



Guidance for submitting a project proposal

August 2022 – Transformative action

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 relevant Application for Funding form, CCAC Engagement Strategy, and any other recommended supporting documents. Save them on your computer. Check the project number and title in the Application for Funding form to ensure that it matches the call for proposals to which you are applying.

Step 3: Complete the Application for Funding form and save the changes. The form should be opened and completed in Microsoft Word.

Step 4: Gather any necessary supporting documents, such as information about the implementing entities, project team, or chosen methodology or approach.

Step 5: Send all documents in one email to secretariat@ccacoalition.org. Include in the subject line the project number and title.

TIPS FOR BUILDING A SUCCESSFUL PROPOSAL

- Familiarize yourself with the [CCAC Engagement Strategy](#) goals and the requirements listed in the call for proposals. Proposals that do not clearly demonstrate how the project will contribute to one or more of these goals will not be successful.
- Build your project plan around the transformative changes you intend to achieve. Make sure these changes can be observed and measured in the targeted sector, countries, or region.
- Identify what concrete outputs – products or services – are necessary to achieve the outcomes and the activities required to produce them. Clearly explain how the selected project activities and outputs will produce the required outcomes.
- Complete all fields in the form. Incomplete forms will not be considered.



COMPLETING THE APPLICATION FOR FUNDING FORM

The Application for Funding form asks for core information about the project and is divided into five sections: [Cover page](#), [1. Project details](#), [2. Results](#), [3. Logic model](#), [4. Project team](#), and [5. Budget](#). Instructions for completing each section can be found in this document.

Cover Page

Call for proposal

This section is pre-filled with the project number and title of the Call for Proposals to which you are applying.

Contact

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

Co-applicant contacts

Enter one contact for each co-applicant entity. List the other entities requesting CCAC funding here. Entities can be governments or not-for-profit entities.

Requested CCAC funding

Provide a project budget that aligns with the suggested budget range found in the Call for Proposals. The amount in this section must correspond to the total of CCAC-funded items listed in the budget table in section 5 of the application form.

Project duration

Provide the expected start and end dates of the project. 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.

The project implementation period should be less than 24 months. Please note that because of restrictions on the CCAC Trust Fund, requests for extensions are not guaranteed.



Co-funding

Although 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.

1. Project details

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.

Project title

Provide a title that is clear and unambiguous. A good title will paint a quick picture for the reader of the key focus and outcomes of the project. The most important words (“key words”) should come first.

Limit: 10 words.

Justification

Sell the proposal to the CCAC. Explain what problem or challenge the project is trying to address and why the project provides the best solution. This may include answering the following questions: What added benefits will the project have? What new opportunities may arise as the result of the project? What would be the consequences of not implementing the project?

Limit: 2,000 characters.



CCAC Engagement Strategy

The [CCAC Engagement Strategies](#) set out the partnership's goals and milestones for key short-lived climate pollutant topics and sectors. These documents were developed through extensive consultations with Partners.

The project must contribute to achieving at least one strategic goal or milestone in the relevant CCAC Engagement Strategy.

List the goals and milestones to which the project will contribute. For each strategic goal or milestone selected, explain the contributions the project will make and the overall impact it will have.

Limit: 2,000 characters.

Transformation objectives

Describe the transformational change or changes the project intends to bring about. These may include:

- Creating a fundamental shift in a system or structure
- Achieving a large-scale change in processes or practices, such as within a sector or region
- Accelerating the speed of change
- Developing contextually appropriate enabling conditions or removing key barriers to action
- Implementing a robust, lasting solution capable of withstanding changing circumstances and evolving needs over time

Limit: 2,000 characters.

Approach

Describe the strategy selected to achieve the transformational changes listed in the previous question. Present any methods, practices, or processes used to develop the project approach.

Limit: 2,000 characters.

Implementation schedule

Outline the logical sequence of activities and outputs the project will deliver over time to achieve the transformational change/s. Describe the major stages and/or milestones of the project, including what will be delivered and within what timeframes.

Limit: 2,000 characters.



Actors & beneficiaries

List the agencies and organizations that should be involved in the project (actors) to ensure successful delivery and that will benefit from the results of the project (beneficiaries).

Limit: 1,000 characters per field.

Engagement

For the actors and beneficiaries listed in the previous question, explain how the project, through the proposed activities, outputs, and actions of the project team, will ensure their continued engagement.

Limit: 2,000 characters.

Context

Describe the current context in the sector, countries, or region/s in which the project will operate and the impacts this will have on project delivery. Explain how this information has been used to guide the project plan.

- Economic context. How favourable is the economic environment to project delivery? Factors to consider may include: economic trends or indicators in the targeted sector, countries, or regions; foreseeable changes or problems on horizon; volatility in the sector, countries, or regions; macroeconomic variables such as fiscal and monetary policy, inflation, wage rates, and cost of living.
- Social context. In what way can attitudes and behaviours in the targeted communities affect the project delivery? Factors to consider may include: cultural aspects, demographics (including gender), and trends in particular communities.
- Political context. What governmental policies and actions are likely to affect the project? Factors to consider may include: political priorities and potential changes to these; political stability; the impact of policies, laws, regulations, on a country's infrastructure.

Limit: 2,000 characters.

Complementarity

List and describe any past/existing projects, initiatives, policies or other efforts in the sector, countries, or regions that may complement, overlap, or compete with the project. Position the project in relationship to these, explaining how the project will extend any work that has been previously done, implement lessons learned, or develop stronger collaboration between existing initiatives. This includes projects previously funded by the CCAC.



Limit: 2,000 characters.

Challenges & barriers

Briefly describe the challenges and barriers the project will need to overcome or remove to ensure successful delivery. Explain how this will be done.

- Government level. Factors to consider include: institutional capacity, financial resources, and political will.
- Organisation or industry level. Factors to consider include: financial capacity, access to technology, competition, and access to distribution channels.
- Individual level. Factors to consider include: awareness, habits, financial resources, and experience.

Limit: 2,000 characters.

Gender

Gender refers to the social attributes and opportunities associated with being male and female and the relationship between women and men and girls and boys, as well as those between women and between men.

Describe how gender considerations have been included in the design of the project, using the following questions as well as national and/or local contexts to inform the response:

- What are the key gender issues in the sector/region of focus? *Consider whether there are any differences in the roles and needs of women and men in the sector/region. Important areas in which to identify such possible gender differences include main sources of livelihoods, levels of participation in the labour market, as well as wage gaps.*
- How might the project affect women and men differently? *Consider how the project is likely to have differential effects on women and men – positive and negative. This can include any economic, educational, legal, social and cultural constraints on women’s potential participation*
- How might barriers to women’s full participation in the project be addressed? *Consider measures that could be taken to overcome barriers faced by women or girls in fully participating in the proposed project. This could include targeted outreach, the inclusion of representatives who may raise relevant issues and perspectives brought by women and girls, projects which focus on issue areas disproportionately affecting women and girls, etc.*



In addition, the CCAC Secretariat **strongly encourages** applicants to include a gender-focus in at least 1 activity and/or output. Examples of gender-focused activities include (but are not limited to):

- *Technical training sessions and/or workshops with gender parity among participants*
- *The development of models which include gender-disaggregated data*
- *Stakeholder outreach/consultations which include the government agency responsible for gender related issues*
- *The development of priority mitigation measures selected based in part on gender impact*

Tools and more information on gender mainstreaming can be found on the [CCAC website](#).

Limit: 2,000 characters.

2. Results

Emissions baseline

For the targeted sector, countries, or region, provide the current or last known annual emissions of short-lived climate pollutants (methane, hydrofluorocarbons, PM2.5). These should be expressed either in tonnes or CO2 equivalent.

If using CO2 equivalent, provide the Global Warming Potential (GWP) conversion factor, for example IPCC AR5.

For each emissions baseline listed, provide the data source.

Limit: 1,000 characters per field.

Emissions reductions

Provide an estimate of the short-lived climate pollutant emissions reductions that can be achieved over the lifetime of the project and if the project were scaled up to an entire sector, country, or region.

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 per field.



Co-benefits

Measure the co-benefits that may be attained through the short-lived climate pollutant emissions reduced by the project or through the solutions or actions the project will implement.

- Economic development. Co-benefits may include: reduced work hours lost to extreme heat or other climate events, improved access to clean fuels and technologies, improved energy efficiency, job creation, etc.
- Human health. Co-benefits may include: reduced premature deaths related to air pollution or heat, reduced health care costs, reduced air pollution-related illnesses.
- Food security and ecosystems. Co-benefits may include: increased productivity, reduced yield losses due to air pollution or climate change, deforestation rate, land use, etc.

Limit: 1,000 characters per field.

Success

Define what project success should look like at completion, at two years after completion, and in 2030, including how the transformational changes and emissions reductions are expected to evolve over time.

Limit: 1,000 characters per field.

Headline

Provide a headline for a news story about the project at its completion.

Limit: 200 characters.

3. Project logic model

The logic model presents a picture of how the project will work.

The table in this section will help illustrate the logical relationship between the main elements of the project using a results-based management approach. Complete the table from top to bottom to show the selected activities and outputs that will contribute to achieving the intended outcomes.

Suggested order of steps:

- Identify the transformational change/s the project should achieve and the basic assumptions about the context in which the project will operate.



- Conduct backward mapping to determine the steps necessary to achieve the change/s.
- Identify the interventions the project will perform to create the desired change/s - *IF the outputs are produced AND the assumptions are true THEN the outcome will be achieved. IF the activities are carried out AND the assumptions are true THEN these outputs will be produced.*
- Select indicators from the dropdown menu to measure and assess the performance of the project.

Outcomes

Outcomes are the adoption or application of a product or service by the project’s intended beneficiaries. They are observed as changes in behaviour, attitude, practice, or condition. They are linked to the ultimate transformational change/s this project aims to achieve.

Include at least one outcome for the project. For each outcome, include a short description, performance indicator, and target amount.

- Name: Describe the outcome using the following formula:

Who or what <i>(target beneficiary or subject)...</i>	Desired action or change <i>(verb)...</i>	Element that will change <i>(result)...</i>	By when.
The national government	endorses	the SLCP action plan	by the end of the project.
Smallholder farmers	adopt	the biodigesters	within six months after project completion.
Bus manufacturers	provide targeted cities	access to soot-free and electric buses	before 2024.

- Indicator: Select from the dropdown list the standard of measurement to be used to determine the outcome has been achieved.
- Target quantity: Enter the quantity of the outcome the project will produce. This number is linked to the indicator selected in the previous step.



Outputs

Outputs are the products and services the project will produce. They can be tangible, such as an SLCP action plan or emissions inventory, or intangible, such as training provided to government staff or technical assistance on SLCP emissions modelling. Outputs must be completed during the proposed duration of the project.

Under each outcome, list the output(s) the project will produce to achieve the desired change:

- **Name:** Describe the type of product or service, its purpose, and its beneficiary/ies. For example:
 - *Workshop on SLCP emissions measurements provided to Ministry of Agriculture staff.*
 - *Technical assistance for drafting oil and gas sector methane regulations provided to the regulatory agency.*
 - *National plan to reduce short-lived climate pollutants drafted for the Ministry of Environment.*
- **Indicator:** Select from the dropdown list the standard of measurement to be used to determine the output has been achieved or successfully produced.
- **Target quantity:** Enter the quantity of the output the project will produce. This number is linked to the indicator selected in the previous step.

Activities

Below each output list, list and describe the main activity/ies that will need to be carried out to produce those outputs. Include the main activities here; non-essential activities do not need to be listed.

For each activity, provide:

- **Name:** Describe the action that will be undertaken, its purpose, and its beneficiary/ies. For example:
 - *Conduct stakeholder mapping meetings with Ministry of Environment, Ministry of Agriculture, and Ministry of Finance staff.*
 - *Develop presentation materials on the benefits of conservation agriculture practices for local farmers associations.*
 - *Conduct virtual training sessions on SLCP planning processes with key government and NGO stakeholders.*
- **Type:** Select from the dropdown list the category type that best describes the activity.



- Amount, unit: Enter a quantity and unit for the activity. For example (for each activity listed above):
 - *2 meetings organised*
 - *1 training package produced*
 - *5 virtual training sessions organised*

Logic model justification

Provide a short narrative about the strategy for selecting the outputs and activities for this project. Explain why these outputs and activities are the right choice for achieving the selected outcomes.

Limit: 2,000 characters.

Communications activities

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

Determine the main audiences that need to know about the project and its outcomes, outputs, and activities. Explain what they need to know about the project and the communications activities needed to deliver these messages to them.

Communications activities can include, but are not limited to, 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 the project.

Limit: 500 characters per field.

Long-term success

Describe the steps to be taken during the lifetime of the project to ensure the outcomes are realized and sustained in the long-term. This may include, for example, measures and structures put in place to meet the needs of the beneficiaries once the project comes to an end.

Limit: 2,000 characters.



4. Project team

Applicants

Present each entity that is requesting funding for this project, including an overview of their main operations, achievements, and a description of how they will be involved in this project.

Limit: 500 characters per field.

Relevant experience

Describe the relevant experience of each entity in delivering similar projects and how this experience will be used to ensure this project's success.

Limit: 1,000 characters per field.

Teamwork

Explain how the project team will be managed to ensure successful coordination between entities to deliver the project.

Limit: 2,000 characters.

Other applications

List the other proposals you are submitting to the CCAC, using the name and project number provided in the call for proposals. If there is complementarity between these projects or an opportunity to combine these projects to improve efficiency or enhance their results, explain here.

Limit: 2,000 characters.

Team members

List, to the best of your knowledge, the people who will be involved in the implementation of the project. This list will not be considered exhaustive or final. It is crucial to demonstrate that team members have the skills and experience to ensure the successful implementation of the project, including its financial management.

Limit: 2,000 characters.



5. Budget

Budget breakdown

Provide the project budget breakdown by **output**. Add as many expenditure lines per output as necessary.

- Related output. Copy and paste the relevant output from section 3.
- Type of expenditure. Select the expenditure category and type of expenditure from the dropdown menus (see category descriptions in the table below).
- Description of expenditure. Describe the expenditure and its role in delivering the relevant output.
- Funding source. Indicate whether the expenditure will be paid for using CCAC funding or co-funding.
- Amount. All costs must be expressed in US dollars.

Take note of the following cost thresholds for ‘incidental procurement’ costs (see what falls under this category in the table below):

- Contracts below \$200,000: up to \$20,000 or 15% of total budget
- Contracts above \$200,000: up to \$40,000

Expenditure types

Project costs (not counted under the threshold)	
Staff and Other Personnel Costs	<ul style="list-style-type: none"> • All costs and entitlements of personnel including staff and consultants. • Meeting facilitators, Interpreters, Evaluation consultants.
Travel	<ul style="list-style-type: none"> • Staff, consultant, and meeting participant travel [Daily Subsistence Allowance (DSA), tickets, terminal costs as applicable]. • Road, train, fuel, vehicle and boat rental costs for staff, consultants, and other project personnel.



Incidental procurement (the combined total amount for these items may not exceed the thresholds listed above)	
Contractual Services <i>(incidental procurement)</i>	<ul style="list-style-type: none">• Work and services of a commercial nature contracted following procurement procedures.• Where meetings and workshops require a venue to be hired (e.g. hotel), then relevant costs to be budgeted under this expenditure type.• Commercial printing and publication contracts.
Equipment Vehicles and Furniture <i>(incidental procurement)</i>	<ul style="list-style-type: none">• Procurement of non-consumables (e.g. IT equipment, vehicles, furniture, etc.). This related to all costs to put the asset into service and the cost of disposal of the asset upon reaching its useful life.
Operating and Other Direct Costs <i>(incidental procurement)</i>	<ul style="list-style-type: none">• Rental of premises, equipment, utilities, cleaning, vehicle maintenance, communication costs.
Supplies Commodities and Materials <i>(incidental procurement)</i>	<ul style="list-style-type: none">• Consumable supplies e.g. office stationary/supplies, drugs, tools, etc.• Costs associated with the delivery, storage and distribution of consumable supplies procured, such as transportation, freight, customs, insurance, warehousing and other logistical requirements.

Budget justification

Describe the components of the budget and how these estimated costs were calculated. Explain why these components are required to achieve the project outputs and outcomes.

Limit: 2,000 characters.