

# Code of Policy Amendment #1

January 19, 2012

## 2.2.2 Geographic Focus

(Revised: 19/01/12 BOD)

- CRCID will accept program proposals for the next funding cycle from Canadian Rotary clubs, Canadian Districts and/or Canadian incorporated Rotarian Action Groups (RAGs) on or before the deadline established by the CRCID Board of Directors;
- The submission deadline will be communicated to Canadian Rotarians by CRCID using all available communication mediums;
- CRCID is subject to the Government of Canada requirement that the geographic focus for any program requesting Government of Canada funding must be identified in the organization's program funding proposal.
- Once the funding is approved, these countries cannot be changed without prior consultation and approval from the Government of Canada.
- The program seeking funding support from CRCID must be located in a country identified as being eligible for "Official Development Assistance" (ODA) by the Canadian Government and CRCID Board of Directors. The list of eligible countries can be found in [Appendix 7](#).
- While CRCID's mandate includes supporting Rotary programs in any ODA country, CRCID support is restricted by the Contribution Agreements with the Government of Canada to those countries it approves for funding.
- The current list of countries eligible to receive CRCID funding are posted on the website and listed in Fact Sheet #6.

## 2.5 PROGRAM PROPOSAL

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### 2.5.1 Who Can Apply?

1. Canadian Rotary clubs that partner with at least one Rotary club in the country where the program will be implemented.
2. Eligible Rotary Districts (include a minimum of 1 Canadian Rotary club) that partner with at least one Rotary club and/or Rotary District in the country where the program will be implemented.
3. Rotarian Action Groups (RAGs) incorporated in Canada that are implementing an eligible program and supported by a minimum of one

Canadian Rotary club and/or Rotary District and a Rotary club and/or Rotary District in the country where the program will be implemented.

All Rotary partners must be in good standing with Rotary International and The Rotary Foundation.

### **2.5.2 What are the Funding Limits?**

CRCID's funding ratio for developing country programs is dependent upon the approved funding ratio between CRCID and CIDA and the total dollar value of CIDA's contribution.

CRCID will match funds from the following sources:

- Canadian Rotary clubs;
- Canadian Rotary Districts;
- The Rotary Foundation (matching Canadian Rotary contributions). and,
- RAG contributions from a Canadian foundation

CRCID charges a 10% management on all funds CRCID advances to the approved program.

Management Services:

CRCID staff and volunteers will provide ongoing management and administrative support to approved programs including:

- Assistance with drafting financial and narrative reports;
- Consultation;
- National program promotion (e.g. website & newsletter articles);
- Providing guidance and support in development of collaborative partnerships

### **2.5.3 What are the Requirements for Receiving CRCID Funding?**

- CRCID approved programs are intended to provide long-term benefits and capacity development to a large number of beneficiaries.
- Program terms should be for a period of 3-year increments and should ensure continued support from other sources after the completion of the CRCID Contribution Agreement.
- Rotarians from the host and international partnering clubs must actively participate in the program through planning, hands-on implementation and oversight.
- **A CRCID program proposal must include a community needs assessment.**

### **2.5.4 Principles of Effective Development:**

CRCID approval is dependent upon the programs adhering to the principles of effective development. These principles include:

- Local ownership;
- Gender Equality;
- Environmental sustainability;
- Governance;
  - *Participation*: The involvement of stakeholders in planning, implementation and evaluation of proposed initiatives
  - *Inclusion*: The share of benefits of proposed initiatives without any exclusion or discrimination based on age, gender, disability, social status, ethnicity and other social factors and customary practices
  - *Equity*: Equal access to public services and productive resources, including land, water, capital, technology and finances
  - *Transparency and accountability*: Organizational structures (e.g. committees) that ensure that stakeholders have access to information on how decisions are made and resources allocated
- Improved donor coordination;
- Stronger partnerships;
- Results based approach (see Results Based Planning Worksheet in Appendix 6); and,
- Building capacity.

The most effective programs include a combination of components such as training, community participation, Rotary Community Corps, capital assets, technical expertise from Rotarian and/or non-Rotarian sources and capacity-building activities.

#### **2.5.5 How to Apply:**

- Complete the program proposal template found on the website or from the Secretariat. The guidelines are included to assist you.
- Proposals can be submitted by regular mail, fax or email to the CRCID Secretariat by the submission deadline.
- The proposal will be initially assessed by CRCID's Program Management Officer and then submitted to the appropriate CRCID Sectoral Committee for evaluation and approval.

- The proposal will only be processed IF the contact information for all Rotary partners and the budget are included;
- Each submitted program proposals must include a brief description of any coordinating partners, including specific program related role and qualifications for undertaking this role.
- Approval means that your program will be included in CRCID's next funding program proposal submitted to CIDA for which it qualifies;

You will normally be notified of CRCID's decision within 8 weeks from the date of submission of the program proposal. The decision will be one of the following:

- *Approved:* Your program will be included in the next CIDA Call for Proposals for which it qualifies;
- *Rejected:* Your program proposal did not meet some or all of CRCID's funding criteria. A revised proposal can be resubmitted up to the final submission date.
- *Conditionally Approved:* Your program will be included in the next CIDA Call for Proposals for which it qualifies if specifically requested actions are taken for the program to meet CRCID's funding criteria by the final submission date.

**Important Note:**

Even if your program is approved for inclusion in the CRCID funding program proposal to CIDA, there is no guarantee of it being approved for funding by CIDA.

**Submission Deadline:**

- CRCID will accept program proposals for the next funding cycle from Canadian Rotary clubs, Canadian Districts and/or Canadian incorporated Rotarian Action Groups (RAGs) on or before the deadline established by the CRCID Board of Directors;
- CRCID reserves the right to limit the number of program submissions it approves. Programs will be evaluated according to the principles of effective development.

**2.5.6a Review Process for Clubs, Districts, and Rotarian Action Groups:**

- CRCID will review the proposals and select those programs that best match CRCID's funding criteria.

- The successful programs will be retained in a “bank of eligible proposals” that will be integrated into the next eligible program funding proposal submitted to the Canadian Government.
  - Since the Canadian Government has initiated the “Call for Proposals” system it will determine, according to its internal processes, when each call will be made.
- Organizations, including CRCID, will only have between 60 and 90 days to respond to a call for which it is eligible to apply.

CRCID will, within 2 working days of CRCID learning of a Government of Canada call for proposals to which CRCID is eligible to respond, inform the eligible program(s) contact person of this posting. This communication will include a link to the appropriate Government website where the call for proposals is posted to allow the Program Contact to review the call on behalf of the program. The communication will also advise:

- Whether or not CRCID is considering a program funding proposal submission by the submission deadline;
- What programs currently in the bank that CRCID proposes should be included in the proposal submission; and,
- The rationale and reasons for the proposed action.

Clubs and Districts will have the opportunity to challenge CRCID’s position in writing providing supporting evidence for their position. This communication should be directed to the Executive Director and President of CRCID who must respond within 15 working days after receiving the communication. CRCID may overturn its previous decision if the evidence is compelling and any revisions to the “banked” program can be made, submitted, and approved 20 working days prior to the submission deadline.

If there are insufficient number of eligible programs available in the “bank” to respond to a call for proposals, CRCID may issue a “Special Call” to Canadian clubs and Districts. However, this will only be done rarely due to the limited time available for a club, District, or RAG to respond appropriately to such a call.

### **2.5.6b Initial Funding Advances:**

- Programs approved for CRCID funding will be eligible to receive funds only after authorized representatives of CRCID and CIDA have signed the Program Funding Contribution Agreement;
- CRCID will make an initial advance based upon the Rotary in Canada funds in the program bank account on the date the CRCID/CIDA Agreement is signed;

- Initial advance amount will be determined by:
  - Cost Share ratio;
  - Amount required by program to initiate program related activities;  
and,
  - Amount CIDA advances to CRCID.
- See clauses 2.8.5 and 2.8.6 for subsequent CRCID funding advance payment requirements.