

# Application Guidance for Call for Proposals: Humanitarian Response in Ukraine and neighbouring countries

This guidance is for the Call for Proposals “Humanitarian Response in Ukraine and neighbouring countries” and seeks to assist applicants in completing the online application form. The information below is structured in accordance with the online application form. Guidance is provided where it is considered that information in the application form does not sufficiently cover the priorities of this Call for Proposals and/or where additional clarification might be needed. There is additional information in the grants portal which can be useful.

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## Information about a project/programme approach

Applicants can choose if they apply for funding for a wider country programme with several donors or a specific project to be funded by one or a small set of donors. The choice for programme or project approach shall be specified in the application.

If a programme approach is used in the application, please specify at least the following general information about the overarching programme:

- the duration and implementation period of the programme
- information about funding degree; and
- other donors to the programme.

Relevant attachments describing the above can be uploaded under “other attachments” at the end of the application form.

Please note that hereafter the word “project” used throughout this document, refers to either a programme or project approach.

## Project description

For the sections “Overall project information” and “Applicant organisation and contact person for the application”, please see the guidance per question in the grants portal.

More information about the OECD/DAC criteria can be found [here](#).

## Project description and results

### Project description

The project description should be uploaded here. The template can be downloaded from the Call for Proposals. The attachment should use Calibri font 11 and can be maximum 15 pages long. Applicants can adapt the template according to their own preferred format as long as all the elements referred to below are included.

1) *Humanitarian experience, capacity, and competence in Ukraine, and if relevant, for other countries included in the application.*

a) *Please describe the applicant's humanitarian experience, capacity, presence, and competence as specific to the humanitarian crisis in Ukraine and, if relevant, neighbouring countries.*

Under this question, please reflect on the applicant's humanitarian experience and capacity in relevant areas. The response should as a minimum:

- Clearly show how the applicant has an established presence in Ukraine, and relevant neighbouring countries and has carried out humanitarian activities there in the period 2022-2024.
- Please upload the supporting documentation at the end of the application form under "Other attachments".

b) *What were the applicant's annual humanitarian costs/expenses (in NOK) in Ukraine and neighbouring countries in 2022 and 2023?*

Please provide a breakdown by country and year. The costs/expenses must align with the audited accounts and may not include voluntary work effort. The costs/expenses must align with the audited accounts and may not include voluntary work effort.

2) *Contextual understanding and knowledge of the humanitarian situation in Ukraine, and if relevant, for other countries included in the application.*

Under this section, please reflect on implementation of the humanitarian principles, conflict sensitivity, focus on localisation and locally led response as well as the work with the cross-cutting issues. This section should hence reflect how the principles and considerations are included in the project in the specific context in Ukraine and other countries included in the application.

3) *Describe the applicant's humanitarian access in Ukraine*

Under this section, please specify the humanitarian access and any specificities related to the applicant's specific situation.

4) *Describe how you ensure coordination within the clusters and with other actors in Ukraine and, if relevant, for other countries included in this application.*

Please describe the applicant's collaboration with other actors, including in clusters and other relevant coordination mechanisms. Please indicate how collaboration is used to ensure there is no overlap between activities.

5) *Description of the programme/project, for the full agreement period (2025-2027)*

Under this section, please describe the planned project for the full agreement period 2025-2027. The description should include the sub-headings:

- a) country/region/thematic area
- b) the need for the project/programme

- c) target group of the project/programme
- d) planned results for the project/programme, including outcomes and outputs, as well as response modality
- e) the added value of each level/organisation in the implementation chain

If the application contains several thematic areas or countries, it is preferable that question 5 “*Description of the programme/project, for the full agreement period (2025-2027)*” is responded to per thematic area/country.

Specific information on the added value of the Norwegian organisation in the implementation of the project should be included.

### **Results framework**

In addition to the general guidance in the grants portal;

Please note that the results framework should be applicable to the full period of the agreement, i.e. 2025-2027. As the funds are allocated annually, the results framework shall not include target numbers. Target numbers should instead be included in the annual implementation plan (please see section for implementation plan).

PDF and Excel are allowed file formats.

### **Implementation plan / activity plan**

In addition to the general guidance in the grants portal;

The implementation plan should be uploaded here. There is no specific template for the implementation plan. Regardless of format, the implementation plan should reflect the Year 1 (2025) activities including target numbers and link up to the results framework for the entire period of the agreement (2025-2027).

For successful applications, support for activities in Year 2 (2026) and Year 3 (2027) will be based on annual implementation plans and budgets.

## **Risks and cross-cutting issues**

### **Risk assessment**

Please see guidance for this question in the grants portal.

### **Could the project have any negative impact on human rights / women’s rights and gender equality / climate and environment / anti-corruption efforts?**

Please see guidance for this question in the grants portal.

## **Duration and budget**

### **Support period**

The support period is 01.01.2025-31.12.2027.

### **Requested grant amount in NOK for 2025**

Please ensure that the sum submitted corresponds to the attached budget.

## Detailed budget

The excel budget template is a mandatory annex to the proposal and needs to be filled in properly for the application to be considered. Below some instructions to the excel template.

Please note that funds will be allocated only for the Year 1 period 01.01.2025-31.12.2025 and that the budget should correspond to this period only.

For budget allocations for Years 2 and 3, 2026 and 2027, a separate budget will be requested on an annual basis and shall not be included in the application at this time.

- Currency: The currency used should be NOK.
- Do not change the budget template or formulas, except for adding rows in the country and outcome tables.

## Summary budget sheet

- In row 2, please fill the project title, applicant organisation name/consortium partners and the currency of the budget.
- In row 6, please insert the total cost that are planned to be implemented by local partners and not the applicant organisation itself.
- **Flexible funding: For Norad's approved Strategic Partners (plusspartner) only:** They are allowed to use this line and can add up to 20% of the total direct cost here without allocating to cost location (location as in the applicant partner's own costs in row 5 or implementing partners costs in row 6), between defined countries of implementation or between defined outcome. If you are not a Norad Plusspartner, you cannot use this/these lines in the budget.
- *Direct project costs by country.* Insert the total direct costs (including local partnerships) divided into a line per country of implementation (where the cost is planned to incur). If direct costs are planned in the region, HQ or at another location, these can be grouped into one line or segregated as the applicant wish. Rows can be added if needed.
- *Direct project costs by outcome.* Insert costs per defined outcome of the total direct cost. This should reflect costs of both the applicant agency and the local partners, and the total should match the direct costs total of row 8 per year and in total.
- *Income/financing plan direct project costs.* Enter here all sources of income to the planned project. The row for grant funding from Norad should match the direct costs total of row 8.
- *Application/Agreed amount.* Norad will grant 7% maximum here and do not allow additional lump sum indirect costs to local partners unless this comes from the 7% awarded to the applicant organisation.

## Breakdown sheet

Costs in this sheet are only for the applicant organisation's direct costs and should only reflect costs borne by them and not the local implementing partners. The total of this sheet is automatically transferred to the "overall budget" sheet for Year 1.

## Detailed budget outcome sheet

This sheet is only for applicants that are budgeting in more than one country of implementation. If all costs are planned in one country, this sheet is not to be filled and the outcome table in the "Summary budget" sheet will suffice for breakdown into various outcomes.

If more than one country, this table needs to be filled with outcomes defined per country/region. The outcomes in the “Summary budget” sheet’s table should then reflect the aggregate of this detailed sheet’s breakdown.

If a grant is awarded, the recipient must draw up financial reports in the same format as the approved budget.

Please see further instructions in the relevant section in the grants portal.

PDF and Excel are allowed file formats.

### **Comments on the attached budget**

Please see guidance for this question in the grants portal.

### **Former/other support**

Please see guidance for this question in the grants portal.

### **Additional information**

#### **Any additional information of relevance to the application**

If you want to upload attachments in the next field, please explain the relevance of the attachments to the application here. Please keep descriptions short and concise. Please note that you cannot automatically assume that non-compulsory attachments will be considered in the assessment of your application.

#### **Other attachments**

Please upload any other attachments here. As a minimum, please upload:

- Documentation to support information on annual support and use of funds under the Ukraine humanitarian crisis.
- If relevant, country strategy or other documents showing the programmatic approach.

Please note that you cannot automatically assume that non-compulsory attachments will be considered in the assessment of your application.