



Canadian International  
Development Agency

Agence canadienne de  
développement international

# BRAZIL-CANADA EQUITY PROMOTION PROGRAM

KEEP Intra-Brazil

Booklet 5

Canada

# KEEP Intra-Brazil

## Booklet 5



The KEEP program can be accessed by Brazilian organizations and their Canadian partners through different windows established around the same objective. Each window has different modus operandi to respond to different needs. This booklet, which deals with programming between Brazilian partners, should be read in conjunction with Booklet 1 (General Information).

### **What is the KEEP Intra-Brazil window?**

The KEEP Intra-Brazil will support short and medium term exchanges between Brazilian organizations in the areas of governance, health, and/or the world of work. It is expected that these exchanges will contribute to increase the capacity of the recipient Brazilian 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 in which it may engage.

This window is aimed at facilitating access of Brazilian organizations to successful knowledge, models, and experiences developed in Brazil 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 are eligible.

Requests under this window must be submitted by the Brazilian proponent directly to CIDA's Head of Aid in Brazil and ABC's Received Bilateral Cooperation Coordinator.

### **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 aimed at having a national impact will also be considered.

### **How much can CIDA contribute to the project?**

KEEP Intra-Brazil funding 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.

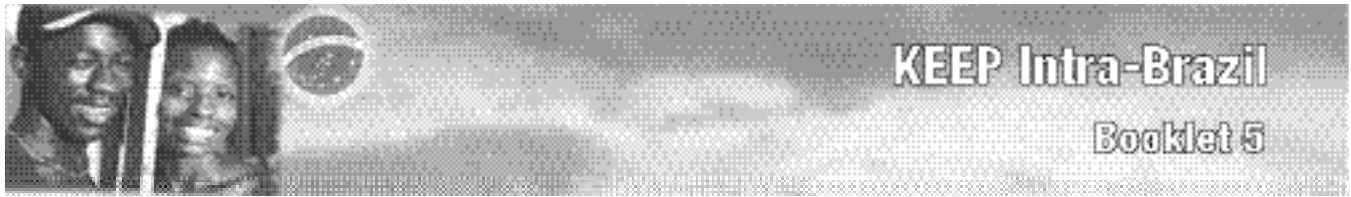
Financial support will be limited to direct expenses associated with carrying out the activity, such as travel, accommodation, meals, and publication of didactic materials. CIDA may pay some local fees and is willing to offset the costs of a local coordinator as long as they continue to be a significant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

### **What type of activities can receive support?**

Examples of activities that could receive support under this mechanism include: training sessions, hands-on training, provision of policy advice, etc.

### **Who will be responsible for identifying the potential Brazilian content and for establishing a partnership with the Brazilian organization?**

The Brazilian recipient organization will be fully responsible for identifying the Brazilian content that they want to learn about and for establishing a partnership with the organization, that has expertise in the subject matter.



**What are the deadlines to submit proposals and contracting modalities?**

CIDA and ABC will hold quarterly meetings to analyze, compare and select the proposals that best fit the selection criteria. CIDA and ABC will only consider proposals submitted six weeks prior to the selection date, which can be found in Booklet 1, Annex B – Option Menu Table.

Once a project is selected, 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 with regard to their ability to sign a contribution agreement and receive funding from CIDA.

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

All contribution agreements will include a holdback of 10% of project funds to be released after CIDA’s receipt of an acceptable project narrative and financial report.

**What items should be addressed in a project proposal?**

- short and comprehensive description of the recipient organization's mandate, responsibilities, and structure;
- short and comprehensive description of the mandate, responsibilities, and structure of the organization that will be sharing its knowledge;
- a description of the Brazilian successful model and an explanation of what makes it successful;

- a description of the specific Brazilian program or initiative which the recipient organization expects to improve through the exposure to the successful Brazilian model;
- an explanation on how the Brazilian recipient organization anticipates that the successful content will contribute to increase the capacity of organization to promote greater equity:
  - > within its own organization,
  - > in the access and quality of services delivered to its user communities/clientele (please provide a profile of the beneficiaries),
  - > and/or in any policy dialogue in which it may engage.
- 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 on how the recipient organization plans on integrating gender and ethnic equality into the project;
- the project budget, including all contributions, i.e. CIDA's expected contribution, the recipient organization's, the sharing organization's and other sources, if applicable;

**Summary Budget**

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
<b>Total</b>				

### Summary disbursement forecast

Donor	Year 1	Year 2	Total
Proponent			
Other Funding			
CIDA			
<b>Total</b>			

- detailed time schedule and anticipated project duration;
- risks and assumptions and mitigation strategies;
- 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;
  - 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 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 know-how to the Brazilian

context and to the capacity of the Brazilian organization to promote equity and an indication of the next steps, if there are any;

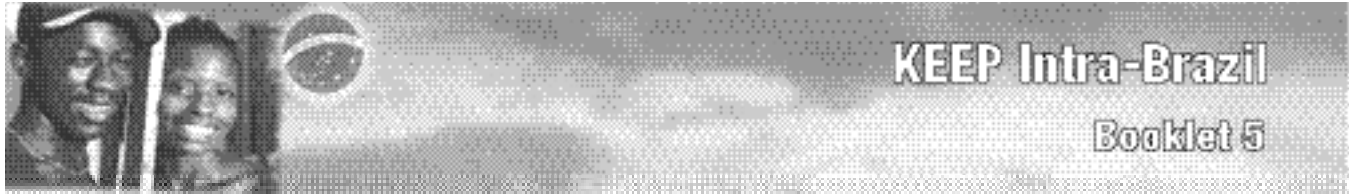
- a final financial report indicating expenses incurred and the balance, if there is any.

For medium term 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 know-how to the Brazilian context and to the capacity of the Brazilian organization to promote equity and an indication of the next steps, if there are any;
- intermediate and final financial reports indicating expenses incurred and the balance, if there is any.

### What are the selection criteria?

- potential to increase equity in Brazil in the areas of governance, health or the world of work;
- potential to increase equity in the northeast region and/or in the periphery of Brazil's large urban areas;
- proven Brazilian model;
- clear relation between the model and the recipient organization's mandate and programs;
- managerial, technical and financial capacity of the proponent to deliver the initiative;
- well defined and pertinent activities;
- well defined and clear objectives and expected results;
- well defined strategy to contribute to increased gender and ethnic equality;
- reasonable budget in connection with the planned activities;
- 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 submission of project proposals**

Head of Aid  
Canadian Embassy  
SES - Av. das Nações, Quadra 803, Lote 16  
70410-900 Brasília, DF  
Tel: (61) 3424-5400  
Fax: (61) 3424-5490  
E-mail: brsla-da@international.gc.ca

and

Coordenação Geral  
Cooperação Técnica Recebida Bilateral  
Agencia Brasileira de Cooperação - ABC  
Palácio do Itamaraty, Anexo I, 8º Andar  
70170-900 Brasília, DF  
Tel: (61) 3411-6864  
Fax: (61) 3411-6894  
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elke@abc.mre.gov.br  
japiras@mre.gov.br

# KEEP Intra-Brazil

## Booklet 5



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