**Canada Fund for Local Initiatives (CFLI)**

**2017-2018**

**Embassy of Canada in Turkey**

**Call for Proposal Guidelines**

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**I. General Presentation**

The Canada Fund for Local Initiatives (CFLI) is an important component of the Canadian Government's development assistance envelope. Reflecting the priorities of the Government of Canada in the world and taking into account the socioeconomic and political context in the region, the CFLI allows the government of Canada to support initiatives from **Turkey, Azerbaijan, Georgia, Syria and Turkmenistan,** which fall under any one of the following five thematic areas:

**Empowering women and girls and promoting gender equality**

**Promoting human development, specifically in the areas of health, nutrition, and education**

**Championing human rights, inclusive and accountable governance, democracy, peaceful pluralism, and respect for diversity**

**Supporting inclusive and green economic growth**

**Promoting action on the environment, including water and climate change**

**Promoting peace and security**

**II. Eligible Organizations**

Projects eligible for the Canada Fund for Local Initiatives are those submitted by:

* Non-governmental, community and not-for-profit organizations
* Academic institutions and think-tanks
* International, intergovernmental, multilateral and regional institutions, organizations and agencies working on local development activities
* Municipal, regional or national government institutions or agencies working on local projects
* Canadian non-governmental and not-for-profit organizations that are working on development activities in cooperation with local partners

Eligible organizations must be properly constituted, have legal status granted by the competent authority and possess a bank account opened in the name of the institution. Those that do not meet these requirements may submit their project through a partner organization sponsoring the project to fulfil the role of intermediary and to take responsibility for the implementation of the initiative.

**III. Requirements for Application**

Projects eligible for assistance from the Canada Fund must:

* Match one or more of the priority themes of the Canada Fund for Local Initiatives (see Section I)
* Represent a development activity rather than an application for funds to put towards the acquisition of equipment or materials
* Have a maximum duration of 7 months, taking into account that all projects must take place between August 1, 2017 and February 28, 2018. In exceptional circumstance, longer projects may be considered.
* Exclude recurrent costs. These should be financed by the beneficiary and/or partner organizations
* A “*Project”* is identifiedas the recognition, definition and development of a program to improve a specific problem. Research and Case Studies are NOT considered projects, therefore a program based on the collection and analysis of information/data will not be considered eligible for funding.
* It is mandatory for the project itself to be non-profit, neither for the beneficiaries nor for the organization.

**IV. Eligible and Non-Eligible Expenses**

CFLI funds may be used to finance the following expenses if they are used in the implementation of the project:

- General/administrative costs related to project;

- Operating expenses such as the rental or sale and/or construction of infrastructure or facilities;

- Maintenance, shipping and/or transportation costs, including fuel;

- Expenses related to civic education;

- Expenses for conferences and events;

- Expenses for hosting, except alcoholic beverages;

- Training and expenses related to the implementation of training;

- Expenses related to disclosure, communication and information;

- Expenses for environmental assessment;

- Legal expense and costs related to the project;

- Media expenses;

- Publication costs;

- Installation and rental of equipment;

- Research expenses;

- Expenses for wages in connection with project;

- Expenses for translation and interpretation;

- Travel expenses, however these must be negotiated rates, as low as possible, not to exceed full economy fare; (all international flights must be approved by the Embassy)

- Rent or lease of vehicles;

- Other expenses directly related to the project.

The following costs are **not eligible** for financing via the CFLI:

- Nuclear technologies

- Military assistance

- Gifts

- Acquisition of luxury items

- Direct support to governments

- Recurrent costs of the organization, such as: rent, electricity, water, phone, internet, etc

- International flights (without prior approval from Embassy)

- Micro-financing

- Expenses committed before the signature of the agreement, or after the end of the contract date.

**V. Restrictions**

* Organizations which have benefitted from Canada Fund projects in the past year may apply for projects this year, however, preference will be given to those organizations which were not funded in the previous 12 months.
* Funds requested for professional fees and project staff **should not exceed 50%** of the contribution sought.

**VI. Amount of Funding Available**

The amount of financing available is up to CAD $30,000 per project. Larger projects will be considered on a case-by-case basis.

Funding is based on the Canadian dollar, and not the local currency. Organizations must consider inflation costs and possible fluctuations in currency that could occur during the life of the project. Please refer to [www.oanda.com](http://www.oanda.com) for currency exchange rates.

Important: note that the value of the Canadian Dollar is NOT the same as American Dollar.

**VII. Evaluation Criteria**

Project proposals will be examined by the Embassy CFLI Committee. The committee will examine the following aspects when making the decision which projects to recommend for financing:

* The **sustainability** of the development activity proposed by the project. The products, services, benefits and impacts generated by the project should last beyond the period being financed by the CFLI.
* **Precision and clarity in the identification and description of the problem the project is trying to solve.**
* The project proposal has a **realistic and coherent budget**, clearly demonstrating that the funds being requested will be used efficiently.

**VIII. Presentation Format and Submission of Projects**

* All project proposals must be sent **electronically** to the following email address: ankracfli@gmail.com, indicating the following in the subject line of the email message: «CFLI 2017-2018\_ORGANIZATION NAME\_PROJECT TITLE». Printed applications will not be accepted.
* All project proposals must be received no later than 11:59pm (local time), **Sunday, June 25, 2017**. Late applications will not be considered unless prior arrangements have been made directly with the CFLI coordinator.
* Project proposals must be made using the 2017-2018 project application for funding form. Applicants may refer to the example in Annex I of this document. Prior versions of the application form are no longer valid and financing requests from previous years will not be considered.
* The CFLI coordinator will verify messages regularly during the work week, and will respond to all project proposals providing a confirmation of receipt and a file number.
* **All project proposals and questions regarding the CFLI must be sent to the CFLI coordinator.** The Embassy is not able to respond to phone calls or reply to messages received via email to other accounts, or through social media accounts.

**X. Announcement of Funding Decision and Payments**

The results of the application process will be communicated towards the **end of July 2017.** Organizations whose projects have been approved will be immediately contacted by the CFLI coordinator. Funds approved for each project will be transferred to the organization in two steps, as indicated in the application form.

The first payment will be issued after the signature of the agreement, and will be worth a maximum of 90% of the total project budget. The second and final payment of 10% will be issued at the end of the project, upon receipt of a final report. All project activities financed through the CFLI must take place between August 1, 2017 and February 28, 2018. In exceptional circumstance, longer and larger projects may be considered on a case-by-case basis.

The percentages as described above can be modified according to the nature of the project and the planned schedule for the execution of the budgeted activities, as agreed to between the Embassy and the implementing organization; however, 10% will be withheld for all projects until a final report is received.