



Canadian International
Development Agency

Agence canadienne de
développement international

CONFERENCE SECRETARIAT -
APPLICATION FORM Revised: August 2008

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Canada 

CONFERENCE SECRETARIAT - APPLICATION FORM

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1. General Information

Full name of the applicant and preferred acronym. Organization legal name (in French or other as well, if applicable)	
Type of organization or partnership	
Mailing address	
Telephone, fax, email, website	
Name of contact person	
Telephone, fax, email	
Name of Chief Executive Officer, Chair, or Secretary General, with exact title	
Number of staff (in Canada and in other countries)	
Number of members (in Canada and in other countries)	
List of current board members	
Fiscal year: from (first month) to (final month)	
GST or business registration number	
Provide details of any previous support received by or requested of CIDA with name of the project(s) and total CIDA contribution	

2. Conference Information

Conference title	
Conference dates and location (city, province/state, country)	
Conference Internet address, if available	
Brief description of the conference	
Amount (in Canadian dollars) requested from CIDA	
Is it a recurring event?	
What are the conference's main components (workshops, plenary sessions, etc.)? (Include a copy of the conference program.) <hr/>	<hr/>
General context in which the conference fits	

How is your conference in line with one of CIDA's six priorities?	
What specific needs or problems will the conference address?	
Describe the specific audiences that will be benefit directly and indirectly from this conference. Explain your organization's rationale for targeting this particular group and your experience working with this audience.	
Will the conference include a gender equity and gender analysis dimension in its program and workshops?	
What steps will be taken to ensure equal and balanced gender representation, especially from developing countries and countries in transition?	
What selection criteria have you established to identify the representatives for whom you are seeking financial assistance from CIDA?	
What role will the CIDA-funded representatives play? How will their participation contribute to the success of your conference?	
How many participants are expected at this conference, and how many are expected from developing countries and countries in transition?	
For how many representatives from developing countries or countries in transition are you seeking financial assistance from CIDA? Include a preliminary list of representatives if possible, with the corresponding list of countries.	
Who are the main guest speakers? Are they confirmed?	

3. Anticipated Results

What is the objective of the conference?	
What are the conference's short-term outputs (immediately post-conference) and how will you measure success?	

What are the conference's medium-term outcomes (within three months of the conference) and how will you measure success?	
With reference to your objectives and CIDA's priorities, how will the conference have a positive impact on long-term sustainable development in developing countries and countries in transition, and how will you measure success?	
What will the CIDA-funded representatives gain by participating in the conference (immediately and upon returning to their country of origin)?	
Is concrete follow-up action by your organization or by another participating organization planned as a result of the conference?	
Are measures being taken to follow up with representatives who have received CIDA support, to assess how their participation in the conference is enabling them to advance sustainable development in their own countries?	

4. Budget (in Canadian dollars) - See Appendix 1 below for Budget Form.

5. Canada's Official Languages

Applicants must ensure that communications with and services to the public <u>in Canada</u> are provided in at least one of Canada's official languages. If conference delegates do not speak the working language(s) of the conference, indicate how you will ensure that all delegates will be able to participate fully in the conference.	
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6. Communication Plan and Recognition of CIDA's Contribution

What are the components of your communication and media coverage plan to ensure results are shared?	
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Please specify how CIDA's contribution will be acknowledged (e.g. speeches, website, conference materials, etc.)	
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7. Checklist:

Please include or attach the following to your application. Incomplete applications will not be considered for funding.

- Completed application form
- List of participants for whom funding is sought, and their countries of origin
- the ***Right of Set-Off Declaration*** form (see appendix 2 below);
- the [Anti-Corruption Declaration](#) form.
- a copy of your conference program; and
- a copy of your detailed budget with costs for each participant funded by CIDA.
- a copy of your organization's certificate of incorporation and by-laws;
- audited financial statements, provided in English or French, for your two most recent, completed fiscal years, the latest having been completed within the last 18 months, signed by an authorized signatory. Note that authenticated English or French-language translations must accompany statements that have been prepared in a language other than French or English.

Conference Secretariat Email and Mailing Addresses

Complete proposals should be addressed to the Conference Secretariat, and sent to the following:

Mailing address:

Conference Secretariat
Communications Branch
Canadian International Development Agency
200 Promenade du Portage
Gatineau QC K1A 0G4
Canada

Please save your application as a Word document and [send it now](#).

Appendix 1

Conference Budget Projections

Organization's name: _____

Fiscal year end: _____ Conference date : from _____ to _____

REVENUES (Include and clearly identify all sources of revenues for the conference, indicating whether they are confirmed or not, including funding from the applicant and other organisations, revenue from registration at the conference, special sponsorships and in-kind contributions.)	
Organization	
- Income sources (e.g. conference fees)	C\$
- Other income sources (e.g. exhibit fees)	C\$
- In-kind incomes (The in-kind income must be equal to in-kind expenses)	C\$
Confirmed donors	
- Federal	C\$
- Provincial	C\$
- Municipal	C\$
- Others (foundations, commercial sponsors, etc.)- specify	C\$
Unconfirmed donors	
- Federal (amount requested from CIDA)	C\$
- Federal (other than CIDA)	C\$
- Provincial	C\$
- Municipal	C\$
- Others (foundations, commercial sponsors, etc.) - specify	C\$
TOTAL REVENUES	C\$
EXPENSES (Include and clearly identify all expenditures directly associated with planning, holding and following up the conference. There must be specific and easily identifiable budget items for expenditures directly related to participation by representatives of developing countries and/or countries in transition to be supported by the Conference and Events Secretariat.)	
CIDA sponsored delegates	
- Airfare	C\$
- Ground transportation	C\$
- Visa	C\$
- Meals and Incidentals	C\$
- Accommodation	C\$
- Registration fee (if applicable)	C\$
Others	
- Printing, communication	C\$
- Translation	C\$
- Rental	C\$
- Administration fees	C\$
- In-kind expenses (The in-kind income must be equal to in-kind expenses)	C\$
- Other Travel & Accommodation costs for which the organization is responsible	C\$
- Any other Conference expenses	C\$
TOTAL EXPENSES	C\$
CONFERENCE SURPLUS (DEFICIT)	C\$

CONFERENCE TOTAL EXPENSES SHARES

	In dollars	In %
CIDA-sponsored delegates	C\$ (A)	% (A/C)
Others	C\$ (B)	% (B/C)
TOTAL EXPENSES	C\$ (C)	100%

Appendix 2

RIGHT OF SET-OFF DECLARATION

Declaration of No Outstanding Debts

I hereby declare that this organization has no outstanding debts with the Government of Canada.

Name of organization:	
Signature:	
Name:	
Title:	
Date:	

OR

Declaration of Outstanding Amounts owed to the Federal Government

I hereby declare that the sums identified below are past due to the Government of Canada. I recognize that the sums which are due to me by the Government of Canada can be used to compensate for the amounts due by me to the Government of Canada.

Department or Agency amount Total C\$	
Name of organization:	
Signature:	
Name:	
Title:	
Date:	