

## 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.

PROPOSAL SUMMARY	
<b>Project Title:</b>	CityNet Disaster Capacity Development Programs
<b>Name of Applicant City/Org:</b>	City A, City B
<b>Other CityNet members that may likely to be involved in the project:</b>	Disaster Cluster Members
<b>Project Period:</b>	<i>From (mm/2021): Apr 2021 To (mm/2021): Sept 2021</i>
<b>Total Amount Requested (USD):</b>	5,000 USD

### PROJECT DETAILS<sup>1</sup>

DESCRIPTION OF THE ACTION	
<b>Project Title:</b>	CityNet Disaster Capacity Development Programs
<b>Describe the outcome and the objectives of the proposed project:</b>	<p>The project outcome is improved knowledge on urban resilience among CityNet members;</p> <p>The project activities include:</p> <ol style="list-style-type: none"> <li>1. Knowledge sharing workshop on best DRR practices and resilience among cluster members;</li> <li>2. Monitoring of progress of past actions;</li> <li>3. Networking with donor agencies and private sector</li> </ol>
<b>Enumerate the project activities in line with the project objectives:</b> <i>Describe the planned activities and where and when they will be implemented (more detail should be provided in the work plan)</i>	<ol style="list-style-type: none"> <li>1. Conduct integrated series of online webinars that will help improve resilience capacities of members and agree on common plans of actions;</li> <li>2. Strengthen DRR programs and practices through adopting global framework targets in particular the Sendai Framework;</li> <li>3. Connect with Asia Pacific city governments and initiate international city to city relations in post pandemic era.</li> </ol>
<b>Please check the nature of the project activities:</b>	<input checked="" type="checkbox"/> Online <input type="checkbox"/> Offline <input type="checkbox"/> Both Online and Offline

<sup>1</sup> Be clear and concise as possible when elaborating project ideas. But when necessary, you can use extra paper.

<p><b>State the specific outputs (deliverables) to achieve the project purpose:</b></p>	<ol style="list-style-type: none"> <li>1. Activity and Workshop Reports and Presentation;</li> <li>2. Meeting registration;</li> <li>3. Identified action plan matrix and program schedule;</li> </ol>
<p><b>Background/Current Situation:</b>  <i>Briefly describe the relevance of this project to your city/organization and for cities in Asia-Pacific in general.</i></p>	<p>Disaster Risk Reduction has been common political issue for local governments all over the world. The importance of making disaster resilient cities is clearly specified in both the Sendai Framework and the Sustainable Development Goals.</p> <p>This is particularly true in the Asia Pacific region, where most of major cities are suffering from natural disasters. According to a global survey, nine out of the ten most threatened cities are from Asia Pacific.</p> <p>These activities are an essential opportunity for CityNet members to not only learn from their peers but to also improve their relationship with each other. This activity will also invite non-CityNet members across local governments, national and international organizations with the objective that they get to witness CityNet work and outreach as well.</p>
<p><b>Intended Partners:</b>  <i>Specify how many people and partners will directly and indirectly benefit.</i></p>	<p>A total of 100 participants through a series of meetings from city government and across Asia Pacific will benefit from these activities.</p>
<p><b>Indicate baseline and target indicators:</b>  <i>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)</i></p>	<ol style="list-style-type: none"> <li>1. No. of knowledge sharing meetings – 4;</li> <li>2. No. of meeting participants – 25 average participants per meeting;</li> <li>3. No. of cluster members represented – 10 cluster members;</li> <li>4. No. of action plan documents – Four action plan;</li> <li>5. No. of presentations – at least four per knowledge sharing;</li> </ol>
<p><b>Project Partners (roles and responsibilities):</b>  <i>Specify the potential project partners, explaining the role and contribution of each player, and who will provide the complimentary funds</i></p>	<ol style="list-style-type: none"> <li>1. City A and City B governments;</li> <li>2. Select members of Disaster Cluster;</li> <li>3. Members of National Chapter of the applicant city</li> </ol>
<p><b>Does your Project involve possible participation of non-CityNet members? If yes, how do you intend to introduce CityNet to them?</b></p>	<p>Yes, we will invite non-CityNet members. We will introduce CityNet to them through presentations on the profile and ongoing programs of CityNet.</p>
<p><b>Monitoring and Evaluation:</b>  <i>Explain how you will monitor and evaluate the progress of the project.</i></p>	<p>An evaluation feedback will be requested from the participants each time the activity will be held. A certificate of completion will also be given to the participants who will successfully complete the series of knowledge sharing workshops. The city will also develop a monitoring mechanism on the different action plans made if possible with CityNet Secretariat for further development and support.</p>

<b>Sustainability:</b> <i>Explain how the results of the action will continue after completion.</i>	<b>Participants will be able to address sustainability issues through the action plans that will be further developed. City A and City B will further consult CityNet Secretariat in terms of the priority recommendations that have been indicated in the action plans.</b>
<b>Scalability and Replication:</b> <i>Briefly describe how the project can be scaled up or replicated in other city through the CityNet Cluster Program.</i>	<b>The knowledge sharing activities can be further scaled up with the support of other partners. Since donor agencies and non-CityNet members will be involved, City A and City B will approach these agencies for a follow-through activities that will build on the gains and action plans that have been developed by the series of workshop activities.</b>

*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.*

<b>ENDORSEMENT BY LOCAL GOVERNMENT</b>	
<i>Proposal must be endorsed by the mayor/ head of the organization of the applicant.</i>	
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:	
<b>PROJECT FOCAL POINT</b>	
<i>Please provide the details of the focal point whom CITYNET should contact regarding the project's day-to-day management.</i>	
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:	