Cluster Grant Program Proposal Guideline  
2020 Call for Proposals from CityNet Members

Introduction

This Request for Proposals welcomes ideas from CityNet Cluster leads, co-leads, and members to promote the theme of their cluster while engaging multiple CityNet members. To guarantee the efficient use of CityNet funds, we request a detailed explanation of your proposal activity.

Proposal should be sent to

Jaime Paulo Mora
programs2@citynet-ap.org

Objectives

This Request for Proposal has the following objectives:

1. To strengthen the sustainability of urban resilient communities through cooperative self-sustaining projects or relevant knowledge exchange activities among CityNet members;

2. Facilitate and enable local implementation of Sustainable Development Goals (SDGs) to contribute to the development outcome of the 2030 Agenda for Sustainable Development;

3. To showcase the prospect for CityNet to further demonstrate potentially sustainable cases for regional city to city cooperation among its members.

Guidelines and Criteria

To be eligible for funding, a project proposal must satisfy all of the following:

A. Eligibility

- The proponent applicant must be either a lead or co-lead or any CityNet member who is authorized to submit on behalf of the lead and/or co-lead of any current CityNet Clusters – Climate Change, Disaster, Infrastructure, and Sustainable Development Goals;
For interested CityNet member who may wish to submit a proposal, it is required that the member coordinates with the Cluster lead/s. Contact details are below:

**Climate Change Cluster**
Jakarta Capital City Government (LEAD)
Contact Person: Aisa Tobing, Deputy Secretary General, CityNet/ Jakarta City Government
Email/s: esa_tobing@yahoo.com; esatobing@gmail.com

**Disaster Cluster**
Yokohama City (LEAD)
Contact Person: Kendra Hirata, Program Director, CityNet Yokohama Project Office
Email: kendra@citynet-yh.org

**Infrastructure Cluster**
Seoul Metropolitan Government (LEAD)
Contact Details: ChangHee Lee, Deputy Director, International Relations Division, Seoul Metropolitan Government,
Email: Ich@seoul.go.kr
Izzatul Aini Ibrahim, Corporate Planning Department, Kuala Lumpur City Government (CO-LEAD)
Email: ir@dbkl.gov.my

**Sustainable Development Goals Cluster**
Barisal City Corporation
Contact Details: Dr. Md. Matiur Rahman, Chief Health Officer, Barisal City Corporation
Email: drrahmanchobcc@yahoo.com

- The applicant must have paid its CityNet membership fee for the current year and must not have any outstanding arrears;

- The applicant must have submitted at least (1) one best practice case to the CityNet’s Urban SDG Knowledge Platform, http://www.urbansdgplatform.org/

- The proposal must be officially endorsed by the mayor and/or heads of organization of the project proponent. For members, the proposal must be properly endorsed by the Cluster lead.

- Each Cluster may submit up to maximum of two proposals provided these come from two different proponents.
### B. Funding

- The grant must only be used for purposes indicated in the proposal description;
- Cluster Grant fund is an enabling fund to support sustainable city to city exchanges among CityNet members. The fund cannot be used for research, payment for personnel salaries, consultants, honorarium, daily subsistence allowance (DSA), alcohol beverages, or any activity that is not directly related to implementing the specified activity;
- A breakdown of incomes and expenditures must be detailed in the budget (Annex III);
- The grant from CityNet (maximum of 10,000 USD) should be equivalent to a maximum of 70% of the total project costs;
- The recipient should provide actual financial counterpart or in-kind donation comprising at least 30% of the total project cost. Co-financing source is clearly outlined.
- Funding will be provided in three instalments:
  1. Fifty percent (50%) of total grant after the signing of the Letter of Agreement (LoA);
  2. Thirty percent (30%) of the remaining grant upon submission and acceptance of Midterm Technical and Financial Reports including official receipts on the fourth (4th) month or less of the project implementation;
  3. Twenty percent (20%) of the remaining grant upon submission and acceptance of the Final Technical and Financial Reports including official receipts on the eighth (8th) month or less of the project implementation.

### C. Project Design

- The project must have clear objectives, activities, outputs, indicators and means of verification;
- The activities must show measurable and tangible outputs.
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| **D. Theme** | The theme of the project should be aligned with the Cluster’s theme, SDGs, and with the Mission and Values of CityNet.  
|   | The grantee should be willing to share the result of their activities on international platforms and CityNet-related activities.  
|   | All CityNet members who are involved in the project can use any materials that will be generated through the project for promotional activities. |
| **E. Proposal Submission** | The proposal must be submitted by email to programs2@citynet-ap.org on February 24, 2020. |
Please include a cover letter stating the brief merits of the proposal addressed to

Vijay Jagannathan
Secretary-General
CityNet Secretariat

Grantee shall submit a report to CityNet Secretariat as indicated in the Letter of Agreement. Among the Reports to be submitted include 1.) Midterm Technical and Financial Reports and 2.) Final Technical and Financial Reports. Reporting templates will be provided.

The Report shall include at a minimum a detailed description of the activities, the results, activity photos and videos, participants, and official receipts supporting every expense. Details will be provided in the Letter of Agreement.

The grantees will also report the project outcome or the project progress in the Cluster Sessions at the CityNet Executive Committee.

CityNet may ask the grantee to give presentation about their project, at any stage of its duration, at various CityNet events.

The following deadlines are indicated below and will be duly observed.

- January 15, 2020. First Call for Proposals to be sent to CityNet’s General Email/ Newsletters/ Cluster Leads and Co-leads;
- January 30, 2020. Second Call for Proposals to be sent to Cluster Leads and Co-Leads;
- February 24, 2020. Deadline of Applications. Late applications will not be accepted.
- March 15, 2020. Announcement of the Cluster Grant Awardees
- April – November 2020 - Maximum Period of Project Implementation (Eight (8) Months).
Checklist for Applicants

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

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<th>Completed application form (Annex I).</th>
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<tr>
<td>Completed and attached work plan (Annex II).</td>
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