

**IORA APPLICATION FORM FOR THE SPECIAL FUND**

*(To be filled in by the Applicant and to be forwarded to the IORA Secretariat who will forward the application to the country's national focal point for further consideration)*

**General**

Project title:

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\$):

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 organization, 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 Security and Safety*

*Trade and Investment Facilitation*

*Fisheries Management*

*Disaster Risk Reduction*

*Academic, Science and Technology Cooperation*

*Tourism and Cultural Cooperation*

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												

*\*please provide supporting documentation*

### Section C: Project Support

Support: What will your organization provide to the project?  
*Including funding, labor, other resources and management?*

Other support: Will your organization 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 funding be used for?

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.*

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

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?

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 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 though 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 organization (Please

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 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: \_\_\_\_\_