

Cluster Proposal Guidelines

2021 Call for Proposals for CityNet Cluster Members

Introduction

This Request for Proposal welcomes ideas from CityNet cluster leads, co-leads, and members to promote the theme of their cluster while engaging multiple CityNet members. To guarantee the efficient use of CityNet funds, we request a detailed explanation of your proposal activity.

Please email your proposal to:

Jaime Paulo Mora
programs2@citynet-ap.org

Objectives

This Request for Proposal has the following objectives:

1. To strengthen the urban communities through sustainable regional city-to-city exchanges or relevant knowledge technical exchange activities among CityNet members;
2. To enable local implementation of Sustainable Development Goals (SDGs) and to contribute to its outcome; and
3. To showcase CityNet members in implementing and sharing urban solutions among its members.

Guidelines and Criteria

To be eligible for funding, a project proposal must satisfy all of the following:

A. Eligibility	<ul style="list-style-type: none"> • The applicant must be either cluster lead, co-lead, or any cluster member. A cluster member must duly inform either the cluster lead and co-lead of its plan to submit a proposal; • The applicant must have paid its CityNet membership fee in 2020; • The proposal must be officially endorsed by the mayor (for city) or head of organization (associate member) of the project proponent.
B. Funding	<ul style="list-style-type: none"> • The grant must only be used for purposes indicated in the proposal description; • Cluster grant is an enabling fund for sustainable city to city cooperation. Project funding cannot be used for local research, payment for regular personnel, alcohol beverages, or any activity that is not directly related to implementing the specified activity; • A breakdown of income and expenditures must be detailed in the budget (Annex III); • The grant to be received from CityNet is 5,000 USD only. The amount can serve as a maximum of 80% of the total project costs; • The recipient should provide actual financial counterpart or in-kind donation or staff counterpart comprising at least 20% of the total project cost. Co-financing source is clearly outlined.

	<ul style="list-style-type: none"> • Funding will be provided in two instalments: <ol style="list-style-type: none"> 1. Fifty percent (50%) of total grant after the signing of the Letter of Agreement (LoA); 2. Remaining balance (50%) upon submission and acceptance of the Midterm Progress and Financial Report including official receipts halfway of the project implementation.
<p style="text-align: center;">C. COVID-19</p>	<ul style="list-style-type: none"> • In light of ongoing pandemic, CityNet discourages project activities that encourage large gathering of people. Online-based for most of the activities are encouraged; • Project applicant must consider their current national guidelines on COVID-19 measures when designing project activities. In face to face activities, the project must promote social distancing and wearing of masks as COVID-19 general global standard prevention measures. • The project will not fund direct or indirect activities related on any COVID-19 related measures such as testing, procurement of masks, and personal protective equipment for the project participants; • The successful applicant will sign a waiver that CityNet will not bear responsibility for any community transmission or medical disruption that may be indirectly caused by the CityNet-granted project.
<p style="text-align: center;">D. Project Design</p>	<ul style="list-style-type: none"> • The project must have clear objectives, activities, outputs, indicators and means of verification. The activities must show measurable and tangible outputs. • The project implementation should be at the maximum of six (6) months or less as indicated in the submitted proposal and in the Letter of Agreement (LoA). Project implementation may be implemented between April and September 2021. • The project must concur with CityNet’s mission and values. • The project must recognize CityNet as the project funder in the all of recipient’s promotional activities. • The project design needs to meet the following conditions below: <ol style="list-style-type: none"> 1. The project engages other CityNet members outside the applicant’s own country and members of their CityNet National Chapter (if applicable); 2. The project design considers any goals in the SDG as the overarching theme and provide systematic approach to address it; 3. The project engages any or specific urban multi-stakeholders as project partners and exhibits the potentials to further scale up its impact to other communities.
<p style="text-align: center;">E. Theme</p>	<ul style="list-style-type: none"> • The theme of the project should be aligned with the Cluster’s theme and aligned with the Mission and Values of CityNet. • The grantee should be willing to share the result of their activities on international platforms and CityNet-related activities. • All cities involved in the project and CityNet can use any material generated through the project for promotional activities.

F. Proposal Submission	<ul style="list-style-type: none"> • The proposal must be submitted by email to programs2@citynet-ap.org on March 15, 2021. • Please include a cover letter addressed to Vijay Jagannathan Secretary-General CityNet Secretariat
G. Reporting	<ul style="list-style-type: none"> • Grantee shall submit a report to CityNet Secretariat as indicated in the Letter of Agreement. Among the Reports to be submitted include 1.) Midterm Progress and Financial Report and 2.) Terminal and Financial Report. Reporting templates will be provided. • The Reports shall include at a minimum a detailed description of the activities, results, activity photos and videos, participants, and official receipts supporting every expense. Details will be provided in the Letter of Agreement. • The grantee may also report the project outcome or the project progress in the cluster sessions at the CityNet Executive Committee and Congress. • CityNet may ask the grantee to give presentation about their project, at any stage of project duration, at various CityNet events.
H. Duration and Deadlines	<p>The following deadlines are indicated below and will be observed.</p> <ul style="list-style-type: none"> • February 15, 2021. Call for Proposals; • March 01, 2021. Final Call for Proposals. • March 15, 2021. Deadline of Call for Applications. Late applications will not be accepted; • March 16-26, 2021. Screening and Official Announcement Period. • April 1, 2021- September 30, 2021. Project Implementation Period. • October 29, 2021: Deadline for the Submission of Terminal and Financial Reports

Checklist for Applicants

Applications will only be considered if they include the following (all annexes are attached to this document). Please be guided accordingly.

1. Completed application form (Annex I);
2. Completed work plan (Annex II);
3. Completed attached budget (Annex III)