

**CCCA Trust Fund
Grant Application Guidelines**

Version 2 (April 2012)

Introduction

This document seeks to provide information and guidance to prospective applicants to the CCCA Trust Fund. The purpose is to assist the applicants in preparation of application documents and to help the Fund select and support the best projects in conformity with the guidance of its Board.

The Guidelines will include:

- Eligibility Criteria
- Review & Approval process
- Review criteria
- Contact Details for inquiries
- Guidance and templates for Concept Notes and full Project Proposals

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1. What are CCCA and CCCA Trust Fund?

Cambodia Climate Change Alliance (CCCA) is a comprehensive and innovative approach to address climate change and disaster risks in Cambodia. It is a multi-donor initiative funded by EU, Sida, Danida and UNDP. It is anchored in the government's **National Climate Change Committee (NCCC)**, a mandated Government coordinating and policy support entity for all aspects of climate change.

CCCA Programme works towards the following overall objective;

“To strengthen the capacity of the National Climate Change Committee (NCCC) to fulfill its mandate to address climate change and to enable line ministries and Civil Society Organisations to implement priority climate change actions”.

Further, CCCA Programme identified **five key results** to be achieved;

1. Improved capacity to coordinate national policy making, capacity development, outreach / advocacy efforts, and to monitor the implementation of national climate change strategy, policy and plans;
2. Improved access to updated CC information, knowledge and learning opportunities at all levels;
3. Strengthened capacity within the National Climate Change Committee (NCCC) to mobilise and to effectively administer climate change funds and to prepare for a nationally owned trust fund;
4. Increased resilience of coastal communities and ecosystems to climate change through adaptation planning, demonstrated targeted local interventions and provision of practical learning experience in adaptation planning to the NCCC/Climate Change Department (CCD); and
5. Strengthened capacity in Government agencies and civil society organisations for developing and implementing CC response initiatives in line with agreed national CC priorities, independently or in partnerships, through access to new financial and technical resources.

CCCA Trust Fund has been established within CCCA as a unified engagement point for development partners and a multi-donor financial facility to provide resources for climate change capacity building at national and local government level. UNDP acts as the interim Trust Fund Manager.

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Decisions on funding, and other policy and operational matters will be made by a Programme Support Board (PSB).

Capacity building and institutional strengthening for climate change adaptation is a major element of the CCCA initiative. Grant funding for approved interventions will be provided on demand basis. Calls for Proposals will be launched to solicit interests from eligible organizations.

It is expected that the current phase of CCCA Trust Fund will be extended up to 30 June 2014. It is envisaged that the current multi-donor initiative will be substituted by country systems, possibly government managed trust fund or direct budget support, in a later phase.

2. Eligibility Criteria

2.1 Eligible Activities

CCCA Trust Fund is designed for providing funding in general accordance with the following:

1. Projects/activities aimed at capacity development and institutional strengthening in support of the priorities and actions identified in the National Strategic Development Plan Update 2009-2013 and the National Adaptation Programme of Action to Climate Change (“NAPA”).
2. Projects/activities which will facilitate and ensure integration of climate change considerations into national/subnational/sectoral policies, strategies, plans and programmes.
3. Projects/activities which seek to integrate climate change considerations into other mainstreaming actions for other cross-cutting issues, thereby leveraging mutual benefits such as gender, poverty reduction, biodiversity, governance, community-based development, disaster risk reduction, aid-effectiveness, etc.
4. Projects/activities which will raise awareness and preparedness in Government and the broader society on the challenges and opportunities of climate change and how to adapt to the consequences of climate change.
5. Projects which will contribute to establishment and operation of a Climate Change Knowledge Management and Learning Platform.
6. Projects which promote replication of best practices in climate change adaptation.

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Priorities

For projects to be eligible for funding, they must respond to **national priorities** that are articulated in existing Government documents such as the NSDP-Update and NAPA.

In 2012, CCCA Trust Fund will consider support to the following;

1. Projects that have a strong focus on institutional strengthening of Government bodies at national and/or sub-national level for climate change adaptation in the following sectors: **Agriculture, Forestry, Fisheries, Water resources, Health, Infrastructure and Meteorology.**
2. Projects that consider climate change adaptation linkage with cross-cutting issues, such as gender, poverty reduction, biodiversity, governance, community-based development, disaster risk reduction and aid-effectiveness are also eligible.
3. Project concepts should include relevant field demonstration activities that promote climate change resilience in the above-mentioned sectors.

Geographical areas

The CCCA will target areas, on the basis of geographic region or eco-system type, which are identified as highly vulnerable to climate change according to analysis presented in the draft Second National Communication (SNC) and NAPA.

2.2 Eligible applicants

In principle, CCCA Trust Fund accepts proposals from;

- Government institutions (including sub-national entities)
- International organisations
- NGOs
- Research institutions/universities

Please note that following conditions apply;

- 1) Government entities must first establish appropriate coordination mechanisms including a designated climate change focal point.
- 2) National universities will be considered as Government institutions.
- 3) International organisations, NGOs, and research institutions/universities are required to enter into **partnership** with relevant Government institution(s) to be eligible applicants.

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- 4) CCCA Trust Fund is unable to fund non-governmental organisations that are not registered with the relevant authorities in Cambodia.
- 5) Applicants must be able to satisfy the condition for indirect costs as expressed under 2.6 below.
- 6) Organization selected for funding from CCCA Trust fund shall enter into an agreement with UNDP and must comply with the applicable rules and procedures required by UNDP.

Note) Line ministries¹ which are receiving grants under CCCA Result 1 budget with the aim of developing sectoral strategies for climate change are eligible to apply for the CCCA Trust Fund under this Call for Proposals as long as they can ensure that there is no duplication in scope and proposed activities between the grant they are receiving under Result 1 and the new concept note submitted to the CCCA Trust Fund.

2.3. “Applicants” and “Partners”

Applicant is the organization who will submitting the concept note to the CCCA Trust Fund under its name. In case of a project where multiple organizations are involved, applicant is the lead agency that takes the responsibility for project management and accounting for funds, and it will enter into a legal agreement with the CCCA Trust Fund. It will therefore be the first recipient of funds from the CCCA Trust Fund and will act as the point of contact for the project. There can only be **one applicant** for a project.

All other organizations involved in the project will be called a “partner” and their respective roles will need to be clarified in the project concept. If partner will require funds to implement certain activities in the project, the partner will receive funds from the applicant.

Both applicant and partners can bring their own resources (in kind or in cash) to the project.

2.4. Eligible costs

Eligible costs are those that are required for carrying out the project activities and are incurred by the applicant and their partners.

They must;

¹ The following line ministries are receiving grants under CCCA Result 1 budget: MAFF, MoH, MoWRAM, MRD, MIME, MPWT, NCDM, MoEYS, MoWA, MoP and MEF.

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- Comply with the principles of sound financial management, in particular value for money and cost effectiveness;
- reflect market prices; and
- be recorded in the applicants' accounts, be identifiable and verifiable and be backed up by original supporting documents

2.5 Ineligible activities/costs

CCCA Trust Fund does not provide support for;

- Project activities taking place outside of Cambodia
- Stand alone research or data collection that does not clearly address CCCA priorities
- Ongoing general operating expenses
- Capital expenditure
- Salaries of civil servants and core office staff
- Direct support to individuals
- Fundraising events
- Political campaigns or activities
- Interest owed, debt and provisions for losses
- Purchase of land
- Tax and duty
- Contingency reserve

Note) Costs of international travels for consultancy may be included but should be well justified.

2.6 Note on Indirect costs

Indirect costs are those costs that are not easily identifiable as exclusively related to a particular project.

CCCA Trust Fund does not accept any indirect costs, as a lumpsum or a flat percentage, to be included in the project budgets, regardless of who spends the funds (applicants or partners). All costs need to be itemized as direct costs in the project budget.

Applicants and their partners are requested to carefully consider this condition, which is non-negotiable, prior to submission of concept notes.

3. Types of Support / Co-financing requirement

CCCA trust fund provides complete or partial funding to activities in the following ways:

- Full financing of a new project
- Co-financing of a new project
- Financing of new component(s) within existing projects

Any type of co-financing, whether in cash or in kind, is encouraged and will be taken into considerations in the review.

Applicants will be required to declare other sources of funds provided or anticipated for the same project.

4. Grant Size and Duration

For 2011-2012 period, CCCA Trust Fund will in principle provide up to **US\$300,000** per grant. However, if a Civil Society Organisation² is the applicant in the partnership with a Government entity, the maximum grant amount is US\$150,000 for an individual project based on UNDP guidelines.

It is possible for an applicant to submit more than one project proposal in response to a single Call for Proposal. However, the absorption capacity of the applicant will be reviewed carefully.

In all cases, all projects have to be fully closed before the end of the current phase of the CCCA Trust Fund which is expected to be 30 June 2014.

5. Call for Proposal (CFP)

CCCA Trust Fund may launch CFP at any time subject to availability of funds.

Each CFP will contain:

- Priorities
- Eligibility & Review criteria
- Maximum amount for each project

² CSO encompasses a wider range of formal and informal organizations engaged in development work: NGOs, community based organizations (CBOs), indigenous peoples' organizations (IPOs), academia, for example.

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- Co-financing requirement
- Information on how to apply
- Timetable

CFP will be launched in suitable national and English newspaper published in Cambodia.

CCCA Trust Fund only accepts concept notes and project proposals prepared in English.

6. Project Review and Approval Process

The project review and approval process will consist of two stages. Here are the related activities under each round and indicative timelines. (Figure 1 on Page 11 summarises the steps involved).

Stage 1. Concept Notes

<Call for Proposal to Submission of Concept Notes>

In response to the CFP, applicants will develop and submit a brief Concept Note to the CCCA Trust Fund Secretariat. For guidance on how to prepare a Concept Note, see Annex A.

<Concept Note Review>

The CCCA Trust Fund Secretariat will perform an **administrative review** of the concept notes. Concept Notes will not be considered if:

- The application is incomplete;
- The project concept or the applicant does not meet the eligibility criteria; or
- The application was received after the announced deadline

At this stage, no notifications will be sent to applicants.

A substantive **technical review** of the quality of concept notes, including the soundness/relevance of project concept will be carried out by an expert panel in accordance with the pre-defined review criteria.

At this stage, projects will not be considered if:

- The project proposed does not correspond with the priorities identified for the Call for Proposals;
- Project concept is not technically sound/relevant; or

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- Applicants/partners do not demonstrate required technical capacity or experience in implementing the project

<Approval in Principle by PSB>

Projects that have been recommended for full project proposal development are submitted to the PSB for “approval in principle”. All applicants will be informed about their status at this point in time.

Stage 2. Full Project Proposal

<Preparation of Project Proposal>

Applicants invited to submit a full proposal will be given additional information or technical assistance from the CCCA Trust Fund Secretariat to strengthen the proposal, which may include reviewers’ feedback/comments on their Concept Notes.

For guidance on how to prepare a full Project Proposal, see Annex B.

<Project Proposal Review>

The CCCA Trust Fund Secretariat will perform an **administrative review** of project proposals to check if the documentation is complete.

It will be followed by an extensive **technical review** of project proposals, covering financial, technical and management aspects, which will be carried out by an expert panel in accordance with the pre-defined review criteria.

Should the panel decide that additional information is required, applicant will be contacted to provide the necessary information within a certain timeframe.

On case-by-case basis, CCCA Trust Fund Secretariat may conduct a **verification/site visit** as part of the review process.

<Final Approval by PSB>

Projects that are recommended for funding are submitted to the PSB. The PSB may approve “in principle” and may provide additional time for applicants to address outstanding concerns after which the final decision will be made.

Once the projects are approved for funding, the PSB will instruct the CCCA Trust Fund Secretariat to work further with the applicants to finalise the project proposal. The finalized document will become the “Project Document” and will be annexed to the grant agreement.

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Final approval of the project will only be granted after a detailed negotiation and clearance of the Project document by the CCCA Trust Fund Secretariat and satisfactory results of the capacity assessment also conducted by the CCCA Trust Fund Secretariat.

Those organizations that have failed to be selected will be informed in writing.

The entire project review and approval process may take **6 months**. (Note: Review time will vary depending on the number of submissions received).

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Figure 1: Project Review and Approval Process



Launch of Call for Proposal (CCCA TF Secretariat)	Administrative Review (CCCA TF Secretariat)	Approve the recommended Concept Notes in principle (PSB)	Develop Full Project Proposal (Applicants)	Administrative Review (CCCA TF Secretariat)	Approve the recommended projects in principle (PSB)	Finalise the Project Document and Grant agreement (CCCA TF Secretariat and Applicant)	Sign Grant agreement (UNDP and Applicant)
Develop Concept Notes (Applicants)	Technical Review (Expert panel)	Approves "Preparation Support Grant" (PSB)		Technical Review (Expert panel)		Conduct Capacity Assessment of the grantee (CCCA TF Secretariat)	Transfer of funds to project accounts (UNDP)
				Verification Visits (Optional by CCCA TF Secretariat)			

re-submission of proposals
(if required)

7. Review Criteria

Specific and relevant review criteria will be established for each Call for Proposal.

In general, the CCCA Trust Fund will appraise projects based on the criteria including (but not limited to) the following:

- **Strategic Alignment:** Proposals should demonstrate alignment and linkages to the key national climate change strategies. In particular this will include clear linkages with priority actions with regards climate change identified in either NAPA, NSDP-update or NCSA ³.
- **Partnership/Stakeholder participation:** Proposal should identify all the relevant partners and stakeholders and demonstrate their involvement in project design, decision-making and implementation.
- **Organisational capacity:** Applicants (and partners, if any) must have demonstrated capacity to implement the projects in the timeframe proposed. Where capacity is lacking, the proposal must describe the measures that will be taken to address this gap. If the applicant is proposing implementation with partner(s), quality and relevance of such partnership will also be evaluated. Consideration will be given to the **on-the-ground capacity** of applicants and partners and their potential to add value.
- **Commitment:** Applicants and partners should demonstrate their commitment to implement the activity and cooperate with CCCA partners.
- **Targeting beneficiaries:** Proposal should clearly define who the target beneficiaries are, how they are selected and how they are involved in project design and implementation.
- **National ownership:** Proposal should clearly demonstrate how it secures or promotes national ownership in project implementation.
- **Capacity Development:** Proposal should have concrete built-in plans to develop local capacities and strengthen national institutions.

³ National Capacity Self-Assessment and Action Plan for Biodiversity, Climate Change and Land Degradation, 2007

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- **Cross-cutting issues:** Proposal should clearly demonstrate how needs of different genders, age groups and vulnerable groups are reflected in design and implementation. Proposed activities should also establish linkages with **disaster risk reduction, gender and poverty reduction**.
- **Innovation:** Applicants should demonstrate how their proposed activities are innovative, how they build on lessons learnt from past projects, and how new lessons will be identified and communicated.
- **Sustainability:** Proposed project should demonstrate how it will continue to yield benefits beyond the period of the funding and the extent to which it can be sustained by national mechanisms. If the project is proposed as a pilot, the potential **replicate** and **scale up** efforts should also be articulated.
- **Cost effectiveness:** Costs should be reasonable for the activities proposed, taking into consideration the scale of the problem addressed.
- **Project must clearly present the needs, activities/workplan, expected outputs/impacts, a strong M& E plan, risk analysis and a realistic budget estimation.**

8. Grant conditions

Successful applicants who are awarded grants (“Grantees”) will receive notification by the CCCA Trust Fund Secretariat and will be provided with a copy of “**Grant Implementation Guidelines**” which contains guidance on how to implement grants in accordance with CCCA requirements.

Finalisation of Project Proposal

Proposals approved in principle for funding by CCCA PSB will have to be elaborated into **Project Documents** and undergo a detailed review by the CCCA Trust Fund Secretariat, in conjunction with UNDP, to ensure compliance with CCCA Trust Fund’s requirements, prior to receiving final approval for contracting and funds disbursement.

Capacity assessment

All grantees will be subject to capacity assessment which will be conducted by the CCCA Trust Fund Secretariat.

Grant Agreement

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Grant Agreement will be signed between the Grantee and UNDP upon the project approval by the PSB. The Project Document will form part of this Agreement.

Accounting

Each grantee must open a new bank account which will be used solely for the purpose of implementing the CCCA-funded project.

Visibility

Grantees will be expected to visibly acknowledge CCCA support on materials produced or purchased as part of the project.

In addition, grantees are encouraged to take advantage of opportunities to communicate grant results including but not limited to conferences, policy briefings, media interviews and other forms of communications.

Monitoring, Reporting and Evaluation

Grantees have the responsibility for achieving results planned in the project. They must monitor their own activities and comply with CCCA reporting requirements which are based on quarterly narrative and financial reporting. At the close of each grant, the Grantee is expected to provide a final report on the project and its findings.

Each project must establish a **project steering committee**, composed of project stakeholders, to oversee and guide the implementation of the project. Each grantee should appoint a Project team consisting of a **Project Manager** and **Project Accountant**, as well as any other technical and support staff as deemed necessary to implement the project.

Grantee should also conduct an **inception workshop** at the start of the project to officially launch the project and also provide in-depth briefing to its stakeholders about the project workplans. There should be also a **wrap-up meeting** at the end of the project to analyse the achievements and consolidate lessons learned for further dissemination.

Audit

The CCCA Trust Fund requires the grantees to undergo a project completion audit (which would include certification of the final financial statement) by external independent and certified auditor as well as a final project evaluation by an external independent evaluator.

All audit/evaluation costs are to be arranged by the grantees and the costs can be included in the budget.

9. Transparency and assistance to Applicants

CCCA Trust Fund Secretariat is committed to providing up-to-date, accurate and user-friendly guidelines for applicants and grantees.

While it cannot provide direct support in terms of preparation of application documents, projects or reports, it will try to respond promptly to queries received. However, the CCCA Trust Fund Secretariat will not give prior opinion on the eligibility of applicants or projects nor will it respond to individual inquiries regarding the status of review process.

The CCCA Trust Fund will also apply a policy of transparency in the review process. During the review process, application information will only be shared with the review panel and the PSB members. Once project proposals have been approved for funding, information on awarded projects will be posted on the CCCA Trust Fund website (under development).

10. Contact details

Please direct inquiries to:

CCCA Trust Fund Secretariat

c/o Ministry of Environment

#48, Samdech Preah Sihanouk Blvd

Phnom Penh, Cambodia

Email: secretariat@camclimate.org.kh

Annexes:

- A. Concept Note guideline & templates
- B. Project Proposal guideline & templates