



Joining the Alliance

Thank-you for your interest in joining the Cities Climate Finance Leadership Alliance (CCFLA). Below you will find background information about the Alliance, how it works and how to become a member. We are keen to grow the membership to strengthen the scale and impact of our work and encourage your organisation to consider joining us.

If you have any further questions, please visit the website at www.citiesclimatefinance.org or email your enquiry to: secretariat@citiesclimatefinance.org

Introduction to the Alliance

The Cities Climate Finance Leadership Alliance (CCFLA) was launched at the United Nations Secretary-General's Climate Summit in September 2014. It is a coalition of more than forty organizations actively working to catalyze and accelerate investment into low-carbon and climate-resilient infrastructure in cities and urban areas.

The Alliance brings together a diverse group of public and private institutions that do not usually work together. It facilitates collaboration that reinforces and expands the impact of members' own activities to achieve macro-scale solutions for mobilizing investment in low-carbon, climate resilient urban infrastructure.

Alliance members include public and private finance institutions, governments, United Nations and technical support agencies, city and subnational networks and associations, research and other non-governmental organisations and philanthropic foundations. Members communicate frequently and share the information needed to progress the mission. The Alliance is based on open, honest, and trusting relationships between its members and considers the differences among members as a strength to be used strategically.

The Alliance adds value by leveraging the work, knowledge, and expertise of its members, designing its work priorities to be catalytic, to fill gaps and avoid duplication. Its core value propositions include: Advocacy and raising visibility; Scaling-up successful financial products; Growing pipelines of bankable projects; Creating enabling environments; Catalyzing and brokering partnerships; and coordinating and manage research & knowledge.

The Alliance aims to deliver its mission by pursuing three core outcomes:

1. *Increasing visibility:* Highlighting the current flows and existing city climate finance "investment gap" - namely the gap between current level of investment in low-carbon and climate-resilient infrastructure and that which is required to avert dangerous impacts of climate change.
2. *Increasing capacity:* Identifying barriers and promoting solutions (such as policy conditions, institutional arrangements, new skills and knowledge) necessary to facilitate additional large-scale capital flows of investment into climate resilient and low-emissions infrastructure.
3. *Increasing supply:* Identifying and mobilizing existing and innovative new models of public and private investments in configurations that are scalable and replicable.

The CCFLA is coordinated through the work of a Steering Committee, a Secretariat and Working Groups made up of Alliance members. For more information, see: www.citiesclimatefinance.org

Membership Requirements

Members commit to active involvement and to fostering the mission of the Alliance. Membership of the Alliance is free of charge, however members must undertake the fulfillment of the following membership requirements:

1. **Implement one or more new activities each year** that progress the Alliance's mission and are both ambitious and measurable (e.g. communications, research or capacity building, new funds or project pipelines).
2. **Contribute to at least two of the following CCFLA activities:**
 - a. Review CCFLA outputs, research and knowledge products;
 - b. Engage in and contribute to CCFLA working groups and events;
 - c. Contribute resources for CCFLA activities (e.g. staff, funding, workshops, co-communications);
 - d. Participate in, or support CCFLA advocacy efforts such as outreach, communication efforts or activating networks, contacts.
3. **Promote the mission and work of the CCFLA** through both formal and informal channels.
4. **Participate in regular information sharing calls and the annual CCFLA meeting.**
5. **Sign-off at high-level to institutional membership** of the CCFLA and agree to institution to being listed as CCFLA member in public documents, presentations and electronic media (i.e. website).

A list of Alliance members can be found here: www.citiesclimatefinance.org/about/members/

The Application Process

Joining the Alliance is by approval of the Steering Committee and commitment to satisfy the membership requirements listed above. The application process is completed in three steps which are outlined below.

Before applying for membership you may have questions. In the first instance, please check the website www.citiesclimatefinance.org to see if you can find the information you are looking for there. If you have further questions, please send an enquiry to: secretariat@citiesclimatefinance.org.

1. Submit application for membership

As a first step you should contact the Secretariat indicating your organization's interest in applying for your organization to become a member of the Alliance. To do this, send an email to secretariat@citiesclimatefinance.org including the following information:

- a) Name of your organization;
- b) Key contacts in your organization (high level official + the contact person - name, job title, email address, telephone);
- c) Description of your organization, including:
 - Location of head office
 - Countries of operation
 - Number of staff
 - Approximate financial turnover
 - Number of years of operation
- d) Short description of what your organization would bring to the CCFLA.
- e) Short description of what your organization would hope to gain from joining CCFLA.

2. Review of membership application

Once submitted, the Secretariat will acknowledge receipt of your application and request any further information which may be required. Your application will then be submitted to the CCFLA Steering Committee for review. The Steering Committee will review your application and approve or reject the application. If the application is rejected an explanation will be provided and applicants are welcome to re-apply providing additional information in response. This process may take up to four weeks.

3. Confirmation of membership

Once your application is approved by the Steering Committee then we require an official letter signed by the leadership of your organization confirming the organisation's willingness to commit to the membership requirements listed below and agree to be listed as a member of the CCFLA in public documents, presentations and electronic media (i.e. website). This letter can be provided in electronic format (.pdf)¹.

¹ See example letter provided below

The Termination of Membership

Any member organisation is free to terminate their membership of the Alliance at any time. Any member wishing to do so should indicate this in a formal communication to the Secretariat providing a short description of the reasons for their decision to terminate. On receipt of such communication, the Secretariat will confirm acceptance and make necessary arrangements to remove the organisation from future communications and correspondence relating to the Alliance.

In rare cases, an organisation's membership of the Alliance may be terminated by majority vote of the Steering Committee where its membership is deemed to have a detrimental impact on the work of the Alliance or the effective pursuit of its mission. In such cases a formal letter of notification will be sent by the Secretariat outlining any reasons for the decision.

Example letter of commitment

[TO BE PRESENTED ON HEADED PAPER AND/OR INCLUDE OFFICIAL STAMP]

[NAME]

[ORGANISATION]

[ADDRESS]

On behalf of **[ORGANISATION]** I would like to confirm our desire to be a member of the Cities Climate Finance Leadership Alliance (CCFLA) and confirm our willingness to commit to Alliance membership requirements as listed below:

1. Implement one or more new activities each year that progress the Alliance's mission and are both ambitious and measurable (e.g. communications, research or capacity building, new funds or project pipelines).
2. Collaborate and contribute to at least two of the following CCFLA activities:
 - a. Review CCFLA outputs, research and knowledge products;
 - b. Engage in and contribute to CCFLA working groups and events;
 - c. Contribute resources for CCFLA activities (e.g. staff, funding, workshops, co-communications);
 - d. Participate in, or support CCFLA advocacy efforts such as outreach, communication efforts or activating networks, contacts.
3. Promote the mission and work of the CCFLA through both formal and informal channels.
4. Participate in regular information sharing calls and the annual CCFLA meeting.
5. Agree to being listed as a CCFLA member in public documents, presentations and electronic media (i.e. website).

Sincerely,

[SIGNATURE]

[NAME, TITLE, ORGANISATION]

Date **[XX.XX.XXXX]**