

Western Hemisphere Transportation Initiative (WHTI)
Group of Experts on Aviation Safety, Security and Assistance (GEASA)

Project Funding Request Form

If you require Help completing this form, you may download a printable version of the User Guide from the [WHTI - GEASA](#) web site.

Once you have completed the Project Funding Request Form, you may submit it to the GEASA Secretariat in the following ways:

1. **Electronic Mail:** Send an email to Poppy-Alexandra Vineberg (vinebep@tc.gc.ca), and include the form as an attachment.
2. **Facsimile Machine:** Print a copy of your form and send it by fax, ATTENTION: Poppy-Alexandra Vineberg, to (613) 998-4860.
3. **Postal Mail:** Print a copy of your form and mail it to the following address,

Attention: Poppy-Alexandra Vineberg, A/Senior Advisor
Transport Canada
International Aviation and Technical Programs (AARJ)
Enterprise Building, 11th Floor
427 Laurier Avenue West, Suite 1110
Ottawa, ON Canada K1A 0N5

If you require further assistance, you may telephone Poppy-Alexandra Vineberg at (613) 991-4745.

If you have any other supporting documents, such as a Course Syllabus / Curriculum, Workshop Description / Agenda, Budget Plans, Building Plans, Need / Gap Analysis, etc., please attach and submit them with the completed Project Funding Request Form.

Please be as thorough as possible when completing this form, as this information will be the basis of our endeavor to obtain a source of funding for your project.

If you require more space to enter your project information, please attach extra pages.

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Project Funding Request Form

Basic Project Information

Project Title			
		Date (yyyymmdd)	
Beneficiary State / Entity / Region			

PROJECT MANAGER

Title	Mr.	Mrs.	Miss	Ms.	Other:
First Name				Last Name	
Occupation Title					
Address					
City				Country	
Phone Number				Fax Number	
Email					

Executive Summary

EXPECTED PROJECT TIMELINES

Phase 1			
Expected Start Date (yyy-mm-dd)		Expected End Date (yyy-mm-dd)	

Describe Phase 1 Activities

Phase 2			
Expected Start Date (yyy-mm-dd)		Expected End Date (yyy-mm-dd)	

Describe Phase 2 Activities

Phase 3			
Expected Start Date (yyy-mm-dd)		Expected End Date (yyy-mm-dd)	

Describe Phase 3 Activities

Phase 4			
Expected Start Date (yyy-mm-dd)		Expected End Date (yyy-mm-dd)	

Describe Phase 4 Activities

Expected Project Duration (Years)	
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Project Details

1. PROJECT DESCRIPTION

a) Identify the need for assistance.

b) Describe gap / vulnerability addressed by the project.

c) Describe the benefit to the beneficiary state / government entity / region should the project be implemented.

d) Has ICAO (International Civil Aviation Organization) been consulted in defining the project?

Yes No

2. RELEVANCE TO GEASA CRITERIA

a) Relevance to Aviation Safety and Security

b) National/Regional Impact

c) Project Definition



d) Resources



e) Project Management

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3. EQUIPMENT COMPONENTS TO PROJECT

Describe equipment requirements for this project.

Provide information relative to the required equipment and life cycle plans, including training and maintenance.

1.		
2.		

3.

4.

5.

6.

4. PROJECT MANAGEMENT STRATEGY

a) Roles and responsibilities associated with the project.

b) Project Manager must ensure that part of the Project Management Strategy includes the following: implementation, monitoring, reporting, and preparing for any potential audits / evaluations.

Note

The planned schedule for project reports will vary depending on the Funding Source. For example, reports may be required on a quarterly basis.

5. PROJECT SUSTAINABILITY

a) Briefly describe any measures being taken to ensure the sustainability of results beyond the life of the project (e.g. train-the-trainers approach, follow-up phase, multi-year initiative, demonstrated buy-in from beneficiary state).

b) Does the project build on previous initiatives or initiatives being conducted by other donors?

Yes No

Project Budget (in U.S. dollars)

1. INDIRECT COSTS

Description	Cost (in U.S. dollars)
1. Administrative: administrative support, project management, overhead, contract preparation, etc...	
2. Office expenses: supplies, stationary, telecommunications, etc...	
3. Equipment Maintenance	
4. Training costs associated with equipment	
5. Other:	
6. Other:	
7. Other:	
8. Other:	
Sub-total	

2. DIRECT COSTS

Description	Cost (in U.S. dollars)
1. Audit monitoring and evaluations	
2. Cost of services: salaries, allowances, benefits, honoraria, costs associated with secondments, etc...	
3. Technology and equipment: computers, communications devices, related consumables provided for use by beneficiary state in course, etc...	
4. Consultancy and advisory fees	
5. Technical assistance	
6. Legal advice and assistance	
7. Outreach and dissemination: course and training materials, brochures, etc...	
8. Radio and television broadcast fees	
9. Printing and production costs	
10. Travel expenses: accommodation, meals, transportation, departure taxes	
11. Utility costs	
12. Transport costs (including charter fees)	
13. Medical costs: inoculations, costs incurred above travel insurance, etc...	
14. Standardized per diem costs	
15. Insurance: travel, life, war, etc...	
16. Vehicle and equipment operation and installation	
17. Petrol, oil, and lubricants	
18. Shipping / freight charges for equipment and technology	
19. Customs and clearing agent fees	
20. Training-related sessions, material, activities; document preparation costs (e.g. reports, development of course materials)	
21. Rental charges: facilities, venue, equipment, vehicles, and catering fees	

22.	Translation and interpretation fee	
23.	Course and conference registration costs	
24.	Workshops, seminars, meetings, conferences with training component	
25.	Environmental assessment fees	
26.	Security Costs	
27.	Other:	
28.	Other:	
Sub-total		
Total Indirect and Direct Project Costs		

3. IN KIND CONTRIBUTIONS / OTHER FUNDING SOURCES

Description		Cost (in U.S. dollars)
1.	Material	
2.	Expertise	
3.	Current Funding	
4.	Other:	
5.	Other:	
6.	Other:	
7.	Other:	
Sub-total		
Total In Kind Contributions/Other Funding Sources		

4. FUNDING REQUEST

	Cost (in U.S. dollars)
Total Indirect and Direct Project Costs	
Total In Kind Contributions/Other Funding Sources -	
Total Project Funding Required	
TOTAL PROJECT FUNDING REQUESTED	

Risk

1. PROJECT RISKS

Any potential risks to the project and the appropriate mitigation strategy.

Risk	Risk Mitigation Strategy (RMS)

2. LEGAL ISSUES

Identify any risks or considerations, which may require the review or involvement of legal counsel prior to implementation.

Risk	Risk Mitigation Strategy (RMS)

3. ENVIRONMENTAL ISSUES

Describe whether or not the project has potential impact (positive or negative) on the environment.

Risk	Risk Mitigation Strategy (RMS)

4. OTHER

Risk	Risk Mitigation Strategy (RMS)

5. OTHER

Risk	Risk Mitigation Strategy (RMS)

Associated Documents

If you have any other supporting documents, such as a Course Syllabus / Curriculum, Workshop Description / Agenda, Budget Plans, Building Plans, Need / Gap Analysis, etc., please attach and submit them with the completed Project Funding Request Form.