

IORA APPLICATION FORM FOR THE SPECIAL FUND

(To be filled in by the Applicant and to be forwarded to the country's national focal point for further consideration. The Secretariat, will subsequently forward the proposal, after preliminary examination, to the focal points of each Member State for views.)

General

Project title:

IORA Functional Body:

Country or proposing Organisation:

IORA Member States with whom you are currently cooperating:

IORA Member States with whom you would like to cooperate:

Project

Summary: (limit response to 150 words or less)

The summary should include the project topic, planned activities, implementation schedule and how the proposal would achieve one or more objectives of Article 3 of the IORA Charter and current priorities agreed by members.

Type of Project:

Workshop

Studies

Seminar

Other (Please specify)

Budget

Total cost of proposal (US\$):

Total Funding sought from the Special Fund (US\$)*:

**If non-LDC Member States: Applicants can draw funds from the Special Fund up to a maximum of 50% of the total project cost. The remaining amount will have to be borne by the sponsoring Member State(s) or organisations, or co-sponsors of the project. Please communicate to the Secretariat in writing that the Applicant has availability of the 50% counter-funding amount.*

Approved by 21COM on 17 November 2021

**If LDC/SIDS Member States: Applicants can draw funds from the Special Fund up to a maximum of 90% of the total project cost for project implementation and 90% for event organisation under the IORA Sustainable Development Programme (ISDP)¹. However, this should not exceed a maximum total amount of US\$80,000 (total project cost). The remaining amount will have to be borne by the sponsoring Member State(s) or organisations, or co-sponsors of the project.*

Total Funding sought from other member states or member state organisation (US\$):

Percentage of Total Funding sought from the Special Fund (US\$):

Experience

Project history: Is it your first IORA application? Yes/ No ¼ page max.
If no, please provide details of the funding, meeting where it was approved and provide a brief explanation on whether the project was successful or not.

Past Experience: Have you, or your organisation, undertaken a similar project before? ¼ page max.

Project Information

Please answer each succinctly. Proposals must not exceed more than 15 pages and attachments will be required.

Section A: Project Focus

Relevance: Which one of the below priority areas will constitute the focus of the project?

Maritime Safety and Security

Trade and Investment Facilitation

Fisheries Management

Disaster Risk Management

¹ The ISDP was approved at the 14th Meeting of the Council of Ministers held in Perth, Australia on 9 October 2014. The programme is a project intended to serve the needs of the less developed Member States of the IORA and project proposals may be formulated by Member States that are covered under this programme. The rules and regulations of the IORA Special Fund will apply where applicable under this programme.

However, at the 11th Bi-annual CSO meeting held virtually on 15-16 June 2021, "The CSO agreed that Small Island Developing States (SIDS) should have the same access to, and be treated in the same way as, Least Developed Country (LDC) Member States in the Administrative Arrangements of the Special Fund." (Refer to agenda Item 15.1, Report of 11th Bi-annual CSO Meeting).

Academic, Science and Technology Cooperation	<input type="checkbox"/>
Tourism and Cultural Exchanges	<input type="checkbox"/>
Cross-cutting Issues: Blue Economy	<input type="checkbox"/>
Women's Economic Empowerment	<input type="checkbox"/>

Aims and Objectives: What does the project seek to achieve? ½ page max.
** Please define 2-3 key objectives of the project*

Problem Solving: State the problems your project will address? ½ page max.
i.e. why is the project required?

Problem response: How will the project achieve the above priorities and address the problem? ½ page max.

Section B: Project Implementation

Planned starting date of the Project:

Planned end date of the Project:

Progress: Please also list any milestones achieved between the start of your project and the end date. ½ page max.

Approach and Methodology: How do you plan to implement the project? 3 pages max.
(Please include project timelines and dates for key activities and deliverables)
Example of a timetable per activity:

ACTIVITY	January '12				February '12				March '12			
	W1	W2	W3	W4	W1	W2	W3	W4	W1	W2	W3	W4
Activity 1												
Activity 2												
Activity 3												
Activity 4												
Activity 5												

**Supporting documentation would be required*

Section C: Project Support

Support: What will your organisation provide to the project?
Including funding, labour, other resources and management?

Other support: Will your organisation be requesting funding support from other sources?
If so, from where?

**Please attach supporting evidence that confirms these contributions.*

Section D: Project Budget

Expenditure: What will the Special Fund be used for [Name of project]?

Planning: Please provide your Budget Plan:

Budget Estimates/ Cost breakdown in USD (Budget Estimates will contain break-down of expenditure envisaged under all major headings of the project such as Personnel Cost, Travel Expenditure and Expenditure on Conference Services, Printing of the Reports, Miscellaneous/Contingency Expenditure, as well as any other relevant expenditure expected)

Please consult the Guidebook for eligible expenses. A budget template is attached for ease of reference. Member States may add, amend or delete as appropriate (Annexure B1) (Applicable for projects under ISDP).

*Please see the “TERMS AND CONDITIONS OF THE IORA SPECIAL FUND GRANT” for **Exclusions & Limitations for use of the funds***

**Please attach supplementary information, as well as any additional estimates.*

e.g. Budget Estimates/ Cost breakdown in USD

<u>Headings</u> <i>(All Figures in USD)</i>	# of Units	Unit Rate	IORA Funding	Self-Funding	Notes
Personnel Cost					
Travel Expenditure					
Expenditure on Conference Services					
xxx					
Total			XXX	XXX	

Efficiency: Is the project budget the most optimal and maximum value for money? ½ page max.
** How is the project cost-efficient?*

Section E: Project Impact

Outcome: What are the expected results of this project? (1 page max)

Benefit: How will people benefit from this project? How will the project promote women's economic empowerment?

Dissemination: How do you plan to communicate the results or benefits of this project to others? (CD-ROM, through Website, or printed materials, other (specify)) ½ page max.
**Please also provide this information in your supporting documentation*

Longevity: Will the project be continued or will similar activities continue in the future, beyond the project timeline?
** How do you propose that this be done? How can the results be used, or made to last?*
** How will stakeholders and beneficiaries be able to carry forward the results or outcomes from the project?*

Section F: Project Risk Management

Risks: What Risks could present problems for this Project? ½ page max.

Risk Handling: How will the project deal with these risks, should they occur? ½ page max.

** How will these risks be managed?*

Monitoring and Evaluation Plan: Who and how will the project be monitored? ½ page max.

** what indicators will be used, and what information will be collected and how?*

Management: Who will oversee the project through all its stages? ½ page max.

** If this is not you, please indicate all biographical and contact details*

Section G: Contact Details

Contact details of the organisation or person acting as project/study coordinator requesting IORA Special Fund funding.

Name:

Title:

Organisation:

Type of Organisation: Public non-profit organisation (Please Tick)

Is it a government endorsed public or non-profit organization? Yes/ No.

Tel:

Fax:

Email:

Role/Objectives of your Organisation:

Existing Partnerships, work or experiences with counterparts in IORA member countries:

DECLARATION (APPLICANT):

I certify that the statements and information in this application form are true and correct to the best of my knowledge and belief, and I authorize the National Focal Point to investigate all statements or other

information contained in this application form and any attachments submitted with it, unless I have stated in writing to the contrary.

I understand and agree that any misrepresentation, falsification or material omission of information on this application may result in my failure to receive funding.

Signed:

Name:

Date:

For internal use:

TO BE FILLED IN BY THE NATIONAL FOCAL POINT

Name of Member State: _____

The application for funding will be routed through the National Focal Points only. Has the relevant Department of the Ministry/Department Foreign/External Affairs of the recommending State examined and scrutinised the proposals? Yes/ No

Declaration by the National Focal Point

I the undersigned hereby declare that all details contained in the application are correct to the best of our knowledge. I am in full agreement with the contents of this application and wholeheartedly support the proposed project for the Association. I understand that for the project to be considered as an IORA project, it needs to be supported by at least four (4) other Member States. I undertake to solicit the requisite support at an appropriate time and forum. I also undertake to assist the Applicant to identify other sponsors for the project.

Signed for National Focal Point: _____

Name: _____

Designation: _____

Department/ Ministry: _____

Date signed: _____

Annexure B1

Event Budget (Template) - (Applicable for projects under ISDP)

Name of Event:.....
 Dates of Event:
 Hosting Member State:
 Venue:

Items			US\$
Conference hall	Number	No. of Days	
Meeting room			
Secretarial room			
Wireless Internet			
LCD			

Items			US\$
Food & Beverage	Number of People	No. of Days	
Morning & Afternoon Coffee Break and Lunch			

Items			US\$
Reception	Number of People	No. of Days	
Welcome dinner (one day before the event)			

Items			US\$
Audio/ Visual & Technical		No. of Days	
PA System, Audio recording & Photographer, Flowers, Name Plates, Flag Poles			

Items			US\$
Banner			
Event Banner			

Items			US\$
Local Transportation			
Transportation to and from Airport			

Items			US\$
TRAVEL - Participants (Economy class)			
20 Member States			

Items			US\$
Speakers			
Local Hospitality			

Items			US\$
IORA Secretariat Tickets			
2 Economy + 1 Business Class + Per diem			

Items			US\$
Office Equipment		No. of days	
Rental of 1 Photocopier machine			
Rental of 1 Printer			

Items			US\$
Accommodation - Hotel rates (BB)	No. of people	No. of rooms	
Single room			

Items			US\$
Publications			
Report in booklet and/or book format			

Items			US\$
Miscellaneous			
Badges, flyers, lanyard, writing pads, name plates, event banner, stationeries			

Items			US\$
Other expenses (Please specify)			
Contingencies (2.5% of Total Budget)			

TOTAL			
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