Application Cover Letter

Checklist, Cover Letter and Comments from Field Coordinator, Advisor and Department Leader

# Facts about the Project

|  |  |
| --- | --- |
| Project title |  |
| Project period |  |
| Country |  |
| Responsible partner |  |
| Project leader/coordinator |  |
| Application received |  |

## Summary

*Please give a short summary of the relevance of the project, it’s activities, objectives and goal.*

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## Key Numbers

*Please fill in the applied amount, own share and support from others per year of the project period.*

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Support from NMS** | **Own share** | **Support from others** |
| Year 1 |  |  |  |
| Year 2 |  |  |  |
| Year 3 |  |  |  |
| Year 4 |  |  |  |
| Year 5 |  |  |  |
| Personnel  (missionary/consultant) |  |  |  |

# Checklist

If the project involves more than one subproject, please make sure that the requested information is reported for all subprojects.

*Please make sure that the report includes all the following elements:*

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| **Issues to cover:** | **Comments:** |
| Does the project have a specific, measurable, achievable, relevant and time-bound goal (SMART)? |  |
| Does the application contain a realistic and updated situational analysis? |  |
| To what degree does the application comply with the partner’s own strategies? |  |
| To what degree does the project comply with national strategies? |  |
| Is there clarification of the target group/participants? |  |
| Is the partner’s administration and management of the project described? |  |
| Is there an explanation of the method and strategy – how the project will be carried out to achieve the results? |  |
| Are the outcomes SMART and do the outcome indicators give a good indication of the level of outcome achievement? |  |
| Are the outputs SMART and do the outcome indicators give a good indication of the level of output achievement? |  |
| Are the activities properly described? |  |
| Is there a logical connection between outcome, outputs and activities in the results framework? |  |
| Are earlier results and lessons learned presented, and what experiences provide a basis for a new strategy? |  |
| Are results and lessons learned conveyed to the project’s stakeholders to duplicate and learn? |  |
| Is there a strategy for sustainability – what happens when the project is complete? |  |
| Does the document include a risk analysis? |  |
| Does a plan for monitoring and evaluation exist? |  |
| Are the cross-cutting issues addressed and properly assessed? |  |
| **Budget** | |
| Is a budget per year with explanations attached? |  |
| Is the correct NMS project budget template used? |  |
| Are local accounting data filled out (project name and number in local accounting system/software)? |  |
| Is the budget cost-efficient? |  |
| Has the partner 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 notes. |  |
| Does the budget in MS Excel correspond with the numbers the application in MS Word? |  |

# Field Coordinator Assessment

## Level and Realism of Cost and Activity

*Please assess the level and realism of cost and activity.*

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## Accordance with NMS’s Strategy

*Is the project in accordance with strategy for NMS in country?*

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## Accordance with Partner’s Strategy

*Is the project in accordance with partner’s strategy?*

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## Other Comments

*Do you have any other important comments/information? Eg. if this is a controversial or popular theme etc.*

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| Reviewed by: |  |
| Date and place: |  |

# Advisor Assessment

## Technical

*Run through the elements in the Application and approve them.*

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## Points to follow up

*Is the project in accordance with strategy for NMS in country?*

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## Recommendations

*Please give a written recommendation to the Department Leader.*

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| --- | --- |
| Reviewed by: |  |
| Date and place: |  |

# Comments and Approval from Department Leader

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| Approved/denied by: |  |
| Date and place: |  |