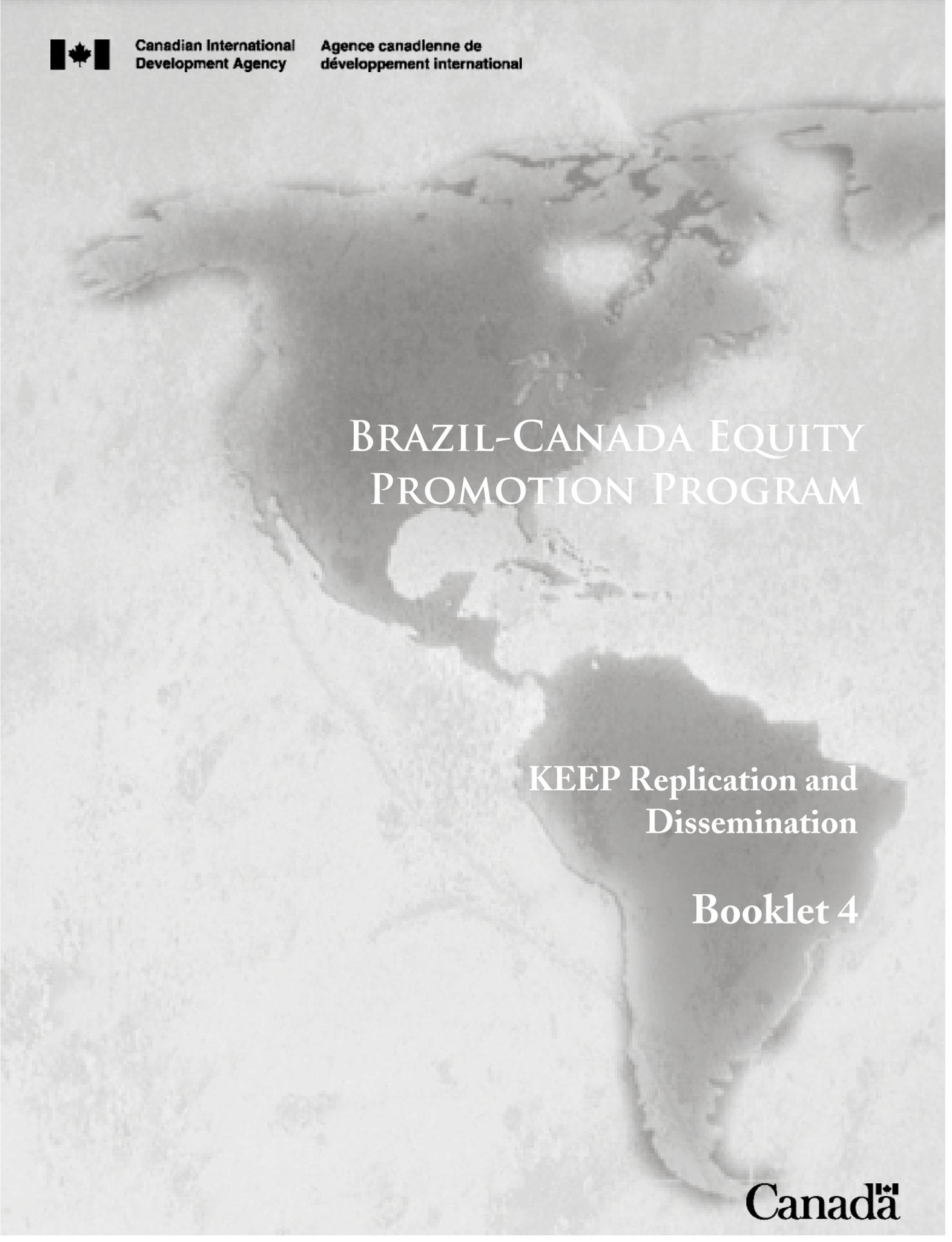




Canadian International
Development Agency

Agence canadienne de
développement international



BRAZIL-CANADA EQUITY PROMOTION PROGRAM

KEEP Replication and
Dissemination

Booklet 4

Canada

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The KEEP program can be accessed by Brazilian organizations and their Canadian partners in different mechanisms, called “windows.” The same objectives apply to all windows. However, each window functions in a different way. This booklet, which focuses on replication and dissemination of previous CIDA programming in Brazil, should be read in conjunction with Booklet 1 (General Information).

What is the KEEP Replication and Dissemination window?

Through the Replication and Dissemination window, the KEEP program aims to extend the impact of CIDA-funded projects in Brazil. The KEEP program will support Brazilian organizations wishing to replicate and/or disseminate the successful results of existing or recently concluded CIDA-supported projects in the areas of governance, health or labour/the world of work. Projects must take place in regions of Brazil and/or with additional Brazilian project partners other than those in the original project.

This window facilitates access by Brazilian organizations to successful knowledge, models, and experiences developed in Brazil, through Canada-Brazil cooperation, by other Brazilian organizations, municipalities or states, which may help improve the delivery of an ongoing Brazilian program or initiative.

Which organizations are eligible to apply for funding?

Brazilian government and public agencies at the federal, state and municipal levels, and non-governmental organizations involved in CIDA-funded projects that wish to disseminate their acquired knowledge to other Brazilian organizations are eligible.

Brazilian government and public agencies at the federal, state and municipal levels, and non-

governmental organizations not involved in a CIDA-funded project that wish to benefit from the results of a CIDA-funded project are also eligible to apply.

Is there any regional concentration?

Yes. CIDA expects the recipient Brazilian organization to develop its work or to have its clientele located in the regions of Brazil that experience higher levels of poverty and inequity—the northeast and the peripheries of larger urban areas. Proposals that have a national impact will also be considered.

How much can CIDA contribute to the project?

CIDA's contribution to a project under the Replication and Dissemination window will not exceed \$100,000. The amount of funding provided to support each initiative will vary depending on the nature and length of the activity. A one-time activity, such as the organization of a seminar, will be limited to a maximum contribution of \$35,000.

Financial support will be limited to direct expenses associated with carrying out the activity, such as travel, accommodation, meals, and the publication of teaching materials. CIDA may pay some local fees. It is willing to offset the cost of a local coordinator as long as they continue to be a significant counterpart contribution from the Brazilian organizations.

What type of activities can receive support?

Examples of eligible activities include workshops, conferences, seminars, or publications on either a one-time basis (e.g. a conference or seminar disseminating the successful results of a CIDA-funded project to a broader audience of stakeholders), or on an ongoing basis (e.g. a series of workshops in which key leaders are trained using the new Canadian-based Brazilian knowledge and models).



It is expected that projects funded under the Replication and Dissemination window will be undertaken with decision makers, bilateral or multilateral donors, key government officials from federal, state or municipal levels, civil society leaders, or strategic non-governmental organizations, etc.

Who will be responsible for identifying the potential content and for establishing partnerships?

The Brazilian partner organizations will be fully responsible for identifying the results that they wish to disseminate, replicate or receive, and for establishing a partnership with the relevant organization.

What are the deadlines for submitting proposals and contracting modalities?

CIDA and ABC will hold quarterly meetings to analyze, compare, and select the proposals that best fit the selection criteria. The selection dates can be found in the Booklet 1, Annex B – Option Menu Table. Proposals will have to be submitted six weeks before the quarterly meetings.

Once a project is selected and approved, CIDA will negotiate and sign a contribution agreement with the Brazilian proponent.

A word of caution: Brazilian partner organizations should investigate their own legal framework regarding their ability to sign a contribution agreement and receive funding from CIDA.

Although CIDA's preferred mode of payment is to reimburse expenses, CIDA has the flexibility to provide advance payments. These advances, however, will cover only up to three months of activities and will be based on the project's cash flow forecasts.

All contribution agreements will include a 10-percent

holdback of project funds, which will only be released after CIDA receives an acceptable project narrative and financial report.

What items should be addressed in a project proposal?

A project proposal should include:

- a short and comprehensive description of the recipient organization's mandate, responsibilities, and structure;
- a short and comprehensive description of the mandate, responsibilities, and structure of the organization that will be sharing its knowledge;
- a description of the results of the original CIDA-funded project and an explanation of how the Canadian knowledge, models, or experiences have been adapted to the Brazilian context;
- a description of the specific Brazilian program or initiative that the recipient organization expects to improve through exposure to the successful Canadian/Brazilian model;
- an explanation of how the Brazilian recipient organization anticipates that the successful content will help increase the capacity of the organization to promote greater equity:
 - > within its own organization;
 - > in the access and quality of services delivered to its user communities/clientele; and
 - > in any policy dialogue it may eventually engage in;
- the project purpose and the expected results at the end of the project;
- indicators for expected results, including gender-sensitive and ethnic-sensitive indicators;
- an explanation of how the recipient organization plans to integrate gender and ethnic equality into the project;
- the project budget, including all contributions (i.e. from CIDA, the recipient organization, the sharing organization, and from other sources, if applicable);

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Summary Budget

- a detailed time schedule and anticipated project duration;
- the risks and assumptions and mitigation strategies; and

Budget Details				
Donor	Direct Expenses	Administration	Total	%
Proponent	Cash			
	In-kind *			
Other Funding	Cash			
	In-kind *			
CIDA				
Total				

*For definitions of “in kind,” please see Booklet 1, item 3.13.

Detailed budget

Component	Source of Funding	Year 1	Year 2	Total
Total				

Summary disbursement forecast

Donor	Year 1	Year 2	Total
Proponent			
Other Funding			
CIDA			
Total			

- Brazilian non-governmental organizations need to submit the following documentation with the project proposal:
 - copy of the organization’s bylaw registered at a notary public;
 - copy of the minutes of the meeting that created the organization;

- copy of the minutes of the election of the current board of directors;
- copy of the organization’s registry in the General Tax-Payers’ Roll and/or the National Legal Entities’ Roll; and
- list of the names, addresses, postal codes, telephone numbers, and professions of the current members of the board of directors.

What are the reporting requirements?

For short-term replication and dissemination initiatives (less than six months), CIDA and ABC will require:

- a final narrative report describing the activities carried out, the results obtained, the applicability of the Canadian/Brazilian know-how to the new context, the impact that the project has had on increasing the capacity of the recipient organization to deliver its program, and next steps, if any; and
- a final financial report indicating expenses incurred and the balance, if any.

For medium-term replication and dissemination initiatives (from six months to two years), CIDA and ABC will require:

- intermediate and final narrative reports describing the activities carried out, the results obtained, the applicability of the Canadian/Brazilian know-how to the new context and to the capacity of the recipient organization to promote equity, and next steps, if any; and
- intermediate and final financial reports indicating expenses incurred and the balance, if any.

What are the selection criteria?

The selection criteria include:



- the potential to increase equity in Brazil in the areas of governance, health, or labour/the world of work;
- the potential to increase equity in the northeast region and/or in the periphery of Brazil's large urban areas;
- the proven adaptation of the Canadian model through the original project;
- a clear relationship between the model and the recipient organization's mandate and programs;
- the proponent's managerial, technical, and financial capacity to deliver the initiative;
- well-defined and pertinent activities;
- well-defined and clear objectives and expected results;
- a well-defined strategy that contributes to increased gender and ethnic equality;
- a reasonable budget in connection with the planned activities; and
- a significant in-kind and/or financial counterpart contribution.

Useful definitions and how they apply to the program

- In-kind contribution: Please refer to Booklet 1, item 3.13.
- Profit: The Canadian government does not allow an organization to include any profit margin whatsoever under a contribution agreement.

Coordinates for submitting project proposals

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