For year: 2017

Civil Society Department

Climate and Forest Grant Scheme

Her begynner teksten…

FORM FOR **UPDATED IMPLEMENTATION PLAN AND BUDGET**

for grant recipients with ongoing agreements

 *(Deadline for submission: 15 January unless the Agreement’s Specific Conditions state otherwise*)

This template should be used to guide all grant recipients in documenting the implementation plan, budget and potential changes to plans, budgets, organisation and/or partner organisations for 2017. The grant recipients may use their own formats as long as all items in this form are included.

The implementation plan and budget need to be in accordance with the Specific Conditions and General Conditions and should be in the same format as the results framework and multi-year budget approved by Norad. Kindly limit the plans to 6 pages. If there are changes in the results framework, kindly attach a revised version to this form.

**1. General**

1.1 Name of the grant recipient:

1.2 Norad’s Agreement number:

1.3 Norad’s Agreement name:

1.4 Agreement period (from year through year):

1.5 Annual plan for the year: 2017

**2. Annual implementation plan for the year 2017**

The implementation plan needs to be in accordance with the Specific Conditions. It needs to be directly related to the latest approved results framework in Annex B (and Annex C where relevant) and shall specify major planned outputs and events. Kindly inform us of tentative dates for the major events.

**3. Annual budget for the year 2017**

The updated budget to be submitted must be in accordance with the Agreement (Specific Conditions and General Conditions) and shall be based on the approved budget in Annex A. The budget shall also include the estimated income to the Project from all sources as well as planned expenditures for the upcoming reporting period. The estimated financial need of the Project in the upcoming reporting period shall be clearly stated.

Please provide a brief account of all grants provided by or applied for from the Norwegian Ministry of Foreign Affairs, Norwegian Ministry of Climate and Environment and Norwegian embassies, whether these are part of the Project’s funding or not.

**4. Significant changes to plans, budgets, organisation or partner organisations**

Significant deviations from or changes to the implementation plan and budget is subject to Norad’s prior, written approval as outlined in article 12 of the General Conditions. These are:

a) any changes to the Project’s sources of income,

b) any changes to the results framework or scope of the Project,

c) changes to the implementation plan which implies a delay of more than three months of any activity,

d) changes to the Project’s budget that imply reallocation of more than 10% of a budget line, unless the Agreement with Norad states otherwise.

If there are any significant changes for 2017 compared to the original results framework and plans, kindly provide a brief account of the changes for 2017. The nature of the changes must be clearly described, along with the reasons for the changes and their consequences for the Project.

**5. Results monitoring and evaluation**

Please provide an overview of planned evaluations and reviews for 2017, if any:

Kindly describe how the evaluations will be financed and their anticipated budget per year.

Date:

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Signature

Name

Title

**Attachments to the form**:

1. All grant recipients shall submit an updated budget for 2017. It must be based on the approved budget annexed to the Agreement.
2. If there are any changes to the results framework, kindly submit a revised results framework which matches that of the Agreement.