|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Template revision no: 2022/03  | Replaces: 2022/02  | Prepared by: QAteam  | Approved by: QAteam/GMT  | Date Approved 14.11.2022  |

[Simplified] Project Application

To be presented to the Norwegian Mission Society (NMS)

*This project application template is for projects requesting less than 15,000 USD annually from NMS.*

|  |  |
| --- | --- |
| Project name |  |
| Project owner(responsible organisation/church)  |  |
| Country/Region |  |
| Project location(s) |  |
| Project period |  |
| **Person responsible for the project (project leader/coordinator):** |
| Name |  |
| Address |  |
| E-mail |  |
| Phone number |  |
| **Transfer information:** |
| Bank account name |  |
| Bank account number |  |
| Bank name |  |
| Bank address (+city, +country) |  |
| Bank fax number |  |
| Swift/BIC code |  |
| IBAN number (if exists) |  |

|  |
| --- |
| **Information to project leader/coordinator:** * All applications and budgets to NMS must be presented and approved by the national level of your organization before being sent to NMS. For the budget the NMS financial template must be used.
* The project must have a clearly defined goal and have a phase-out plan.
* Please make sure that all the questions are properly responded to facilitate a good assessment of the planned project. As a help a list of how NMS will assess applications is added in section 5.
* It is important to have a dialogue between NMS and the organization/church during application and implementation phase.
* If the project is part of an institution (school, health institution etc), please fill out the application format, *“Application Annex for Institutions”* on advisor's instruction.
* NMS will normally need cooperation during the project period in addition to yearly reporting, this can be: Information from the project to donors, facilitation of project visits from NMS, and online meetings.
 |

**TA UT!**

# Project Description

## Goal

What is the project about? What is the main goal of the project?

|  |
| --- |
|  |

## Vision

## How will this project contribute towards the vision for your organization and NMS?

|  |
| --- |
|  |

## Why?

### Description of the Situation and the Local Context

Please describe why you want to do what you are proposing. Why is this project needed? How is the situation of the place where the project will work and why do you want to start this project?

|  |
| --- |
|  |

## Who?

### Target Group

Who will benefit from or make use of the project? Who are you targeting (or helping) with the project? Also specify the number of people who will benefit from the project.

|  |
| --- |
|  |

### Stakeholders

Please describe how the project will cooperate with other organisations/institutions in the area (like other NGOs, churches, schools, local government etc.).

|  |
| --- |
|  |

### Organisation/administration

How will the project be administered? Please describe where in the church structure the project will be placed, under which department. How will the project be administered? Will there be a project committee? Who will be part of it? Who will make decisions regarding the project?

|  |
| --- |
|  |

## 1.4.4. Monitoring and Evaluation

How will the project be monitored and evaluated, and by whom?

|  |
| --- |
|  |

## How?

### Activities and Expected Results

What are the main activities and what results are you expecting from the activities? Please describe.

|  |  |  |  |
| --- | --- | --- | --- |
| Activity   | Year one target   | Year two target  | Year three target   |
| Gender training of church members   | 10 people trained  | 10 people trained  | 20  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

How will you measure these targets?

|  |
| --- |
|    |

What changes do you expect the project to bring after implementation?

|  |
| --- |
| E.g. More female leaders in the church   |

How will you measure these results? How will you know if you are on track to meet these results?

|  |
| --- |
|  |

### Financial Plan

Please fill out the table with the amount or resources you are applying for and the amount you and other supporters will contribute each year. Please give the amounts in local currency. Please describe the local participation and support from others.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Support from NMS** | **Own share, 10% or more** | **Support from others** |
| Year 1 |  |  |  |
| Year 2 |  |  |  |
| Year 3 |  |  |  |

####

#### 1.5.2.1. Local Participation

Please describe the participation of the project owner to the project (e.g., funds, material, facilities provided and/or participation of volunteers).

|  |
| --- |
|  |

#### 1.5.2.2. Support from Others

Please describe the participation of other partners or supporters to the project (e.g., funds, material, facilities provided and/or participation of volunteers).

|  |
| --- |
|  |

## Sustainability

### Learning

Is this project based on results and lessons learned from previous projects? How will results and experiences from this project help the organization/church and others (the project’s stakeholders) in the future?

|  |
| --- |
|  |

### Phase-out Plan

What measures will be taken to prepare for the phasing-out of external support after the project has finished? How will the projects activities continue after this project period?

|  |
| --- |
|  |

## Risks

Please describe possible challenges/risks that could affect the success of the project and how you plan to deal with them. How will you minimize the probability for the risk to occur and how will you minimize the consequences to the project if the risk occurs?

|  |  |  |
| --- | --- | --- |
|  | **Risks factors** | **How do you plan to deal with them?** |
| Risk 1 |  |  |
| Risk 2 |  |  |
| Risk 3 |  |  |
| Risk 4 |  |  |
| Risk 5 |  |  |

*Please add more lines if needed.*

# Crosscutting Issues

**According to the NMS strategy**, all projects supported by NMS must mainstream the following themes in the project work. Please answer the following questions on how the project is going to work with these crosscutting issues. Also describe the project’s long-term effects (positive and negative) for each of the following themes.

In relationships and projects, NMS will be aware of:

• *Gender roles and equality* – NMS wishes to focus on gender roles and gender equality in such a way that men and women will increasingly be equally represented in the work, including decision-making processes.

• *Climate threats and environmental stewardship* – NMS wishes to focus on the consequences our work has for our stewardship of creation for the benefit of future generations.

• *Conflict awareness* – NMS wishes to focus on the consequences our work has for the distribution of power between people and groups so that conflicts can be prevented.

## Gender Roles and Equality

Are both women and men part of the target group? How many women and men are represented in the decision-making processes concerning the project? If there are employees, are there both women and men among the staff? Please describe.

|  |
| --- |
|  |

## Climate Threats and Environmental Stewardship

How will the project affect the environment? Both negatively and positively.

|  |
| --- |
|  |

## Conflict Awareness

Sometimes projects may create new conflicts or find solutions on existing conflicts. Describe conflicts that may occur because of project activities, and how you will deal them.

|  |  |  |
| --- | --- | --- |
|  | **Conflicts that may occur** | **How do you plan to deal with them?** |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| 5. |  |  |

# Project Budget

Please provide a complete budget for the year of application and for the following years **using NMS’ financial template in Excel**. The budget is to be filled in according to relevant budget posts: Capital expenditure (investments), running costs (recurrent expenditures), incomes (project revenues incl. local contribution, and other contributions (if applicable). Contribution from other donors (if applicable) must be included in the funding plan. The budget is to be filled out in local currency.

# Additional Information

Please fill in any additional information you think is relevant for the project application that has not been covered in the previous sections.

|  |
| --- |
|  |

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date and place: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date and place: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Assessment of Applications

These are some of the points that NMS will be using when considering an application. In addition, the application will be assessed based on approved strategies and plans in NMS and opinions from advisors and missionaries in the field.

1. Does the application contain a realistic and updated situational analysis?
2. To what degree does the application comply with the project owner’s own strategies?
3. Is there clarification of the target group/participants?
4. Is the administration and management of the project described?
5. Is there an explanation of the method and strategy – how the project will be carried out to achieve the results?
6. Are the activities properly described?
7. Are earlier results and lessons learned presented, and what experiences provide a basis for a new strategy?
8. Is there a strategy for sustainability – what happens when the project is complete?
9. Does the document include a risk analysis?
10. Is there a plan for monitoring and evaluation of the project?
11. Is there a budget per year with explanations attached?
12. Is the budget cost-efficient?
13. Has the project owner covered a share of the expenses?

Normally, at least 10% of the project costs should be covered locally. This can be in the form of materials, human resources, or finances. If the local share is in the form of volunteer work or materials, an explanation should be included in the budget note