



Climate & Development  
Knowledge Network

## CDKN Innovation Fund: Application Form (Round 2)

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Please complete **all sections of this application**, keeping within the word limits where specified. Errors or omissions could delay the application process. Your application must be submitted in Microsoft Word format.

Please refer to the *CDKN Innovation Fund Applicant Guidelines* available on our [website](#). Your application form must clearly demonstrate how your concept/idea meets the evaluation criteria.

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# Basic Eligibility Criteria

(For more information please see the Guidelines document)

**Please ensure that your application meets the basic eligibility criteria listed below. Ineligible applications will not be considered by the CDKN review panel.**

- You have used the CDKN Innovation Fund application form provided and completed **all sections**. **Please note that CDKN will not accept incomplete applications or submissions that do not use the application form provided.**
- Your application is in **Microsoft Word** format, and is written in **English**.
- All sections of the application form are within the word limits where specified. **Please note that excess words will be cut out prior to the review process, and therefore will affect the coherence of your application.**
- Your application form and any supporting documents have been submitted **before the deadline** specified. **Please note that CDKN is in no way obliged to accept any information submitted after the deadline, although extenuating circumstances may be considered if evidence is provided.<sup>1</sup>**
- The total amount of funding you have requested from CDKN does not exceed the maximum allowed: **up to GBP100,000**. **Please note that CDKN will not accept applications that request more than this amount.**
- The timeframe of your project is within the limits specified: **up to 6 months**.
- The **Lead Applicant is African** (and not an international institution based in Africa).
- The project team includes **two (2) or more African partners**. **Please note that CDKN will not accept an application from an individual or single organisation.**

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<sup>1</sup> Power/internet failures or language difficulties are not considered sufficient to justify a late submission. If you know that these are potential risks, please submit your application well in advance of the deadline.

**ALL APPLICANTS MUST ENSURE THAT SECTIONS A, B AND C OF THE APPLICATION FORM  
ARE COMPLETED.**

**PLEASE REFER TO THE GUIDELINES FOR ASSISTANCE IN COMPLETING THE FORM.**

# SECTION A: General Applicant Information

## A1: LEAD APPLICANT DETAILS

<b>Name of Lead Applicant and email address</b>	
<b>Name of organisation</b> <i>(Registered legal entity name)</i>	
<b>Postal Address</b>	
<b>Postal Code</b>	
<b>City</b>	
<b>Country</b>	
<b>Registered Address</b> <i>(If different from Postal Address – no PO Boxes)</i>	

<b>Phone number</b> <i>(Including international dialling and country code)</i>	
<b>Fax number</b> <i>(Including international dialling and country code)</i>	
<b>Organisation website</b>	
<b>Name, Address, Email Address and Phone Number for Organisation's Auditor</b>	
<b>Name and email address of contact person if not the Lead Applicant</b>	

**A2: PARTNER DETAILS** *(Please include details of all additional partners. Copy and paste the table if necessary)*

<b>Name of partner and email address</b>	
<b>Proposed role in group</b>	
<b>Name of organisation</b>	
<b>Postal address</b>	
<b>Postal code</b>	

<b>City</b>	
<b>Country</b>	
<b>Phone number</b> <i>(Including international dialling and country code)</i>	
<b>Fax number</b> <i>(Including international dialling and country code)</i>	
<b>Organisation website</b>	

### **A3: CVs OF KEY MEMBERS OF THE APPLICANT GROUP**

Please provide CVs (**maximum 2 pages each**) for key members of the applicant group. These should be attached as an annex to the application form. Please make sure to include relevant information to demonstrate staff experience e.g. qualifications or trainings, current and previous posts held, and publications.

## SECTION B: Innovation Process

### B1: SUMMARY OF CONCEPT / IDEA TO BE DEVELOPED DURING THE INNOVATION PROCESS

<b>Project title</b> <i>(maximum 15 words)</i>	
<b>Funding requested from CDKN</b>	<i>(In UK pounds sterling; GBP)</i>
<b>Counterpart funding</b>	<i>(State funding sources and amounts, and whether funds are secured or tentative, in cash or in kind and contact details for counterpart funding, attach letter confirming counterpart funding, as outlined in the guidelines)</i>
<b>Project Cost</b> <i>(excluding expenses)</i>	<i>(In UK pounds sterling; GBP) (Day rates etc. Please quote the fee price for this piece of work, breaking down any components costs in excess of GBP500. We encourage you to attach a spreadsheet if appropriate)</i>
<b>Indicative Expenses</b>	<i>(Please break down any components costs in excess of GBP 250)</i>
<b>Total Price excluding VAT and Taxes</b>	<i>(In UK pounds sterling; GBP)</i>
<b>VAT and Taxes</b>	<i>(In UK pounds sterling; GBP)</i>
<b>Total Price including VAT and Taxes</b>	<i>(In UK pounds sterling; GBP)</i>
<b>Project duration</b>	<i>(In months – maximum duration is 6 months)</i>
<b>Proposed start date</b>	<i>(DD/MM/YY)</i>



<b>Geographic focus</b>	<i>(Countries)</i>
<b>CDKN Theme(s) and priorities</b>	<i>(Indicate which CDKN priority theme(s) and CDKN Africa priorities your project will address)</i>
<b>Summary of project idea/concept</b> <i>(maximum 200 words)</i>	<i>(Include clear objectives)</i>

<p><b>Interest in subsequent implementation funding award from CDKN (note that this is contingent on a successful innovation process and review by CDKN of the project proposal and agreement to the provision of the implementation funding award)</b></p>	<p>Yes/No</p> <p><i>(If yes, which parts of the CDKN programme would align with the project proposal resulting from the innovation process: the CDKN output areas are focused on Research, Technical Assistance, Knowledge Management and Negotiations Support).</i></p>
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## B2: DETAILS OF THE CONCEPT/PROJECT IDEA TO BE DEVELOPED

### PLEASE NOTE

- When completing this section you need to refer to the Applicant Guidelines, particularly the evaluation criteria outlined in Annex 1.
- Where counterpart / third party funding is tentative, the applicant must clearly indicate which activities and outputs would be covered by the CDKN funding (should the counterpart / third party funding not be secured).

<p><b>B2.1 How is your project innovative?</b> <i>(maximum 100 words)</i></p>	
<p><b>B2.2 How is your project idea demand-</b></p>	<p><i>(Please include references to relevant documents or reports. Please ensure that you include contact information for the relevant government decision makers. In addition you may attach a letter of support from key stakeholders,</i></p>

<b>led?</b> (maximum 150 words)	<i>preferably government, to your application.)</i>
<b>B2.3 Relevance to CDKN priorities and Climate Compatible Development</b> (maximum 100 words)	<i>(Please indicate how your project is relevant to CDKN objectives and which of the CDKN strategic priorities and Africa strategic regional priorities your application addresses.)</i>
<b>B2.4 Policy impact and stakeholder engagement</b> (maximum 200 words)	<i>(How do you plan to integrate the development of your project concept/idea with decision makers?)</i>
<b>B2.5 Partnerships building</b> (maximum 100 words)	<i>(Please describe the partnership arrangements/relationships in the project team.)</i>
<b>B2.6. Capacity building</b> (maximum 100 words)	<i>(Please explain how your project will build capacity within the project team.)</i>

### **B3: INNOVATION PROCESS DESIGN**

<b>B3.1 Activities and facilitation methods</b> (maximum 500 words)	<i>(Please provide details on planned activities, logistics/location, facilitation methods and the use of content expertise during the innovation process.)</i>
<b>B3.2 Options for</b>	<i>(Please provide any details on how you plan to take this project forward after completion of the innovation process,</i>

<b>project implementation</b> (maximum 250 words)	<i>including potential funding sources and indicate what the proposed sustainable uptake pathway will be.)</i>
<b>B3.3 Management of risks and assumptions</b> (maximum 200 words)	<i>(Include ethical considerations where relevant.)</i>

**B4: SUMMARY OF OUTPUTS** *(add rows as needed)*

<b>Output Type</b> <i>(e.g. project proposal, policy brief, working paper, partnership development, learning materials, toolboxes, roadmaps etc. Noting that, apart from the project proposal, these are examples outputs and other outputs are eligible)</i>	<b>Description</b> <i>(e.g. number, objective, type and size of target audience, theme/ topic, etc.)</i>
<p><b>Please note</b> that these outputs will be used as the deliverables you are contracted to produce under the research agreement. They must</p>	

<i>be clear and well defined.</i>  <i>(maximum 200 words)</i>	
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**B5: WORK PLAN**

Provide a breakdown of the activities to be funded by CDKN and the milestones (key events or deliverable) that can be related to the items in the project budget. Please also provide a timeline highlighting indicative dates for planned periods of implementation for the various tasks and work packages in a Gantt-diagram. Please ensure that **all outputs** are included on this timeline.

**B6: BUDGET**

We recommend that you refer to the CDKN Expenses Policy for full details, available [here](#). All costs should be in UK Pounds Sterling (GBP). The level of detail provided and budget clarity will be considered by reviewers in relation to the Value for Money evaluation criteria. Please note that Third Party funding that is included in the budget must be evidenced (i.e. an official letter from the relevant organisation confirming their financial support). Please also note that CDKN cannot provide specific budget lines for the purchase of equipment.

B6.1: Summary Costs per budget line (summary of all partners)		
	Budget for Innovation Process	
Budget Lines	CDKN Award Budget (GBP)	Third Party or in kind contribution i.e. co-funding (if any) (GBP)

<b>Staff costs (salaries)</b>		
<b>Facilitation costs (if not covered by staff costs)<sup>2</sup></b>		
<b>Content expertise (if not covered by staff costs)<sup>3</sup></b>		
<b>Travel and subsistence</b>		
<b>Consumables</b>		
<b>Dissemination activities</b>		
<b>Overheads</b>		
<b>Other costs</b>		
<b>Total</b>		
<b>B6.2: DETAILED COSTINGS</b> <i>(Please provide details on each of the categories you have completed in the budget form. We recommend that you refer to our Expenses Policy, available <a href="#">here</a>.)</i>		
<b>Staff costs (salaries)</b>	<i>(Include day rates and number of days of each project team member)</i>	
<b>Facilitation costs (if not covered by</b>		

<sup>2</sup> Facilitation is the cost of hiring someone to facilitate group interactions/workshops/sessions etc. See Annex 3 of the Guidelines for further information.

<sup>3</sup> Content expertise is the cost of paying a specialist on the topic that you are working on (e.g. a specialist on carbon markets) to play an advisory role. See Annex 3 of the Applicant Guidelines for further information.

<b>staff costs)<sup>4</sup></b>	
<b>Content expertise (if not covered by staff costs)<sup>5</sup></b>	
<b>Travel</b>	
<b>Subsistence</b>	
<b>Dissemination activities</b>	
<b>Overheads</b>	<i>(If not included in staff salaries)</i>
<b>Other costs</b>	
<b>In Kind</b>	
<b>Third Party</b>	

<sup>4</sup> Facilitation is the cost of hiring someone to facilitate group interactions/workshops/sessions etc. See Annex 3 of the Guidelines for further information.

<sup>5</sup> Content expertise is the cost of paying a specialist on the topic that you are working on (e.g. a specialist on carbon markets) to play an advisory role. See Annex 3 of the Guidelines for further information.

<p><i>Please note that you <b>must</b> provide evidence of Third Party funding (i.e. an official letter from the relevant organisation confirming their financial support).</i></p>
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Budgets must be realistic estimates of the funds required for the proposed project. Unless specified otherwise, awards should cover the costs of such items as: expendable supplies. Accurate financial tracking and management of the award is the responsibility of the Lead Applicant together with the institution's finance department. All amounts quoted should be inclusive of any relevant taxes and charges (including Sales Tax or Value Added Tax).

### **Payments**

The award will be in Pounds Sterling (GBP). All payments are inclusive of any relevant taxes and charges (including Sales Tax or Value Added Tax). All payments are made solely to the Lead Applicant. All award application budgets must be made in Pounds Sterling (GBP). Please note: if the host institution uses a currency other than Pounds Sterling (GBP) then the milestone payments will be subject to any fluctuations in the exchange rate when the payment is converted to that currency. These fluctuations will be at the award holders' expense or gain.

### **Budget**

Any changes from the approved application including the budget must receive prior approval from CDKN. Any requests for unforeseen additional expenses will be considered on a case by case basis. CDKN allows the Lead Applicant justified transfers of funds of up to 10% between the following categories in the budget: facilitation, content expertise, consumables and travel/subsistence. **Any** transfers must be within the approved total budget and **all transfers must be approved by CDKN in writing prior to expenditure.**



**Table 1. Expenses policy guidelines**

<b>Expense</b>	<b>Guidelines</b>	<b>Comments</b>
<b>Air travel</b>	Only Economy class fares will be reimbursed. First class, Business class and Premium Economy or equivalent travel on flights will not be reimbursed except in exceptional circumstances e.g. where a medical certificate can be provided. Where first, business or premium economy travel (or equivalent) is proposed there needs to be a clear case stating why this should be exercised. Flexible tickets should only be used in exceptional, pre-agreed circumstances.	May be varied in exceptional circumstances. Pre-approval from CDKN is required if you expect to incur the cost before a budget has been agreed and signed on. Otherwise, please operate within and as stated in the contracted budget.
<b>Rail travel</b>	All rail travel should be in standard class, unless a business or medical case is made for the contrary. Exceptional cases need to be pre-approved by CDKN and discussed during the contracting procedure.	May be varied in exceptional circumstances. Rail travel does not include normal commute.
<b>Hotels</b>	Hotel rates per night should not exceed the hotel component of 80% of WHO rates, and receipts must be provided for the entire duration of the stay in order for accommodation to be reimbursed. Please see Annexe 1 for guidance on how to calculate maximum hotel rates. Our policy does <u>not</u> cover mini-bar, or alcohol. Hotel services such as dry cleaning and laundry services will only be reimbursed where the hotel stay duration exceeds 1 week.	May apply a lower rate in developing countries. Per diems cannot be applied in the claims under new DFID guidelines. The WHO guidance rates are in excess of preferred DFID rates, and therefore a 20% discount must be applied for the benchmark.
<b>Mileage</b>	<p><i>When travelling in own vehicle</i>, mileage should be based around the standard mileage permitted by your employer (or PwC's permissible mileage if your employer does not provide it – please request this information if it is applicable to you), and not exceed the tax guidelines.</p> <p><i>When renting a vehicle</i>, a receipt must be provided covering all fuel and renting costs, up to Class C vehicles. Other classes of vehicles will not be reimbursed.</p>	UK limits based on UK AMAP guidance from HMRC. Currently 40p/mile up to 10,000 miles per annum

Expense	Guidelines	Comments
<b>Meals</b>	All receipts must be provided and only the total, receipted amount will be reimbursed. Up to a maximum of £40 a day for subsistence will be allowed, unless otherwise agreed in the budget. Please notify CDKN during the contracting process if you expect it will be difficult to obtain receipts for subsistence. In exceptional circumstances, where your case is approved, you will have to provide a signed declaration listing the non-receipted meals, and a reimbursement of £5 for lunch and £8 for dinner will be provided.	
<b>Local ground travel e.g. taxis</b>	Should only cover short distances and be accompanied by a receipt. If you expect it will be difficult to obtain these prior to carrying out the project, please discuss it with CDKN procurement ahead of incurring the expense. We will be able to accept signed statements of journeys as a proxy, but only as long as this has been pre-agreed during the contracting process. See Annexe 2 for the kind of information that would need to be included in signed declarations.	Any exceptions to receipted expenditure must be pre-agreed during the contracting process.
<b>Business entertaining</b>	Business entertaining is permissible on a case-by-case basis but is subject to prior approval and should be contracted.	
<b>Telephone</b>	Business calls reimbursed for business dedicated phones. Rent on specially rented phones for certain countries may be allowed.	Rental on phones supplied by employer in the normal course of employment is not claimable.
<b>Internet</b>	Internet usage will be reimbursed so long as it falls within a reasonable amount and is demonstrated to be necessary for carrying out business.	
<b>Office materials and IT/electronic hardware</b>	Office materials and IT/electronic hardware will not be reimbursed unless specifically stated otherwise in the contract.	

## **SALARIES:**

### **Allowable:**

- Funds may be used to pay part-time staff fees, graduate students and other workers for their labour in support of the research project. CDKN will pay the costs of research staff time on the projects. Please note this should be included in the overall funding requested from CDKN to cover staff costs.

### **Not allowable:**

- Funds may NOT be used to add to the salary of existing full time scientists, administrators or administrative staff.

## **OTHER EXPENSES:**

### **Allowable:**

- Printing
- Copying
- Rental of meeting rooms and workspace

## **ADMINISTRATIVE OVERHEADS**

### **Allowable:**

- **Reasonable** calculations for overheads to institutions, which accurately reflect the minimum requirements of those institutions.
- **NOTE:** CDKN would prefer for overheads to be included in the staff day rates.

**We recommend that you refer to our Expenses Policy for full details, available [here](#).**

## **B.6.3: PROPOSED PAYMENT MECHANISM**

CDKN usually makes several payments throughout the life of the research agreement, linked to certain milestones or deliverables (which can include signature of the research agreement, if required). A minimum of 25% of the overall funding required is usually retained for payment on successful completion of the research agreement. Please indicate your proposed payment mechanism in the table provided. CDKN can be flexible in its payment terms, so please contact us if you have any questions ([innovationfund@cdkn.org](mailto:innovationfund@cdkn.org)).

## Fees

Proposed Payment Date	Amount (in GBP)	Milestone/Deliverable	Explanatory note (if required)
<i>Please add more lines if required</i>			

## Expenses

Proposed Payment Date	Amount (in GBP)	Milestone/Deliverable	Explanatory note (if required)
<i>Please add more lines if required</i>			

## SECTION C: CDKN Policies

Please answer the following questions. *(For more information, see Annex 2 of the Applicant Guidelines).*

### Statement of Compliance

The Lead Applicant must confirm the following. The individual completing this declaration must have the authority to do so. Failure to complete this declaration may result in the application being disqualified.

1. I have completed and enclosed all information required in the application in the format and order required.	(YES/NO)
2. I declare that this is a bona fide submission to the CDKN Innovation Fund.	(YES/NO)
3. I declare that the organisation will comply with the terms and conditions of contract.	(YES/NO)
4. I declare that I am aware of the next steps of the procurement process, if appropriate.	(YES/NO)
5. I declare that the organisation is not aware of any connection with a member of staff from PwC or any of the CDKN Alliance Partners which could affect the outcome of this procurement process.	(YES/NO)
6. I declare that I am not aware of any potential conflicts of interest in submitting this application.	(YES/NO)

**If you have replied NO to any of the above, please provide a detailed explanation below:**

## Application Checklist

Have you attached a scanned <u>signed</u> PwC non-disclosure agreement to your application?	(YES/NO)
Have you sent two (2) <u>signed</u> hard copies of the non-disclosure agreement to the address provided?	(YES/NO)
Do you confirm you have read and understood the CDKN Expenses Policy?	(YES/NO)
The Terms and Conditions associated with the funding for this piece of work are <u>non-negotiable</u> . Please confirm that you have understood the above statement, and that you have read, understood and accepted our Terms and Conditions of contract.	(YES/NO)
Have you completed the Statement of Compliance?	(YES/NO)

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