The Canada Caribbean Disaster Risk Management Fund, supported by the Government of Canada through the Department of Foreign Affairs Trade and Development (DFATD), invites eligible Caribbean-based non-governmental organizations (NGOs), civil society organizations (CSOs), and community-based organizations (CBOs) to submit proposals for community-based projects designed to reduce disaster and climate change risk in vulnerable CARICOM communities.

ELIGIBILITY CRITERIA:
Financially viable organizations based in the following CARICOM countries are eligible to apply to the CCDRM Fund for support: Antigua and Barbuda, Bahamas, Barbados, Belize, Dominica, Grenada, Guyana, Jamaica, Montserrat, St. Kitts and Nevis, St. Lucia, St. Vincent and the Grenadines, Suriname, and Trinidad and Tobago.

The applying organization must be legally established in at least one of the mentioned CARICOM countries. Rural and informal groups that are not legally established must partner with local government entities or other legally established groups to apply to the CCDRM Fund for support.

Examples of eligible organizations include: non-governmental organizations, community-based organizations, governmental agencies, youth groups, women’s groups, church organizations, service clubs, fishing associations, and cooperatives.

Additional information on the CCDRM Fund priorities and project selection criteria are included in the Guide for Project Submissions, accessible at http://www.cdema.org/project_submissions_guide.pdf.

APPLICATION PROCESS:
The application process comprises of two stages:
1. Applicants complete a Project Concept Form to provide a brief overview of the project being proposed. As required, the Fund Administrators will work with applicants to strengthen initial project ideas, and ensure that submissions made are complete and accurately capture the intended project idea.

Once completed and submitted, the Project Concept Form will be used to ensure that eligibility requirements are met and that the proposed project falls within the purview of the Fund.

The Project Concept Form can be accessed at www.cdema.org/project_concept_form.doc.
Form must be used—submissions made in any other format will not be reviewed.

All Project Concept Forms must be completed and submitted by 12:00pm, Friday, January 30, 2015. Any Concept Forms submitted after this deadline will not be reviewed. Applicants must submit a Project Concept Form to proceed to the next stage in the application process.

2. Applicants with eligible project concepts will be invited to complete a Project Application Document (PAD), which captures a detailed description of the project, intended beneficiaries, main activities, expected results, and proposed budget. The Fund Administrators will again work with applicants to strengthen submissions to ensure that all the required information is captured and adequately presented in the PAD.

The PAD will be emailed to those applicants invited to move to this stage. The proposal must be submitted in this format—submissions made in other formats will not be reviewed.

All PADs must be completed and submitted by 12:00pm, Friday, February 13, 2015. Any PADs submitted after this deadline will not be assessed.

Both the Project Concept Form and Project Application Document must be submitted to the Fund Administrators via email to ccdrm.fund@gmail.com. The subject should read “RFP 9 – Response to the CCDRM Fund’s Call for Proposals”.

TIMELINES:
In March 2015, completed PADs will be evaluated by the CCDRM Fund’s Project Steering Committee. The PSC will use the established criteria identified in the Guide for Project Submissions to reach a consensus on which proposals to recommend to DFATD for support. Those recommended for CCDRM Fund support will then go to DFATD for final approval by May 2015. Approved proposals are expected to be announced and launched during the 3\textsuperscript{rd} and 4\textsuperscript{th} quarters of 2015.

ADDITIONAL INFORMATION:
For additional information and clarifications, please contact:
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