Central Emergency Response Fund Guidance and Templates

Please refer to the instructions below on the use of the newly (2019) introduced application and project proposal templates.

Application and proposal templates

The 2019 templates for application chapeau and projects can be downloaded from the CERF website under the “guidance and templates” section ([https://cerf.un.org/partner-resources/guidance-and-templates](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fcerf.un.org%2Fpartner-resources%2Fguidance-and-templates&data=02%7C01%7Cranjini.mukherjee%40one.un.org%7C8992ae7ee9c745659cc208d6d4f22988%7Cb3e5db5e2944483799f57488ace54319%7C0%7C0%7C636930533881013664&sdata=5w6mybnT1SMw1Y6zpm6S8Ur94op70UO0Y6v5dChgeDM%3D&reserved=0)).

1. To download the new templates, please select the type of template, language, CERF funding window, country, geographic areas of implementation, and the number of clusters (this for project proposals only) on <https://cerf-gms.unocha.org/sites/CerfAgency/SitePages/CERFApplicationTemplates.aspx> – this will automatically assign an identifier on the application and generate a pre-formatted Word document. Download instructions and guidelines for agencies to fill out individual project proposals are attached and can also be found on this webpage.
2. Chapeau:
	* Most of the information requested is the same as before although the format/sequencing is different.
	* Many fields, particularly in relation to funding figures and beneficiary numbers, are locked fields to help with uploading to CERF’s online Grant Management System.
3. Project proposals:
	* Submission of joint project proposals (of multiple agencies) are no longer accepted. However, agencies are still required to coordinate their response and encouraged to implement their respective projects jointly whenever possible. Synergies, complementarity and joint activities should be highlighted in the respective project proposals and in the application chapeau.
	* Agencies can choose to submit either: (1) “single sector template” for project proposals covering one single sector/cluster (including multi-sector refugee assistance); or (2) “multiple sectors template” for project proposals covering more than one (and up to five) sector/cluster. For proposals covering multiple sectors, please note different sectoral responses should share the geographic targets, populations and overall objectives.
	* Project proposals now focus just on CERF-funded agency activities (no need to repeat the same information in the chapeau).
	* There are specific questions on implementing arrangements: human resources, access, contractual arrangements, implementing partners, complementarity, coordination and monitoring.
	* Newly introduced Gender and Age Marker (GAM) is included. Agencies can find the GAM score through the GAM access portal ([https://ee.humanitarianresponse.info/single/::lKbQTg7d](https://ee.humanitarianresponse.info/single/%3A%3AlKbQTg7d)). Further information is available on the GAM website ([https://iascgenderwithagemarker.com/en/home/](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fiascgenderwithagemarker.com%2Fen%2Fhome%2F&data=02%7C01%7Cranjini.mukherjee%40one.un.org%7C8992ae7ee9c745659cc208d6d4f22988%7Cb3e5db5e2944483799f57488ace54319%7C0%7C0%7C636930533881023672&sdata=KnhoNxHOxKdJrvwnxw4WMPdrHdrSx8Cx%2FMe8yHcT2QQ%3D&reserved=0)).