



Canadian International  
Development Agency

Agence canadienne de  
développement international

## International Youth Internship Program (IYIP) Application Form

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**Canada** 

## **INTRODUCTION**

This application form is divided into four sections. Part 1 is the narrative section of the proposal. Part 2 is the Results-Based Management section. Part 3 is the budget. Part 4 is the additional requirements section.

**Before you complete the application form, please ensure that you have read the information provided in the Guidelines and that your organization and proposal meet the eligibility criteria.**

## **EXECUTIVE SUMMARY**

- Present your information in the context of a whole, coherent project, instead of individual internships. Provide a one-page executive summary of the general characteristics of your proposed project. Include needs to be addressed, sector/country (region) focus, project methodology (including number of interns to be placed, lengths of placements, and types of partners and projects), key activities, and expected key results (employability and development). (Maximum 1 page)

## **PART 1**

*This section should not be more than 20 pages.*

### **1.1 - OVERVIEW**

#### **Background and Project Rationale**

- Describe how the project fits into CIDA's country programming framework and sector-specific national or regional government policies, priorities, and/or plans.

#### **Description of Applicant Organization**

- Describe your organization's overview of international development activities, sectors of intervention, target countries, beneficiary groups, and funding history with CIDA and/or other donors.
- Explain your experience in delivering/managing international youth internships (IYIP and others) in developing countries.

#### **Capacity of Applicant Organization**

- Describe the value added your organization brings to the proposed project beyond financial resources. Show the linkage between the proposed resources and the project results (employability and development).
- Demonstrate your organization's human/financial capacity to execute the project and, if applicable, the contribution of other donors.

#### **Strategic Planning**

- Demonstrate how this initiative has been incorporated into the organization's strategic plan and how the board of directors supports the initiative.

### **1.2 - PROJECT DESCRIPTION**

#### **Priorities and Areas of Focus**

- Describe how your proposed program will contribute to one or more of CIDA's areas of focus (see section 3.3 of the guidelines). (*Environmental sustainability* and *equality between women and men* are crosscutting themes. They should be expressly and systematically mainstreamed in all policies, programs, and projects where applicable.)

- Describe how your proposed program will contribute to one or more of the Millennium Development Goals (MDGs). (See section 3.2 of the guidelines.)
- Describe how the project will contribute to one or more of the objectives of the overall International Youth Internships Program. (See section 13.1 of the guidelines.)

### **Local Ownership**

- Describe the measures that your organization has taken to ensure that the project is locally driven and meets the needs of developing-country partners.
- Explain how you would ensure a high degree of local ownership over the course of the project.

### **Results-Based Management (RBM)** (see sections 5.0 and 14.0 of the guidelines)

- Clearly describe your proposed project-level activities in Canada (recruitment, selection, preparation and reintegration, public engagement, and so on) and overseas. Indicate how they contribute to the results (employability and development) identified in the logic model. Be as concrete and quantitative as possible.
- Describe the planning, implementation, and monitoring of your activities. What methods are utilized for each stage of the project cycle?

### **1.3 - PARTNERSHIPS**

- Describe the criteria that your organization used to select the developing-country organization(s) of the proposed project.
- Describe the working relationship, the duration and the level of your cooperation.

### **1.4 - BENEFICIARIES**

- **Direct beneficiaries** Describe the strategy used to recruit interns
- **Indirect beneficiaries:** Describe the indirect beneficiaries. Where possible, include factors such as gender (gender-specific), age, income, rural/urban. Also include any special characteristics (disability, ethnic or indigenous communities).

### **1.5 - SUSTAINABILITY**

- Describe the social, financial, and human support that your organization and the developing country organization will provide to ensure sustainability beyond the duration of this project (youth employability and development results).

### **1.6 - OUTREACH ACTIVITIES IN CANADA**

- Describe your organization and intern's outreach strategy.

### **1.7- LESSONS LEARNED**

- Describe lessons learned from previous projects (if applicable) that apply to the proposed project.
- How will the organization ensure that lessons learned would be shared between your organization and the developing-country partner organization(s) during the implementation of the proposed project?

## **1.8 - ROLES AND RESPONSIBILITIES**

- Describe the division of responsibilities between your organization and the developing-country organization in the design, implementation, and achievement of the dual mandate of the proposed project: employability and development. Highlight the key personnel/staff of the proposed project.

## **1.9 - REQUIREMENTS RELATED TO CROSSCUTTING THEMES**

### **1.9.1 - EQUALITY BETWEEN WOMEN AND MEN (SEE SECTION 8.0 OF THE GUIDELINES)**

- Describe the expected gender equality results of the project with gender-sensitive indicators to measure the results. Show how these results contribute to one of the three objectives described in CIDA's Policy on Gender Equality. Also, where possible, use the categories and terms of CIDA's gender equality results as listed in the ***CIDA's Framework for Assessing Gender Equality Results***, Tool 1 (see section 14.0 of the guidelines). "Gender-specific baseline data" must be collected in order to report results achieved.

### **1.9.2- ENVIRONMENTAL SUSTAINABILITY**

Provide information regarding the following CIDA environmental requirements:

#### **Environmental Assessment of Proposed Activities**

- Describe any beneficial and/or adverse environmental effects that your proposed activities could have. Include all activities that could have environmental effects. Even if you are confident that a particular effect or issue will not be a factor in your case, mention it and explain why it is not relevant. (This helps to demonstrate that you have considered potential issues, and how you are mitigating or avoiding them). If no assessment is provided, the applicant must provide acceptable justification.

For assistance in making this assessment, you may wish to consult ***Accompanying Document: Additional Resources*** and ***Environment Handbook for Community Development Initiatives***. (See sections 9.0 and 14.0 of the guidelines.)

#### **Monitoring and Reporting**

- Identify any positive and/or negative environmental effects that will be monitored while implementing the initiative. Ensure that the proposal's Logic Model and Performance Measurement Framework include corresponding results and indicators (such as adoption of best practices, implementation of mitigation measures, and so on).

## **PART 2 – RESULTS-BASED MANAGEMENT**

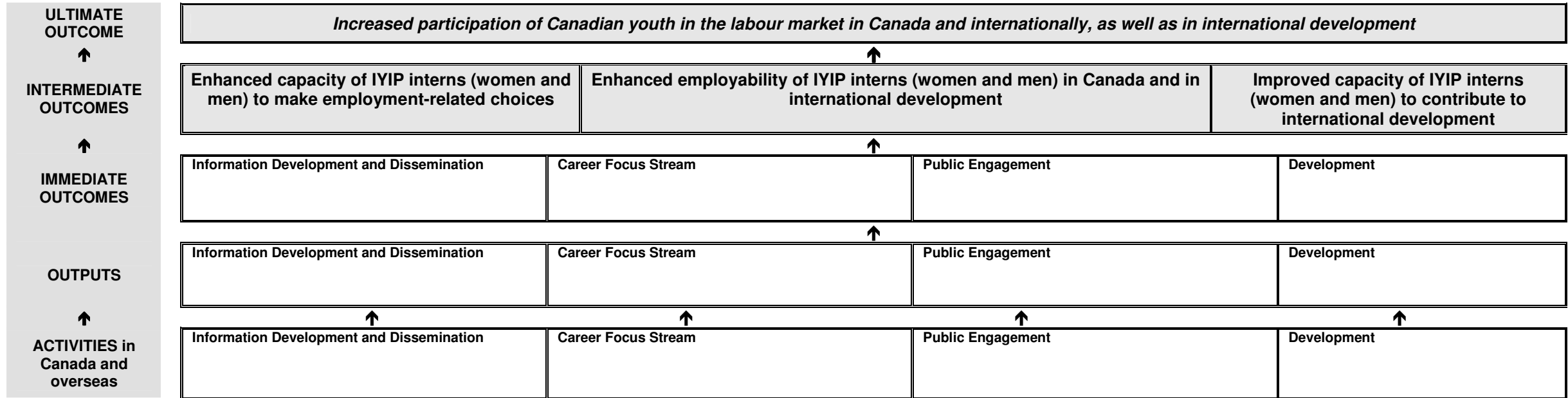
Before you complete this entire section, please ensure that you have read all of the information provided in the *Guidelines, Section 5.0, Results-Based Management (RBM)*. For further guidance on completing the tables in sections 2.1 and 2.2, refer to the RBM reference documents. (See section 14.0 of the guidelines.)

### **2.1 - Logic Model (LM)**

### **2.2 - Performance Management Framework (PMF)**

### **2.3 - Risk Register (section 11.0 in the Guidelines)**

**2.1-LOGIC MODEL**



The boxes at the immediate outcome and output levels are there for illustration purposes only. Applicants can adjust the number of boxes to suit the needs of their project. (In other words, you may add or remove boxes.) It is not the number of boxes that is important, but rather the logical relationship among levels.

## 2.2 - PERFORMANCE MEASUREMENT FRAMEWORK

PROJECT START DATE		TOTAL BUDGET		PRIORITY SECTOR(S) (%)			
PROJECT END DATE		CIDA CONTRIBUTION		COUNTRY (IES) (%)			
RESULT STATEMENTS FROM LOGIC MODEL	INDICATORS (Including GENDER and ENVIRONMENT where possible)	BASELINE	TARGETS (including time range) (where possible)	DATA SOURCES	DATA COLLECTION METHODS	FREQUENCY	RESPONSIBILITY
<b>ULTIMATE OUTCOMES (LONG-TERM)</b>							
Increased participation of Canadian youth in the labour market in Canada and internationally, as well as in international development	<ul style="list-style-type: none"> <li>Employment profiles of participants (male/female)</li> <li>Relative career/employment progression</li> </ul>	Labour market participation of target group <i>(Statistics Canada, HRSDC)</i>  Intern profiles upon entry to program		Interns – Participant Information Form (PIF)  Canadian partner organizations (CPOs)  Canadian youth	Survey Progress reports  Surveys (participants/ non-participants) Case studies	Upon return  Semi-annually  Summative evaluation / IYIP evaluation	Interns  CPOs  CIDA – Volunteer sector projects and education (VSPE)/HRSDC
<b>INTERMEDIATE OUTCOMES (Employability and development - Medium term)</b>							
Enhanced capacity of IYIP interns to make employment-related choices	<ul style="list-style-type: none"> <li>Interns' self-assessment of capacity</li> <li>Canadian Partner organizations (CPO) and developing country partner organization's views of changes in intern's capacity</li> <li>Number, % returning to postgraduate studies, programs, or certifications (sex disaggregated)</li> </ul>	Intern profiles upon entry to program		Interns – PIF  CPOs  Developing-country partner organizations	Survey  Progress reports Employment status report  Surveys	Upon return  Semi-annually Annually  Summative evaluation	Interns  CPOs  CIDA - VSPE/ HRSDC
Enhanced employability of IYIP interns in Canada and in international development	<ul style="list-style-type: none"> <li>Interns' self-assessment of employment skills gained</li> <li>CPO and developing-country partner organization's assessment of employment skills gained</li> <li>Employment profile following internship (sex disaggregated)</li> </ul>	Intern profiles upon entry to program		Interns – PIF  CPOs  Developing-country partner organizations	Survey  Progress reports Employment status report Surveys	Upon return  Semi-annually Annually  Annually Summative evaluation	Interns  CPOs  CIDA – VSPE  CIDA – VSPE/ HRSDC
Improved capacity of IYIP interns to contribute to international development	<ul style="list-style-type: none"> <li>Interns' self-assessment of understanding of development issues</li> <li>CPO and overseas partner organization's assessment of intern's contribution to development activities</li> </ul>	Intern profiles upon entry to program  Job description for internship		Interns – PIF  CPOs  Developing country partner organizations	Survey  Progress reports  End of project reports Surveys	Upon return  Semi-annually Annually  Summative evaluation	Interns  CPOs  CIDA – VSPE HRSD

## 2.2 - PERFORMANCE MEASUREMENT FRAMEWORK

PROJECT START DATE		TOTAL BUDGET		PRIORITY SECTOR(S) (%)			
PROJECT END DATE		CIDA CONTRIBUTION		COUNTRY (IES) (%)			
RESULT STATEMENTS FROM LOGIC MODEL	INDICATORS (Including GENDER and ENVIRONMENT where possible)	BASELINE	TARGETS (including time range) (where possible)	DATA SOURCES	DATA COLLECTION METHODS	FREQUENCY	RESPONSIBILITY

### IMMEDIATE OUTCOMES

Information Development and Dissemination							
Career Focus Stream							
Public Engagement							
Development							

### OUTPUTS

Information Development and Dissemination							
Career Focus Stream							
Public Engagement							
Development							

**2.3 - RISK REGISTER**

PROJECT START DATE		TOTAL BUDGET				PRIORITY SECTOR(S) (%)				
PROJECT END DATE		CIDA CONTRIBUTION				COUNTRY (IES) (%)				
RISK DEFINITION		RISK LEVEL (ADD COLUMNS AS NEEDED)				FROM PROGRAM RISK PROFILE?	INDICATE INVESTMENT LOGIC MODEL RESULT LEVEL	MITIGATION NEEDED		RISK OWNER
<b>Operational risks</b>		<b>(date 1)</b>	<b>(date 2)</b>	<b>(date 3)</b>	<b>...</b>					
1							Immediate outcomes			
2							Immediate outcomes			
...										
<b>Financial risks</b>		<b>(date 1)</b>	<b>(date 2)</b>	<b>(date 3)</b>	<b>...</b>					
1							Immediate outcomes			
2							Immediate outcomes			
...										
<b>Development risks</b>		<b>(date 1)</b>	<b>(date 2)</b>	<b>(date 3)</b>	<b>...</b>					
1							Immediate outcomes			
2							Immediate outcomes			
...										
<b>Reputation risks</b>		<b>(date 1)</b>	<b>(date 2)</b>	<b>(date 3)</b>	<b>...</b>					
1							Immediate outcomes			
2							Immediate outcomes			
...										

## **PART 3 - BUDGET**

Before you complete each [budget table](#), please ensure that you have read all of the information provided in the *Guidelines, Section 12.0, Finances*.

### **3.1 - Table 1 – Organization Budget**

**Overview:** To help CIDA to assess your organization’s financial resources, Table 1 presents your organization’s *projected* revenue and expenditures for the duration of the proposed project.

**Revenue:** Indicate your organization’s projected revenue by activity, channel, class, item, object, or source for the duration of the project.

**Expenditures:** Indicate all your organization’s projected expenditures by activity, channel, class, item, object, or source for the duration of the project.

**Surplus:** Indicate the projected surplus of revenue over expenditures.

### **3.2 - Table 2 – Forecast Program Revenue Allocation**

**Overview:** To help CIDA to assess the financial resources available for the project. Table 2 presents your organization’s sources of revenue to be allocated to the project.

**Revenue:** Indicate the projected revenue, by source, that should be used to fund the project for its entire duration. Note that the organization’s funds to cover its contribution (where applicable) must be from a Canadian source other than the Government of Canada. They must also have been raised for international development and public engagement programming.

### **3.3 - Table 3 - Program Budget**

**Overview:** In Table 3, you should include only Canadian project costs. Although cost-sharing is not required, the organization should illustrate its contribution to the project. . Please add rows to the table to itemize major costs within each heading. A budget note is also required to provide the breakdown of project costs by line item, as well as an explanation of these costs.

### **3.4 - Table 4 – Cash Flow Budget**

**Overview:** This table must show the organization’s planned annual disbursements for the project, on a quarterly basis, as well as the in-cash contributions of the organization and CPB.

## **PART 4 - ADDITIONAL REQUIREMENTS**

To complete the submission, each organization must submit **all** of the following documents:

- 4.1 A copy of the applicant’s bylaws (if not already provided through [Partner@CIDA-Supporting documents](#))
- 4.2 Copies of the Organization’s audited financial statements for the last 2 fiscal years (if not already provided through [Partners@CIDA - Supporting Documents](#)). Each set should cover the audited and previous year, therefore covering 3 fiscal years in total. The latest set must have been completed within the last 18 months; publicly-funded colleges, universities and CEGEPs are exempt from this requirement.
- 4.3 A copy of the applicant’s letter of incorporation/registration, letters patent, or other proof of the organization’s not-for-profit legal status, or applicant organization’s certificate of incorporation, under Canada federal laws or the laws of a Canadian province or territory. (if not already provided through [Partner@CIDA-Supporting documents](#))
- 4.4 A completed [anti-corruption declaration](#) form attached on the applicant’s letterhead
- 4.5 Internships table
- 4.6 Letter(s) of intent

**4.5 - INTERNSHIPS TABLE**

**Project Component #1:**

Project summary							
Developing-country partner organization's name		COUNTRY		PRIORITY SECTOR		NUMBER OF INTERNS	
#	Internship's title	Intern's profile	Activities	Starting date	Ending date	No. of months overseas	
1							
2							
3							
...							

**Project Component #2:**

Project summary							
Developing-country partner organization's name		COUNTRY		PRIORITY SECTOR		NUMBER OF INTERNS	
#	Internship's title	Intern's profile	Activities	Starting date	Ending date	No. of months overseas	
1							
2							
3							
...							

**4.6 - Letter(s) of Intent**

<b>Developing-country partner legal name</b>
<b>Organization type (NGO, university, and so on)</b>
<b>Contact person</b>
<b>Telephone, fax, e-mail, website</b>
<b>Description of developing-country partner organization:</b> <ul style="list-style-type: none"> <li>▪ Size (number of staff, annual revenue)</li> <li>▪ Brief capacity assessment: Does the organization have a functioning board, adequate financial management (such as bookkeeping), and adequate physical facilities? Does the organization regularly assess the needs of its beneficiaries?</li> <li>▪ Relevant experience in implementing the type of activities proposed</li> <li>▪ Applicant's history working with this organization (length, nature, and results achieved)</li> </ul>
<b>Level of cooperation between the developing-country partner organization and the Canadian organization</b>
<b>How does/do the internship(s) address the developing-country partner organization's mandate and needs?</b>

<b>For</b>		<b>Name of the developing-country partner organization</b>	
	<b>Name</b>		<b>Signature</b>
	<b>Title</b>		<b>Date (Month day, year)</b>