

Voluntary Trust Fund GRANT APPLICATION FORM

PROJECT OVERVIEW

This overview section includes a copy of the information you will provide later in the Form.
We would recommend completing this section just before submitting your Application.

0.1	Applicant State	Sadistan
0.2	ATT status of Applicant State(s)	State Party
0.3	Project title	Building the Capacity of CARICOM States to Report Under the Arms Trade Treaty
0.4	Project duration	6 months
0.5	Total budget (US\$)	151,897
0.6	Project summary	Sadistan plans to hold a 4-day regional workshop for CARICOM States to raise awareness of the reporting obligations under Article 13 of the ATT and build the capacity of CARICOM States to prepare and submit their ATT reports in a timely manner.
0.7	Project Implementing Partner	The Centre for the Control of Armaments (CCA)

1 Applicant State(s)

1.1	Name of Applicant State	Sadistan	
1.2	Government department or agency with primary responsibility for implementing the project	Ministry of Foreign Affairs	
1.3	Is this a joint Application with another State?	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
		Name of Co-Applicant State:	
		Click Here to enter text	

2 Beneficiary State(s)

2.1	Will other States benefit from the project <i>e.g. through their participation in a regional meeting?</i>	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.2	If yes to 2.1, please list those State(s) this project is intended to benefit	Bahamas, Barbados, Belize, Dominica, Grenada, Guyana, Haiti, Jamaica, St Kitts and Nevis, St Lucia, St Vincent and the Grenadines, Suriname, and Trinidad and Tobago.	

3 Contact Persons

Primary Contact Person ¹		Secondary Contact Person ²	
Title (e.g. Mr., Ms., Dr.)	Ms.	Title (e.g. Mr., Ms., Dr.)	Mr.
First Name	Amanda	First Name	Toby
Last Name	Bellington	Last Name	Winters
Job Title	Deputy Director	Job Title	Policy Officer
Government Department or Agency	Ministry of Foreign Affairs	Government Department or Implementing Partner	Ministry of Foreign Affairs
Telephone Number	+23 79 854 69 70	Telephone Number	+23 79 854 69 75
E-mail	a.bellington@mfa.sdn.gov	E-mail	t.winters@mfa.sdn.gov

¹ A Primary Contact Person acts as the project co-ordinator and will be responsible for implementing the project, and providing narrative and financial expenditure reports to the ATT Secretariat. They must be a representative of the State named in 1.1.

² A Secondary Contact Person may be a State representative from the Co-Applicant State or your Implementing Partner, if you have one.

4 Project Implementing Partner(s)

4.1	Are you engaging an Implementing Partner <i>e.g. NGO or regional organisation?</i>	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.2	Name of Implementing Partner	The Centre for the Control of Armaments (CCA)	
4.3	What role(s) will the Implementing Partner perform?	CCA is a Lagos-based think tank that has considerable experience working with States to provide technical knowledge and build capacity to prepare and submit ATT Initial and Annual Reports in accordance with Article 13 of the Treaty. The CCA will undertake the logistical preparations for the workshop (including booking flights, venue, catering, accommodation and transportation for participants) and will prepare the training materials for the workshop.	
4.4	Will the Implementing Partner receive the funds directly from the VTF?	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO

5 ATT Status of Applicant State

5.1	ATT status of Applicant State(s)	<input checked="" type="checkbox"/> State Party	<input type="checkbox"/> Signatory	<input type="checkbox"/> Neither
5.2	If you are not yet a State Party to the ATT, please comment on your progress towards ratification of or accession to the Treaty	Click Here to enter text		

If you are not yet a State Party, you must provide an official letter or note verbale that shows a 'clear and unambiguous political commitment to accede to the ATT', as required by the VTF Terms of Reference.

6 Project Description

6.1	Project title	Building the Capacity of CARICOM States to Report Under the Arms Trade Treaty		
6.2	Start date	01/10/2022	End date	31/03/2023
6.3	Project summary	Sadistan plans to hold a 4-day regional workshop for CARICOM States to raise awareness of the reporting obligations under Article 13 of the ATT and build the capacity of CARICOM States to prepare and submit their ATT reports in a timely manner.		
6.4	Project aim	This project will build the capacity of CARICOM States to meet their reporting obligations under the ATT and will improve ATT reporting rates in the region.		
6.5	Project rationale	CARICOM States have one of the lowest rates of reporting, with some 36% of CARICOM States that are States Parties to the Treaty having submitted their Initial Reports under Article 13(1), and only 18% having submitted their Annual Reports under Article 13(3). The low reporting rate in the region is a result of several factors, including: lack of awareness among CARICOM States of the existence of the reporting obligations and deadlines; confusion regarding reporting requirements; lack of internal coordination and communication; underdeveloped information-collection processes; lack of capacity and resources; lack of time to complete reports. This project will seek to address some of these challenges.		
6.6	Project beneficiaries	CARICOM States are the direct beneficiaries of this project. Specifically, the key individuals involved in ATT reporting.		

Please set out below the distinct phases of the project, including a description of the main activities for each phase, the sequencing or timing of activities, and the outputs or deliverables for each phase

Activity 1. Organisation of the workshop to build CARICOM States' reporting capacity

The CCA, with the support of the Sadistan Government, will organize the regional workshop to build capacity on ATT reporting, including:

- a) Identifying and inviting 3 participants from each CARICOM State, targeting individuals involved in record-keeping and reporting in each State.
- b) Identifying and inviting international expert to attend and facilitate the workshop.
- c) Making the logistical arrangements, including booking flights, accommodation, venue, catering and ground transportation.

Output: List of participants and logistics of the workshop are confirmed.

Activity 2. Preparation of the agenda and training materials for the workshop

The CCA will prepare the agenda for the workshop, in consultation with the Sadistan Government, and will prepare the training materials for the workshop, including a guide on resources participants may consult to receive assistance with ATT reporting. The agenda will include the following elements and topics:

- 1) Challenges CARICOM States face in completing and submitting ATT reports.
- 2) Overview of ATT reporting obligations and deadlines.
- 3) National processes for preparing reports.
- 4) Sources of information for completing ATT reports.
- 5) Persons and entities with a role to play in reporting.
- 6) How to submit ATT reports: options and obstacles.
- 7) Practical exercise to complete ATT reports.

In addition, participating States will be required to submit specific information in advance of attending the meeting via a questionnaire, such as: individuals and departments responsible for reporting; status of reporting and report preparation; internal processes for report preparation; and challenges to reporting.

Output: Training materials for the workshop that are tailored to participants are prepared and printed in advance of the workshop.

Activity 3. Holding the workshop

The 4-day workshop will be held in January 2021 in Stefan town, the capital of Sadistan. There will be a total of 50 attendees. This will comprise: 42 participants from CARICOM States (14 States x 3 participants per State), plus 3 staff from the CCA, one international expert, one representative of the regional organization CARICOM and 3 local support staff. In addition, locally-based personnel from the Sadistan Government will be encouraged to attend. The workshop will involve a combination of presentations, group discussions, individual and group practical exercises.

Output: 42 participants/government officials from 14 CARICOM States will have received training on ATT reporting and will have the capacity and tools to prepare and submit ATT reports moving forward. Ideally, each participating State will have identified the key individuals responsible for ATT reporting in its State.

Activity 4. Follow up with each participating State after the workshop to encourage and assist with the submission of their 2020 Annual Reports

The CCA will follow up via email and telephone with each State participant two months after the workshop (i.e. in March) to assess whether the participants found the workshop useful in their daily work, to encourage them to submit their 2020 Annual Reports by 31 May 2021, and to offer assistance in preparing and completing 2020 Annual Reports.

Output: 14 CARICOM States will have received individual support to prepare and submit their 2020 Annual Report. Ideally, the number of Annual Reports submitted by the States in the region will increase, relative to previous years.

Activity 5. Drafting of summary report of the regional workshop, including outcomes and recommendations for further activity in this area

The CCA in consultation with Sadistan, will draft a summary report of the workshop (separate and distinct from the Interim and Final Reports due under the project to the ATT Secretariat/VTF) that highlights the findings of the workshop and, if appropriate, makes recommendations and suggestions for future activities on this topic for the region and/or

	<p>individual participating States. These recommendations could lead to future projects. Output: Report on the outcomes of the workshop, including lessons learned and recommendations for further activity in this area.</p>													
	<p>Indicate the key focus(es) of the project</p> <table border="0"> <tr> <td><input type="checkbox"/> National Control List</td><td><input type="checkbox"/> Export controls</td></tr> <tr> <td><input type="checkbox"/> Competent National Authority</td><td><input type="checkbox"/> Import controls</td></tr> <tr> <td><input type="checkbox"/> National Point of Contact</td><td><input type="checkbox"/> Brokering controls</td></tr> <tr> <td><input checked="" type="checkbox"/> Reporting</td><td><input type="checkbox"/> Transit/transshipment controls</td></tr> <tr> <td><input type="checkbox"/> Gap analysis/needs assessment</td><td><input type="checkbox"/> Diversion prevention</td></tr> <tr> <td><input type="checkbox"/> Legal assistance</td><td><input checked="" type="checkbox"/> Record keeping</td></tr> </table>		<input type="checkbox"/> National Control List	<input type="checkbox"/> Export controls	<input type="checkbox"/> Competent National Authority	<input type="checkbox"/> Import controls	<input type="checkbox"/> National Point of Contact	<input type="checkbox"/> Brokering controls	<input checked="" type="checkbox"/> Reporting	<input type="checkbox"/> Transit/transshipment controls	<input type="checkbox"/> Gap analysis/needs assessment	<input type="checkbox"/> Diversion prevention	<input type="checkbox"/> Legal assistance	<input checked="" type="checkbox"/> Record keeping
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<input type="checkbox"/> Legal assistance	<input checked="" type="checkbox"/> Record keeping													
	Other. Please specify:	Click Here to enter text												
6.9	How does this project contribute to your strategy to advance implementation of the ATT?	Sadistan has developed a five-year strategic plan to implement the ATT. The plan for the first year includes establishing the elements of a national control system in accordance with Article 5 and setting up a mechanism to ensure Sadistan can meet its reporting obligations under Article 13. This project will help Sadistan (as well as other States in the region) to establish a sustainable mechanism to ensure ATT reports are prepared and submitted in a timely manner.												
6.10	Please describe the expected impacts of the project as a whole	CARICOM States will have the necessary capacity to fulfil their ATT reporting obligations under Article 13. There will be an increase/improvement in the submission of ATT reports by States in the region.												

6.11	Please explain if (and how) gender considerations will be taken into account	The invitation to participating States will request that each participating State strives for gender balance, and the project will aim to ensure at least 40% of participants in the workshop are women and that they participate actively in the workshop. In addition, the experts engaged to deliver training at the workshop will be 50% women.
6.12	Please describe any other relevant considerations as part of your overall project plan	The CARICOM region has one of the highest rates of participation in the ATT but one of the lowest rates of ATT reporting. This project will seek to find a collective approach to this anomaly to improve the rate of reporting by this region and the engagement of this region in the ATT process as a whole. To the extent possible the workshop will be a paperless workshop.

7 Financial information

7.1	Total budget (US\$)	US\$	151,897
The total bid must not exceed US\$ 100,000, except where the project involves more than one Applicant State or more than one State is benefitting from the project.			
7.2	Indicate the State's in-kind contribution to the project	Sadistan will provide ground transportation to all participants during the workshop, including to and from the airport.	
7.3	Are you providing any funding to the project?	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
		If yes, how much funding is the Applicant State contributing?	
		US\$	Click Here to enter text
7.4	Are you seeking or receiving funding from any other State or Organisation for this project (i.e. co-funding)?	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
7.5	If yes to 7.4, from whom and what is the amount of the co-funding?	<i>e.g. direct funding from X donor State for US\$30,000 (45% of the total project).</i>	

8 Relationship to other projects

8.1	Have you received assistance for ATT-related projects in the past, including from other sources? <i>e.g. ATT VTF, EU-ATT Outreach and UNSCAR</i>	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
8.2	If yes to 8.1, who provided the assistance, and in what year?	<i>e.g. ATT VTF (2017), UNSCAR (2016).</i>	
8.3	If yes to 8.1, please explain how that assistance relates to the project proposed in this application?	<i>e.g. how does this project build on previous projects, or does it relate to a different aspect of ATT implementation?</i>	

9 Project Controls (Internal Control Mechanisms)

9.1	What are the key risks ³ associated with the project?	<ol style="list-style-type: none"> 1. Lack of interest by key state officials to participate in the workshop (low risk) 2. Workshop participants are rotated out of positions shortly after the workshop and are no longer involved in the compilation of reports (medium risk) 3. Lack of political will and required inter-agency cooperation to compile and submit accurate reports following the workshop (low risk) 4. Lack of resources for accessible record-keeping necessary for compiling reports (medium risk) 5. Inclement weather in the region preventing participants attending the workshop (low risk)
9.2	Please outline your risk management strategy	<ol style="list-style-type: none"> 1. Sadistan and the CCA will lobby key state officials well in advance of the project to raise awareness of the workshop, generate momentum and buy-in, and encourage participation in the workshop. 2. To mitigate this risk, the project will focus on building institutional capacity and putting procedures in place rather than focusing on the skills of individuals. Adopting national procedures for reporting will help ensure there are written guidelines for compiling reports that can be followed irrespective of staff turnover. 3. Ensuring the participation of one or more senior members of each participating Government, who will be responsible for endorsing or signing off on the content and submission of future ATT reports as part of the lobbying in advance of the workshop, should help mitigate the risk of lack of political will. 4. The CCA team has experience working with states with limited capacities and resources to build capacity to report. This experience will be utilized to determine the appropriate national procedures for effective reporting in the context of each participating State's circumstances. The workshop will also identify potential infrastructure needs to improve record-keeping and access to records for reporting purposes. 5. The Caribbean's hurricane season runs from 01 June to 30 November each year. The workshop is scheduled to take place in January to avoid possible disruption due to hurricanes.
9.3	How will you manage the project during its lifecycle, including monitoring its progress?	<p>A memorandum of understanding (MoU) has been agreed between the Sadistan Government and the CCA that outlines the respective responsibilities of the two parties as follows:</p> <p>The CCA:</p> <ul style="list-style-type: none"> - Responsible for logistical arrangements for the workshop - Draft the agenda and training materials for the workshop - Facilitate the workshop (from an administrative and substantive perspective, with the assistance of the international expert) - Follow up with participating States after the workshop - Draft the summary report of the workshop, including recommendations - Prepare the draft narrative and expenditure reports for the Interim and Final Report to be submitted to the ATT Secretariat/VTF, to be endorsed and finalized by Sadistan <p>Sadistan Government</p> <ul style="list-style-type: none"> - Support CCA with the identification of

		<p>participants to invite to the workshop and issue official invitations</p> <ul style="list-style-type: none"> - Consult with CCA on the agenda - Assist with logistical preparations (e.g. identification of a suitable venue) - Provide ground transportation for participants in Sadistan - Endorse and finalize Interim and Final VTF reports prepared by CCA - Serve as liaison between the project and the ATT Secretariat <p>In order to track the progress of the project, Sadistan and the CCA will maintain regular contact via:</p> <ul style="list-style-type: none"> - Weekly progress reports by email - Monthly 'virtual' progress meetings via Skype <p>These regular communications will ensure the project activities are on track to deliver the outputs outlined in this application, and progress is made towards realizing the aims of the project. The primary point of contact for Sadistan, Ms. Bellington, will serve as the main liaison between CCA and the Government of Sadistan, as well as between the project and the ATT Secretariat.</p>
9.4	How do you intend to evaluate the project?	<p>The regular communications described above will help monitor the progress of the project and ensure it is on track. In order to assess the impact of the project, the organisers will issue a questionnaire or survey to workshop participants at the end of the workshop to determine how well participants think the workshop was organised and whether they found it 'useful'. As part of the follow up to the workshop, the CCA will ask participants to what extent they have used the information provided during the workshop in their work following the workshop, and reporting rates in the region will be measured in the months/year following the workshop to determine whether there is a rise in reporting rates (though it is understood that it will not be possible to prove conclusively that any rise that does occur is/was attributable to the workshop itself).</p>
9.5	Do you commit to providing regular reports on progress to the ATT Secretariat?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
9.6	Do you agree to being audited by the ATT Secretariat?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO

Applicant State(s) Signature⁴

Name(s) and Title(s)	Signature	Date

³ A risk is any uncertain event or condition that might have an impact on delivery of a project's aim(s).

⁴ All Applicant States must sign the Application Form and submit required documents.

IMPORTANT EXPLANATORY NOTES

- Please provide a detailed, itemised breakdown of all related costs;
- Please include a short description for each line e.g. *Operating costs - hiring venue for 30 people for 3-day workshop in capital city*;
- Please use US\$ for all figures, local currencies must be converted;
- The VTF will not fund government salaries, so please do not include those;
- The VTF prefers to pay hotel and food costs directly to providers and will only provide daily subsistence allowances (DSAs) if that is not possible;
- Where DSAs / per diems are unavoidable, ensure they are aligned with the current UN DSA levels (which can be accessed here: <https://icsc.un.org/Home/DailySubsistence>);
- Cover all forecast expenses. Commonly missed costs include: hiring audio visual equipment for conferences, transportation costs for local participants, printing costs for training materials.

Name of Applicant	Sadistan		
Project Title	Building the Capacity of CARICOM States to Report Under the Arms Trade Treaty		
Implementation Period (Start Date, End Date)	01 October 2022 to 31 March 2023	Total Budget (Direct Costs + Indirect Support Costs)	
Currency	US\$	\$151'897	

		Project Budget			
	Description	No. of Units	Units (days, months, persons, trips, copies)	Unit Cost in US\$	Amount in US\$
Personnel costs					
Implementing Partner	Samson Centre: Project lead	20	days	500	\$10'000
	Samson Centre: Project assistant	30	days	400	\$12'000
	Samson Centre: Administrative assistant	15	days	300	\$4'500
	Subtotal				\$26'500
Consultants	One international consultant: Honorarium payable @USD500/day	4	days	\$500	\$2'000
	Subtotal				\$2'000

		Project Budget			
	Description	No. of Units	Units (days, months, persons, trips, copies)	Unit Cost in US\$	Amount in US\$
Travel Costs					
Flights	Bahamas to Sadistan (3 x participants)	3	flight	\$460	\$1'380
	Barbados to Sadistan (3 x participants)	3	flight	\$460	\$1'380
	Belize to Sadistan (3 x participants)	3	flight	\$500	\$1'500
	Dominica to Sadistan (3 x participants)	3	flight	\$300	\$900
	Grenada to Sadistan (3 x participants)	3	flight	\$520	\$1'560
	Guyana to Sadistan (3 x participants)	3	flight	\$740	\$2'220
	Haiti to Sadistan (3 x participants)	3	flight	\$990	\$2'970
	Jamaica to Sadistan (3 x participants)	3	flight	\$1'040	\$3'120
	St. Kitts to Sadistan (3 x participants)	3	flight	\$300	\$900
	St. Lucia to Sadistan (3 x participants)	3	flight	\$390	\$1'170
	St. Vincent and the Grenadines to Sadistan (3 x participants)	3	flight	\$410	\$1'230
	Suriname to Sadistan (3 x participants)	3	flight	\$900	\$2'700
	Trinidad and Tobago to Sadistan (3 x participants)	3	flight	\$540	\$1'620
	New York to Sadistan (3 x Samson Centre staff members)	3	flight	\$700	\$2'100
	International consultant (tbc)	1	flight	\$1'200	\$1'200
	Representative of CARICOM based in Trinidad and Tobago (x 1)	1	flight	\$540	\$540
Transportation	*Domestic ground transportation: USD 30 x 2 = USD 60 for transport to and from airport in home State (x 47 participants, staff, international consultant and representative of CARICOM)	47	terminal allowance	\$60	\$2'820
	**Travel insurance: USD 80 per person x 47 participants)	47	travel insurance	\$80	\$3'760
	Ground transportation in Sadistan (in-kind contribution by Government of Sadistan)				\$0
DSAs/per diems	Reduced DSA for staff for lunch and dinner on the 2 days before and one day after workshop (3 x staff x 3 days = 9)	9	DSA	\$35	\$315
	Subtotal				\$33'385
Equipment costs					
					\$0
					\$0
	Subtotal				\$0
Operating Costs					

Venue Hire	Venue hire for 4 days	4	days	\$1'500	\$6'000
Conference	Audio visual equipment hire including microphones	4	days	\$300	\$1'200
	Workshop banner	1	banner	\$80	\$80
	Stationary (notepads, pens, flipchart, markers)	4	days	\$10	\$40
	Interpretation	4	days	\$100	\$400
	Online meeting platform (in case in-person meeting is not possible)	1	contract	\$150	\$150
Meals	Lunch (50 participants x 4 days = 200 lunches)	200	lunches	\$15	\$3'000
	Coffee breaks (50 participants x 4 days x 2 coffee breaks per day = 400 coffee breaks)	400	breaks	\$7	\$2'800
	Dinner (47 participants x 5 days = 235 dinners)	235	dinners	\$20	\$4'700
Accomodation (including breakfast)	44 participants/experts x 5 nights = 220 nights (participants will arrive the night before the workshop and depart on the night of the final day)	220	nights	\$250	\$55'000
	3 staff x 8 nights = 24 nights (Samson staff will arrive 2 days in advance of the workshop and depart the day after)	24	nights	\$250	\$6'000
Publication	Printing of training matierals/packs for participants (approx. 50 pages)	47	packs	\$15	\$705
	Subtotal				\$80'075
Total Direct Costs					\$141'960
Total Indirect Support Costs (up to a maximum of 7%)			7%		\$9'937
TOTAL BUDGET					\$151'897
Note: <ul style="list-style-type: none"> Add lines/rows, if necessary. This Budget should be consistent with the 'Total Budget' figure in 0.5 and 7.1 of the VTF Grant Application Form. 					
<div> <div></div> <div></div> <div></div> </div>					
Ms. Amanda Bellington, Deputy Director, Ministry of Foreign Affairs		Signature Amanda Bellington		Date 05 January 2022	

Note:

*Domestic ground transportation : Participants will be reimbursed for expenses incurred getting to and from the airport in their home State up to a maximum of \$60 per individual participant, though the costs will vary widely from country to country. Participants will provide receipts for travel and they will be reimbursed to a maximum of \$60.

**Travel insurance: Travel insurance is strongly encouraged and participants will be asked to purchase travel insurance and submit the relevant receipts. All participants may not need to purchase insurance specifically for this workshop and the maximum cost will be \$80/participant.