Schema preview

GUIDANCE

Functionality
This is an electronic form that saves your data automatically. You can navigate in the application form by clicking the Previous/Next buttons, or directly access the section you want on the left hand side. Fields marked with a red asterisk (*) are compulsory and must be completed before the application can be submitted. In the margin on the left hand side you can see how many compulsory fields that have not yet been completed.

User roles in the Grants Portal

- *User*: You can create and work on applications, and you can submit these applications. In addition, you have access to work on applications created by others in your organisation.
- *Restricted User*: You can create and work on applications you created, and you can submit these applications. But you do not have access to applications created by others in your organisation.
- *Provisional User*: As a new user in the portal you will be given the role of provisional user. Until your portal administrator has given you one of the roles above, you can not create or edit applications.. You can find information about who is the portal administrator under the *Organisation* tab
- *Portal Administrator/Provisional Portal Administrator*: You can create and submit all applications for your organisation. You can also decide what roles users from your organisation should have.

For more information on roles, click Help.

Contact person
The person who creates the application automatically becomes the contact person and is responsible for submitting and following up the application. The contact person can be changed under the tab *Applications*. Only the responsible contact person or the portal administrator can submit applications.

Cooperating on an application
It is possible to cooperate on an application. If several people work simultaneously on an application, everyone can see in real-time what is being written and who is writing.

It is also possible to invite external cooperating partners if several organisations are working together on an application. Invited cooperating partners can only access the application they have been specifically invited for. Cooperating partners have to register in the portal before they can be invited.

Project
In this form the term "project" is used for all types of activities that the application may concern.

Attachments
PDF format should be used for all attachments, unless otherwise specified in the instructions to the field. Maximum file size is 10MB.

Preview of the application form
Before you submit the application, we recommend that you read through the preview to ensure the text is complete and readable. We advise against using long links in the text as this may cause problems when printing the application. Please use instead the tool "Insert/edit link" that is available in rich text fields.

Specific
information
for
applicants
regarding
this call for
proposals
ORGANISATION

Contact person
Information about the applicant organisation

Before submitting an application, the following auto-populated information must be verified. Changes can be made by the portal administrator.

Legal form
Subunit in the applicant organisation, if relevant
Network / umbrella organisation
Is the applicant a network or an umbrella organisation?
Yes   No
Organisational structure
Information about member organisations

Describe how member organisations and their partners are followed up, how their efforts are evaluated by the organisation/secretariat, and the extent to which the results they have achieved are used to determine their share of the grant from the MFA/Norad.

Other grants or funding
Has the applicant previously received grants from Norad, the Ministry of Foreign Affairs (including embassies), the Ministry of Climate and Environment, or Norec (formerly known as FK Norway)?
Yes   No
List agreement details

List agreement number, period and total grant for the latest five agreements.

Agreement number	Year (start)	Year (end)	Amount (NOK)

Is the applicant applying for other funding from Norad, the Ministry of Foreign Affairs (including embassies), the Ministry of Climate and Environment or Norec (formerly known as FK Norway) during the current year?
Yes   No
Please specify
Routines, systems, experience
Brief description of applicant's routines for and expertise with financial management, including cash flow, internal audits, financial audits and routines for procurement
Brief description of the applicant's relevant experience and expertise in the project's thematic and geographical area
If there are cooperating partners in the project, briefly describe the partnership model, the system for selecting partners, and the routines for following up partners
Brief description of the applicant's system for results management

The applicant should describe how the organisation works systematically to enable results management including planning, monitoring, evaluation and learning (how information is used and followed up).

Brief description of applicant's system for risk management
Does the applicant have an anti-corruption strategy and a whistleblowing channel?
Yes   No
Does the applicant have written routines for procurement?
Yes   No
Does the applicant have a financial management manual?
Yes   No

Does the applicant have ethical guidelines?

Select *Yes* or *No*. The applicant may be asked to provide written documentation if necessary.

Additional information can be provided in the textbox *Comments* below.

Yes   No

Does the applicant have a gender equality policy?

Select *Yes* or *No*. The applicant may be asked to provide written documentation if necessary.

Additional information can be provided in the textbox *Comments* below.

Yes   No

Does the applicant have guidelines for detection and prevention of sexual harassment and sexual abuse or exploitation?

Select *Yes* or *No*. The applicant may be asked to provide written documentation if necessary.

Additional information can be provided in the textbox *Comments* below.

Yes   No

Comments

PROJECT DESCRIPTION
Overall project information
The project's title

The title can be up to 72 characters long and must be in English. It will be used in the Electronic Public Rec

Thematic area

Where will the project be implemented?

The most appropriate "country" or "region" category should be used. For example, select "South of the Saha
West Africa. The "Global Unspecified" category should be used only if the application coveres several regio
it is not focused on a specific geographic region.

If relevant, give more details about where the project will be implemented
Brief summary of the project
Does the application concern additional funding for a project that is already receiving or has received a
grant from MFA/Norad/Ministry of Climate and Environment?
Yes   No
Fill in the agreement number
The project's expected results and relevance
Problem analysis/baseline
Objectives and target group
Sustainable Development Goals (SDG)
Theory of change
Relevance for the recipient countries and for cooperating partners
Sustainability, local ownership and exit strategy
Other relevant information
Results framework

Implementation plan / activity plan

Theory of change

Cooperating partners
Will partners be involved in the project implementation?
Yes   No
Cooperating partners

If you can not find the relevant cooperating parner in the table, you can create a new entry.

Partner Brief description of partner's role

Rationale for choice of partners

RISK AND CROSS-CUTTING ISSUES
Risk assessment

Risk assessments must be carried out for all projects, however the extent can be adapted to the project's risk and scope.

The most important risks should be described in the table. In addition, it is possible to upload risk assessments as a separate document in the field below.

The risk assessments should include:

- Description of risks that may have a negative effect on the project's results
- Description of risks that the project itself may cause unintended negative consequences on its surroundings (please note that such risks related to the four cross-cutting issues must be included in separate tables below)
- Analysis of the probability that the risk may occur, and the consequence the risk may have should it occur
- Proposed mitigating measures to reduce risk

A grant may be approved even if residual risk remains after mitigating measures.

Risk	Probability	Consequence	Risk-reducing measures

Could the project have any negative impact on human rights?
Yes   No
Possible negative impact on human rights

Risk	Probability	Consequence	Risk-reducing measures

Explanation
Could the project have any negative impact on women's rights and gender equality?
Yes   No
Possible negative impact on women's rights and gender equality

Risk	Probability	Consequence	Risk-reducing measures

Explanation
Could the project have any negative impact on the climate/environment?
Yes   No
Possible negative impact on the climate/environment

Risk	Probability	Consequence	Risk-reducing measures

Explanation
Could the project have any negative impact on anti-corruption efforts?
Yes   No
Possible negative impact on anti-corruption efforts

Risk	Probability	Consequence	Risk-reducing measures

Explanation
Any special circumstances that mean that a high level of risk could be tolerated for the project
Risk assessment

DURATION AND BUDGET

Duration of the projectSelect the number of years for which funding is applied for
4
Estimated start date

Indicate the estimated start date in the format **dd.mm.yyyy**. You can also use the calendar. Hold down the CTRL key while clicking on the arrows in the calender to change year.

Estimated end date

Indicate the estimated start date in the format **dd.mm.yyyy**. You can also use the calendar. Hold down the CTRL key while clicking on the arrows in the calender to change year.

Detailed budget

Comments on the attached budget

Relevant questions:

- What percentage of the grant will go to the applicant and the partner(s) respectively?
- Explain/specify the individual budget items, particularly where the costs seem high.
- Explain any indirect operating costs (overheads), if the call for proposals allows this. Explain also what prosentage is used, and why this rate is chosen? For more information, see the guidelines Veiledning vedrørende eventuelle administrasjonsbidrag i tilskuddsforvaltningen (Norwegian only).
- Is the applicant providing any funding of its own?
- What is the status of other applications for grants, or of grants that have been awarded by other donors or sources of funding?
- Give a short description of how the activity plan relates to the budget.

The table below sets out key budget categories. The intention is not to draw up two budgets. Rather, you should extract key figures from your detailed budget and fill them in using the categories below. Insert 0 for categories that are not relevant.

The number of years reflects the duration you have selected above. Income and costs must be balanced.

Budget reference

Support from the MFA/Norad – shall include any indirect cost contribution from the MFA/Norad if relevant. The corresponding indirect cost is to be filled in as *Other cost* in the table below.

Salary and personnel costs – all salary and personnel costs that are to be charged to the project. For example the salaries of project staff, administrative staff and project managers that are to be fully or partially charged to the project. Other examples include accommodation costs, education costs, hazard allowance, etc.

External consultants – temporary staff and external consultants who are hired to work full- or part-time on the project.

Travel costs – costs relating to travel, accommodation and subsistence that are charged to the project for staff, local partners, main contact person, consultants or representatives of the target group, including per diem allowance.

Investments – defined here as procurement of equipment and assets. Examples include vehicles, fixtures and fittings, ICT equipment and buildings.

Other costs – the remaining project costs that have not been entered against the items above. Once this figure has been entered, the total should be the same as the total project costs in the budget.

Income (NOK)	Year 1	Year 2	Year 3	Year 4	Period total
Support from the Ministry/Norad					0
Funding provided by grant recipient					0
Support from other donors					0
Other income					0
Subtotal	0	0	0	0	0

Costs (NOK)	Year 1	Year 2	Year 3	Year 4	Period total
Salary and personnel costs					0
External consultants					0
Travel costs					0
Investments					0
Other costs					0
Subtotal	0	0	0	0	0

| **Total** | 0 | 0 | 0 | 0 | 0 |

ADDITIONAL INFORMATION
Any additional information of relevance to the application
Other attachments

DECLARATION
I confirm that I am authorised to enter into legally binding agreements on behalf of the applicant organisation, and I confirm that to the best of my judgement the information in this application is correct.
Yes   No
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