

2am/D13/0004/17
TELEPHONE 264897
P.O. Box 320026, WOODBANDS, LUSAKA
CANADIAN HIGH COMMISSION
LUSAKA

MISSION ADMINISTERED FUND (MAF)

The Canadian High Commission provides through its Mission Administered Fund (MAF), money for small community self-help development projects. MAF is designed to deliver assistance to projects which have a high development impact while minimizing procedural requirements. Funds provided by MAF are made in Kwacha.

MAF SELECTION REQUIREMENTS

Projects submitted for MAF funding must:

1. Contribute to the economic, social educational or technical development of Zambia,
2. Have a self-help component, with project recipients providing money, labour and or materials,
3. Be a project for which MAF funds are requested one time. The requesting agency may apply for additional MAF funds in the same or successive years but requests must be for different projects,
4. Provide that all materials, equipment and services purchased with MAF money be obtained in Zambia unless prior approval of the Canadian High Commission is obtained.

MAF SELECTION PRIORITIES

A project submitted to the Canadian High Commission under MAF will be judged on the basis of whether it meets one or more of the following criteria:

- * Income generating activities such as small holder agricultural activities and small scale industries.
- * Projects which focus on women as planners and or as beneficiaries or have a substantial number of women participants.
- * Projects involving wide community participation in planning and implementation.
- * Institutional support projects.
- * Projects utilizing appropriate technology.
- * Projects which provide direct assistance to beneficiaries at the grass roots level.
- * Educational projects to improve peoples skills and increase knowledge.

THE APPLICATION FORM

Before filling in the application form, read carefully what information is required. Try to give as much detail as possible about the project, the implementing agency and the project participants. Write on the back of the form or attach additional pages and documents if necessary.

Sections A and B - Fill in completely.

Section C - Project Description

Please briefly describe the project and the goals the project will attempt meet. Requests for equipment should include information about how it will be maintained and serviced. Spare parts and transport requirements should also be detailed.

Section D - Project Background

Please give information about the executing agency, its members and history. Explain its capability to implement the project. Mention any other projects the implementing agency submitted to MAF and whether they were funded. Continue with details about the history of the project, how it was developed and what need in the community it will address.

Section E - Project Recipients

Please tell how many people will be participating directly in the project and the number of people who will benefit indirectly. Provide information about the participants such as occupations and income and how they will provide self-help. Give an indication of the number of women involved. Try to describe what life is like in the area where the project is located.

Section F - Justification for Project

Explain how the project is compatible with overall development plans in Zambia and what contribution the project will make toward improving the economic, social, educational and or technical development of Zambia. Indicate how the project once completed will make a difference to the lives of the people involved, and that they have a demonstrated ability to maintain equipment and sustain ongoing activities.

Section G - Project Budget

List the required components of the project. Include spare parts, maintenance and transport costs if necessary to the project. Indicate which items MAF funds will be used for. Items supplied or funded by another source or funding agency should be listed. Try to give a value to labour and materials which are being provided on self-help. Make sure that the total is added correctly. Use the Notes section to give any additional information or explanation of the budget.

CANADIAN HIGH COMMISSION
LUSAKA
MISSION ADMINISTERED FUND (MAF)

PROJECT PROPOSAL

A. Project Title: _____

Location: _____

Amount Requested: _____

Project Starting Date: _____

B. Local Authority/Executing Agency

Name: _____

Contact Person: _____

Title: _____

Address: _____

Telephone: _____

C. Project Description

D. Project Background

E. Project Recipients

F. Justification for Project

G. Project Budget

[illegible]

Notes: