*For Information Only*

*Do not use this document to submit your application*

*Please use on-line application form to submit your application*

Application Form for Submission

Innovation Programme Call for Proposals 2019

Secure Tenure in African Cities: Micro Funds for Community Innovation

Apply for the Secure Tenure in African Cities: Micro Funds for Community Innovation Call for Proposals. **The deadline for applications is 14 March 2019, 23:59 CET (Central European Time)**.

This application form consists of five sections:

1. Application checklist
2. General information
3. Project description and implementation
4. Social and environmental safeguards checklist
5. Attachments

Please read and answer all questions carefully and keep your answers within the word limit. Incomplete applications will not be accepted.

You can submit your proposal and requested documentation by using provided on-line form submission:

* English Form Submission: <https://tinyurl.com/secure-tenure-form2019>
* French Form Submission: <https://tinyurl.com/securite-occupation-form2019>
* Português Form Submission: <https://tinyurl.com/seguranca-fundiaria-form2019>

Questions/Clarifications:

* Please submit your questions/clarifications about this grant opportunity or the application to **Innovation@citiesalliance.org**. We will accept question/clarification requests until 27 February 2019.
* We will post our answers to your questions/clarifications on our website on 1 March 2019.

Regards,

The Cities Alliance Team

Innovation@citiesalliance.org

[www.citiesalliance.org](http://www.citiesalliance.org)

# Section 1. Application checklist

This application can only be submitted once. Before filling in this form, make sure you comply with the eligibility criteria and have the supporting documents prepared. The necessary templates are available at [www.citiesalliance.org](http://www.citiesalliance.org).

**Check ALL the boxes to confirm**

|  |  |  |
| --- | --- | --- |
| 1 | I have read the description and [guidelines](https://www.citiesalliance.org/sites/default/files/2019-02/Guidelines%20-%20Secure%20Tenure%20Africa_0.pdf) for this Call for Proposals | **[ ]**  |
| 2 | My project falls within the scope of this call for proposals – Tenure security, land and property rights. | **[ ]**  |
| 3 | My project will be implemented in an African country. | **[ ]**  |
| 4 | I have read and I accept the [grantee responsibilities](https://www.citiesalliance.org/sites/default/files/2019-02/Guidelines%20-%20Secure%20Tenure%20Africa_0.pdf). | **[ ]**  |
| 5 | My organisation has been legally registered for at least 6 months and works at community/city level[[1]](#footnote-1).  | **[ ]**  |
| 6 | I have an electronic copy of my organisation’s registration certificate ready to be attached to this application. | **[ ]**  |
| 7 | I have read the [grant agreement form](https://www.citiesalliance.org/sites/default/files/2019-02/Annex%202%20-%20UNOPS%20Small%20Grant%20Agreemet%20Template.pdf) and, if selected, I confirm that the head/director of my organisation can sign it. | **[ ]**  |
| 8 | I already have or I can open a bank account (if I get selected for this grant) in the name of the organisation to receive the grant. (Note that we do not transfer grants to personal bank accounts). | **[ ]**  |
| 9 | I acknowledge the [financial reporting requirement](https://www.citiesalliance.org/sites/default/files/2019-02/Annex%204%20-%20Statement%20of%20Expenditures.xls) of the grant | **[ ]**  |
| 10 | I have downloaded the project [budget sheet template](https://www.citiesalliance.org/sites/default/files/2019-02/Annex%201%20-%20Budget%20Template.xlsx) and I am ready to fill it in before submitting the application. | **[ ]**  |
| 11 | I am aware that, if selected, my project will be subject to an audit and I will keep records of all project expenses. | **[ ]**  |

# Section 2. General project information

In this section, please fill in general information about your project. Make sure the contact information is accurate as we will use it to inform you of the grant decision and for all other communication related to your grant application.

|  |
| --- |
| **1.Title of proposed project** (max 320 characters, spaces included) |
|  |
| **2. Submitting organisation details** |
| *Provide details of the organisation that will sign the grant agreement, receive the funding, and be responsible for grant administration and project implementation.*  |
| **Organisation’s name:** |  |
| **Address:**  |  |
| **Country:** |  |
| **Contact person’s name and title:** | *Please provide full details of the person in the submitting organisation who is responsible for all communications related to this grant application* |
| **Contact e-mail:** |  |
| **Telephone (including country code):** |  |
| **Annual budget (in USD):** |  |
| **Number of salaried staff:** |  |
| **Organisation’s legal type:** |  |
| **Main source of funding:** |  |
| **3. Are there other organisations involved as project partners?** |
| Yes **[ ]**  | No **[ ]**  |
| *If yes, please provide information on your project partner(s):* |
| **Organisation’s name:** |  |
| **Role in the project:** |  |
| **4. Grant amount requested** |
| *Specify the grant amount* ***between USD 10,000 and USD 50,000*** *you are requesting for this project (in USD). Please note that Cities Alliance receives far more applications than funding is available. There will be a competitive selection process once the Call for Proposals is closed. Therefore, not every grant application will be funded. Due to the limited budget available, it is recommended to apply for a grant amount that is in line with project objectives and scope, and not to go for the maximum grant amount by default.* |
|  |
| **5. Project duration** |
| *How many months will your project last? (max 12 months)* |
|  |
| **6. Geographic scope of the project** |
| *On what level will your project be implemented? (Choose one option)* |
| Community **[ ]**  | City **[ ]**  | Other (multiple levels) **[ ]**  |
| *Specify where your project will be implemented based on your answer to the previous question (name the specific city/community/neighbourhood, etc)* |
|  |
| **7. Project summary** (max 1.200 characters, spaces included) |
| *Provide a summary (so-called* [*“elevator pitch”*](https://www.mindtools.com/pages/article/elevator-pitch.htm)*) of your proposed project. (Tip: Imagine you need to give a very concise summary of your project to a potential donor or a journalist in just 1 minute. What would you say?)*  |
|  |
| **8. Project website and social media** |
| Provide links to the website pages and/or account(s) of the project and/or the implementing organisation(s) in social media (if any) |
|  |

# Section 3. Project description and implementation

In this section, please provide information about the problem you want to tackle, your project activities, anticipated results, and innovativeness.

|  |
| --- |
| **9. Key issue/problem addressed** (max 1.600 characters, spaces included) |
| *Briefly describe the key issue related to tenure security, property and land rights your project seeks to address in your city or community.* |
|  |
| **10. How will your project address this key issue?** (max 3.200 characters, spaces included) |
| *Describe your approach (main components and activities of the project).* |
|  |
| **11. What are the key outputs your project is going to produce?** (max 2.400 characters, spaces included) |
|  |
| **12. How will the outputs take women’s empowerment and gender equality into consideration?** (max 1.600 characters, spaces included) |
|  |
| **13. What are the key results your project aims to achieve? What will be different in your community/city when your project has been implemented?** (max 2.400 characters, spaces included) |
|  |
| **14. What makes your project innovative?** (max 1.600 characters, spaces included) |
| *Innovation is about developing new concepts, products and processes.* |
|  |
| **15. Describe your project team** (max 2.400 characters, spaces included) |
| *How many people will be involved, what will be their roles and what relevant experience do they have?* |
|  |
| **16. Why is your organisation best suited to deliver this project?** (max 2.400 characters, spaces included) |
| *Give examples of previous projects to illustrate your organisation’s experience (If any)* |
|  |
| **17. Where did you learn about this grant opportunity?**  |
| **[ ]**  | Cities Alliance’s web site ([www.citiesalliance.org](http://www.citiesalliance.org))  |
| **[ ]**  | Cities Alliance’s social media channels (Facebook, Twitter, LinkedIn) |
| **[ ]**  | Cities Alliance’s e-newsletter |
| **[ ]**  | From a colleague/friend |
| **[ ]**  | Other, please specify:  |

# Section 4. Social & environmental safeguards checklist

This checklist will help us understand how your project can enhance social and environmental benefits and reduce potential risks.

|  |  |  |
| --- | --- | --- |
| **1. Will there be any building rehabilitation or new construction?** | **[ ]  Yes** | **[ ]  No** |
| *If yes, provide more information:* |  |
| **2. Are there buildings in the project area with historical or cultural significance which could be affected by the project?** | **[ ]  Yes** | **[ ]  No** |
| *If yes, provide more information:* |  |
| **3. Will there be any activities related to community health undertaken by the project?** E.g., building a community health centre, wastewater treatment, transporting waste  | **[ ]  Yes** | **[ ]  No** |
| *If yes, provide more information:* |  |
| **4. Will land need to be acquired in order to undertake this project?**  | **[ ]  Yes** | **[ ]  No** |
| *If yes, provide more information:* |  |
| **5. Will there be any personal data collection or mapping of households?** | **[ ]  Yes** | **[ ]  No** |
| *If yes, provide more information:* |  |
| **6. Which of the following groups will this project engage with?** |
| **[ ]  Youth****[ ]  Women****[ ]  Indigenous peoples****[ ]  Ethnic minorities****[ ]  People with disabilities****[ ]  Migrants/refugees** |

|  |
| --- |
| **7. How will stakeholders be engaged in this project?** (max 1.600 characters, spaces included) |
|  |
| **8. Will there be any changes in land use due to the project?** E.g. agricultural land converted to housing, green space turned into a road | **[ ]  Yes** | **[ ]  No** |
| *If yes, provide more information:* |  |
| **9. Will workers be contracted under the project?**  | **[ ]  Yes** | **[ ]  No** |
| *If yes, provide details on contracting arrangements:* |  |
| **10. Will the project require consumption of any natural resources, such as timber?**  | **[ ]  Yes** | **[ ]  No** |
| *If yes, provide more information:* |  |
| **11. Will the project affect the natural ecosystem and animal habitats in the project area?** | **[ ]  Yes** | **[ ]  No** |
| *If yes, provide more information:* |  |

# Section 5. Attachments

**Submit requested documents to support your application via on-line submission form:**

**Attachment 1. Certificate of organisation registration**

**Supported formats:**

JPG / PNG / PDF / DOC(X).

**Attachment 2. Project Budget Sheet**

**Supported formats:**

PDF / XLS(X). You can find the templates for the project budget sheet [here](https://www.citiesalliance.org/sites/default/files/2019-02/Annex%201%20-%20Budget%20Template.xlsx).

1. Organisations working at city and community level, such as social entrepreneurs, micro enterprises, innovators, community-based organisations, national and local NGOs. We do not fund the local offices or affiliates of international organisations. Please note, in this call, we will prioritise organisations that are rooted in their community and operate with community input, involvement, and investment, embracing the community as an integral part of their success. We also prioritise small organisations that do not have access to large government, corporate or private funding sources, and for whom a small grant from Cities Alliance could make a significant impact. [↑](#footnote-ref-1)