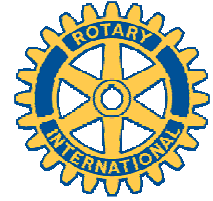




Canadian Rotary Collaboration for International Development (CRCID)

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CRCID Project Application Guidelines for CRCID/CIDA Funding Agreement 2010-2013

Revised: April 2011

Instructions:

- The project application must be used in conjunction with an approved CRCID program in the 2010-2013 CIDA Contribution Agreement. It can be used in conjunction with these **Guidelines** and must be submitted with the appropriate documentation. All documents listed on the application checklist are available to assist you in ensuring that your application is complete prior to submission to CRCID. Please contact your District CRCID representative for assistance in obtaining these documents and to review your application prior to submission. Your [CRCID member contact information](#) is located on the CRCID website or by inquiring at the administrative office.
- The deadline for applications for the 2010-2013 CRCID/CIDA contribution agreement is **December 31, 2012**. Applications submitted after this date will be returned. Please note that all funds must be expended in full by March 2013.
- *Please include at least 2-3 paragraphs in each response.* Applications lacking the detail requested will have resulting delays due to the follow-ups required to obtain information needed.

Project Goals

This section outlines how you plan on helping and impacting the community.

Background – Current Situation:

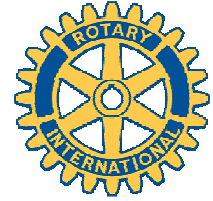
Describe the location of the project within the country and give a summary of the social and economic situation in which the project will be carried out, including:

- A description of the beneficiary community including its geographic location, population size, key economic, social and cultural characteristics (the type of information which is relevant here will depend on the nature of the project). A sketch or picture of the project site, if available, would also be useful;
- A description of the environment including:
 - An overview of the environmental features, specifying the extent to which the environment has already been disturbed, degraded or is particularly fragile and if this project will address any of these identified issues;
 - The biophysical environment (e.g., type of environment such as tropical forest or savanna; main features of the landscape; characteristics of soils; hydrographic network and groundwater; topography; air quality; natural resources; climate; and



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- The human environment (e.g., human settlements, such as villages, roads, utilities; land use and planning; socio-economic activities; quality of life; population density; sanitary conditions; social structure; cultural values; customs and ways of life).
- How and what the community has identified as their primary need and how this project addresses this need;
- A summary of the current conditions which the Project is meant to address, including:
 - Qualitative (descriptive) indicators of the current situation;
 - Quantitative (measurable, statistical) indicators of the current situation;
- How this Project fits into the CRCID approved program; and
- Any other information you wish to include.

Outcomes (Project goals):

Use this section to describe the anticipated benefits to the people of the community at the time of the final report, including:

- How this Project will immediately address the primary causes of poverty
- The effects on all groups and people involved, including the role of men and women in the community, including:
 - Qualitative (descriptive) expectations
 - Quantitative (measurable, statistical) expectations
- How many people are expected to benefit directly from the project
- How this Project fits into the CRCID approved program.
- Refer to Appendix 2 for the outcomes identified for each of CRCID's sectoral priorities. Each project approved will need to address the applicable output results requirements.
- Any other information you wish to include

Impact (long-term effects):

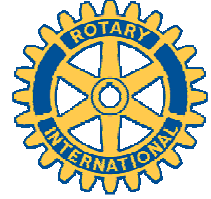
The achievements of your club and partners should enable the beneficiary community to increase their standard of living and create new opportunities in the future. Outline any anticipated impacts, including:

- How this Project addresses the primary causes of poverty in an extended period of time;
- Any new activities that may be possible in the country/region after the outcomes have been achieved, including any current plans;
- How many people are expected to benefit indirectly from this project;
- How this Project and any possible new activities will enable the entire country/region to become more self-sustaining;
- How this Project fits into any current or future projects (if applicable);



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- Plans to monitor the Project or visit the project site(s);
- Plans to continue communications with your partners; and
- Any other information you wish to include

Project Description and Planning

This section outlines the action and involvement planned to achieve your goals.

Related Program

The project must relate to a CRCID approved program in the approved countries for the current contribution agreement.

Resources

- What is the project total value and project duration?
- List all the sources of funding for the project with the approximate amounts, including, as appropriate:
 - Canadian Rotary Club(s)
 - Canadian District funds (e.g. DDF)
 - Offshore Rotary Club(s)
 - Offshore District funds (e.g. .DDF)
 - The Rotary Foundation
 - CRCID
 - Others, including:
 - Canadian government
 - Provincial and territorial governments
 - Canadian NGOs
 - Other donor country governments
 - International private foundations and NGOs
- What is the estimated value and main sources of in-kind contributions?

Project activities:

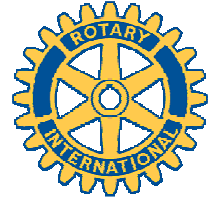
*Outline the main activities which will take place under the proposed **Project**, including:*

- An estimated starting date and duration of the Project;
- A list of the Project components, phases and their implementation schedules;
- Will the Project involve any physical works activities (wells, latrines, schools, clinics, etc.);



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- The process used to plan the Project and the involvement of the beneficiary country/region, men and women, in this process;
- How the Project will be implemented/managed and who will be involved, with reference to the above groups identified (Rotary, NGO, National/Regional Government, community(ies), etc.) and who will be in charge of the overall project management;
- Formation of any committees in the beneficiary country, including the relative involvement of men and women;
- Consultation with the National and/or Regional government during project planning and how the government will be involved, for approval, authorization, and/or support; and
- How progress being made on the Project will be monitored by the people involved.

Project inputs (resources):

Outline the resources to be used, including:

- Monetary resources (contributions);
- Physical resources (budget items);
- Non-monetary resources (e.g. training, advice from experts, participant's labour, etc.); and
- Any other relevant resources you wish to expand upon listed or not listed in your expenditures.

Project outputs (Immediate results/objectives)

Use this section to give more details of immediate, physical results as a result of your activities, including:

- What physical construction will be in place (if applicable);
- What capacity building will take place (include anticipated skills to be learned by beneficiaries and all partners); and
- Relevant statistics
- Refer to Appendix 2 for the outputs identified for each of CRCID's sectoral priorities. Each project approved will need to address the applicable output results requirements.

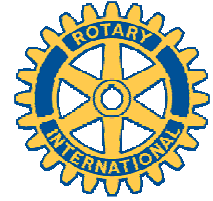
Risk factors

Provide an analysis of the factors/critical assumptions you are making to meet the expected results above. How could these cause the Project to fail? What mitigation measures will be taken to reduce the risks?



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Success factors

Sustainability: Definition: “Development which meets the needs of the present without compromising the ability of future generations to meet their needs”.

Identify aspects of the proposed Project’s design that are likely to contribute to the benefits of the project continuing after Rotary funding ends, including:

- The extent to which the recipient country/region is or will be involved in the Project planning, implementation and follow-on activities;
- Skills training provided to community members/groups;
- Measures taken for the ongoing operation/maintenance/repairs of any equipment provided or facilities constructed through the project;
- Provisions that will be made for payment for services to be provided to individual communities as a result of the Project and its related components and how these fees will be generated and used;
- Personal and institutional strengthening/capacity building which will be carried out with partner organizations and/or community groups as part of the project;
- Connections/support from national, regional and/or local government infrastructure/authorities; and
- Any other information regarding sustainability you wish to outline

Gender and development:

In many cases, projects affect men and women differently and an understanding of the different roles played by men and women in the beneficiary community is critical to the success of the project. More details regarding the importance of gender in development and CIDA’s gender equality policy can be found in Factsheet P-3 (“Gender Equity”).

Summarize the gender context of the Project, including:

- A description of different roles men and women play in the beneficiary country;
- Roles which are relevant to the Project;
- Involvement of men and women in the planning and implementation of the Project;
- The involvement of men and women in the planning and implementation of the Project; and
- The effects the Project is expected to have on men and women and on their roles in the society after the completion of the project.

Environmental Effects:

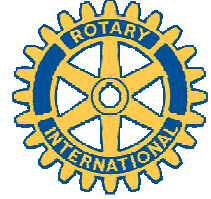
Summarize the environmental impact of the Project, including:

- What are the potential positive/negative environmental effects of the project;



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Note: Please consider all phases and components of the project (e.g. clearing, gathering/transporting building materials, construction, planting, training, etc.);

- What measures will be taken to enhance the beneficial environmental effects and reduce the negative environmental effects; and
- What are the potential impacts the environment could have on the Project (e.g. what is the likelihood of a natural disaster occurring? Can building materials withstand flooding? Are there sufficient water resources to support the crop? Etc...).

Contact information and people involved - Participant description and dynamics:

Describe the participants and groups they represent listed in the contact information section, including:

- Skills, experience, and involvement they will have in the project;
- Personal relationships and dynamics that are expected to contribute to the successful outcome of the project; and
- Any other information you wish to include

Application Checklist

Please note that there are supporting documents listed on the Application Checklist. These are required by CRCID for several reasons, including:

- Assisting your club in obtaining the documents needed to ensure the Project runs smoothly from start to finish; and
- Assisting the CRCID secretariat with evaluating the Project application as quickly as possible.

The checklist is part of the proposal and should be submitted with your Project proposal.

Current versions of all documents needed are posted on the CRCID website at www.crcid.org. You may also find on the website the contact information for your CRCID member, who has volunteered their time to be available to assist clubs with their applications.

If you are unable to access the website, please contact the CRCID administrative office to obtain the documents required and your member contact information.

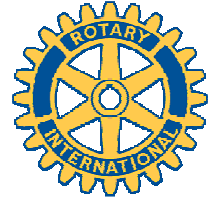
Signatures

Projects involving only one club in your district are club projects and should be signed by your current club president.



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If this Project includes more than a single Canadian Rotary club as a stakeholder, a lead Canadian Rotary club must be identified with the current President of this club signing the application. Rotary Districts are not legal entities and therefore cannot enter into legally binding contracts.

Subsequent contracts and payments will be made to the lead club noted in this section.