

ANNEX 2
FUNDING PROPOSAL TEMPLATE

PART I: SUMMARY TABLE

1 Summary Table (please fill this table after having completed the other sections)				
Title of Initiative	Please indicate the title of the relevant approved initiative			
Initiative phase	Please indicate the phase of the initiative to which this work-plan corresponds (year 1, 2, 3, etc.)			
Overall objective	Please indicate the overall objective of this work-plan			
Work-plan duration	Month/Year – Month/Year			
Geographical scope	List countries/regions of implementation			
Lead Partners	Please list the initiative Lead Partners of the initiative			
Other central Partners, Actors and Implementers	Please list other Partners, Actors and Implementers central to the project			
Main Contact (Lead Partner)	Please provide at least one main contact for this project and the contact of the Secretariat coordinator			
Activities and Budget overview Please list activities per component, including externally/co-funded activities and indicate associated budget	Components and Activities name	Requested amount from CCAC (USD)	Co-financing amount (USD)	Total Cost (USD)
	Component 1			
	Activity 1.1			
	Activity 1.2			
	Activity 1.3			
	Component 2			
	Activity 2.1			
	Activity 2.2			
	Activity 2.3			
	Component 3			
	Activity 3.1			
	Activity 3.2			
	Activity 3.3			

PART II: PROPOSAL (Maximum 10 pages)

1. WORK-PLAN OVERVIEW

*Describe what the work-plan is about; **briefly** introduce the different components of the work-plan, including proposed actions.*

2. VISION FOR TRANSFORMATIONAL CHANGE

*Describe how the proposed actions will **transform** the sector or cross-cutting issue to change the trajectory of SLCP-emissions over the long-term. This should include describing the **key challenges and opportunities** the proposed actions seek to address (problem statement) and how these actions and the CCAC are most effective to do so. Please also describe the **context** for the proposed actions, such as:*

- *Baseline, relevant policies, institutional arrangements, private sector engagement, target stakeholders and countries/subnational regions for implementation, including rationale for country/region selection;*
- *How actions build on and advance the overall initiative and how they relate to previous initiative work-plans;*
- *Coordination with other CCAC initiatives; and*
- *Expectations for scaling-up existing efforts to address SLCP emissions and catalyzing new action*

3. PROJECT ACTIVITIES

***Describe** (do not list) the project components and activities. For each component, identify the specific activity and describe the following elements in narrative form:*

- a) *Specific activities, including associated results and deliverables;*
- b) *Implementers (if available), and a detailed rationale for the selection of these Implementers (such as organization profile, expertise and experience, and selection process)*
- c) *How you will use all assets of the CCAC (such as political will) to achieve transformational change*
- d) *Expected risks to implementation and proposed actions to mitigate these risks (rate each risk/obstacle “low”, “moderate” or “high”)*
- e) *Sustainability of the activity (describe how the activity will be sustained as well as scaled up and replicated, including how Partners will continue activities after CCAC support has ended)*

4. OVERALL EXPECTED IMPACTS/BENEFITS

***Describe** the expected long-term effects in terms of the following criteria, as applicable) [Please note: these criteria could be replaced with revised criteria agreed on by the CCAC]*

- a) *Climate benefits:*
- b) *Air quality:*
- c) *Health:*
- d) *Co-benefits: such as economic, gender, and other social co-benefits*
- e) *Capacity building*

5. **OVERALL TIMELINE** (Provide a general timeline for implementation, including deadlines for major deliverables using the Gantt chart below):

Component	Year 1				Year 2			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Component 1								
Activity 1.1								
Activity 1.2								
Activity 1.3								
Component 2								
Activity 2.1								
Activity 2.2								
Activity 2.3								
Component 3								
Activity 3.1								
Activity 3.2								
Activity 3.3								

6. **MONITORING AND EVALUATION**¹ (List performance indicators to measure progress using criteria that are specific, measurable, achievable, relevant, and time-bound. Sample indicators include:

- Quantity of greenhouse gas (GHG) emissions, measured in metric tons of CO₂e, reduced or sequestered (including black carbon, when available)
- Number of activities implemented at the national or regional level (list activities and associated geographic area)
- Number of laws, policies, strategies, plans, agreements, or regulations addressing SLCPs drafted, proposed, adopted, or implemented (list and provide associated geographic area)
- Number of sectoral policy planning tools produced (list planning tools and how they have been, or will be, used in practice)
- Person hours of training completed in SLCPs (report hours in terms of number of men and number of women)
- Number of institutions with improved capacity to address SLCPs (list institutions and their location)

¹ Criteria for monitoring and evaluation will be re-evaluated following the results of the Demonstrating Impacts workstream.

7. OVERALL BUDGET²

Provide a budget estimate with costs for each component and associated activities to be undertaken by type of expense (personnel, travel, etc.). Add additional rows as necessary. (If long-term budget projections are available on multiple year projections, please provide a short paragraph with this information). An optional detailed budget is attached for initiatives that will submit this proposal as part of the UNEP contract.

Name		Total Cost (USD\$)	Requested amount from CCAC (USD\$)	Co-financing amount (USD\$)	Source of Co-financing
Component 1	Implementer				
Activity 1.1					
Personnel					
Consultants					
Travel					
Other (please add additional lines for each other expense type)					
Activity 2.2					
Personnel					
Consultants					
Travel					
Other (please add additional lines for each other expense type)					
Component 2	Implementer				
Activity 2.1					
Personnel					
Consultants					
Travel					
Other (please add additional lines for each other expense type)					
Activity 2.2					
Personnel					
Consultants					

² Please note: a detailed budget will be required to complete the contract between UNEP and the Implementer (see budget format in Annex 2; please note that submission of the budget in this format is obligatory, but it is up to the initiative leads to decide whether it will be submitted with the funding request or before establishing any legal agreements in implementation of the funding request). It is the responsibility of Lead Partners to work with Implementers to develop a detailed budget and contract, and to submit this to UNEP on behalf of the Implementers for processing.

Travel				
Other (please add additional lines for each other expense type)				
TOTAL				

DETAILED IMPLEMENTATION PLAN AND BUDGET

Component 1:								
Implementer:								
Activity number	Activity name	Deliverables	Estimated delivery date	Budget (USD)				
				Type of expense	Unit cost	quantity	CCAC funding	Co-funding
1.1	<i>Ex: organize a workshop with stakeholders</i>	<i>Workshop agenda</i>	<i>Month 1</i>	Personnel				
				Consultants				
			Travel					
		<i>Month 3</i>	Others (please name)					
			Total					
				Personnel				
				Consultants				
				Travel				
				Others (please name)				
				Total				
Component 2								
Implementer:								
Activity number	Activity name	Deliverables	Estimated delivery date	Budget (USD)				
				Type of expense	Unit cost	quantity	CCAC funding	Co-funding
				Personnel				
				Consultants				
				Travel				
				Others (please name)				
				Total				
				Personnel				
				Consultants				
				Travel				

				Others (please name)				
				Total				

ANNEX 3

CCAC CRITERIA FOR ASSESSMENT OF INITIATIVE FRAMEWORK

In accordance with the Initiative and Funding Process document, criteria for evaluating proposals are to be developed by the Steering Committee in cooperation with the Scientific Advisory Panel and approved by the Working Group or High Level Assembly.

In drafting their initial allocation recommendation, the Co-Chairs and Secretariat will be guided by the comments received from Partners; conclusions of technical review; criteria and overall objectives included in the Coalition Framework; the Initiative Process document and associated templates (especially Annex 2 – CCAC Funding Request Template); other documents approved by the Coalition; and the following non-exclusive list of key criteria:

- **Advancement of Coalition goals:** the ability of the initiative, using proposed funding, to advance the goals of the Coalition, including notably the scale of emission reductions that could be directly or indirectly achieved both in the short and longer terms, as well as other long-term goals. Priority should be placed on funding initiatives that have laid out a clear long-term vision, work plan and notional budget envelope.
- **Comparative advantage of the Coalition:** how well the proposed funding enables participation by the Coalition and its Partners in line with their strengths and how the proposed funding integrates with optimal utilization of other Coalition assets (including the level of buy-in and active participation of Partners);
- **Catalytic effect on other sources of finance:** the ability of the proposed funding to complement, scale-up, accelerate, and leverage existing efforts and funding streams beyond the Coalition; in general, Coalition funding should be allocated when co-financing can be demonstrated, and a priority should be placed on actions that catalyze new actions and financing.
- **Results and benefits:** the expected results and benefits from the prospective funded activities, especially in terms of the scope of potential emission reductions and associated benefits, following the criteria presented in Annex 2 of the Initiative Funding Process document (i.e. air quality, health, climate, natural resource conservation, ecosystem health, social, economic, technical, gender, technology transfer, capacity building, and awareness raising), as well as indicators that will be tracked to assess results.
- **Budget and work plan:** including availability of multi-year work plan and financial planning, as appropriate, tied to the results and benefits, indicating information on the time period for which funding is sought and milestones to be achieved for further tranches of funding to be allocated/reviewed, as well as potential risks and strategies to mitigate them.
- **Geographic location:** benefits go primarily to developing country Partners in line with their expressed priorities. The Coalition's funding may also be used in non-Partner developing countries that are considering partnership or are high potential Partners. Funding may be particularly useful for basic technical assessments of SLCP reduction potential and capacity building that can assist the country to begin addressing SLCPs on the way to CCAC membership.
- **Other** relevant implementation considerations.

The Co-Chairs and Secretariat will also be mindful of the geographic balance in allocation of funding; the overall funding needs of the overall initiative as indicated by a budget envelope (if one is provided); the appropriate balance in distribution of funds among initiatives; the expressed urgency of funding needs; and the timing and scope of expected available funding for subsequent Working Group meetings. However, these considerations need not be dispositive in determining funding.