide a detailed budget breakdown for each activity described in the Budget section of the Application Form. Be sure to only include the main activities; non-essential activities do not need to be listed.

5. BUDGET

Budget

Since the design and implementation of activities are closely linked to the development of the budget, the earlier budget considerations are taken into account, the better. Consult colleagues and the project team to ensure you will be able to carry out each of the activities described in the proposal and to avoid errors and omissions.

Provide the project's budget breakdown by activity. Complete the budget table starting with the related activity. You may add as many expenditure lines per activity as necessary. Select the expenditure category and type of expenditure from the dropdown menus.

For expenditure categories that do not match your project, you should specify the exact expense items in the description field by providing a short description. All costs must be expressed in US dollars. Indicate whether the expenditure will be paid for using CCAC or co-funding.

Co-funding

Please remember that total funding requested cannot exceed USD 100,000. Even though co-funding is not obligatory, it is strongly encouraged, as it can help guarantee the sustainability of the project.

Enter the total amount that your entity and/or other entities/donors will be contributing to the project, including in-kind contributions. For in-kind contributions, provide a reasonable approximation of the equivalent cost in US dollars.

In the description field, explain what type of contributions the amount includes (self-/co-funding and in-kind contributions) and provide the identities of the entities providing the contribution.

Financial management

Sound financial management requires a coherent set of accounting procedures and standards that ensure funds are spent in accordance with the proposed budget, that all transactions are recorded accurately, and that there is a complete audit trail to facilitate a post-expenditure review.

Outline a preliminary plan to make sure that the necessary funds are available and can be advanced by the applicant to allow for the timely implementation of activities. Explain who will be responsible for the financial management of your project.

6. Sustainability

Communications

All project proposals are required to have a communications plan and set aside some of the project budget to implement it.

Determine the top audiences that need to know about your project and the project outputs. Explain what you believe they need to know about your project and the communications activities you will undertake to deliver these messages to your targeted audiences.

Communications activities can include getting press coverage, creating promotional materials, holding events to encourage broader community, organizational or public involvement, and educating new audiences that can benefit from the results of your project.

Long-term benefits

Describe the long-term co-benefits that will result from the successful implementation of the project and how soon after the project completion the impacts are expected to materialize. These benefits must be aligned with or contribute to at least one of the CCAC strategic objectives.

Examples of impacts and long-term benefits include:

- Near-term climate benefits, at the global, regional or national scale

- Air quality benefits

- Health benefits, such as reduced mortality or hospital visits

- Agriculture and ecosystem benefits, such as productivity gains and avoided crop losses

- Energy efficiency benefits

- Gender equity

Follow-up activities

Describe the planned measures, processes or steps you will take to ensure that the project impacts and long-term benefits are realized after the project is completed.

List the external and internal risks that may affect the success of your project and how these risks will be managed during and after project implementation.

Monitoring and evaluation

Describe what will happen to the beneficiaries of the project once the project support comes to an end and how the needs of the beneficiaries will be met in the long term.