



1-Day Project Proposal Writing and Project Management Workshop

Caribbean Civil Society Organizations (NGOs, CBOs, Service Clubs, Faith-Based Organizations) and Academic Institutions

Opening Session



Welcome and Opening Remarks



Introductions and Icebreaker



Objectives of the Workshop

Ice Breaker – Who will win our Prizes?

- *“I speak without a mouth and hear without ears. I have no body, but I come alive with wind. What am I?”*
- Make 1000 with eight 8s
- *“You measure my life in hours and I serve you by expiring. I’m quick when I’m thin and slow when I’m fat. The wind is my enemy. What am I?”*

Session 1

Learn about CCRIF



Video - The Work and Impact of CCRIF in the Caribbean
<https://www.youtube.com/watch?v=boY4isB5RkY&t=2s>



Overview of the CCRIF Small Grants Programme



Questions and Answers

Introduction to CCRIF SPC

- Providing quick liquidity to Caribbean and Central American governments after natural disasters





Scan Here to access CCRIF's publications →






CCRIF Small Grants Programme

- Component 3 of the CCRIF Technical Assistance Programme
- Launched in 2015 and has provided support totalling over US\$3.5 million
- Small grants for civil society organizations and academic institutions to develop and implement projects focused on disaster risk reduction in communities, nature-based solutions for adapting to climate change, training and capacity building and other environmental sustainability projects.

<https://www.ccrif.org/ccrif-small-grants-programme>

CCRIF Small Grants Programme

Towards enhancing community resilience to natural hazards and climate change



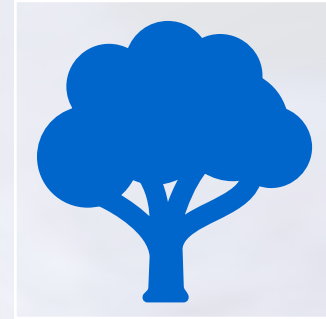
Designed to

Enhance capacities at the local community level and raise awareness of disaster risk management and climate change

Enhance partnerships, cooperation, coordination and collaboration mechanisms in support of disaster risk management (DRM)

Support best practices in community development

Ensure replicability of good practices at the local level and contribute to innovation in DRM practices at the local level



Project Areas

Disaster risk reduction and management

Engineering

Climate change adaptation

Training and other capacity building initiatives

Environmental conservation and management

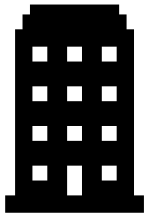
Ecosystem Based Solutions/Nature Based Solutions

Session 2

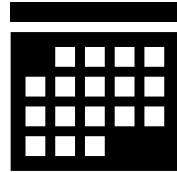
Main Elements of a Project Proposal and Writing Project Proposals

- Projects, Project Management, and the Project Life Cycle
- The Crux of Project Proposal Writing
 - Why are you interested in this project or area or why do you want to do this project? (Problem)
 - Undertaking the Situational Analysis (the current state, the developmental context, socio-economic analysis, gender analysis etc.)
 - What will you be doing? (Deliverables or Outputs)
 - How will you be doing it? (Approach)
 - Who will benefit? (Beneficiaries)
 - Who will be doing it? (Implementers)
 - Where will it be done? (Location)
 - How long will it take? (Duration/Timing)
 - How much will it cost? (Budget)
 - Are the benefits transferable or can they be scaled up? (Sustainability)
 - Project Proposals Do's and Don'ts
- Discussion – Q and A

Defining Projects



A project is a temporary endeavor undertaken to create a unique product or service.



A project is a one-time, multi-task job that has clearly defined starting and ending dates, a specific scope of work to be performed, a budget, and a specified level of performance to be achieved.



Key concepts to note from these definitions:

A project is temporary.

A project is unique.

A project requires progressive elaboration and is the result of a multi-task job that performs something specific (i.e. a goal).

Defining Projects

While a project should be unique, it does not mean that any given project cannot have key similarities to other projects.

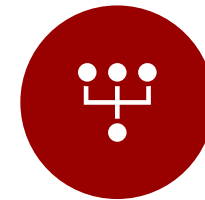
A good Project Manager will actively search for similar projects to the one she/he is poised to work on in order to see what some of the risks and realities might be.

What it does mean, however, is that the process to create the project is unique, and therefore, the product of the project (the thing the project creates) is subsequently unique.

All projects involve a series of inter-connected processes that are performed in an increasingly complex and highly structure way to achieve a specific goal.



The temporary nature of a project means that it is something that has a specific start date and a specific end date.





Defining Project Management

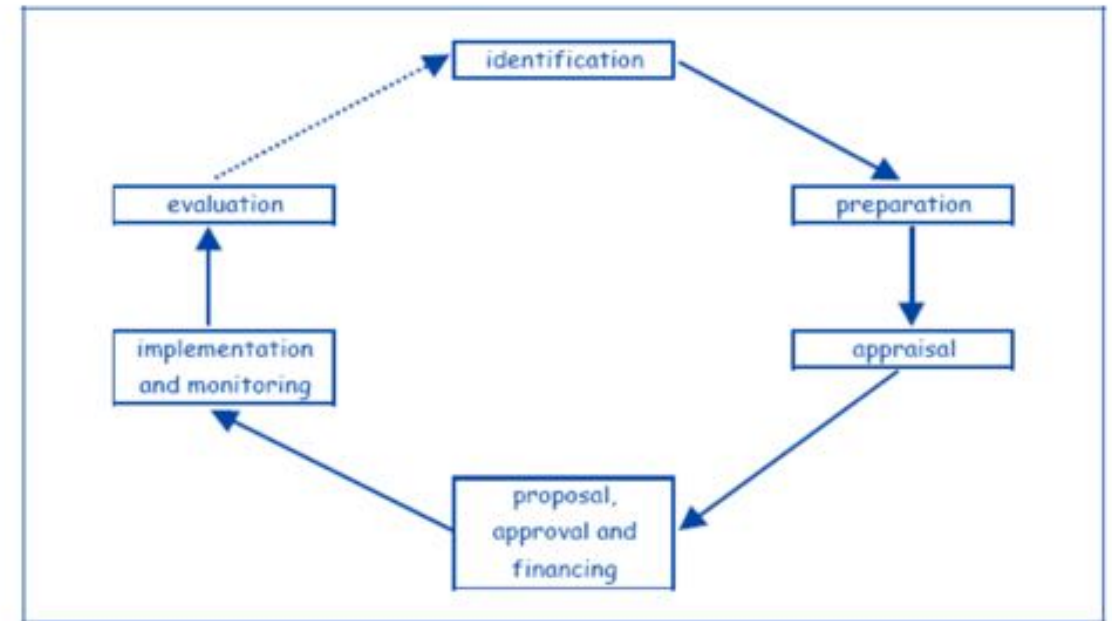


Defining Project Management

- Project management requires coordinating a series of processes, which typically include planning, scheduling and controlling.
- Project management manages those processes towards the achievement of the specific goal/s of the project.
- The goal of the project (what it wants to do) is directly linked to its processes (how it wants to do it).
- The dynamic inter-relationship between the what and the how of a project is the essence of project management.

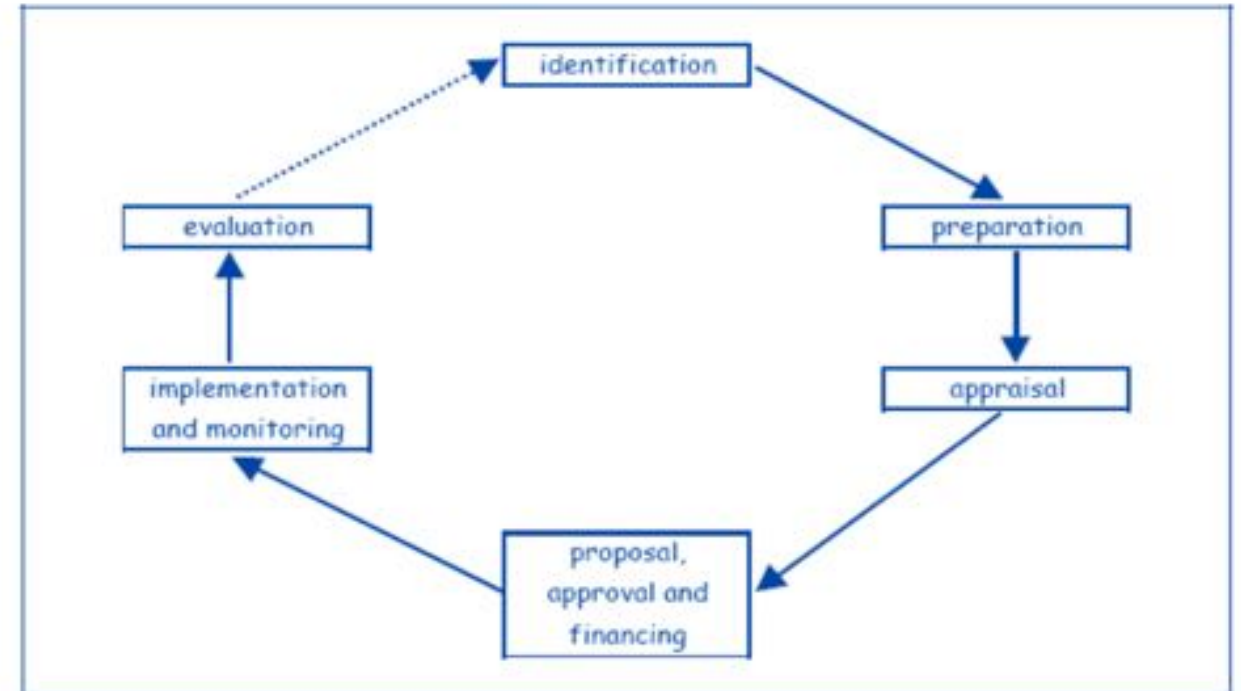
The Project Life Cycle

1. **Identification** - generation of the initial project idea and preliminary design
2. **Preparation** - detailed design of the project addressing technical and operational aspects
3. **Appraisal** - analysis of the project from technical, financial, economic, gender, social, institutional and environmental perspectives
4. **Proposal preparation, approval and financing** - writing the project proposal, securing approval for implementation and arranging sources of finance
5. **Implementation and monitoring** - implementation of project activities, with on-going checks on progress and feedback
6. **Evaluation** - periodic review of project with feedback for next project cycle



The Project Life Cycle

- The cycle represents a **continuous process** in **which each stage provides the foundation for the next.**
- For example, the information generated during project identification (Stage 1) provides the basis for detailed project design (Stage 2).
- Stage 3 reviews the information generated during the preceding two stages from several perspectives to ensure the project is viable.
- Stages 1 to 3 provide the foundations for a project. If they are sound, the project is more likely to succeed in subsequent stages, in terms of securing funding and competent implementation.
- At any point in the first three stages, it may be decided that it is more appropriate not to proceed with the proposed project.



What is a Project Proposal?

- Writing proposals and securing approval and funding represent the fourth stage in the project life cycle.
- The preceding stages confirm that the proposed project meets various financial, socio-economic and environmental criteria, and is worth developing into a full proposal.
- A proposal is a written document made up of several key elements to a sponsor or donor or it can even be self-funded.
- Donors could either be public, private or part of the international development community.



Prior Work Needed to be undertaken before Preparing Project Proposals



Initial Review:

- Where did the project idea come from?
- Does it reflect the needs of a community?
- Was the community involved in identifying the need?
- Was the process of community involvement participatory?
- Have any potential conflicts between stakeholders in the community been identified? Were they resolved?

Undertaking the Situational Analysis:

The existing situation in the community is analyzed to develop a vision of the 'future desired situation' and to select the strategies and actions (recommendations) that can be applied to achieve it. The key idea is that projects / programmes are designed to address problems faced by beneficiaries – women, men, children and differently-abled persons as well as to meet their needs and interests. Types of analyses include:

- Socio-economic analysis of the community
- Gender analysis
- Environmental analysis
- Extent of community vulnerability

Prior Work Needed to be undertaken before Preparing Project Proposals

Know the Perspectives, Ideologies or Strategic Focus of your potential donor

- Learn about your prospective donor.
- Know their strategic priorities and the views and perspectives held by these prospective international and local donors.
- Priorities differ among donors, in terms of specific sectors (such as health or education) or specific approaches (for example, promoting governance and democracy).
- They also differ in the nature of their support (grant or loan, amount of money, duration and eligible expenditures).
- It is important to be aware of any eligibility criteria. Funding agencies may refuse funding for specific types of organizations (for example, government and profit-making businesses) and certain types of expenditure (overhead costs, equipment such as computers unless they are directly related to a project, consultants etc.).

What are CCRIF's Strategic Priorities, Perspectives and Focus?

- A discussion
- What factors/conditions would drive project approval?
- What factors are less likely to secure project approval?

- ◇ poverty focus
- ◇ gender perspective
- ◇ participation of beneficiaries in project identification and design
- ◇ beneficiary contribution during project activities
- ◇ sustainability of benefits
- ◇ capacity building and institutional strengthening at the local/community level
- ◇ visible project impacts within life of project
- ◇ project impacts environmentally sound
- ◇ soundness of project design
- ◇ linkages with on-going activities
- ◇ support of relevant national and local governments
- ◇ congruence with funder's interests
- ◇ proven organisational capacity of implementing agency
- ◇ transparency of project management
- ◇ cost effectiveness
- ◇ appropriate balance of project expenditure



Some possible factors to analyze

The image shows several sheets of architectural blueprints or technical drawings, partially unrolled and overlapping. The drawings feature various lines, dimensions, and symbols, typical of engineering or construction plans. The background is a light, neutral color.

Main Elements of a Project Proposal

- Why are we interested in this project or area or why do we want to do this project? (Problem)
- What will we be doing? (Deliverables or Outputs)
- How will we be doing it? (Approach)
- Who will benefit? (Beneficiaries)
- Who will be doing it? (Implementers)
- Where will it be done? (Location)
- How long will it take? (Duration/Timing)
- How much will it cost? (Budget)
- Are the benefits transferable or can they be scaled up? (Sustainability)



Introduction/Background

This is often considered the most important part of the proposal because it is the reviewer's first impression. Even though it appears first, write it last because it is a summary of the proposal. This section should be concise and cover the description of the project covering objectives, need, and methodology. It should identify the expected outcomes of the project. It should also describe the format for the rest of the proposal.

Problem Statement

- Briefly describes the project and how it developed.
- The problem statement is key.
- A synopsis of the situation is also key (situational analysis).
- What are you trying to solve and for whom and why now?
- What is the overarching vision that the project is hoping to achieve?



Problem Statement

- **This section should include a well-documented description of the problem to be addressed and why it is important.**
- **Use support information, statistics and/or succinct statements to make your point.**
- **This section should describe the significance, timeliness, and importance of the project. Make a compelling case for it.**
- **Why should the sponsor/donor give you funding?**



Relationship to Strategic Objectives

- How does the proposed project relate to the vision, mission and key strategies of the donor organization?
- How does the project relate to your organization's objectives?
- How does your organization's strategic objectives relate to those of the prospective donor?



Relationship to Strategic Objectives

- In this section, include a short description about your organization - past, present, and projected operations. It should also include the following:
 - Contact information
 - Vision and mission of the company/organization
 - Recent achievements (if applicable)
 - Short background of the community that will benefit from the project
 - Background of the management team
 - Number of staff
 - Past projects that were previously funded (if applicable) – cite how the funds were used and its impact to the served community
 - The proposed project should be evaluated against the overall strategies of the organization to ensure that it is properly aligned with your strategic goals
 - How the proposed project lines up with the strategic objectives of the prospective donor



Goals and Objectives

- What are the project goals?
- What are the objectives and are they measurable?
- What will the project accomplish?
- Why are we considering it?

Distilling Goals, Objectives and Strategies



What will you accomplish? (Goal) – state of being - ideal or “hoped for” state of desired change - highest outcome desired.



**What will you accomplish? (Objective)
- Lower-level outcomes that are necessary to achieve the goal(s). There may be more than one objective contributing to the Goal.**



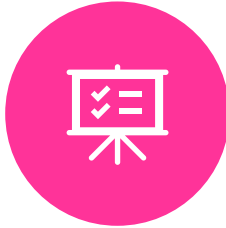
**How will you do it?
(Strategy) – Actions.**

Beneficiaries

- Who will benefit? – number of persons, households, communities
- Beneficiaries can also be a “what” (e.g. an ecosystem).
- What external audiences will be reached? (who are the Primary, Secondary, Tertiary audiences etc.)
- Does the project hold the potential to scale up to other communities?
- Has a similar project been implemented, and you are drawing on the best practices and lessons learned?



Project Deliverables



What are the project deliverables? In other words what will be project produce?



What values and benefits will communities derive?



What are the messages?



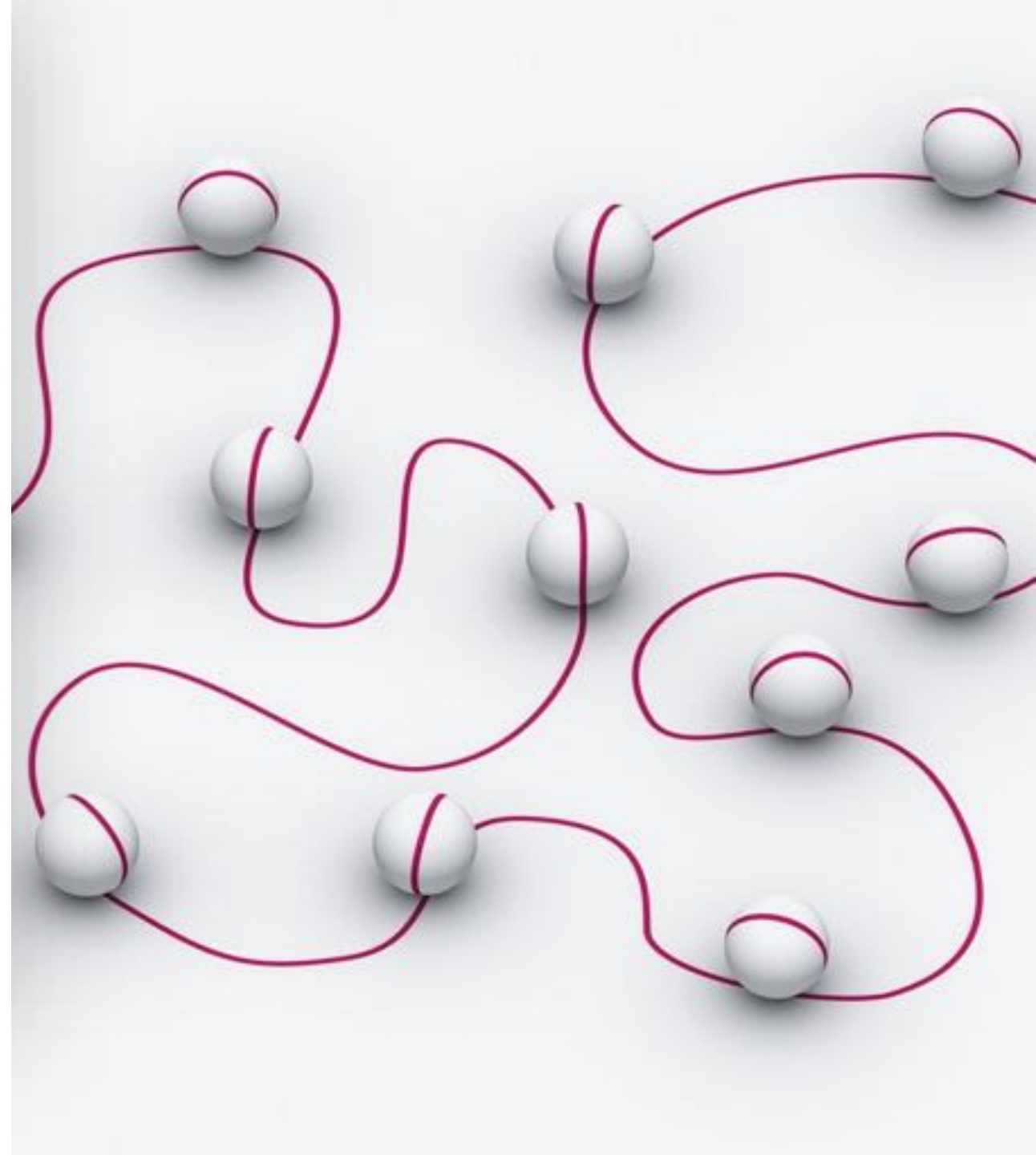
What is its relevance to the mandate of your organization, the link with the SDGs, and the country's development priorities in general?



What is its relevance to the community of the beneficiaries?

Project Scope and Methodology

- The critical part of the proposal and is the longest part. It is a plan of action for how the objectives will be achieved.
- This section usually starts with a description of the overall approach, its relevance, effectiveness, and innovativeness.
- Then it gives details on methodology, the population being addressed, and how anticipated problems will be managed.
- It is useful to also discuss sustainability and scaling up here as well.



Project Scope and Methodology

How broad is the project?

What possible execution opportunities are there?

What approach/methodology would be used to execute the project? How will you be implementing the project? What are some of the key activities being proposed?

How feasible is it?

Is it related to a current or past programme? – this could be a local, regional, national or even international programme, policy, etc.

How will be deliverables/accomplishments be institutionalized or scaled up? This relates to sustainability.

A Note on Project Sustainability and Scaling-up

- Sustainability of project benefits means taking benefits beyond the immediate project life.
- During project design, attention should be paid to policies, institutions, infrastructure, socio-economic and cultural issues, state of the environment, and the state of the economy.
- It may be necessary to include additional project activities or external assumptions in order to ensure the project's long-term viability.
- Scaling up refers to how we can either expand project activities, apply project benefits to other communities or undertake similar project activities elsewhere.
- Scaling up builds on lessons learned and best practices.



Malgretoute River
Reforestation and
Riverbank
Stabilization –
Example of Project
with Sustainability
Elements

By:
People
Empowering
People – Saint Lucia

Project to reduce flooding in the community of Malgretoute, Micoud. The Ministry of Forestry, Ministry of Infrastructure, Saint Lucia National Trust, Ministry of Agriculture and farmers in the area worked together to identify the types of plants/fruit trees best suited for the affected area and farmers in the area received training.

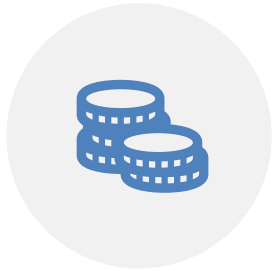
“When it floods it undermines the bridge, the infrastructure that connects the north to the south, which is quite important. The community is virtually marooned because there is one way in and one way out. When the flood water comes in, community members have to run for shelter in the higher area and they cannot get out of Malgretoute” - Abraham George, PEP Chairman

Timelines

- What are the timelines e.g., number of months or weeks, multiple years?
- Describe how long (days, months) specific tasks or components of the project will take. If possible, include a milestone chart in this section.
- Timelines need to be linked to project activities and deliverables.
- Timelines should also be linked to the budget.



Budget and Resources



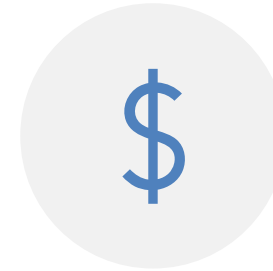
WHAT IS THE BUDGET?



**WHAT IS THE
FINANCIAL IMPACT?**



**HOW IS THE PROJECT
TO BE RESOURCED?**



**WHAT ARE THE
ESTIMATES OF TIME
AND MONEY?**

Budgets

- Budgets are cost projections.
- They show the annual and overall cost of the project.
- A detailed budget should be divided into categories such as salaries, development of training materials, capacity building activities, purchase of equipment, fringe benefits, travel, supplies, equipment, etc. Indirect costs should also be shown.
- Sub-categories should provide a line item detailed breakdown of the funds requested.
- This should be accompanied with a budget narrative to clarify and justify the figures. If matching funds are to be provided by the grantee, identify the amount and budget category.
- Budgets also represent a window into how projects will be implemented and managed. Well-planned budgets reflect carefully thought-out projects. Be sure to only include those things the funder is willing to support.



Budgets



Budgets also represent a window into how projects will be implemented and managed. Well-planned budgets reflect carefully thought-out projects. Be sure to only include those things the funder is willing to support.



Funders use the following factors to assess budgets:

Can the job be accomplished with this budget?

Are costs reasonable for the market - or too high or low?

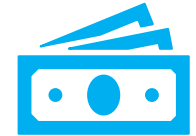
Is the budget consistent with proposed activities?

Is there sufficient budget detail and explanation?

Many funders provide mandatory budget forms that must be submitted with the proposal.



Don't forget to list in-kind support (sweat equity) and matching revenue, where appropriate.



Be flexible about your budget in case the funder chooses to negotiate costs.

Sample Budget

Deliverable	Level of Effort (days)	Cost (USD)	Variable Costs	Total Costs
1. Preparation of Detailed Work Plan	2.5	1,312.50		1,312.50
2. Design and Development of Survey Instrument	6	3,150.00		3,150.00
3. Administration of Survey Instrument	6.5	3,412.50	2,500.00	5,912.50
4. Analysis of Survey Instrument (Preliminary Results)	12	6,300.00		6,300.00
5. Preparation of 1st Draft of Report	10	5,250.00		5,250.00
6. Stakeholder Consultation on 1st draft	2	1,000.00	1,500.00	2,500.00
7. Preparation of Final Report	8	4,200.00		4,250.00
Sub- Totals	52	24,625.00	4,000.00	
TOTALS				28,625.00

Sample Budget

Activities*	Associated Budget Items	Total Cost (US\$)	Cost Covered by CCRIF (US\$)	Cost Covered by Applicant (US\$)
1. Conduct training for [target audience] Conduct [number of] workshops for [number of] persons	<ul style="list-style-type: none">• Design and preparation of training materials• Printing training materials• Venue for training• Refreshments etc			
2.				
3. Etc.				
TOTAL				

Budgets

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Assessing Budgets in Project Proposals – Some Criteria



- Can the job be accomplished with the budget presented?
- Are costs reasonable for the market - or too high or low?
- Is the budget consistent with proposed activities?
- Is there sufficient budget detail and explanation?
- Many funders provide mandatory budget forms that must be submitted with the proposal.

A black silhouette of a person in mid-air, jumping over a horizontal bar. The person's arms are raised and their legs are bent, suggesting a high jump or a similar athletic feat. The background is a light gray gradient.

Measurement and Evaluation – Accomplishment of Objectives

-
- What tangible evaluation of accomplishments are expected?
 - What measures would you use to show impact? – indicators and targets
 - Reporting – monthly, quarterly etc.

Possible Complications/Challenges/Risks

- What are the potential challenges and complications during implementation?
- What are possible risks (e.g. exchange rate fluctuations, civil unrest, lack of current interest of the community etc.)?
- What are some potential solutions to the proposed challenges?
- What might the project incorporate to overcome the challenges?



Responsibilities/Coordination

- Who does what, when and how?





Supporting Materials/Appendices

- Should you include any supporting materials?
- Do you have any supporting materials that would strengthen the proposal (from newspaper articles, research work, testimonials etc.)
- What appendices may be necessary? – Registration documents etc.

Supporting Materials/Appendices



Supporting materials are often arranged in an appendix. These materials may endorse the project and the applicant, provide certifications, add information about project personnel and consultants, exhibit tables and charts, etc.

For projects that include collaborations or partnerships, include endorsements from the partnering agencies.



Policies about the inclusion of supporting materials differ widely among funders. Whether to allow them usually depends upon how materials contribute to a proposal's evaluation. Restrictions are often based on excess volume, the element of bias, and relevance.



Find out if supporting materials are desired or even allowed. Be prepared to invest the time to collect resources, produce a tape, document capability, update a resume, collect letters, include reference reports or whatever is needed.

Some Project Proposals Do's and Don'ts

Do's

Read	Read the requirement of each proposal carefully
Highlight in	Highlight in your proposal additional funding being provided for the same project
Incorporate	Incorporate the contribution of the community – sweat equity
Publicize	Publicize your work (social media)
Make	Make your budget clear
Include	Include ideas for ensuring project sustainability
Proofread	Proofread your proposals – do not have names of other donors or companies in your proposal for example
Get	Get letters of support from government entities etc – and include in your proposal as support

Don'ts

- Do not apply to several donors for the same project
- Do not include activities such as paying the community stipends or salaries
- Do not include activities that are not supported by the donor (some donors may not support purchase of equipment)
- Do not include activities that could be contributed by the beneficiaries (e.g. social media specialist)
- Do not allow your donor to discover things about you or the proposal – put it in the proposal
- Do not write proposals that appear that all funds would go into the hands of consultants

Structure of the CCRIF Project Proposal

- Introduction/Background (Problem Statement)
- Purpose and Objectives
- Relationship to Your Organization's Strategic Plan and CCRIF's Strategic Objectives
- Beneficiaries - Membership Segments/External Audiences Reached
- Project Deliverables and Outputs
- Project Scope and Methodology
- Timelines
- Budget/Resources – **remember sweat equity**
- Measurement/Evaluation (Accomplishment of Objectives)
- Possible Complications/Challenges
- Responsibilities and Coordination
- Reporting
- Supporting Materials/ Appendices



Session 3

Applying for a CCRIF Small Grant

- Eligible organizations
- Eligible projects
- Using the Small Grants Programme Electronic Portal
- CCRIF Small Grants Application Checklist
- CCRIF's Approach to Reviewing Proposals – CCRIF's Project Appraisal Framework

Applying for a CCRIF Small Grant



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CCRIF Small Grants Programme

Overview of CCRIF Small Grants Programme

Under the Small Grants Programme, CCRIF will finance small projects conceptualised and managed by non-governmental organisations (NGOs), community-based organisations (CBOs), charity organisations and/or mandated by National Disaster Coordinators in local communities across CCRIF member countries and/or CARICOM member countries.

Each project should fall within the range of US\$5,000 to US\$25,000.


All projects submitted for consideration must be of relevance to CCRIF and its regional mandate and agenda and can therefore be inclusive of, but not limited to projects related to the following broad areas:

- Disaster risk management
- Engineering
- Climate change adaptation

 [Register for a Small Grants account](#)

 [Login to Small Grants account](#)

 [Small Grants Project Proposal information](#)

 [Small Grants Proposal Submission *\(*** Registered users\)*](#)

[Application Form \(Word | PDF\)](#)

[Application & Project Proposal Writing Guidelines – PDF](#)

[Writing Project Proposals – PDF](#)

Getting Started

Q: Who is eligible for a CCRIF small grant?

A: All registered NGOs, CBOs, charity or non-profit organizations and academic institutions (universities, colleges, schools) operating within local communities across CCRIF member countries in the Caribbean and/or CARICOM member countries are eligible for funding.

Q: What kind of projects can be funded by CCRIF?

A: CCRIF small grants projects can be in one or more of the following categories:

- Disaster risk management
- Engineering related to DRM or climate change adaptation
- Climate change adaptation
- Environmental management initiatives that will directly impact on reducing community vulnerability (e.g. watershed management projects in degraded areas that will contribute to enhancing resilience in nearby communities)
- Training and other capacity building initiatives in the areas above

Q: When can we submit an application?

A: Project proposals for small grants may be submitted for consideration at any time during the year. They are evaluated quarterly.

Q: If my country's primary language is not English, can we submit the proposal in our language?

A: English is the official language of CCRIF and therefore project proposals and all official correspondence with the facility must be submitted in English.

**Project
Example**

Capacity Building for Farmers

Caribbean Policy Development Centre (CPDC) - Barbados



This project has enabled small farmers in the Eastern Caribbean to respond to the effects of natural hazards.

The manual focused on:

- how farmers can manage drought, extreme rain events and extreme wind events
- actions farmers can take for post-disaster recovery and how they can increase resilience against climate change impacts.

CPDC conducted a train-the-trainer workshop and trained approximately 90 farmers in Grenada, Dominica and St. Vincent and the Grenadines.

**Project
Example**

Building Community Resilience through Agriculture

Humana People to People Belize (HPPB)



Establishing good agricultural practices among small farmers in southern Belize – with a focus on female farmers

The project supports women farmers to enhance their livelihoods and be more resilient to natural disasters, thus contributing to the sustainability and resilience of their individual family gardens.

Ultimately, this will bolster food, economic, and nutritional security for them and their families.

**Project
Example**

Dam construction in Torbeck – an engineering solution

Fondation Amour de Dieu (FADA) - Haiti



FADA constructed a dam using used tyres in the municipality of Torbeck to protect against storm surge

**Project
Example**

Flood mitigation project

Anse-La-Raye Disaster Committee – Saint Lucia



Project to reduce flooding in Anse-La-Raye through the rehabilitation of mangroves. Activities included: mangrove restoration training for community members; cleaning debris from mangroves; clearing a natural water channel which was blocked was cleared to allow the free flow of water to the sea and planted a new variety of mangrove in certain areas to lessen on the amount of silt being trapped.

▪



Immediately upon completion of the project, the village experienced heavy rains and the river reached flooding level. Residents in the flood prone zone in the northern part of the village were happy and relieved that they had no issue with flooding as would have been the case if the work had not been undertaken.

**Project
Example**

Development of Community Disaster Management Plan Douglas Castle Production and Market Organization - Jamaica



The organization created a community disaster management plan – based on extensive consultation with community members. Activities included conducting a vulnerability assessment, planting fruit trees and training for community members in disaster assessment, response and relief; responding to earthquakes, fires and tropical cyclones; and shelter management

The CCRIF Small Grant Electronic Portal

Q: How do I apply for a CCRIF small grant?

A:

Proposals must be submitted electronically using the CCRIF Small Grants Programme online platform. The online system is configured for applicants to register and submit the proposal themselves.

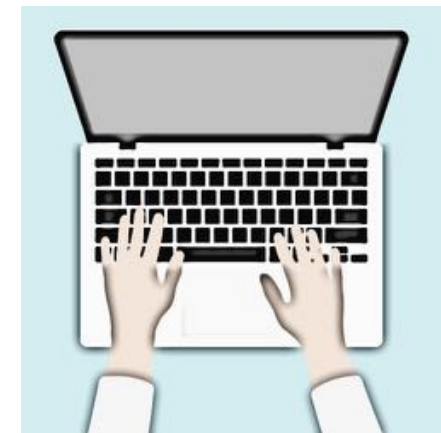
The basic steps for submitting a proposal are:

STEP 1 – Register for a Small Grants Account (only required to be done by the organization once)

STEP 2 – Download and complete the application form – and prepare supporting documents

STEP 3 – Log in

STEP 4 – Submit the proposal



-  Register for a Small Grants account
-  Login to Small Grants account
-  Small Grants Project Proposal Information
-  Small Grants Proposal Submission (**** Registered users*)
- Application Form (Word | PDF)
- Application & Project Proposal Writing Guidelines ~ PDF
- Writing Project Proposals ~ PDF

www.ccrif.org/content/programmes/small-grants-programme

STEP 1 – Register for a Small Grants Account



Email address

Username

First Name

Last Name

Title

Organization

-  [Register for a Small Grants account](#)
-  [Login to Small Grants account](#)
-  [Small Grants Project Proposal Information](#)
-  [Small Grants Proposal Submission *\(*** Registered users\)*](#)
- [Application Form \(Word | PDF\)](#)
- [Application & Project Proposal Writing Guidelines ~ PDF](#)
- [Writing Project Proposals ~ PDF](#)

The organization only has to do this one time.

STEP 1

Q: Which types of organizations are allowed to register?

A:

NGOs, CBOs, charity organizations, academic institutions, service clubs. Government ministries, departments and agencies are **NOT** allowed to register for a CCRIF small grant.

Q: Which countries are eligible?

A:

All Caribbean countries. This can include organizations registered in the Caribbean as well as international NGOs with operations in Caribbean countries.

Q: Do I have to register each time I want to submit a proposal?

A:

No. The organization only has to register once.

OrgType

Type of Organization

Country

- Select a value -

CAPTCHA

This question is for testing whether or not you are a human visitor and to prevent automated spam submissions.

I'm not a robot



reCAPTCHA
Privacy - Terms

CREATE NEW ACCOUNT

STEP 1



You will receive an email message from CCRIF SPC.

Account details for caribcso at CCRIF SPC (pending admin approval)

CCRIF SPC <webmaster@ccrif.org>

to me ▾

caribcso,

Thank you for registering at CCRIF SPC. Your application for an account is currently pending approval. Once it has been approved, you will receive another e-mail containing information about how to log in, set your password, and other details.

-- CCRIF SPC team

If approved, you will receive a 2nd email message from CCRIF SPC.

Account details for caribcso at CCRIF SPC (approved) External Inbox

CCRIF SPC <webmaster@ccrif.org>

to me ▾

caribcso,

Your account at CCRIF SPC has been activated.

You may now log in by clicking on this link or copying and pasting it in your browser:

<https://www.ccrif.org/user/reset/5630/1704814497/oyESyiteaar2wC06b2ZHUYweKCn44GWth5FCUEHDsWQ>

This is a one-time login, so it can be used only once.

After logging in, you will be redirected to https://www.ccrif.org/user/5630/edit?language_content_entity=en so you can change your password.

Once you have set your own password, you will be able to log in to <https://www.ccrif.org/user> in the future using:

username: caribcso

STEP 1

Changing your password

Current password

Email address

Password

Password strength:

Confirm password

Passwords match:



Passwords should include uppercase and lowercase letters and numbers. They can also include punctuation marks e.g. ! -

https://www.ccrif.org/user/5630/edit?language_content_entity=en

STEP 2 – Download and Complete the Application Form



CCRIF Small Grants Programme Application Form

1. Applicant Organisation

Name:

Address:


Country:

Telephone:

Email:

2. Organisation Information

Type of organisation:

 [Register for a Small Grants account](#)

 [Login to Small Grants account](#)

 [Small Grants Project Proposal Information](#)

 [Small Grants Proposal Submission \(**** Registered users*\)](#)

[Application Form \(Word | PDF\)](#)

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[Writing Project Proposals ~ PDF](#)

STEP 2

In this form, provide the following information:

Applicant Organisation:

Name, address, country, telephone, email

Organisation Information:

Type of organisation:

Year of establishment:

Number of members:

Responsible Contact Persons for this Project (Name, phone, email)

Project Information

Name of project

Area of focus

Budget

Total project budget (US\$):

Total amount requested from CCRIF (US\$):

Timeline

Expected project start date:

Expected project end date:

Signature

Area of focus (select the option that best describes the project):

- Disaster risk management (DRM)
- Engineering related to DRM or climate change adaptation
- Climate change adaptation
- Training and other capacity building initiatives
- Environmental management initiatives

Q: What items can be included in the budget?

A:

CCRIF requests that projects be completed within 18 months.

Q: How long can the project take to be implemented?

A:

CCRIF requests that projects be completed within 18 months.

STEP 2

The Budget

The budget must be in US dollars.

It should include all costs for the project and must indicate additional sources of funding. The budget can also include non-financial contributions such as volunteer work to be provided by community groups as well as in-kind contributions of the proposing organization (e.g. use of own premises, equipment and cars to undertake the work).



Q: What can be included in the budget?

A:

CCRIF will cover the following:

- Printing and publishing/delivery of printed/published materials
- Technical services directly related to project outputs
- Tangible and intangible assets (goods or services related to the project) - e.g. purchase of trees for watershed rehabilitation; hiring community animators to be used in training workshops etc.
- Equipment and materials related specifically to project outputs (e.g. groins; materials associated with building an artificial reef, a nursery etc.)

Q: What **can't** be included in the budget?

A:

CCRIF will not cover the following:

- Capital investments such as vehicles and computer equipment
- Applicants' own indirect costs (e.g. utilities, telephone bills, internet costs)
- Internal costs (rent of one's own premises, fees for one's own work)
- Salaries or financial remuneration of employees

STEP 2 – Prepare the documents that need to be submitted along with the application form

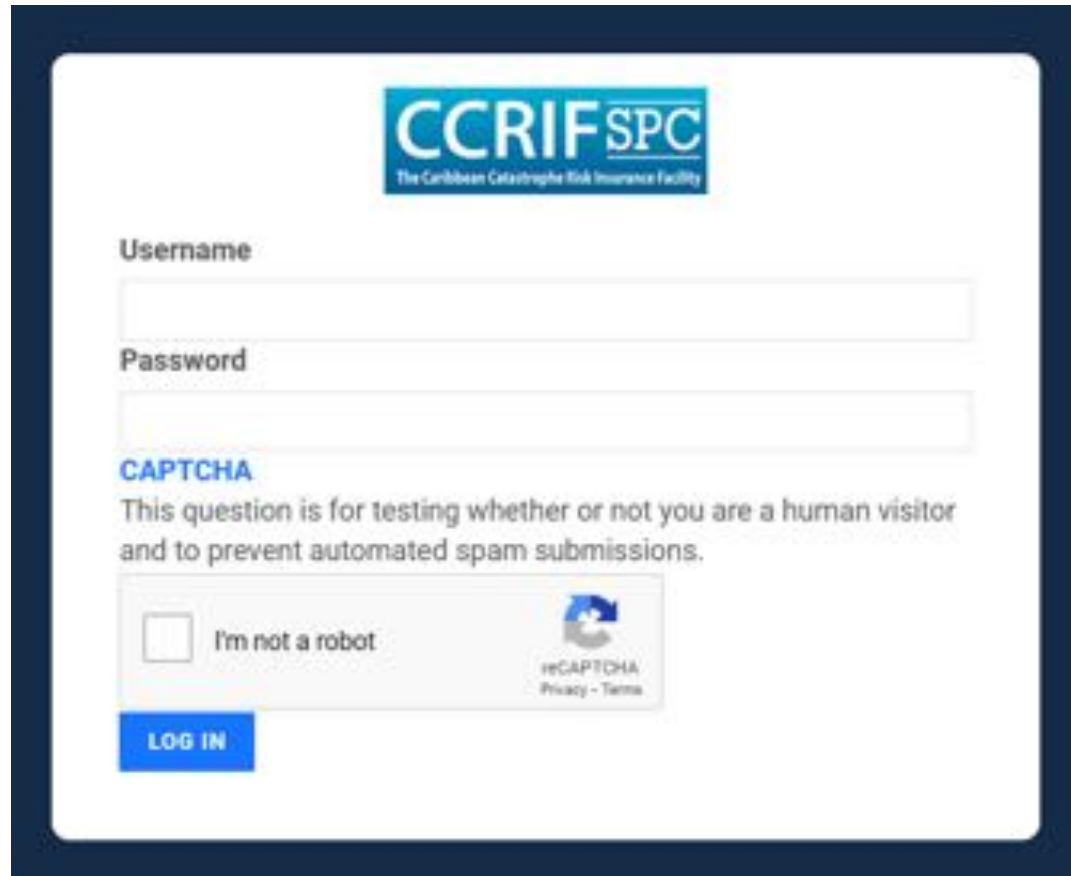
CCRIF Small Grants Application Checklist

Each project proponent must complete and upload the following documents as part of the project proposal:


- **Application form**
- **Project Proposal Document** (no longer than 10 pages) – this should document the intention of the organisation, the project activities that it intends to implement, the expected outputs and deliverables and the expected outcomes of the project. It should also include:
 - A description of the community or persons that will benefit from the implementation of the project.
 - Any partners and their roles in the project.
 - Any organizations providing support – including letters of support.
 - Disclosure if the proposed project is part of a larger project and the links between the larger project and the proposed project.
 - Information on how the outcomes of the project are related to the CCRIF mandate and how they would contribute to reducing existing and future vulnerabilities in communities
 - Assumptions and risks to timely project commencement, implementation or completion.
- **Identification document** – document that confirms the legal status of the organisation*.
- **Budget** – CCRIF will provide funding between US\$5,000 and US\$25,000. CCRIF prefers to see a contribution towards the total project costs from the organisation and/or the beneficiary community/ies.

**If a CSO is not legally registered, there are potential options to have another entity oversee the project.*

STEP 3 – Log in



The screenshot shows the login page for CCRIF SPC. At the top center is the CCRIF SPC logo with the tagline 'The Caribbean Catastrophe Risk Insurance Facility'. Below the logo are two input fields: 'Username' and 'Password'. Underneath the password field is a CAPTCHA section with the heading 'CAPTCHA' and the text 'This question is for testing whether or not you are a human visitor and to prevent automated spam submissions.' The CAPTCHA area includes a checkbox labeled 'I'm not a robot' and the reCAPTCHA logo with links for 'Privacy - Terms'. At the bottom left of the form is a blue 'LOG IN' button.

 [Register for a Small Grants account](#)

 [Login to Small Grants account](#)

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[Application & Project Proposal Writing Guidelines ~ PDF](#)

[Writing Project Proposals ~ PDF](#)

STEP 4 – Submit the proposal

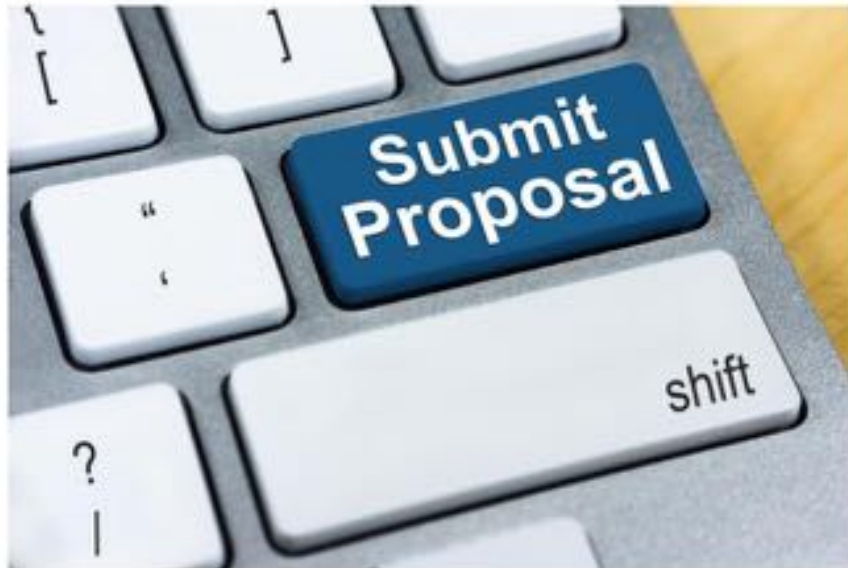
Small Grants Programme - Application Submission


CCRIF Small Grants Application Checklist

Each project proponent must complete and upload the following documents in the online platform:

- Application form (Word | PDF)
- Project Proposal Document (no longer than 10 pages) – this should

SMALL GRANTS PROGRAMME - ONLINE SUBMISSION FORM



 Register for a Small Grants account

 Login to Small Grants account

 Small Grants Project Proposal Information

 Small Grants Proposal Submission (***** Registered users**)


Application Form (Word | PDF)

Application & Project Proposal Writing Guidelines ~ PDF

Writing Project Proposals ~ PDF

You will see the Submit Proposal button **ONLY** if you are logged in

STEP 4



CCRIF Small Grants Programme - Proposal Submission

Form for Submitting Proposals for CCRIF SPC Small Grants Programme

Area of Focus *

Upload - Completed Application Form (pdf) *
 No file chosen


Upload - Project Proposal Document (incl. Budget & Timeline) *
 No file chosen
Less than 10 pages document describing the intention of the organisation, the project activities that it intends to implement, the expected outputs and deliverables and the expected outcomes of the project.

Upload - Identification Document *
[Add File](#)
Document(s) must confirm the legal status of the organisation.

Submitter's E-mail *

Valid e-mail that can be used for reliable communication.

Confirm

I'm not a robot 
reCAPTCHA
Privacy - Terms

[Save & Resume Later](#)

Area of Focus * * This field is required

Please select

- Please select
- CCA|Climate change adaptation
- DRM|Disaster risk management
- ENG|Engineering
- EMI|Environmental management initiatives
- TRN|Training and other capacity building initiatives

Timeline) *

What Next?

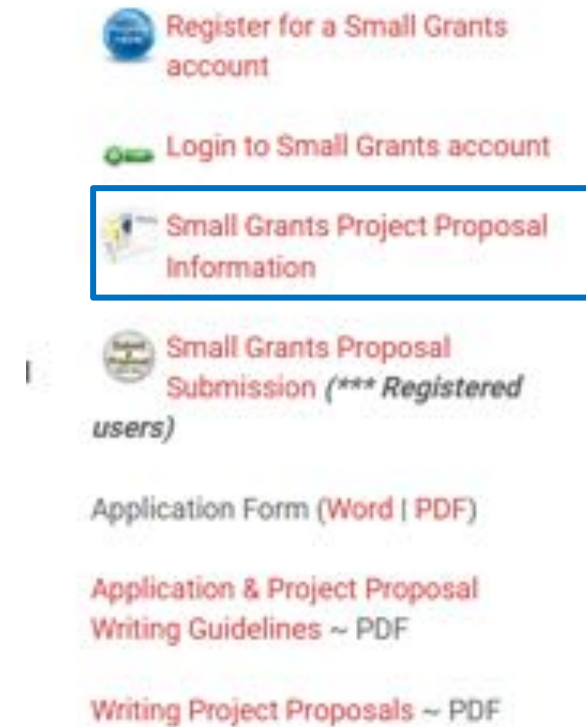
Q: How soon will I hear if my proposal was successful?

A: The evaluation period for proposals can last up to 12 weeks and proponents should take this into account when writing and submitting the proposal. Project proponents will be informed by email of the results of their application.

Q: How are the proposals evaluated?

A: Each project is carefully reviewed on its own merits by the CCRIF TA Committee as well as within the context of other projects within a given timeframe (especially among projects with similar topics). Preference will be given to projects which:

- increase resilience at the local level
- provide an opportunity for replicability to other communities
- present innovative ideas for community disaster risk management
- illustrate a clear role for community members
- will contribute to achieving the vision of CCRIF.



What next?

Q: If my proposal is approved, what happens next?

A: CCRIF confirms that the CSO still wishes to accept the grant and conducts a “Kick-off” meeting with the CSO – to provide an introduction to CCRIF and discuss the project requirements.

Q: Is there a contract to sign?

A: Yes. CCRIF and the CSO agree on the terms in a grant agreement, which must be signed by both parties before funds can be disbursed and project implementation to begin.

Q: Does the organization need a special bank account for the project?

A: The CSO must allocate a bank account which will be used for the project -- this account can be an existing bank account used by the CSO, or a new separate bank account.

Q: Will the organization receive all the grant funds on signing the agreement?

A: No. Funds are disbursed in tranches, as the project is implemented and the deliverables are produced. The schedule of payments is specified in the grant agreement.

Q: Can any changes be made after the project starts?

A: Yes. The CSO will be in frequent communication with the TA Manager and can submit requests for changes such as extending the timeline or changing planned activities by submitting a request in writing.

Any other questions?





Some Resources that Can Assist with Proposal Writing



-  Register for a Small Grants account
-  Login to Small Grants account
-  Small Grants Project Proposal Information
-  Small Grants Proposal Submission *(*** Registered users)*

Application Form (Word | PDF)

Application & Project Proposal Writing Guidelines ~ PDF

Writing Project Proposals ~ PDF

CCRIF's Approach to Reviewing Proposals – CCRIF's Project Appraisal Framework

Criteria	Key Questions to be Answered
Technical	<ul style="list-style-type: none"> • Will the project work? • Has due attention been paid to technical factors affecting the project design? • Given the human and material resources identified, can the project activities be undertaken and outputs achieved within the timeframe available and to the required standards?
Financial	<ul style="list-style-type: none"> • Can the project be financed, given CCRIF's strategic framework • Will there be sufficient funds to cover the expenditure requirements during the life of the project?
Economic	<ul style="list-style-type: none"> • Will the community be better off as a result of the project? • Will the project benefits be greater than the project costs over the life of the investment when account is taken of time?
Social and Gender	<ul style="list-style-type: none"> • What will be the effects of the project of different groups, at individual, household and community levels? • How will the project impact be on men and on women and on boys and girls and differently-abled persons? • How will they participate in various stages of the project? • Will the social benefits of the project be greater than the social costs over the life of the investment when account is taken of time?

CCRIF's Approach to Reviewing Proposals – CCRIF's Project Appraisal Framework

Criteria	Key Questions to be Answered
Institutional	<ul style="list-style-type: none"> • Are the supporting institutions in place? • Can they operate effectively within the existing legislative and policy environment? • Has the project identified opportunities for capacity building?
Environmental	<ul style="list-style-type: none"> • Will the project have any adverse effects on the environment? Have remedial measures been included in the project design?
Political	<ul style="list-style-type: none"> • Will the project be compatible with government policy, at both the central and local levels?
Sustainability and Risk	<ul style="list-style-type: none"> • Will the project be exposed to any undue risks? • Will the project benefits be sustainable beyond the life of the project?

Session 4

Project Implementation

- Project Implementation
- Role of the Project Manager/Implementing Agency/NGO
- Project Reporting
- Presentations by NGOs that have Received CCRIF Small Grants

Principles Applicable to Project Management

- Planning and re-planning. The initially prepared Implementation Schedule, log-frame and Activity and Resource Schedules are regularly reviewed, refined, and updated accordingly.
- Monitoring. Project management has the task of establishing sufficient controls over the project to ensure that it stays on track towards the achievement of its objectives. This is done by monitoring (internal) which is the systematic and continuous collection, analysis and use of information for management control and decision-making. Implementation is a continuous learning process where experience gathered is analyzed and fed back into planning and updated implementation approaches.
- Reporting. Project management/implementing agency must provide reports on progress. The aim of these reports is to provide sufficiently detailed information to check the state of advance of the project in light of its objectives, the hoped for Results and the Activities to be carried out. These reports cover also details of budget implementation and include the details of the future budgetary provisions for the following reporting period. Progress reports are most likely to be submitted on a quarterly basis.

Project Implementation – Inception Phase

Project implementation begins with the inception period often covering a period of a few weeks to several months during which project organization including administrative, financial and technical responsibilities are set up

The inception period usually consists of the following elements:

1. Set-up of the project office and staff recruitment;
2. If required, implementation of a study to update baseline information contained in the proposal document
3. Discussions with major stakeholders, if possible including target groups, to complete and update the Work Plan and the Activity and Resource Schedules. Ideally, this should be done in a participatory workshop session

Note: The CCRIF small grants projects typically do not require "Set-up of the project office and staff recruitment" - although they sometimes involve selection of consultants for certain tasks.

Project Implementation – The Work Plan

The key functions of a work plan are to:

- Guide and enable the project team to create a joint perception on what should be done, when and by whom in order to ensure that the project is on the right track.
- Lay down the basis for monitoring of the work done and to ensure that the project is leading towards the desired objectives.
- Ensure efficient and effective project implementation.
- Lay down a solid basis for reporting.

The Overall Work Plan indicates:

- What achievements are expected by the end of the project (Results and Purpose and related Indicators).
- What the project team intends to do in order to achieve the Results: Activities (including management activities) and the time schedule for activities.
- What resources are needed to carry out the work (time, human and material re-sources, equipment, etc.) and who is in charge of the tasks (responsibilities).

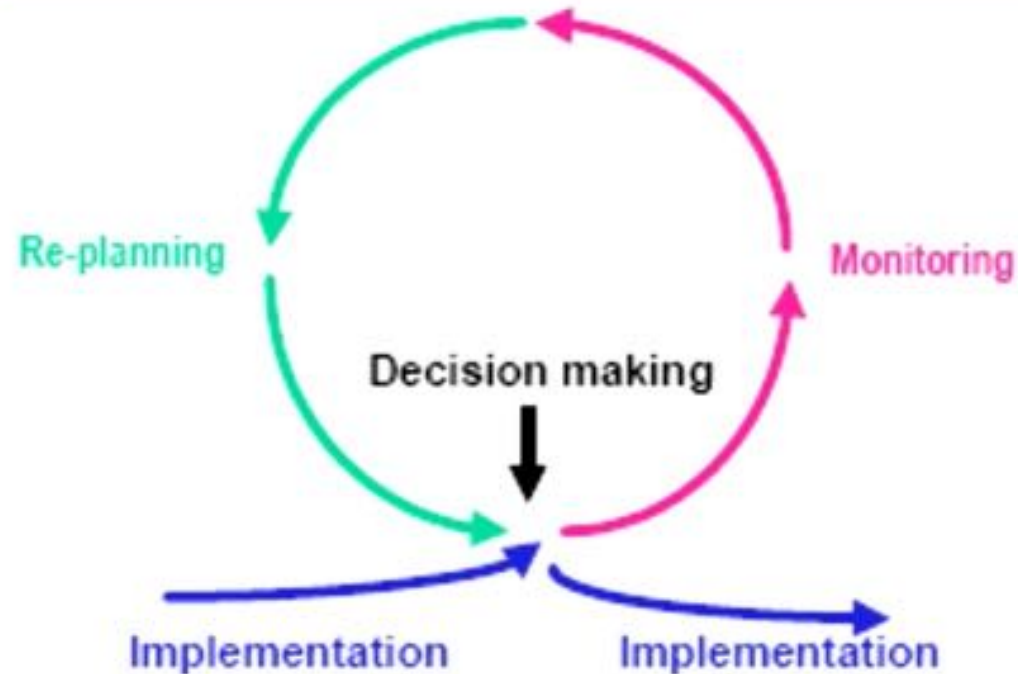
Role of the Project Manager/Implementing Agency/NGO

- Planning and defining the scope of the project
- Scope control and change management
- Planning and sequencing of activities
- Resource planning
- Developing schedules
- Estimating timeframes
- Estimating costs
- Developing and managing a budget
- Controlling quality
- Analyzing risks
- Managing risks and issues and taking corrective action where necessary
- Creating schedules
- Benefits realization
- Documentation
- Team Leadership
- Strategic influencing
- Customer liaison
- Compliance with the organization's project management guidelines
- Working with project financiers, donors and sponsors
- Coordination with team members
- Communication with “stakeholders” of the project
- Assuring the quality of the project management process
- Forecasting
- Resolution of conflicts within the project or between cross-functional teams
- Project Reporting, including documenting best practices and lessons learned

Monitoring, Reporting and Evaluation

- Understanding the cycle of continuous improvement:

Implementation: A Learning Process



Session 5

Sharing Project Success

- How to Write Human Interest Stories

Guidelines for the Development of Human-Interest Stories

What is a Human-Interest Story?

- A human-interest story is not the usual article about a project, initiative or programme.
- A human-interest story will include elements of the objectives of the project, the activities and who the beneficiaries are
- **KEY FOCUS:** The focus or heart of the story is about people and the beneficiaries.

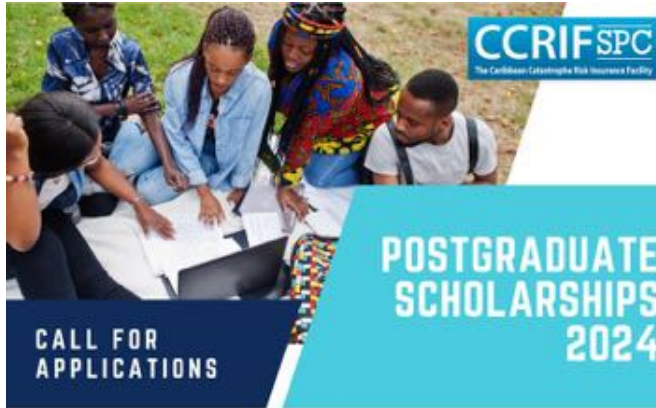
Key Elements of the Human-Interest Story - Some Tips

1. Examples of good stories start with good headlines or titles - For example: "CCRIF funds have helped restore the watersheds in community <name> in <country>, reducing flooding" or "Persons with disabilities trained in disaster preparedness" or "CCRIF and <organization> support farmers in <location> in climate smart agriculture practices" or "Women farmers in <location> get support from CCRIF and <organization> and are ready to fight climate change"
2. You are writing for an international audience so remember to help your reader to understand what is on the ground – use descriptive words but also describe your location and the people etc.
3. Use quotes in your story – use open ended questions in any interviews with the beneficiaries (remember beneficiaries can be both direct and indirect); try to get interviewees to give their true feelings etc.
4. Remember that you are writing for regular people – simple language is best.

Session 6

Other Opportunities for CSOs

- CCRIF Scholarships
- CCRIF Internships
- Learning Resources
- Access to microinsurance for vulnerable groups and communities



CALL FOR APPLICATIONS

POSTGRADUATE SCHOLARSHIPS 2024

CCRIF SCHOLARSHIP PROGRAMME 2024

CCRIF invites Caribbean nationals to apply to its postgraduate scholarship programme for study at Caribbean universities for programmes in areas such as **disaster risk management, natural resources management, climate change, civil with environmental engineering, actuarial science, meteorology, urban and regional planning, coastal management, and enterprise risk management.**

APPLY AT:

<https://www.ccrif.org/scholarship>

FOR MORE INFORMATION

Contact us at:
technicalassistance@ccrif.org

PR@CCRIF.ORG
WWW.CCRIF.ORG



SCHOLARSHIPS AT CARIBBEAN UNIVERSITIES AVAILABLE IN 2024

STUDENTS MUST BE ADMITTED TO ONE OF THE FOLLOWING UNIVERSITIES:

The University of the West Indies, University of Technology Jamaica, Northern Caribbean University (Jamaica), University of the Commonwealth Caribbean (Jamaica), University of Guyana, University of Suriname, University of Trinidad and Tobago.

DEADLINE:

June 15th, 2024

Both online and face-to-face programmes are eligible.



VALUE: UP TO US\$11,000 EACH



Do your part in the journey to make the Caribbean the first climate-resilient region in the world.



UNDERGRADUATE SCHOLARSHIPS AVAILABLE!

CCRIF-UWI Undergraduate Scholarships 2024

APPLY TODAY!

CCRIF SPC is offering scholarships to students entering their second of three years in any of the undergraduate programmes of study at The University of the West Indies listed below.
VALUE OF SCHOLARSHIP: US\$8,000 (US\$4,000 PER YEAR - 2ND AND FINAL YEAR)

Mona Campus

- Faculty of Science and Technology for a major in Geography, Applied Geography, Geosciences, Geology, or Environmental Chemistry
- Faculty of Humanities and Education for a major in Geography
- Faculty of Engineering for a degree in Civil Engineering

Cave Hill Campus

- Faculty of Science and Technology for a degree in Environmental Science
- Faculty of Science and Technology for a degree in Meteorology

FOR MORE INFORMATION CONTACT US AT:
technicalassistance@ccrif.org

St. Augustine Campus

- Faculty of Engineering for a degree in Civil with Environmental Engineering
- Faculty of Engineering for a degree in Land Management
- Faculty of Food and Agriculture for a major in Geography
- Faculty of Food and Agriculture for a degree in Environmental Natural Resource Management
- Faculty of Food and Agriculture for a degree in Disaster Risk Resilience in Agriculture and the Environment
- Faculty of Social Sciences for a special management studies degree in Insurance and Risk Management

APPLY AT:

<https://www.ccrif.org/ccrif-uwi-scholarship>

DEADLINE JUNE 15TH, 2024

PR@CCRIF.ORG WWW.CCRIF.ORG

Do your part in the journey to make the Caribbean the first climate-resilient region in the world.



CCRIF SPC
The Caribbean Catastrophe Risk Insurance Facility

Internship OPPORTUNITIES!

Providing Young Caribbean Nationals with Work Experience

CALL FOR APPLICATIONS

CCRIF invites young Caribbean nationals to apply for an internship to work with a Caribbean organization in an area related to disaster risk management or climate change adaptation.

THE 2024 INTERNSHIP PROGRAMME INCLUDES:

- On-site internships
- Virtual internships

PAST HOST ORGANIZATIONS HAVE INCLUDED:

ACS, CARICAD, CARICOM, CCCCC, CCRIF, CDEMA, CIMH, CMO, CRFM, GECS, The UWI, and national meteorology and disaster management agencies.

CCRIF INTERNS WILL:

- Work for 2 months (between July and December 2024)
- Receive a monthly stipend and housing allowance
- Receive certification from CCRIF and The UWI in disaster risk financing and parametric insurance

APPLY AT:

<https://www.ccrif.org/regional-internship-programme>

DEADLINE:
June 15, 2024

FOR MORE INFORMATION, CONTACT US AT:
technicalassistance@ccrif.org

PR@CCRIF.ORG WWW.CCRIF.ORG

Do your part in the journey to make the Caribbean the first climate-resilient region in the world.

<https://www.ccrif.org/scholarship>

<https://www.ccrif.org/ccrif-uwi-scholarships>

<https://www.ccrif.org/regional-internship-programme>

Disaster Risk Reduction in Schools

Booklet “Hazards, Disasters and Climate Change” for children 8 – 12 years old



Microinsurance - Climate Risk Adaptation and Insurance in the Caribbean project

The Livelihood Protection Policy

- Targeted at individuals, the LPP is designed to help protect the livelihoods of vulnerable low-income individuals such as small farmers, tourism workers, fishers, market vendors and day labourers, by providing quick cash payouts following extreme weather events (specifically, high winds and heavy rainfall).
- Essentially, the livelihood protection policy is designed to reduce vulnerability and sustain the livelihoods of low-income communities... towards closing the protection gap



International
Labour
Organization



Federal Ministry
for the Environment, Nature Conservation,
Nuclear Safety and Consumer Protection



Engage With Us:



technicalassistance@ccrif.org
www.ccrif.org