**ANNEX I: APPLICATION FORM**

**2021 CityNet Cluster Grant Program   
Call for Proposals**

**DEADLINE: March 15, 2021**

*Before completing this form, please be guided by the Cluster Proposal Guidelines.*

**SUBMISSION:** Please submit all applications and attachments via email to [programs2@citynet-ap.org](mailto:programs2@citynet-ap.org);

An application will be accepted only if

* All documents are fully completed and returned on or before the deadline. Late applications will not be selected;
* The application is duly signed by the person authorized to enter into legally binding commitments on behalf of the applicant party;
* The application meets the submission arrangements set out in the Cluster Proposal Guidelines.

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| **PROPOSAL SUMMARY** | |
| **Project Title:** |  |
| **Name of Applicant City/Org:** |  |
| **Other CityNet members that may likely to be involved in the project:** |  |
| **Project Period:** | *From (mm/2021): To (mm/2021):* |
| **Total Amount Requested (USD):** |  |

**PROJECT DETAILS[[1]](#footnote-1)**

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| **DESCRIPTION OF THE ACTION** | |
| **Project Title:** |  |
| **Describe the objectives of the proposed project:** |  |
| **Enumerate the project activities in line with the project objectives:**  *Describe the planned activities and where and when they will be implemented (more detail should be provided in the work plan)* |  |
| **Please check the nature of the project activities:** | **\_\_Online \_\_Offline \_\_Both Online and Offline** |
| **State the specific outputs (deliverables) to achieve the project purpose:** |  |
| **Background/Current Situation:**  *Briefly describe the relevance of this project to your city/organization and for cities in Asia-Pacific in general.* |  |
| **Intended Partners:**  *Specify how many people and partners will directly and indirectly benefit.* |  |
| **Indicate baseline and target indicators:**  *Develop at least three indicators to support your outputs like no. of expected participants, no. of commitments signed, no. of meetings held, no. of actions planned)* |  |
| **Project Partners (roles and responsibilities):**  *Specify the potential project partners, explaining the role and contribution of each player, and who will provide the complimentary funds* |  |
| **Does your Project involve possible participation of non-CityNet members? If yes, how do you intend to introduce CityNet to them?** |  |
| **Monitoring and Evaluation:**  *Explain how you will monitor and evaluate the progress of the project.* |  |
| **Sustainability:**  *Explain how the results of the action will continue after completion.* |  |
| **Scalability and Replication:**  *Briefly describe how the project can be scaled up or replicated in other city through the CityNet Cluster Program.* |  |

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| *BANK DETAILS*  *Please be ready to provide your bank details in case your proposal is successful. Please note that nominated bank accounts must be able to easily receive US$ via international bank transfer.* |

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| **Bank Name:** |  |
| **Bank Address:** |  |
| **Swift Code:** |  |
| **Account Number:** |  |
| **Account Name:** |  |
| **ENDORSEMENT BY LOCAL GOVERNMENT**  *Proposal must be endorsed by the mayor/ head of the organization of the applicant.* | |
| Endorsing City/Local Government: |  |
| Responsible Official (Title): |  |
| Responsible Official (First Name): |  |
| Responsible Official (Last Name): |  |
| Responsible Official (Position/function): |  |
| Telephone (Office): |  |
| Telephone (Mobile): |  |
| Email: |  |
| Signature: |  |
| Date: |  |
| **PROJECT FOCAL POINT**  *Please provide the details of the focal point whom CITYNET should contact regarding the project’s day-to-day management.* | |
| City/Organization: |  |
| Title: |  |
| First Name: |  |
| Last Name: |  |
| Position/function: |  |
| Address: |  |
| Telephone (Office): |  |
| Telephone (Mobile): |  |
| Email: |  |
| Signature: |  |
| Date: |  |
| **DECLARATION**  *I, the undersigned, being the person authorized to enter into legally binding commitments on behalf of the applicant party and responsible for the proposed action, certify that the information given in this application is true and correct.* | |
| Date of Submission: |  |
| City/Organization: |  |
| Title: |  |
| First Name: |  |
| Last Name: |  |
| Position/Function: |  |
| Address: |  |
| Telephone (Office): |  |
| Telephone (Mobile): |  |
| Email: |  |
| Signature: |  |
| Date: |  |

1. Be clear and concise as possible when elaborating project ideas. But when necessary, you can use extra paper. [↑](#footnote-ref-1)