



More than money: How districts and cities in Aceh are actively engaging their local community through Community Support Facilities (CSF)



Canadian International
Development Agency

SECTION 1: Introduction

The Canada/Aceh Local Government Rehabilitation and Reconstruction Program (CALGAP) aims to support post-tsunami rehabilitation and reconstruction in Aceh. The project, which is funded by the Government of Canada through the Canadian International Development Agency (CIDA), is run by the Federation of Canadian Municipalities (FCM) in collaboration with the Government of Indonesia and the Bureau of Rehabilitation and Reconstruction for Aceh and Nias (BRR). CALGAP provides responsive support to local

Why CSF?

Two major events had significant bearing upon Aceh – the earthquake and tsunami of December 26, 2004 and the 30 year conflict between the Government of Indonesia and the Free Aceh Movement (GAM).

The tsunami brought unprecedented levels of destruction to Aceh. It is estimated that 220,000 people died and more than 500,000 were left homeless. People's livelihoods suffered similar devastation, as fishing boats were lost, aquaculture ponds destroyed and 3,000 hectares of land lost permanently.

The 30-year conflict further weakened the economy by destroying infrastructure, taking approximately 15,000 lives and displacing about one million people. The conflict also significantly undermined the relationship between the government and the people of Aceh, with mistrust high on both sides. Citizens did not generally turn to their government for even the most basic services. In this context, the most useful contribution the international community could make was to re-establish trust between citizens and their government.

The most effective way to improve public services is to create efficiency gains within the existing system, as close as possible to the point of contact between government and citizens. Presently in Aceh, citizens have limited capacity to identify, formulate and communicate their needs, so their ability to demand better governance is weak. Marginal groups, including women, the poor and the disabled, have limited skills and few opportunities to contribute to discussions that foster a community-wide approach that reflects their needs. The CSFs were developed to support these groups by helping them participate in political and economic life, and also to help support local governments themselves to respond to the community's request for better services.

government and promotes intergovernmental cooperation models. Its purpose is to rebuild and strengthen local governance (operations management, service delivery and participatory mechanisms) in the city of Banda Aceh, and the districts of Pidie and Aceh Jaya.

The Community Support Facilities (CSFs)

CALGAP developed Community Support Facilities (CSFs) with its local government partners in the municipality of Banda Aceh and the districts of Pidie and Aceh Jaya. CSFs are small funds available to community organizations to address local priorities for reconstruction and rehabilitation. They allow participating local governments to respond directly to community-identified needs for investment in small-scale service provision or infrastructure projects.

The CSF is unique

A joint committee comprising local elected government representatives and local community leaders oversees the CSF. The CSFs have created a venue for local governments and local communities to work together in the reconstruction process and most importantly, have been used as a vehicle to enhance public engagement in the municipal decision-making process. The CSF structure and process have created opportunities to build or reinforce good governance, transparency and accountability, as well as build project management capacities.

With the CSF, the process has been as important as the result, and a number of factors have ensured its success:

1) Building relationships between local government, civil society and communities

Have you ever seen a Deputy Mayor spend a whole day reviewing 240 proposals from the community, together with representatives from NGOs, the community and local government? Have you ever seen a Deputy Mayor consult with these groups on a peer-to-peer basis? It is very unique to see a program whereby a relatively small pool of funding garners serious and enthusiastic attention from political leaders.

The CSF builds relationships between the government, NGOs and communities. The program is managed by the



The Banda Aceh CSF Committee reviews proposals.

local government and a CSF Coordinator, who is a local elected official, and in some cases, the Deputy Mayor. It has proven to be a good model with strong collaboration and a transparent process, leading to practical results. As Illiza Djamal, CSF Coordinator for Banda Aceh says, "The program brings government closer to the community, which helps to understand the community's needs, respond appropriately and target the right people, and most importantly, through the CSF, especially in Banda Aceh, it has supported women's groups in decision making and improved their quality of life."

2) Community ownership

While the CSF is managed by local governments, the participation of civil society organizations and communities ensures that communities feel ownership over the program, being involved from the outset in planning, and then through implementation, monitoring and evaluation. Transparency is built into the process, beginning with a public project launch and announcement of selected groups, and then through to the project's completion. The process ensures that projects are not hindered by "red-tape."

3) Provision of grants complemented by capacity building benefit many people in the community

The CSF provides funding through the distribution of grants, as well as technical assistance and capacity building for those involved, including local governments, the CSF committees and the community groups themselves. While the amount of money provided through each grant is small, the criteria ensure that grants are used to improve quality of life and provide benefits to many people. Examples include small-scale infrastructure projects like building an access road or a bridge to support economic development.

SECTION 2: Setting up the CSF

Before beginning the work, it was crucial for the CALGAP team to understand the local conditions and how to work with local governments in Aceh.

Building on past experience

FCM's Palestinian Municipal Management Program (PMMP), which ran from 1998 to 2006 pioneered what turned out to be a very successful CSF Program. The CALGAP CSF staff learned from this experience. In May 2007, FCM sent a delegation with technical expertise on the PMMP CSF to Banda Aceh to work closely with and train the CALGAP Funds Officer and other staff. During the mission, the team shared

Communities take charge of CSF projects

Peunadok Village was destroyed during the conflict in Aceh, but the Aceh Reintegration Agency (BRA) has rebuilt homes. In the past, farmers had to use a steep narrow foot path through the trees, carrying loads on their heads. Village leader Alam Shah attended a community meeting organized by the District of Pidie to raise awareness about the CSF. He held a village meeting and gathered support for this project to build

the 1.5 km Peunadok Road, which leads to cocoa and arecanut plantations and dry rice fields. Five villages work cooperatively on the plantations, which are on state-owned land. Approximately 500 farmers will benefit from the new road. The District of Pidie Public Works donated a backhoe for 6 days, and the CSF grant covered 4 days. Community volunteers helped to construct the road.



Left: Project coordinator for Peunadok Village, Rajali and Alam Shah, Peunadok Village leader, Pidie. Right: Peunadok Road provides better access for farmers.

experiences and best practices from the PMMP CSF and developed CSF guidelines, tools and a program framework adapted to the Aceh context. The FCM delegation and CALGAP Funds Officer conducted several meetings and consultations with CALGAP's local government partners in the city of Banda Aceh and districts of Pidie and Aceh Jaya prior to finalizing the guidelines and tools for the program.

Initial consultations helped define the CSF

During the consultation with local government partners, they clarified the objectives of the program and developed the criteria for grants. Each district had its own perspective on which groups local government should support through CSF funding. While the city of Banda Aceh was more concerned with empowering women's groups and people's livelihoods, the Districts of Pidie and Aceh Jaya were more concerned with supporting small-scale infrastructure projects to improve agriculture and economic development.

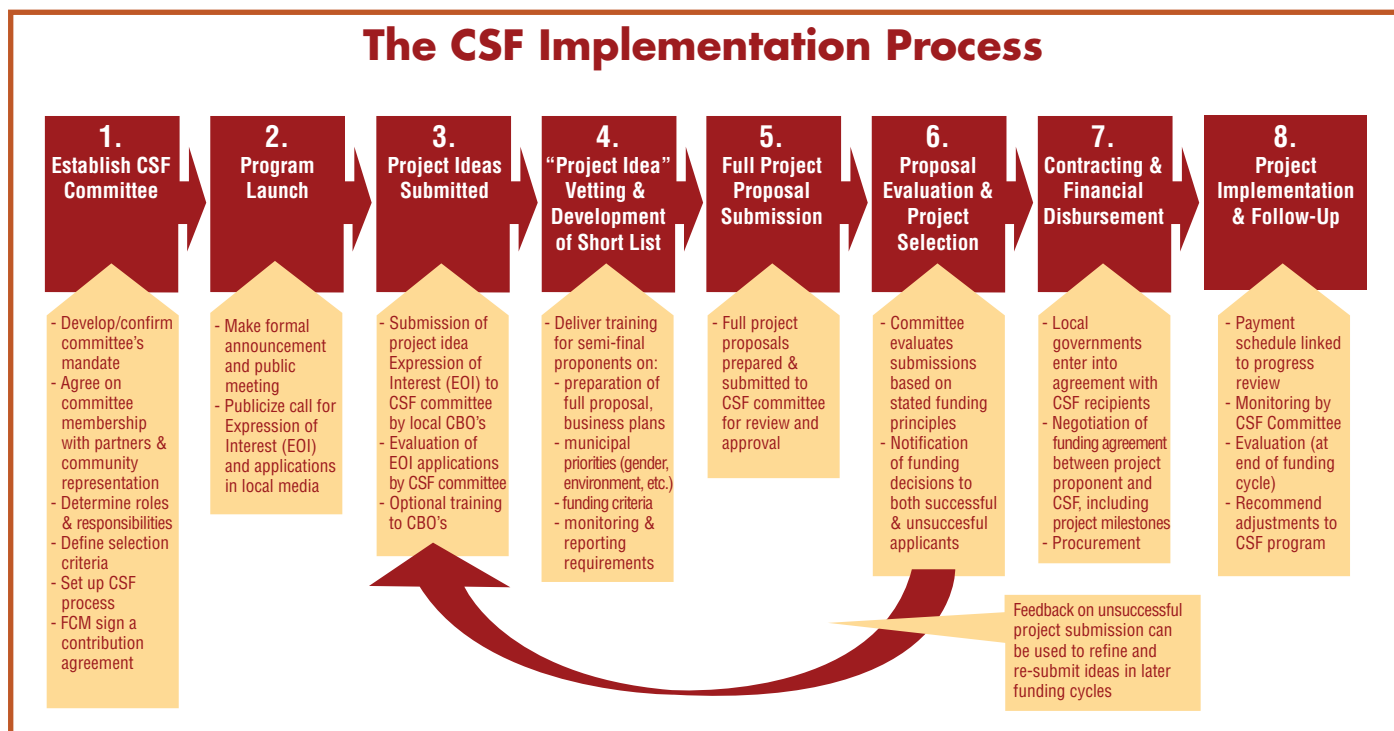
Local government partners also needed to clarify the responsibility of each stakeholder and decide on the process and activities that would be required before engaging NGOs. As they learned about the CSF, they became very enthusiastic about it despite the challenges. As Pak Rinaldi, City Manager of Aceh Jaya said, "This program is very interesting but also full of challenges. It's not easy working with the NGOs because they always criticize government without offering solutions." Local government initially questioned why NGOs should be involved on the CSF Committee because of their tendency to critique local government, and it was difficult to get a consensus on their involvement.

While the local governments wanted to select the NGOs themselves, the CALGAP Funds Officer suggested a more transparent process, whereby public meetings would be conducted to raise awareness about the CSF and to form the CSF Committee. After long discussions, two districts agreed to this process while a slightly different win-win solution was found for the third. In that case, the local government chose one NGO and CALGAP conducted a public meeting to raise awareness about the CSF and offer the opportunity for other NGOs to join the CSF Committee.

It was also challenging engaging local NGOs to participate on the CSF Committee, because of the negative perception that many of them had of the local government, which they felt was bureaucratic, laden with corruption, nepotism and collusion, and wasted time and money using a top-down approach. NGOs were also concerned that the CSF Committee involved voluntary work and if they participated they would not receive a grant through a CSF Project.

To help resolve these challenges, CALGAP sought the advice of Yappika (Civil Society Alliance for Democracy), which had a similar program, also funded by CIDA. Based on the recommendation from Yappika, CALGAP conducted awareness raising meetings and approached the Yappika network to help form the CSF Committee in the district of Pidie and city of Banda Aceh. The local NGOs recommended by Yappika (Perak and IMPACT) were very interested in the CSF and willing to participate on the committee. Despite the challenges, they believed that the CSF model was a good one to help build the relationship between local government and the community and that everyone would benefit by working together.

The CSF Implementation Process



SECTION 3: The Implementation Process

The box on page 4 describes the CSF implementation process.

Step 1. Establish the CSF Committee

Following the awareness raising phase, the local governments, with support from CALGAP staff, formed the CSF committees. Each committee included volunteer representatives from the local government, NGOs, the community and CALGAP staff. Each committee included both women and men (see box below).



Inauguration of the Banda Aceh CSF Committee.

CSF Committee members disaggregated by gender

No	District	Committee Members	
		Male	Female
1	Banda Aceh	3	5
2	Pidie	6	1
3	Aceh Jaya	5	1

In keeping with the goal of the CSF itself, many interesting stories developed as a result of this transparent, multi-stakeholder process, and relationships between the local governments and their communities improved.

Developing guidelines and mechanisms (tools) to manage the CSF

Once the committee was formed, CALGAP and its local government partners signed contracts in the form of agreements on the implementation of the CSF Program. The CALGAP and Canadian FCM team were quite surprised to see the strong, positive response from the local governments on the CSF Program. The political leaders themselves offered to become the CSF Coordinators and were very enthusiastic about running

this program, in part because the CSF presented a very good opportunity to support their political performance.

Vice-Mayor of Pidie Nazir Adam mentioned he was very interested in becoming a CSF Coordinator because he wanted to prove to the community that local government could respond quickly to community needs and deliver a good project. Being an independent politician, he said that during the conflict, there was no trust of the government, and he wanted to build relationships and bring that trust back during his leadership.

With the support from CALGAP, CSF committees worked together to define the process. They established guidelines for management of the CSF, including developing the criteria for selection of grants, tools to support its implementation, and a work plan.

Step 2. Program launch (public outreach, meeting, media)

The CSF committees, in partnership with their local governments, made official announcements and arranged public meetings to launch the CSF. They prepared a publication on proposal writing and the application process for local media and newspapers, to advise the public of the launch.



CSF Program launch.

During the launch, the committees presented the program's objectives, structure and committee members, described the application process and criteria, including the deadline for receiving basic concept papers and detailed proposals. They answered the public's questions, which were usually related to the application process.

Step 3. Project ideas submitted

Community groups submitted the concept papers (in Indonesian) to the CSF Coordinator, with detailed data regarding the activities they proposed for the CSF Grant. The concept papers had to meet the CSF standard format to be considered for funding.

Steps 4-6: The selection process

All local government partners followed the same basic selection process for project grants. All proposals produced by community organizations and received by the CSF committees went through a first screening and an administrative verification. The

proposals that passed the administrative selection were then required to undergo a field verification to further assess the compatibility between the concept paper and the reality in the field. Once this stage was completed, the CSF committees discussed which projects should be funded.

Groups that passed the selection process were invited to have two of their representatives participate in a three-day proposal writing training workshop. The training was designed by CALGAP in collaboration with IMPACT, an NGO under the YAPPIKA umbrella, and was delivered by IMPACT, with CALGAP participation. IMPACT's involvement was invaluable because of the experience the organization has at the grassroots level in Aceh. Many grantees have low education levels and several do not speak Bahasa Indonesian, and IMPACT has resources to work with the dialects spoken by the participants.

During the training, the groups were introduced to environmental sustainability and gender equity principles, two cross-cutting themes of the CALGAP (see box below for more information). The importance of transparency and accountability to the community was also emphasized. Although challenging because of the nature of the themes and level of education of the participants, IMPACT was able to explain the concepts and make them accessible to the participants. The groups also got support in writing the detailed proposals required as part of the CSF selection and implementation process.

The CSF committees held meetings to review the detailed proposals. The following table identifies the steps of the selection process in each district.

District	Concept Papers	Administrative Verification	Field Verification	Final Selection after Training	Groups Having Received the Grants
Banda Aceh	240	81	46	11	11
Pidie	87	58	56	11	10
Aceh Jaya	59	35	17	11	11

What are the CALGAP cross-cutting themes?

The CALGAP cross-cutting themes are tools for promoting good governance practices. By integrating each of the themes, projects are taking steps to build transparent and accountable governance practices that reflect the priorities of the diverse local community.

Environmental sustainability – Activities of local government have an impact on the environment. Reducing the negative impact of municipal activities and decisions on the environment while increasing positive environmental impacts help to reduce poverty and promote sustainable development.

Gender equality – Women and men often have very different needs and resources. Therefore, local government officials need to understand the differences in the situation of women and men, and deliver government services in ways which meets those different needs.

Social cohesion – is the ability of citizens in a given area to function cooperatively together. If a local government or local organization wishes to make a contribution to strengthening social cohesion, it needs to understand any sources of resentment and tension that parts of the community may feel and how local conflict resolution mechanisms might be made more legitimate or stronger in the eyes of all community members.



Support to Community-based organizations (CBOs)

Specific capacity building activities also took place for the beneficiaries at the beginning of June 2008. The CSF Committee in Banda Aceh invited one representative from each of its 11 CSF beneficiaries to a workshop on effective group and project management. The workshop was facilitated by YAPPIKA. In addition to receiving the skills training, the groups benefited from the excellent opportunity to network and share best practices with each other.

In Pidie, during the same period, a local NGO representative from the CSF Committee provided one-on-one business planning coaching to livelihood projects in Pidie to enhance the profitability and sustainability of these enterprises.



Step 7: Contracting and financial disbursements

The committees announced the successful applicants through public meetings and held ceremonies to release the funds to the grantees. Contracts were signed between local governments and community organizations for the release of the funds, and disbursements were made in several installments. The first installment of 50% was released for all projects during the initial phase of project implementation, a second installment of 40% released upon completion of approximately 50% of project implementation, depending on the nature of the project, and a final 10% was (or will be) released upon full completion of the projects and submission of all narrative and financial reporting.

Step 8. Monitoring (development and finance)

The three CSF committees conducted regular monitoring and evaluation visits and held coaching sessions with their CSF groups, with particular support in the area of financial

reporting. More specifically, the CSF committees reviewed the financial statements of the CSF groups along with group members, verified the purchase receipts submitted with the reports and inspected equipment purchases in the field.

SECTION 4: CSF Results

Initial analysis of the results of the first round of CSF projects is impressive, and the projects will continue to bear fruit as the groups continue to find ways for their initiatives to grow.

Banda Aceh

In Banda Aceh, where all eleven of the first round of CSF projects were livelihood projects, ten out of the eleven projects have reported increased financial earnings since their involvement with the CSF program. On average, the groups reported a 25-30% increase in profits. Seven of these groups were either managed by women, or had women comprising between 30-40% of the group members.



The Banda Aceh CSF Committee (including the Vice-Mayor) monitors the Ban Tabina Catering Group.

Interestingly, groups that were either managed by or had strong representation of women were seen to be more productive, organizationally stable and had higher profit earnings than those groups entirely managed by and comprised of men. The Ban Tabina Catering Group, for example, is a women's group that has been able to increase its production of goods by 400% since becoming involved with the CSF Program. Members of this 12 member group have increased their weekly income by 29%, from 300,000 IDR/week to 420,000 IDR/week, and the group has collectively saved 3,000,000 IDR in a group savings account which may be used in the future as seed capital to grow their business.

District of Pidie

In the District of Pidie, eight out of the ten CSF projects were small-scale infrastructure projects. Of these, the rice irrigation projects have all reported significant increases in crop



An infrastructure specialist from CALGAP provides technical assistance to the Cinta Damai farmers group on an irrigation project.

yields since their involvement with the CSF program. On average, the four rice field irrigation projects supported by the CSF reported an increase in production from four to six tons of rice per hectare. Where the average market price of rice in Pidie is reported to be 8,000 IDR/kg, the increase in rice production by these groups also represents a significant increase in earnings. Of the remaining CSF small-scale infrastructure projects in Pidie, three access roads and a bridge were built. The benefits of these small public works investments have been immeasurable: remote villages are now able to access goods and services with greater ease, travel time between villages has decreased, and farmers are able to transport their goods to commercial areas quickly and more efficiently.



A member of the Kop Wan Lagang Sepakat women's cooperative in Pidie, Indonesia, works on an embroidered tapestry. The women's cooperative received a grant through the CSF mechanism to develop a business in renting hand embroidered Acehnese wedding decorations.

Although only two of the CSF groups were managed by women in Pidie, certain small-scale infrastructure projects, such as rice field irrigation, reported having between 14-40% of women participate in the construction of the irrigation canals.

In regard to the cross-cutting theme of peace-building (see box in Section 3 for more information about this theme, referred to as social cohesion in the box), the Cinta Damai Farmer Group reported that over a quarter (29%) of the workforce (100 men) that built the irrigation canals for rice fields were ex-combatants coming together and working harmoniously with fellow community members, engaging in productive activities for the benefit of their families and communities.

District of Aceh Jaya



A CALGAP infrastructure specialist monitors a piping project in Aceh Jaya.

In the District of Aceh Jaya, nine out of the ten CSF projects were small-scale infrastructure projects. Of these, the rice irrigation projects have reported increased crop yields since their involvement with the CSF program, as was observed in the District of Pidie. On average, the three rice field irrigation projects supported by the CSF were able to double their rice production from one to two tons per hectare, representing a significant increase in earnings. Of the remaining projects, two consisted of the rehabilitation of a total of 42 hectares of agricultural land for cocoa and peanut farming. Four involved the construction of community infrastructure. These projects included providing piped water access to 348 households, the erection of two community buildings and the rehabilitation of one soccer field.

Only one project in Aceh Jaya is considered purely a livelihood project, and its success story bears mentioning. Since receiving CSF assistance, Jero Tailors has tripled its staff from 4 tailors to 12 tailors, a quarter of which are women. With the improved sewing machines provided through CSF funding, the tailors are able to more than double their production, from 3 pieces of clothing a day to 8 pieces of clothing a day. As a result of their increased production, profits have doubled from 2,000,000

IDR/month to 4,000,000 IDR/month. Through small business coaching, the group has also been able to market its services and therefore capture a greater share of the tailoring business not only in Aceh Jaya, but in the more populated neighboring city of Meulaboh as well.

A summary of CSF results and testimonials can be found at the end of the case study.

SECTION 5: Lesson Learned

The CSF fosters community involvement and builds synergy between the community and the local government in the implementation of local government programs and objectives and leverages a significant community counterpart contribution. The experience highlights the value of enhanced cohesiveness between local authorities and their communities.

Building Trust in Local Government Using Transparent Approaches

CSF project signs were mounted in full public view, indicating the amount of funds the community received for the project, the project's duration and the contribution made by the community. Building this level of transparency into the projects helped inform the community of what was being planned and who would benefit, promoting trust in local government. This process also reduced the risk that some groups in the community would feel excluded.



The CSF has introduced participatory and transparent approaches, which are new to the Aceh context. Various stakeholders from NGOs, community leaders, elected and non-elected officials have been involved in decision making and selection of projects following objective criteria. Through the process, they have provided the public with information about the program and involved the local media. There is no doubt about the replication value of such practices in other local government initiatives as well as for other local governments.

SECTION 6: Sustainability

In an effort to promote sustainability, CALGAP and the three CSF committees have planned to provide all of the CSF livelihoods projects with training in writing business plans, before the completion of the program. The training will assist the groups in identifying ways to grow and expand their projects. For the small-scale infrastructure projects, CALGAP engineers, together with their local government counterparts, will work with project beneficiaries to create simple maintenance plans to ensure the longevity and structural integrity of the infrastructure built. Where possible, CALGAP and the CSF Committees will also try to connect CSF projects with NGOs that are engaging communities in similar project areas so that beneficiaries can continue to be supported either financially or through technical assistance when CALGAP ends.

Although it is early to determine if the local governments will be able to sustain their respective grant programs, they have all clearly demonstrated great enthusiasm, they have learned how to manage such programs and they appreciate the value of working more closely with their communities. Both the City of Banda Aceh and the District of Pidie have expressed interest in using their own budgets to support micro-credit or revolving funds using the CSF model. CALGAP will be providing technical support to help develop guidelines for these programs. Certain departments, such as Social Affairs and Community Empowerment could be more involved in supporting others to learn from the CSF experience and apply some of its lessons.

CSF: Delivering Results for the Community

Increased Capacity of Community-Based Organizations (CBOs) and Community Groups

- As a result of their participation in the CSF program, the activities of the CBOs and groups are better planned and structured. Groups are now operating with clearer rules, guidelines and defined activities.
- The CBOs and groups are now more confident in their ability to seek assistance from other local government institutions and the private sector for financial and technical support. The local government, DPRD, the private sector, and other non-governmental organizations have recognized these groups as important stakeholders in community development.
- Groups are now capable of effective group administration and management, financial management and reporting, fundraising and proposal writing.
- CBOs and groups have developed an awareness of issues related to gender equality, environmental sustainability, anti-corruption and peace-building, which has led to more effective programming and project implementation

Greater Access for Remote Areas

- The CSF program has provided opportunities for rural communities to increase their access to economic activities as a result of improved small infrastructure development.
- The remote villages in Pidie and Aceh Jaya now have greater access to surrounding areas as a result of small-scale infrastructure projects funded by the CSF, such as roads and bridges. This has enabled villagers to gain access to more services and goods, and opportunities to support their livelihoods.

Higher Yields in Agricultural Production

- Irrigation systems to support the production of rice in Aceh Jaya and Pidie have resulted in an increase in rice production from one to two tons per hectare in Aceh Jaya and from four to six tons per hectare in Pidie. Farmers have earned higher incomes as a result.
- 42 hectares of agricultural land have been rehabilitated after being abandoned by conflict and the tsunami in Aceh Jaya. These lands are now ready for peanut and chocolate farming.

Increased Incomes for Livelihoods Projects

- Livelihoods projects have increased their profitability by 25-30% on average.
- Roughly 20% of the livelihood projects funded by the CSF are managed by women, giving them an opportunity to be more financially independent.

Stronger Relationships with Local Governments and Community Members

- The CSF model has dispelled misconceptions by the community that local governments are unable to respond to community identified needs and priorities.
- The multiple stakeholder CSF model has been extremely useful in combating corruption by encouraging transparency and democratic decision making.
- Local governments have been brought closer to issues affecting villagers and are therefore now better positioned to determine needs and priorities concerning programming at the department level.

ANNEX A: Testimonials

We are interested in the CSF program because we think it is transparent in its implementation. We never had training in proposal-making before. In this training, we got knowledge on how to make a good proposal. We also think the gender and environmental training sessions were very useful to change our perception about women, who all this time we had looked at half-eyed. – *Khairul Amri & M.Harun, Kelompok Cinta Damai (farmer's group)*

We are very happy. Since we got assistance from CSF, we have developed a better relationship with government. The government involved us in an event they held. For example, we were invited to the first anniversary of the Mayor's leadership. And they also ordered the cake from us. – *Ban Tabina (women's cake-making cooperative)*



I'm very grateful, because we got useful knowledge from the CSF training. Before now, there was no training for proposal making and I didn't know to make a good proposal. Now I have knowledge on that and feel confident to make a good proposal whenever needed next time. – *Suchriah, Clap Perikanan Lamdingin (Processing of Kayu fish and salted fish project)*



I feel happy with CSF program, because it has helped improve the economic life of the community in Banda Aceh. Unfortunately, there are some of CBOs who truly needed the assistance but were not selected because they did not meet one of the CSF criteria. This happened since the CSF is very tight and transparent in its selection process.

– *Badrunissa, CSF Committee from BPMKS (Community Empowerment and Social Welfare Agency)*

This program has had a good impact on the relationship between government and the community. This is proven by the confession from the CBO that it feels happy with this program because they have a better relationship with and support from the government. – *Aline, CSF Assistant for Banda Aceh*



ANNEX B: CSF Committee Terms of Reference

The CSF Program Advisory Committee key responsibilities and mandate include the following:

- Review and guide applicants to complete project's proposals;
- Develop and implement the CSF annual work plan;
- Request additional information on the proposed projects as required;
- Provide suggestions and recommendations on proposal content, implementation approaches, and the selection of local government experts to be involved in the specific activities proposed; and
- Review progress during the implementation of approved proposals;
- Review proposals in consideration of CALGAP's cross-cutting themes related to gender equality, peace building, environmental sustainability and anti-corruption integrity;
- The local government will assign a chair to the CSF committee;
- The CSF committee will assign a local fund coordinator who will act as a secretary to the committee and facilitate access to information and coordinate CSF committee work plan;
- CALGAP Fund Officer and/or LGDO will provide guidance and directions to the committee when needed but won't have a voting authority;
- Listen to verbal presentations by applicant CBOs "(optional way to review short-listed projects);
- Approve projects proposals;
- Monitor funds disbursements to recipients CBOs.

ANNEX C:
CSF – Project Idea Form

CSF – Project Idea Form

Date of the Application	
Name of the Applicant	
Address of the Applicant	Address Phone Fax email
Key Contact for the project	Name Phone Fax email
Date the NGO was established	
Are there any other donors supporting the Applicant currently?	Yes <input type="checkbox"/> No <input type="checkbox"/> If the answer is Yes, please provide a brief summary
Title of the proposed project	
Sector targeted by the initiative	<input type="checkbox"/> Local Economic Development <input type="checkbox"/> Women <input type="checkbox"/> Environment <input type="checkbox"/> Education <input type="checkbox"/> Vulnerable groups <input type="checkbox"/> Culture <input type="checkbox"/> Health <input type="checkbox"/> Other, specify
Nature of project	<input type="checkbox"/> New project <input type="checkbox"/> Complementary project to a previous initiative <input type="checkbox"/> Pilot project within a larger initiative

ANNEX C:
CSF – Project Idea Form (cont'd)



CSF – Project Idea Form (cont'd)

Provide project **summary** and **objectives**

Expected Start Date	
Expected End date	
Total project budget	
Percentage required from CSF	
Percentage and type of in-kind	

Date of the Committee Decision:

Comments / Decision of the Committee:

ANNEX D: DETAILED PROPOSAL GUIDELINES

GUIDELINES FOR THE SUBMISSION OF A DETAILED CSF PROPOSAL

Upon approval of your concept paper, please answer the following questions. **DO NOT** complete this form until your concept paper has been approved by CSF Committee and you have received a written notice.

CSF – Detailed Proposal Form

Date of the Application	
Name of the Applicant	
Address of the Applicant	Address Phone Fax email
Key Contact for the project	Name Phone Fax email
Date the CBO was established	
Number Staff	
Are there any other donors supporting the Applicant currently?	Yes <input type="checkbox"/> No <input type="checkbox"/> If the answer is Yes, please provide a brief summary
Title of the proposed project	
Sector targeted by the initiative	<input type="checkbox"/> Local Economic Development <input type="checkbox"/> Women <input type="checkbox"/> Environment <input type="checkbox"/> Education <input type="checkbox"/> Vulnerable groups <input type="checkbox"/> Culture <input type="checkbox"/> Health <input type="checkbox"/> Other, specify
Nature of project	<input type="checkbox"/> New project <input type="checkbox"/> Complementary project to a previous initiative <input type="checkbox"/> Pilot project within a larger initiative

**ANNEX D:
DETAILED PROPOSAL GUIDELINE (cont'd)**



CSF – Detailed Proposal Form (cont'd)

Provide project **summary** and **objectives**

Project **outputs**: What will be the results of the planned activities? What concrete change is expected through the project?

Detailed list of proposed activities and location of all planned activities. When applicable, locate all project on a suitable map and annex the map to proposal

What is its link to post-tsunami reconstruction and rehabilitation efforts and how will the planned activities address it?

ANNEX D:
DETAILED PROPOSAL GUIDELINE (cont'd)

CSF – Detailed Proposal Form (cont'd)

Total numbers and types of direct and indirect project beneficiaries (including women and vulnerable population if applicable)

Explain any coordination/collaboration with other level of government, community groups or organizations in the identification of the problem and the planning of activities.

Explain if and how community input/needs was sought

Cross-cutting themes: Does the project meet any of the following cross-cutting themes: Gender equality, peace building, environmental sustainability and anti-corruption.

Risk assessment: What events or developments could affect the results of the project? List how these risks could be mitigated or reduced;

Potential adverse environmental effects: **if applicable**, describe and locate on a suitable map any potential adverse effects that the project may have on the environment near the project's location? (For example, on sources of drinking water, on sensitive natural areas such as forests or mangroves, on fish resources, on agricultural land, on the quality of life of neighbouring populations etc.). If any, describe the measures that will be taken to avoid or limit these adverse effects (for example, by protecting wells from contaminants, training project personnel on proper management practices, avoiding nuisances (noise, odors, dust) for the surrounding population, etc.).

**ANNEX D:
DETAILED PROPOSAL GUIDELINE (cont'd)**



CSF – Detailed Proposal Form (cont'd)

Sustainability: What measures will be taken to ensure that project activities will be sustainable in the long run? Demonstrate how operating costs will be sustained for the next 3 years?

Expected project Start Date	
Expected project End date	
Total project budget	Please attach a detailed budget for all proposed activities. Including each contribution to the project in terms of cash or requested 10% in-kind.
Percentage of funding required from CSF	
Percentage and type of in-kind	Funding from other sources: Provide names and list all contributions from other sources (other donors, other level of governments, private organizations, NGOs, community members, etc.)

When completed, submit the detailed proposal to the CSF local coordinator in your community.

CSF Local Fund Coordinator, Banda Aceh
Insert Full address Office

Phone number & Email

CSF Local Fund Coordinator, Aceh Jaya
Insert Full address Office

Phone number & Email

CSF Local Fund Coordinator, Pidie
Insert Full address Office

Phone number & Email

ANNEX E:

Monitoring Tool For Field Verification

CSF – Monitoring Tool For Field Verification

Name of Local Authority	
Name of the CSF Project	
Name of the Community Group delivering the CSF Project	
Date of Monitoring or Field Verification	
Name of Monitor	
Is this a:	<input type="checkbox"/> Field Verification to update project progress OR A <input type="checkbox"/> Mid-Term Field Verification (Before release of 2nd. Financial installment).

Field Verification Questions

1. What are the original project objectives?	
2. What are the expected results?	
3. Is this project on track to be completed by estimated completion date. If not why?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> If not, why:
4. Is this project on track to be completed by estimated completion date. If not why?	
Environmental issues (for example, improved access to water)	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> If so, explain:
Gender issues (for example, women having a determining role in the project's management or operations)	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> If so, explain:
Social tensions (for example, engagement/opportunities of most community members)	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> If so, explain:

ANNEX E:
Monitoring Tool For Field Verification (cont'd)



Field Verification Questions (cont'd)	
5. Have you observed any particular problems created by this project with respect to:	
Environmental issues (for example, project waste not properly managed),	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> If so, explain:
Gender issues (for example, exclusion of women from certain project activities)	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> If so, explain:
Social tensions (for example, if the project excluded any specific groups or was limited to certain groups)	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> If so, explain:
6. What advice or technical information have you provided for this project during this field verification? What are your recommendations for this project?	
7. Should this project proceed for 2nd financial advancement?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> If not, why:
8. Please provide an overall summary of current status of this project (3-5 sentences)	

Comments / Decision of the Committee:



Contact Information

For more information, contact
international@fcm.ca.

Federation of Canadian Municipalities International Centre for Municipal Development

24 Clarence Street
Ottawa, Ontario, CANADA K1N 5P3
Tel.: (613) 241 5221
Fax: (613) 241 7117
Email: international@fcm.ca

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