

## H. APPROVALS, PAYMENTS AND REPORTING:

Proposal will be considered for approval by a Committee. Successful applicants will receive a letter stating the conditions that apply to the approval. Unsuccessful applicants will similarly receive notification.

Once the conditions applying to the approval have been met, including any modifications to the size, scope or structure of the project as requested by the Committee, the Canadian High Commission will present a legally binding agreement for signature to the organization. The agreement will define the respective roles and responsibilities of the recipient organization and the Canadian High Commission, including the approved budget as well as payment and reporting schedules.

First payments are normally made upon the signature of the agreement, while subsequent payments are made on the basis of satisfactory narrative and financial progress reports. Payments are made according to mutually agreed-upon cash flow schedules. The funds provided should be deposited and held in a separate auditable bank account with statements available to the High Commission upon request.

Final payments are normally withheld pending receipt and acceptance of an end-of-project report required for all projects, which must be made using a report format provided by the High Commission. Payments may not be made when an organization is in arrears with its reporting or fails to meet its financial or other obligations. All reports should include both narrative and financial information.

## I. AUDIT AND EVALUATION:

CIDA reserves the right to carry out independent audits and evaluations on projects supported by the Canada Caribbean Disaster Risk Management Fund. The recipient organization will be required to maintain all project records related to operations and financial management as required by generally accepted accounting principles.

## J. PROPOSAL SUBMISSIONS:

For more information about deadlines and proposal submissions, please contact the Fund Coordinator by email ([ccdrmf.cancarib@gmail.com](mailto:ccdrmf.cancarib@gmail.com)) or telephone (+246.425.0386). Please mail formal proposal submissions to:

Fund Coordinator  
Canada Caribbean Disaster Risk Management Fund  
C/o Canadian High Commission  
Bishop's Court Hill, P.O. Box 404  
Bridgetown, BARBADOS.  
Tel: (246) 429-3550 x 3550  
Fax: (246) 429-3876



# CANADA CARIBBEAN DISASTER RISK MANAGEMENT (CCDRM) FUND

## GUIDE FOR PROJECT SUBMISSIONS

### A. INTRODUCTION:

In the Caribbean region, natural and human induced disasters all too frequently disrupt progress on sustainable development, increasing human vulnerability and even pushing victims below the poverty line. The Canadian International Development Agency (CIDA) is committed to supporting CARICOM efforts to enhance sustainable development in the region through comprehensive disaster management.

The **Canada Caribbean Disaster Risk Management (CCDRM) Fund** is one component of CIDA's larger regional Caribbean Disaster Risk Management Program. The CCDRM Fund is designed to support non-governmental organizations, community groups as well as governmental agencies wishing to undertake small-scale projects at the community level to reduce the risks from natural hazards (e.g. floods, droughts, storms, and hurricanes) and climate change.

It is expected that a major beneficiary of the CCDRM Fund will be the poor who are the most vulnerable, living in communities prone to disasters. The Fund will support projects in communities that identify and reduce disaster risks and strengthen critical areas of preparedness and safety. The Fund will target activities that: involve women and men in their planning and implementation, protect or improve the environment, reduce vulnerability to natural hazards in low-income and rural communities. These activities should make maximum use of locally available skills, knowledge, experience, and resources. The list of priority areas is provided in Section D.

The CCDRM Fund is designed to assist non-governmental organizations, community based organizations, and government agencies in CARICOM member states. Funds are approved by the Head of Aid, CIDA, Bridgetown, on the basis of written proposals. Projects of up to two years in duration will be selected on a competitive basis. Priority will be given to projects in the \$25,000 to \$75,000 CDN range. Projects outside this range may be considered on an exceptional basis; however requests for project funding cannot exceed \$100,000 CDN.

Proposals should be directed to the CCDRM Fund Coordinator ([ccdrmf.cancarib@gmail.com](mailto:ccdrmf.cancarib@gmail.com)) located in the High Commission of Canada in Bridgetown, Barbados. Interested parties are encouraged to contact the Fund Coordinator early in the application process to ensure that your proposal is presented in an acceptable format that provides the information requested in the CCDRM Fund *Project Application Form* ([www.cdera.org/projects/ccdrmf](http://www.cdera.org/projects/ccdrmf)).

## B. ELIGIBILITY:

Legally registered, financially viable organizations from the following countries are eligible to apply for support from the CCDRM Fund: Antigua and Barbuda, Barbados, Belize, Dominica, Grenada, Guyana, Jamaica, St. Kitts and Nevis, St. Lucia, St. Vincent and the Grenadines, Suriname, and Trinidad and Tobago. Examples of eligible organizations include: NGOs community based organizations, governmental agencies, youth groups, women's groups, church organizations, service clubs, fisher associations, and government agencies.

## C. PROJECT SELECTION CRITERIA:

All proposals submitted to the CCDRM Fund must:

- clearly indicate how the project will reduce the level of disaster risk and/or climate change risk in the target community or communities
- show how the submitting organization will make a significant contribution to the project e.g. cash or in-kind inputs such as materials, equipment, labour, etc.
- provide for the participation of men and women in the community in the planning, implementation, monitoring and evaluation of the project
- define clear, realistic and **measurable** objectives, which can be achieved within the approved timeframe, using the resources available
- provide a detailed budget with costs in proportion to benefits
- provide a strong justification for any overhead costs included in the budget, not exceeding 12% of the amount being requested
- present a clearly defined plan for implementing the project, specifying when the project will be completed
- show how the project's achievements will be sustained after the project has come to an end (e.g. a plan for maintenance upkeep and repairs; a business plan)
- describe the qualifications and experience that will help your organization to implement the proposed project and achieve the projects stated objectives
- identify potential risks to the successful completion of the project and propose measures to minimise or eliminate the risks.

## D. FUNDING PRIORITIES

The CCDRM Fund will give priority to small-scale projects designed to strengthen communities to withstand the adverse effects of natural disasters and climate change. The Fund will seek to target low-income and rural communities and populations located in high-risk areas prone to disasters. Proposals should contribute to at least one of the following areas of disaster risk management:

1. Building the capacity of communities and local level organizations in disaster preparedness, risk reduction, risk prevention, and resilience building.
2. Improving coordination and collaboration between community organizations and other partners for undertaking comprehensive disaster management.
3. Strengthening environmental resilience by conserving environmental resources and enhancing environmental conditions.
4. Strengthen structural resilience through improving and/or retrofitting critical physical infrastructure in to better withstand the effects of disasters.

5. Improving community awareness and knowledge of disaster management and related safety procedures such as contingency planning and safe building techniques.
6. Developing and strengthening early warning systems at the community level for disaster risk reduction.
7. Enhance adaptation to climate change and climate variability in the community.

## E. GUIDING PRINCIPLES

Proposals should demonstrate how the project will take into consideration the following guiding principles:

- help to support local disaster risk management and risk reduction needs as identified in the Regional Comprehensive Disaster Risk Management (CDM) Strategy ([www.cdera.org/projects/downloads.php](http://www.cdera.org/projects/downloads.php))
- help communities to solve their own problems on a self-help basis, in ways that can be sustained by them after the project ends
- consider gender sensitivity in, addressing the different needs of women and men and promoting equal participation in, and access to, and control of benefits.
- make maximum use of local materials, equipment, skills, and experience.

## F. NOT ELIGIBLE FOR SUPPORT:

The CCDRM Fund will **not** consider support for:

- emergency humanitarian response
- ongoing administrative expenses such as salaries, rent, phones, etc.
- contributions to charitable appeals
- proposals submitted by commercial firms or enterprises
- research or feasibility studies
- participation in conferences
- educational scholarships and training awards
- project activities that would normally be funded by the National or Local Governments e.g. road repair, community electrification.

## G. LIMITATIONS AND EXCLUSIONS:

1. Canadian contributions under the CCDRM Fund are expected to be in the range of **\$25,000 to \$75,000 CDN** and will not exceed the local currency equivalent of CDN \$100,000 for projects up to two years in duration.
2. All materials, equipment and services are generally to be purchased within the country where the project is to be implemented or from another CARICOM country. Such purchases shall not be subject to taxes, import duties, customs tariffs, or any other levies, fees or charges. The responsibility for seeking the approval required to ensure this rests with the organization implementing the project.
3. Funds will only be used to cover approved project expenses that will be incurred **after** both parties have signed the contractual agreement.