**AFI Joint Learning Program – Mexico**

**Request for Application**

|  |  |
| --- | --- |
| **Project title** | AFI-CNBV Joint Learning Program on Financial Inclusion Data and Measurement |
| **Organization name, country** | [Insert name of applicant institution and country] |
| **Timeframe** | August 12-14, 2015 |

*The three-day AFI Joint Learning Program hosted by Comisión Nacional Bancaria y de Valores has been developed exclusively to enable AFI members and guest delegations to exchange knowledge on financial inclusion with a strong focus Data and Measurement.*

*To the best of your ability, please address all of the items listed below in your request to attend the AFI Joint Learning Program taking place in Mexico from 12 to 14 August 2015. The* ***narrative portion of this Request for Application (RFA) should not exceed 2 pages in length*** *and* ***should be submitted******before June 15, 2015.*** *If you have any questions during the development of your application, please reach out to the AFI Capacity Building Coordinator for support.*

**SECTION A: REASONS FOR ATTENDING AND LESSONS TO BE LEARNED**

**I. Reasons for attending**

|  |
| --- |
|  |

**II. Learning objectives**

* In the table below, list the learning questions for this visit:

|  |
| --- |
| 1. |
| 2. |
| 3. |
| 4. |
| 5. |

**SECTION B: COMPOSITION OF THE DELEGATION & TRANSLATION SERVICE REQUEST**

* In the table below, please provide the name, title and department of each delegate (a maximum of 5 participants is strongly recommended):

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Name of delegate** | **Title** | **Department** |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |

* Do any of the delegates need translation service from English to Spanish or French?

[ ]  Yes, my delegates need translation service from English to \_\_\_\_\_\_\_\_\_\_\_.

[ ]  No

**SECTION C: FINANCIAL SUPPORT**

AFI can provide financial support for the delegates either through grant or sponsorship. The two options have different reimbursement process and restrictions (see table below).

**Comparison between Grant and Sponsorship**

|  |  |
| --- | --- |
| **Grant** | **Sponsorship** |
| A high-level official at your institution must sign a grant agreement, which is a contract between your institution and GIZ, which administers grant on AFI’s behalf. | No requirement to sign a grant agreement. Delegates’ superior only need to sign a Request for Sponsorship form. |
| Advance payment to cover travel and accommodation can be provided.  | No advance payment is provided. Reimbursement will be processed after the program. |
| Per-diem will be covered. | No per-diem will be covered. Reimbursement only covers flights, accommodation, airport transfer, ground transportation to the program venue and visa fees.  |
| After the event, your institution’s internal audit or accounting department must submit a signed and stamped financial report to certify delegates’ actual expenses for their participation in the program. | No financial report is required, only need to submit Sponsorship claim report along with original receipts or supporting documents. |

Click the hyperlinks for more information on [Grant](http://www.afi-global.org/sites/default/files/events/grant_guidelines_jlp_en_final.pdf) or [Sponsorship](http://www.afi-global.org/sites/default/files/events/sponsorship_guidelines_jlp_en_final.pdf) process.

* My institution would like to request AFI’s financial support for the delegates through (Please choose one)

[ ]  Grant

[ ]  Sponsorship

**SECTION D: INSTITUTION’S BANK ACCOUNT**

In the table below, please provide information on your institution’s bank account. Please note that AFI is unable to transfer fund to private individual bank accounts.

|  |  |
| --- | --- |
| **Name of Account Holder** |  |
| **Name of Bank** |  |
| **Account Currency** |  |
| **Account number** |  |
| **IBAN** |  |
| **BIC (SWIFT)** |  |

**RFA CRITERIA**

**Please ensure the final RFA adheres to the following:**

 1) Does not exceed two pages in length;

 2) Addresses all of the topics listed above;

 3) Is submitted on your organization’s official letterhead;

 4) Is signed by your institution’s Governor, Deputy Governor, or similar high ranking official;

The final RFA can be submitted via e-mail directly to AFI Capacity Building Coordinator at capacity.building@afi-global.org. AFI will then contact you to propose the maximum amount of financial support that AFI can provide to the delegates. Your application will be considered complete only after you have agreed with the amount of the financial support.

Submitted RFAs will be reviewed carefully to ensure alignment with AFI’s eligibility requirements, funding criteria and policy approaches. It should be understood that the submission of a RFA does not represent an offer by either party to enter into an Agreement and no binding commitment is implied by the submission of this letter.