

CLUSTER PROPOSAL GUIDELINES

Call for Proposals for CityNet Cluster Members

Introduction

This Request for Proposals welcomes ideas from CityNet 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.

Proposal should be sent to

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CityNet Program Officers

Objectives

This Request for Proposals has the following objectives:

1. To strengthen the sustainability of urban communities through cooperative self-sustaining projects or relevant knowledge exchange activities among CityNet members;
2. Facilitate and enable local implementation of Sustainable Development Goals to contribute to the outcome of the 2030 Agenda for Sustainable Development
3. To showcase the potential for CityNet to promote urban sustainable development programs for 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"> • You must be either a lead or co-lead or an active member of any current CityNet Clusters –Climate Change, Disaster, Infrastructure, and Sustainable Development Goals; • The applicant must have paid its CityNet membership fee for the current year and must not have any outstanding arrears; • The proposal must be officially endorsed by the mayor and/or heads of organization 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. • Project funding cannot be used for research, personnel salaries/honorarium, Daily Subsistence Allowance (DSA), alcohol

	<p>beverages, or any activity that is not directly related to implementing the specified activity.</p> <ul style="list-style-type: none"> • A breakdown of incomes and expenditures must be detailed in the budget (Annex III). • The grant received from CityNet (maximum of 15,000 USD) should serve as a maximum of 70% of the total project costs. • The recipient should provide at least 30% of the total project costs either as actual financial counterpart or in-kind donation. It is important that co-financing source is clearly outlined. • Funding will be provided in three instalments: <ol style="list-style-type: none"> 1. Fifty percent (50%) of total grant after the signing of the Letter of Agreement (LoA); 2. Thirty percent (30%) of the remaining grant upon submission and acceptance of Midterm Progress and Financial Report including official receipts on the sixth month of the project; 3. Twenty percent (20%) of the remaining grant upon submission and acceptance of the Terminal and Financial Report including official receipts on the 12th month of the project implementation. • The city/ organization that will be selected will have
<p>C. 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 must concur with CityNet’s mission and values. • The project design must meet two or more of the below conditions: <ol style="list-style-type: none"> 1. The project facilitates city-to-city cooperation in the Asia Pacific region; 2. The project design evidently considers the set of SDG targets that it wishes to address and provide a systematic approach to address it; 3. The project is a multi-stakeholder scheme that matches the grant given by CityNet by resource contributions from other urban stakeholders, international organisations/international

	<p>non-government organizations, multilateral banks, or the private sector to further scale up the impact of the grant provided.</p>
<p>D. 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.
<p>E. Proposal Submission</p>	<ul style="list-style-type: none"> • The proposal must be submitted by email to programs2@citynet-ap.org or jaehyun@citynet-ap.org by July 28, 2017. • Please include a cover letter addressed to Vijay Jagannathan Secretary-General CityNet Secretariat
<p>F. Reporting</p>	<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 the Midterm Progress and Financial Report and the Terminal and Financial Report. Reporting templates will be provided. • The Report shall include at a minimum a detailed description of the activities, the results, activity photos and videos, participants, and official receipts supporting every expense. Details will be provided in the Letter of Agreement. • The grantee will also report its project progress in the Cluster Sessions at the CityNet Executive Committee. • CityNet may ask the grantee to give presentation about their project, at any stage of its duration, at various CityNet events.
<p>G. Duration and Deadlines</p>	<p>The following deadlines are indicated below and will be strictly observed.</p> <ul style="list-style-type: none"> • July 12, 2017: Call for proposals is sent to CityNet members;

	<ul style="list-style-type: none"> • July 28, 2017: Deadline for applications. <i>Strictly no extension of deadline. Late applications will not be accepted.</i> • August 8, 2017. Notice of Grant • September 2017-August 2018: Period of Project Implementation • February 2018: Submission of Mid Term Progress and Financial Report • August 2018: Project Completion/ Submission of Terminal and Financial Report
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Checklist for Applicants

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

Completed application form (Annex I).	<input type="checkbox"/>
Completed and attached work plan (Annex II).	<input type="checkbox"/>
Completed and attached budget (Annex III).	<input type="checkbox"/>