****

**Template for Project Applications (PD)**

1. **PROJECT/PROGRAM**

**1.1 Project/program title (maximum 72 characters including space)**

|  |
| --- |
|  |

**1.2 Brief general description of the project/program (max. 500 characters including space)**

|  |
| --- |
|  |

**1.3 Location and scope of project***Guide: Where will the project be implemented? Estimate the number of direct and indirect beneficiaries (by gender)*

|  |
| --- |
|  |

**1.4 Implementation period**

Estimated start date project period: yyyy.mm.dd

Estimated completion date project period: yyyy.mm.dd

**1.5 Total budget in NOK for the whole project period:**

|  |
| --- |
|  |

**1.6 Total budget in NOK for the first year of the project period:**

|  |
| --- |
|  |

1. **ABOUT THE PROJECT/PROGRAM AND EXPECTED RESULTS**

**2.1 Please provide a problem analysis for the situation that the project/program is to address***Guide: Describe target group(s) and problems associated. Provide context and stakeholder analyses that are relevant for the problems the project seeks to address.*

|  |
| --- |
|  |

**2.2 Please state the overall objective***Guide: Describe the desired change for the target group(s) of the project*

|  |
| --- |
|  |

**2.3 Please describe the local ownership of the project/program**

|  |
| --- |
|  |

**2.4 Please describe how the project proposal was initiated and developed**
*Guide: Please include a description of how the project proposal fits with the priorities and needs expressed by the target group(s)*

|  |
| --- |
|  |

* 1. **How will the desired change be brought about, and why is the project/program likely to create the desired change (theory of change)?**

*Guide: Please describe the change the project wants to achieve. How will the project work to achieve the desired change? (through which strategies, inputs and stakeholders, etc.). What are the underlying assumptions? How realistic is the desired change?*

|  |
| --- |
|  |

* 1. **Please describe the project design**

*Guide: Please include descriptions of the project structure (organization/organogram, decision making), staffing, involvement of stakeholders, key activities, etc.*

|  |
| --- |
|  |

* 1. **Please provide the project’s results framework/LFA as an attachment (upload in Petrus)**

*Guide: Regardless of the setup, all log frames/results frameworks should include: a) Only one project/program goal (impact), b) 1-2 Impact indicators, c) Outcome goals (no more than six, preferably less), d) Outcome indicators, e) Output indicators, f) Baseline values for all indicators (may be added after baseline survey is conducted), g) Targets for all indicators (may also be added after baseline survey is conducted) h) A specification of the means of verification. Projects may use Norad’s standardized* [*Results Monitoring Framework template*](https://www.norad.no/tilskudd/sok-stotte/sivilt-samfunnfrivillige-organisasjoner/) *(optional).*

* 1. **Has baseline data been prepared? If no, please describe the project’s plan to establish baseline values for the indicators in the results framework**

*Guide: Baseline data should be provided for each indicator in the results framework/LFA. For new projects, baseline data may be collected within the first 6 months of project engagement. For new project periods, baseline data must be collected by the end of the preceding project period.*

|  |
| --- |
|  |

**2.9 Please describe the project/program’s sustainability and exit strategy:**

|  |
| --- |
|  |

**2.10 Please assess the cost-effectiveness of the project/program***Guide: Please give an assessment of the cost-effectiveness of the project design with regard to achieving the objectives. Are the approaches and inputs presented in the project proposal the most cost-effective way to achieve the desired change? Why? Have other approaches been considered?*

|  |
| --- |
|  |

**2.11 Which of the Sustainable Development Goals (SDGs) does the project/program support?**

|  |
| --- |
|  |

**2.12 Please describe the project/program’s relevance for the priorities and plans of the country and local region/county/province**

|  |
| --- |
|  |

**2.13 Please describe the project/program’s relevance for the priorities of the implementing partner**

*Guide: Please describe the relation between the partner and the project and how the project fits with the overall strategy of the partner.*

|  |
| --- |
|  |

**2.14 Please describe the project’s system for monitoring, evaluation and learning**

*Guide: Please describe how results data is collected, by whom, when, and the routines for quality assurance and assessment/analysis.*

|  |
| --- |
|  |

**2.15 Please describe how the project will incorporate learning points from other projects/previous project periods and past evaluations**

|  |
| --- |
|  |

**2.16 Please provide a gender analysis for the project/program (mandatory)**

|  |
| --- |
|  |

**2.17 Please provide a conflict analysis for the project/program (if applicable)***Guide: In most cases, a conflict analysis will apply. If a conflict analysis is considered not applicable, please justify why.*

|  |
| --- |
|  |

**2.18 Please provide an environment analysis for the project/program (if applicable)***Guide: If an environment analysis is considered not applicable, please justify why.*

|  |
| --- |
|  |

**2.19 Please provide a risk analysis for the project/program below or as an attachment (upload in Petrus)**

*Guide: Applicants are encouraged to use Digni’s risk assessment tool and template. Please include risks related to the cross-cutting issues of a) human rights (including the rights of disabled persons) b) gender equality, c) environment, and d) financial mismanagement.*

|  |
| --- |
|  |

**2.20 Please provide an activity plan for the project below or as attachment (upload in Petrus)***Guide: Please provide activity plan for the first year (detailed) and full project period. Please state which goals and indicators in the results framework/LFA the activities relate to (important).*

|  |
| --- |
|  |

**2.21 Please describe the financial management of the project**

|  |
| --- |
|  |

**2.22 Please complete the financial checklist below**

|  |  |  |  |
| --- | --- | --- | --- |
| **Indicator** | **Met** | **Needs Work** | **Comments** |
| **ROUTINES** |
| The project has a financial management manual |  |  |  |
| There is a segregation of duty between accounting and handling of cash |  |  |  |
| Routine in place for authorizing cash requests |  |  |  |
| Routine in place for timely and sufficient returning of vouchers |  |  |  |
| Maximum rule for cash balance in the safe |  |  |  |
| The project has its own bank account.Procedures for approval, signatories and thresholds are in place.  |  |  |  |
| Routines in place for procurement of goods and services. |  |  |  |
| Guidelines for recruitment of personnel. |  |  |  |
| The general ledger account is well suited and reasonable, considering the size and the extent of the project. |  |  |  |
| Procedures for ensuring correct classification to project and up-to-date accounting are in place. |  |  |  |
| The accounting is done in a certified accounting software. |  |  |  |
| There is a back-up system for the accounting software. |  |  |  |
| Routines for handling and certification of vouchers are in place. |  |  |  |
| Routines in place for transparent handling of petty cash. |  |  |  |
| Plans for timely financial reporting on budget versus actual to board and staff in the projects. |  |  |  |
| Fixed asset register[[1]](#footnote-2) in place and routines for reporting waste regularly |  |  |  |
| Inventory register[[2]](#footnote-3) in place and routines for reporting waste regularly |  |  |  |
| Logbook for vehicle use in the project established |  |  |  |
| Agreement in place between local and Norwegian organizations |  |  |  |
| Agreement made with ex-pats in the project |  |  |  |
| Contracts in place with all employees in the projects |  |  |  |
| Plans for annual independent audit to be carried out by a certified auditing company. |  |  |  |
| Agreement in place between the local and the Norwegian auditors. |  |  |  |
| Plans for communication between the local auditor and the Norwegian auditor. |  |  |  |
| Familiarity with Digni’s Policy Document for Combating Corruption. |  |  |  |
| Familiarity with Digni’s Guidelines for the Handling of Corruption, Suspicions of Corruption or Bad Financial Management |  |  |  |
| The organization has guidelines for combating corruption |  |  |  |
| The organization conducts awareness raising/ capacity building activities related to corruption. |  |  |  |
| The organization is familiar with and adheres to the General Conditions and Procurement Provisions from The Norwegian Development Agency (Norad) |  |  |  |

1. **IMPLEMENTING PARTNER**

**3.1 Name and abbreviation**

|  |
| --- |
|  |

**3.2 Please provide a brief description of the partner**

|  |
| --- |
|  |

**3.3 How long has the Norwegian member organization cooperated with the local partner?**

|  |
| --- |
|  |

**3.4 Please provide a full list of current/planned projects run by the implementing partners and their funding sources**

*Guide: Add as many rows as necessary*

|  |  |  |  |
| --- | --- | --- | --- |
| **Project title** | **Implementation period** (yyyy-yyyy) | **Funding source/donor** | **Total budget** (please state currency) |
|  |  |  |  |
|  |  |  |  |

**3.5 Please describe the partner organization’s experience, contextual knowledge and expertise of relevance to the project’s thematic and geographical area**

|  |
| --- |
|  |

**3.6 Please complete the checklist below**
*Guide: If no, please comment on how the partner organization is addressing the issue*

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes | No | Comment |
| Does the partner organization have a whistleblowing channel in the event of suspected financial irregularities? |  |  |  |
| Does the partner organization have ethical guidelines (Code of Conduct)? |  |  |  |
| Does the partner organization have guidelines and a whistleblowing channel in the event of sexual harassment and exploitation? |  |  |  |

1. **PETRUS**

**4.1 Please complete the checklist for registration and uploads in Petrus below (to be completed by Norwegian member organization)**

*Guide: Complete the form by entering an “X” in the relevant column (yes/no/not applicable). Add comments if necessary.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Action**  | **Yes** | **No** | **n/a** | **Comment** |
| Has the Facts page been completed? |  |  |  |  |
| Has Statistical Markers been registered? |  |  |  |  |
| Has budget numbers been registered? |  |  |  |  |
| Has the overall budget (Digni template) been uploaded? |  |  |  |  |
| Has long term budget numbers been registered? |  |  |  |  |
| Has the long-term/detail budget been uploaded? |  |  |  |  |
| If applicable, has an application for support from home office (“faglig bistand”) been uploaded? |  |  |  |  |
| If it is a new implementing partner, has a Due Diligence report and PCAI form been uploaded? |  |  |  |  |
| Has the project results framework been uploaded? |  |  |  |  |
| If submitted as an attachment, has the risk analysis been uploaded? |  |  |  |  |
| If submitted as an attachment, has the activity plan(s) of the project been uploaded? |  |  |  |  |
| Has the Norwegian organization’s assessment of local partner organization been completed? |  |  |  |  |
| Has the Norwegian organization’s assessment of the application been completed? |  |  |  |  |
| Has applicable GRF thematic areas and indicators been chosen? |  |  |  |  |
|  |  |  |  |  |
| Please state any other attachments submitted with the application by adding rows below |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. **DECLARATION**

We confirm that we are authorized to enter into legally binding agreements on behalf of the applicant organizations, and we confirm that to the best of our judgement the information in this application is correct

(Signature) (Signature)

Name and title Name and title

Implementing partner Norwegian member organization

1. Fixed asset normally represents equipment and machinery, real estate holdings, fixtures, buildings and other items. Fixed assets typically lose value over time or depreciate. [↑](#footnote-ref-2)
2. Inventory consists of materials that an organization intends to sell or that it consumes during day-to-day operations. It is the company’s product, or it is a component used to create the company’s product. [↑](#footnote-ref-3)