**ANNEX I: APPLICATION FORM**

**2019 CityNet Cluster Grant Program   
Call for Proposals**

**DEADLINE: November 2, 2018**

*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:** |  |
| **Project Location:** |  |
| **Name of Applicant City/Org:** |  |
| **Other CityNet members that are to be involved in the project:** |  |
| **Project Period:** | *From (mm/2019): To (mm/2019):* |
| **Total Amount Requested (USD):** |  |

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

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| **DESCRIPTION OF THE ACTION** | |
| **Project Title:** |  |
| **Describe the short term goals that the project will achieve:** |  |
| **Describe the long term goals that the project will achieve:** |  |
| **State the specific outputs (deliverables) to be produced in order to achieve the project purpose:** |  |
| **Background/Current Situation:**  *Briefly describe the relevance of this activity for your Cluster and for cities in Asia-Pacific in general.* |  |
| **Intended Beneficiaries:**  *Specify how many people will directly and indirectly benefit. Example: 500 men 750 women.* |  |
| **Describe the main activities planned to achieve the outputs:**  *Describe the planned activities and where and when they will be implemented (more detail should be provided in the work plan)* |  |
| **Identify baseline and target Indicators:**  Identify at least three baseline and target indicators/ values to support your outputs like no. of expected participants, no. of commitments signed) |  |
| **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 with non-CityNet members? If yes, how do you intend to recruit them into the Network?** |  |
| **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 of the applicant. If the proposal proponent is an Associate Member, it must receive the full endorsement of its Cluster Lead.* | |
| 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)