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Applicant's Page Count:

2019 Call for Concept Notes - Development Impact Window - Canadian Small and Medium Organizations for Impact and Innovation

COMPLETING THE FORM
<p>For information and guidance on how to complete this form, we strongly encourage you to read the "How to apply for funding through a call" page available on the Global Affairs Canada website.</p> <p>Go to How to apply for funding through a call https://international.gc.ca/world-monde/funding-financement/call_proposal-appel_proposition.aspx?lang=eng</p> <p>Warning: Content of completed applications must not exceed 5 pages. The page counter at the top of this form counts characters to calculate the page count of the content you enter in the form. If you enter content exceeding the maximum page count, you will not be able to validate the form.</p> <p>Following a review of this concept note, Global Affairs Canada will contact your organization to indicate whether you are invited to submit a full proposal or not. Refer to the "Calls" web page and the web page for the specific call you are applying to for more information on eligibility.</p> <p>Go to Calls http://international.gc.ca/world-monde/funding-financement/open_calls-appels_ouverts.aspx?lang=eng</p>
<p>Please note the following:</p> <p>This is NOT a procurement process and does not constitute a contract, a promise to contract, or a commitment of any kind on the part of Global Affairs Canada or the Government of Canada. Proposals will be assessed on their merit and their relevance to Global Affairs Canada's programs, plans, priorities and budgetary considerations. No payment will be made for costs incurred for the preparation and submission of an application. Global Affairs Canada may cancel this process at any time. Applicants should be aware that all information in their applications (including supporting material) is subject to release upon request under the <i>Access to Information Act</i> or the <i>Privacy Act</i>.</p>
<p>HOW TO SUBMIT</p> <p>Applications must be submitted through the Global Affairs Canada <i>Partners@International</i> portal. If your organization is not already registered in the portal, you must do so in advance in order to submit a concept note. It may take 10 or more business days to verify the information provided in the registration request.</p> <p>All implementing partner organizations that will sign the funding agreement with Global Affairs Canada, must be registered in the <i>Partners@International</i> portal.</p> <p>Please read and follow the instructions within this form carefully. Failure to meet all requirements may result in your application being found ineligible for funding.</p> <p>Refer to the call page of the specific call to which you are applying for specific requirements (including deadlines for application submission) that you must meet in addition to the requirements outlined within this form.</p> <p>Go to How to apply for funding through a call https://international.gc.ca/world-monde/funding-financement/call_proposal-appel_proposition.aspx?lang=eng</p> <p>Go to Calls http://international.gc.ca/world-monde/funding-financement/open_calls-appels_ouverts.aspx?lang=eng</p>



ORGANIZATION NAME AND PROJECT CONTACT INFORMATION (* indicates mandatory field)	
Organization legal name *:	
Country of headquarters *:	
Organization contact name (person responsible for the project) *:	
Contact position title:	
Contact telephone number *:	Extension:
Contact email address *:	
Confirm contact email address *:	
Alternate email address:	

DOCUMENTS TO SUBMIT

For the first stage of this application process, submit **ONLY** the following forms by uploading them to the *Partners@International* portal:

- **Completed concept note, marked "Validated"**
- Signed **Organization Attestation - Canadian Small and Medium Organization** form
[Go to Organization Attestation - Canadian Small and Medium Organization](http://international.gc.ca/world-monde/assets/pdfs/funding-financement/GAC-AMC_2280E.pdf)
http://international.gc.ca/world-monde/assets/pdfs/funding-financement/GAC-AMC_2280E.pdf
- **Letter of Incorporation or proof of legal status**
- **Two (2) separate financial statements for the most recent fiscal years. Audited statements are preferred.** If this is not possible, statements must be signed by a member of the board of directors or delegate, or owners. As financial statements usually provide comparative information from the previous year, these statements will be used to do a three-year trend analysis.

[Go to Partners@International portal](https://international.gc.ca/world-monde/funding-financement/partners_international-partenaires_international.aspx?lang=eng)
https://international.gc.ca/world-monde/funding-financement/partners_international-partenaires_international.aspx?lang=eng

PROJECT INFORMATION

Project title (75 characters or less):	
Project duration (in months):	
Sector(s):	
Country(ies):	
In brackets, identify the estimated percentage breakdown of total Global Affairs Canada funding by country	
Total Global Affairs Canada funding requested (CAD\$):	Estimated total organization contribution to cost-share (CAD\$):

Under this call, a project cannot generate a profit for your organization or any other organization participating in the project. Would your proposed project generate a profit for your organization or any other organization participating in the project?



Yes

No

SIGNATORIES AND PARTNERS

List the signatory/ies that will sign the funding agreement with Global Affairs Canada. Ensure each signatory organization is registered in the *Partners@International* portal and has uploaded all required documents. (Keep in mind that there are financial implications [for cost-share, risk and overhead] of having multiple signatories.)

NOTE: If Global Affairs Canada provides funding for this project and there will be more than one signatory (i.e. the organization involved in signing the funding agreement), then all signatory organizations must be listed in this section.

Signatory number 1
(project lead):

Delete Signatory

Add Signatory

List key non-signatory organizations and/or entities, particularly women’s organizations working to advance the rights of women and girls and promote gender equality and civil society organizations, that will participate in the implementation of the project (including local partners), if known:

ALIGNMENT WITH THE FEMINIST INTERNATIONAL ASSISTANCE POLICY

Please check all of the *Feminist International Assistance Policy* action areas that your proposed project will target:

Gender Equality and the Empowerment of Women and Girls

Human Dignity

Growth that Works for Everyone

Environment and Climate Action

Inclusive Governance

Peace and Security

NOTE: Concept notes for humanitarian assistance projects will not be considered under this application process.

[Go to Canada's Feminist International Assistance Policy](https://international.gc.ca/world-monde/issues_development-enjeux_developpement/priorities-priorites/policy-politique.aspx?lang=eng)

https://international.gc.ca/world-monde/issues_development-enjeux_developpement/priorities-priorites/policy-politique.aspx?lang=eng

Identify the estimated percentage breakdown of total Global Affairs Canada funding by each of the action areas you identified above:

ENVIRONMENTAL RISKS AND OPPORTUNITIES

Environmental Analysis

Environmental screening is required for all of Global Affairs Canada’s international development assistance initiatives. Refer to the “Environmental Integration Process - Screening Tool” for more information on environmental considerations.

Projects with negligible environmental risks or opportunities focus solely on these specific sectors or activities:

- Governance (e.g. election observation)
- Human Rights



- Child protection
- Basic Skills for employment (e.g. literacy, numeracy, financial literacy, communication skills)
- Social safety nets (e.g. cash transfers or fee waivers for healthcare, education, or meeting basic needs)
- Provision of non-food items for humanitarian assistance (e.g. blankets, household kits)
- Conferences, meetings, seminars and temporary exhibitions
- Appointments to boards, committees and councils
- Information management systems

Are your project's activities **encompassed strictly** within the sectors/activities listed above?

- Yes
- No
- Unknown

[Go to Environmental Integration Process \(EIP\) Screening Tool](#)

https://international.gc.ca/world-monde/funding-financement/screening_tool-outil_examen_prealable.aspx?lang=eng

If yes, indicate which of the above sector(s)/activity(ies) encompass all of your project (if no/unknown, write "no" or "unknown" in the box below):

1.0 PROJECT RATIONALE

1.1 Project summary

Provide a clear and concise summary of the proposed project. This section should include the expected ultimate outcome, information on targeted beneficiaries (estimate the number and type) and the key intermediaries. You should also explain how your project meets the criteria set out in the *Official Development Assistance Accountability Act*.

NOTE: The purpose of this information is to provide a **short, high-level** description of the project. Details of how your project will be implemented are to be provided in section **1.3 Expected outcomes and theory of change**.

[Go to Official Development Assistance Accountability Act – Contributing to Poverty Reduction](#)

https://international.gc.ca/gac-amc/publications/odaaa-irmado/odaaa-pov_red.aspx?lang=eng

1.2 Problem statement

Succinctly define the specific development-related problem this project will address and provide analysis and rationale on why this is a problem. Be sure to include country, regional and local context; institutional and policy issues; and relevant actors, causes and trends, particularly as it relates to women and girls.

NOTE: The purpose of this information is to provide a **brief** definition of the problem; expand on the details of your project in section **1.3 Expected outcomes and theory of change**.

[Go to Canada's Feminist International Assistance Policy](#)

https://international.gc.ca/world-monde/issues_development-enjeux_developpement/priorities-priorites/policy-politique.aspx?lang=eng

1.3 Expected outcomes and theory of change

Every project is based on a theory of change: the assumptions, risks and contributing factors that explain how the activities of the project will lead to the expected ultimate outcome. This section is designed for you to expand on the how and what you will do to address the problem



you outlined in section **1.2 Problem statement**.

Structure this section by each expected outcome at the ultimate and intermediate level.

Expected ultimate outcome

Building on the problem statement, identify the project’s ultimate beneficiaries (disaggregated by sex, age and other identity factors, as appropriate) and the ultimate outcome (the change in state, condition, or well-being of beneficiaries). Briefly explain how the intermediate outcomes (the change in the behavior, practice or performance of intermediaries or beneficiaries, to be achieved by end of project) will contribute to the ultimate outcome. Focus your attention on the relationships between each intermediate outcome and the ultimate outcome, explaining the theory, best practice, assumptions and risks underlying your choice of intermediate outcomes.

Expected intermediate outcomes

Create a separate paragraph for each intermediate outcome, where you briefly explain how the project’s activities or outputs (products and services) will lead to the immediate outcomes (the change in capacity of intermediaries or beneficiaries), and how the immediate outcomes will lead to that intermediate outcome. Focus your explanation on the relationships between the activities or outputs and the immediate outcome, and the relationship between the immediate outcomes and the intermediate outcomes, explaining the theory, best practice, assumptions and risks outlining your choices.

When explaining how each outcome will respond to the problem, gender equality and human rights considerations need to be integrated throughout the theory of change. Gender equality and human rights considerations include outlining gaps, barriers, inequalities, and existing power relations and structures that would reinforce stereotypes, discrimination and exclusion based on gender and other factors (including risks and response strategies). Clearly identify project beneficiaries, particularly the most marginalized and most vulnerable, including women and girls. Show how the initiative will help build human rights-related capacities of all stakeholders.

Environmental sustainability considerations such as positive and negative environmental impacts from the proposed activities should be explained when expanding on how expected outcomes will be achieved. In the case that the project activities are **encompassed strictly** within the sectors outlined in the “Environmental analysis” question of the **Environmental Risks and Opportunities** section of this concept note (meaning that there will be no environmental impact), write “This project will have no environmental impact” in your response.

Where relevant, include how you will leverage innovative solutions for international assistance to achieve better outcomes and how these innovative component(s) are tackling the development challenge differently, as well as how they will be tested/piloted and or scaled. Innovative solutions may include new or improved business models, partnerships, approaches, policy practices, technologies, behavioral insights or ways of delivering products and service that support the increased agency of the most marginalized populations, particularly women and girls, for greater impact.

Conclude your theory of change by describing the sustainability of the outcomes of the project, especially highlighting actors (i.e. public and private sector organizations or institutions strengthened), assumptions, policies and plans that will ensure sustainability.

For more guidance on writing your theory of change, see “Step 3 (g) Write a narrative description of the theory of change”, in the *Results-based management for international assistance programming at Global Affairs Canada: A how-to guide*.

For guidance on Global Affairs Canada’s Results-based management (RBM) approach, RBM terms, definitions and examples of beneficiaries, intermediaries, activities, outputs and outcomes (results), also refer to the *Results-based management for international assistance programming at Global Affairs Canada: A how-to guide*. For other useful Global Affairs Canada RBM tip sheets, checklists and guides, see the RBM web page.

NOTE: A Logic Model is not required for submission at the concept stage.

[Go to Results-based management](#)

http://international.gc.ca/world-monde/funding-financement/results_based_management-gestion_axee_resultats.aspx?lang=eng

[Go to Results-based management for international assistance programming: A how-to guide](#)

https://www.international.gc.ca/world-monde/funding-financement/results_based_management-gestion_axee_resultats-guide.aspx?lang=eng

[Go to Results-Based Management Tip Sheet - Gender Equality](#)

http://international.gc.ca/world-monde/funding-financement/rbm-gar/tip_sheet_4_1-fiche_conseil_4_1.aspx?lang=eng

[Go to Feminist International Assistance Gender Equality Toolkit for Projects](#)

http://international.gc.ca/world-monde/funding-financement/gender_equality_toolkit-trousse_outils_egalite_genres.aspx?lang=eng

[Go to Gender Equality - Tools and resources](#)

http://international.gc.ca/world-monde/funding-financement/advancing_gender-batir_sexes.aspx?lang=eng

[Go to Environmental Integration Process - Development Programming](#)

http://international.gc.ca/world-monde/funding-financement/environmental_integration_process-processus_integracion_environment.aspx?lang=eng

[Go to Environmental Integration Process \(EIP\) Screening Tool](#)

https://international.gc.ca/world-monde/funding-financement/screening_tool-outil_examen_prealable.aspx?lang=eng



[Go to Advancing human rights](https://international.gc.ca/world-monde/funding-financement/advancing_human_rights-promouvoir_droits_personne.aspx?lang=eng)
[Go to Risk management](https://international.gc.ca/world-monde/funding-financement/risk_management-gestion_risques.aspx?lang=eng)
[Go to Development Innovation](http://international.gc.ca/world-monde/issues_development-enjeux_developpement/priorities-priorites/development_innovation-innovation_developpement.aspx?lang=eng)

2.0 RELEVANT PROJECT EXPERIENCE

2.1 Organization experience and capacity to deliver the project

Describe your organization's relevant experience using the table below.

Your example should demonstrate how, in the past, you have met requirements similar to those of your proposed project. The example should also support your ability to deliver the project outlined in this concept note. Describe the type of related experience and demonstrated competencies your organization has that will ensure that the approach you propose (in section **1.3 Expected outcomes and theory of change**) will address the problem you identified (in section **1.2 Problem statement**). Refer to experience gained in achieving or contributing to the achievement of outcomes in the relevant sector, country, etc.

The description of your project should include concrete examples of:

- your organization's capacity to manage for results;
- gender equality, human rights and environment outcomes achieved and the sustainability of those outcomes;
- risk managed;
- beneficiaries and intermediaries;
- innovation components (if any); and
- lessons learned and course corrections adopted.

NOTE: The applicant organization must provide ONLY its own experience example. If there are additional proposed signatories listed in the **Project Information** section at the beginning of this form, then any proposed signatory may provide the experience example below.

CURRENT OR PAST PROJECT EXAMPLE

Project title:	
Name of recipient organization:	
Approximate project value (CAD\$):	Approximate amount managed by your organization (CAD\$):
Country/ies (and location/s within that country):	
Name of project contact and telephone number:	
Project start date (YYYY-MM-DD):	Project end date (YYYY-MM-DD):
Canadian and/or non-Canadian partner organizations (if any):	





Description of the project:

Funding agency (the organization that provided funding for the project):

Global Affairs Canada may consult any relevant department-sponsored evaluations or other publicly available evaluations in the assessment of this application.