



Guidance for submitting a project proposal

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 and save it on your computer. Check the project number and title in the Application for Funding form to ensure that it matches call for proposals to which you wish to apply.

Step 3: Complete the Application 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/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 required outcomes described in the call for proposals. Proposals that do not clearly demonstrate how the project activities will lead to attaining these outcomes will not be successful.
- Build your project plan around achieving the required outcomes. Identify what concrete outputs – products or services – are necessary to achieve these outcomes and the activities required to produce them.
- Consider how the project activities and subsequent outputs will produce observable changes. These changes can be tangible or intangible, for example: awareness raised through a campaign; capacities and skills reinforced through training; or commitments catalyzed through political outreach.
- Determine how these changes will be tracked and measured.
- Ensure the project budget and timeline are feasible.



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. Project team, and 4. Budget.

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 your 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 involved in submitting your project here. Entities can be government or not-for-profit.

Proposed budget

Provide a project budget that falls within the suggested budget range found in the Call for Proposals. The amount in this section must correspond to the total of the items listed in the budget table in section 4 of the application form.

Proposed duration

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.

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.

Summary

Provide a brief overview of the proposed project and the approach chosen to accomplish the required outcomes. Focus on the logic for the project's approach rather than describing the outputs and activities, as this information will be requested in the project framework section.

Limit: 2,000 characters.

Implementation schedule

Outline the logical sequence of activities and outputs over time to progress to the required outcomes. Describe the major stages and/or milestones of your project, including what will be delivered and within what timeframes.

Limit: 2,000 characters.

Approach

List the government ministries, public administrations, and/or agencies that should be involved in the project to ensure successful delivery. For each entity listed, explain how the project, through the proposed activities and actions of the project team, will ensure their continued engagement.

Limit: 2,000 characters.

Context

Describe the current context in the country or region where your project will take place, such as the economic, social and political challenges, and the needs and priorities in your field of activity. Explain how this information has been used to guide your project plan.

Limit: 2,000 characters.

Emissions reductions



Explain how your project will contribute to mitigation action either during the lifetime of the project or after its completion.

Where possible, provide an estimate of the level of SLCP emissions reductions that are feasible through the project or within the beneficiary country or specific sector.

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: 2,000 characters.

Complementarity

List and describe any existing projects, initiatives, policies or other efforts in the country or region 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, implement lessons learned, or develop stronger collaboration between existing initiatives.

Limit: 2,000 characters.

Risk

Identify potential risks to the project, both external risks, such as the local political context, and internal risks, such as availability of personnel or resources. Briefly describe the risks that could have a large effect on the outcome of your project and explain how they will be mitigated or overcome.

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 your proposed project, using the following questions as well as national and/or local contexts to inform your 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 labor 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 your 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 at least one explicit gender equality objective in their project proposal, for example achieving gender parity in training sessions.

Limit: 2,000 characters.

2. Results

Complete the table to show the logical relationship between your project’s activities and outputs and the required project outcomes. Under each outcome, list the outputs and activities that will contribute to achieving it.

Outcomes

Outcomes are the targeted changes in knowledge, capacity, skills, awareness, or practice your project is expected to achieve.

The outcomes for your project are determined in the Call for Proposals and are pre-filled in the Application for Funding form. Each outcome has a short description, performance indicator, and target amount.

Outputs

Outputs are the products and services your 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 your project.

Under each outcome, list the output(s) your 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 you will use to determine the output has been achieved or successfully produced.
- **Target quantity:** Enter the quantity of the output your 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) you will need to carry out to produce those outputs.

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.

For each activity, provide:

- **Name:** Describe the action you will undertake, 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*
 - *1 slide deck*
 - *5 virtual training sessions*



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 your project and the project outputs. Explain what they need to know about your project and the communications activities you will undertake 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 your project.

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.

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. Limit: 1,000 characters.

3. 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: 2,000 characters.

Relevant experience

Provide information about the entity/ies past experience with similar projects, especially those in the beneficiary country. Explain how this experience will help lead to the successful delivery of the outcomes required for this project.

Limit: 2,000 characters.

Other applications

List the other proposals you are submitting to the CCAC, using the name and number provided in the call for proposals. If there is complementarity between these projects or the opportunity for economy of scope by combining these projects, 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 your 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.

4. BUDGET

Budget breakdown

Provide the project 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 (see category descriptions in the list below).

All costs must be expressed in US dollars. Indicate whether the expenditure will be paid for using CCAC or co-funding.

Note the threshold for incidental procurement costs:

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

Expenditure types

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, terminals as applicable].• Road, train, fuel, vehicle and boat rental costs for staff, consultants and other project personnel.



Contractual Services <i>(incidental procurement)</i>	<ul style="list-style-type: none">• Works 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 Class.• 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 would relate 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.