# CPA ENVIRONMENTAL IMPACT funds 2025

# APPLICATION FOrM

**Applicants Details:**

|  |  |
| --- | --- |
| **CPA Branch:** |  |
| **Title:**  *(Hon., Dr, Sen. Mr, Mrs, Ms, Miss, etc.)* |  |
| **Full name and parliamentary post-nominal letters:**  *(MP, MLA, MNA, etc.)* |  |
| **Email address:** |  |
| **Signature** |  |
| **Date:** |  |

**Please kindly provide contact details of the project leader (if different to the project sponsor above).**

|  |  |
| --- | --- |
| **CPA Branch:** |  |
| **Title:**  *(Hon., Dr, Sen. Mr, Mrs, Ms, Miss, etc.)* |  |
| **Full name:** |  |
| **Position:** |  |
| **Email address:** |  |
| **Signature:** |  |
| **Date:** |  |

**Project Details:**

**In a few sentences, please describe the project that will be delivered.**

Please include what needs the activity will address and how these needs were identified.

**Project Objectives:** Clearly state the specific goals the project aims to achieve, including expected positive environmental outcomes (how the project will contribute to sustainability, carbon footprint reduction, or other ecological benefits).

**Project Implementation:**

**Project Plan:** Applicants must provide a detailed project plan outlining the following elements:

* **Timelines:** Specify the expected start and end dates and outline the timeline for major phases of the project.
* **Milestones:** Identify key milestones that mark significant points of progress within the project’s lifecycle.
* **Key Activities:** Detail the main activities that will be undertaken to achieve the project’s objectives

**Project Risks:** Are there any projected risks in the delivery of this activity? If so, how will they be mitigated?

**Budget and Funding Request:**

**Total Project Cost (GBP£):**

**Amount Requested from the Environmental Impact Fund (GBP£):**

|  |  |  |  |
| --- | --- | --- | --- |
| Local currency: |  | Exchange rate to 1 GBP: |  |

*(Add lines as necessary)*

*Please note that this must be an* ***itemised budget*** *(a detailed list of* ***all*** *expected expenses that will be claimed through Regional Strengthening Funds). Failure to provide this will delay the approval of your Region’s proposal.*

|  |  |  |
| --- | --- | --- |
| Description | Local cost (E.g., USD) | Cost in GBP |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

*Please attach any additional documents (e.g., invoices, quotes, receipts etc.) that may be relevant*

**Other Sources of Funding (if applicable):**

**Monitoring and Evaluation:**

This section requires applicants to succinctly outline their strategies for measuring the success and impact of the project.

**Monitoring and Evaluation Techniques:** Detail specific methods such as surveys, interviews, or data analysis to monitor progress and evaluate outcomes, including the use of quantifiable metrics:

**Long-Term Impact Assessment: Explain plans for ongoing impact tracking post-project completion:**

**Voluntary Contributions to the Environmental Impact Fund:**

As part of our ongoing efforts to enhance environmental sustainability across the Commonwealth, CPA branches have the opportunity to contribute voluntarily to the Environmental Impact Fund. These contributions are aimed at furthering the impact of the fund, allowing for more extensive support of environmental initiatives within member parliaments.

**How it Works**

Upon opting in, your branch will be guided on calculating its carbon footprint to determine an appropriate contribution amount. This can be achieved through the CPA-provided guidance or by employing your branch’s own methods for carbon calculation, allowing for a tailored approach to determining the contribution amount. The chosen contribution will then be added to your branch’s CPA subscription fees for the following year, streamlining the contribution process. This flexibility ensures that branches can contribute in a manner that best suits their circumstances and preferences.

**[ ] Opt-In for Voluntary Contributions to the CPA Environmental Impact Fund**

By checking this box, your branch opts to make a voluntary contribution to the Environmental Impact Fund. This contribution represents a commitment to offsetting your branch’s carbon emissions and directly supports environmental projects across CPA member jurisdictions.

**When do you anticipate the activity will take place?**

|  |  |  |  |
| --- | --- | --- | --- |
| From: |  | Until: |  |

## **PARTNERSHIPS**

Please list any partnering organisation who will be assisting in the delivery of your activity and identify their responsibilities.