Project Application

To be presented to the Norwegian Mission Society (NMS)

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| Project name |  |
| Responsible organisation/Church (the partner) |  |
| Country/Region |  |
| Project location |  |
| Project period |  |
| **Person responsible for the project (project leader/coordinator):** |
| Name |  |
| Address |  |
| E-mail |  |
| Phone number |  |
| **Transfer information:** |
| Bank account number |  |
| Bank address |  |
| Bank fax number |  |
| Swift code |  |

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| **Information to partner:*** All applications and budgets to NMS must be presented and signed by our local partners. For the budget the NMS financial template must be used.
* The application should be in line with the national plans and the adopted strategies of the partner.
* The project must have a clearly defined goal hierarchy, be based on participatory methods 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 partner during application and implementation phase.
* If the project is part of an institution (school, health institution, kindergarten, orphanage, etc), please answer Part II of the application format, *“Application Annex for Institutions”.*
* If the project includes several different components (eg. different institutions or projects), please specify for each component or fill inn one application for each component.

**NMS is most interested in results on purpose/outcome level. Not just what you did in the project, but how people or institutions started to do something different or better after the implementation of the project activities. For definitions and explanations, see next page.** |

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| **Explanations for the terms used in the application:**

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|  | Process under full control of the project management |
|  | Process beyond control of the project management |

Examples:1. A church gets money (input) to build a church to have services (activity). 500 people comes to the service and hears the gospel (output), 100 of them comes to faith or get renewed faith and start sharing the gospel with others (outcome), the whole village comes to faith and follow Jesus (goal/impact).
2. A church gets money (input) to travel to villages and have sensitization campaigns on climate changes (activity). The villagers learn new techniques of how to protect the nature and reverse the desertification (output). They start implementing the new techniques (outcome) and manage to stop and reverse the desertification in 5 years (impact).
3. The government allocate money and staff (inputs) to hold seminars, trainings and to build schools (activities). The policy documents produced, and seminars held (output) help the educational authorities work more effective (outcome). The teachers trained and schools built (output) facilitates more children attending school (outcome). This increases the literacy in the country (impact).

All outputs and outcomes must be SMART:

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| S | Specific | Who, What, Where, When, Why? |
| M | Measurable | How will you track the progress of the project? |
| A | Achievable | Is it in your power to accomplish it? |
| R | Relevant | Is the goal worthwhile and will it meet the needs of the beneficiaries? |
| T | Time-bound | When do you want to accomplish it? |

The project goal or impact does not have to be SMART. The impact might not be measurable within the project period and will usually not be reached by the project alone.To measure the achievement of an output and outcome it is necessary to define **indicators**. An indicator can be qualitative (description) or quantitative (number). The indicators are made to show the progress of the project and how close to achieving the goal and outcomes. Examples:*Output*: All the pastors in the church understand the Use Your Talents approach (UYT).*Output indicator*: Number of pastors trained in UYT. *Outcome*: The church provides equal opportunities for women and men*Outcome indicators*: 1) Description of how the church have been able to lift the status of women in the congregations. 2) Portion of people in leadership position in the church who are women. |

# Project Description

## Goal

What is the main objective of the project? What do you want to achieve in the long run? (this might not be measurable within the project period)

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## Why?

### Description of the Situation and the Local Context

Please describe the background for the goal. How is the situation where the project will work and why you do want to start this project?

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### Compliance with Partner’s Strategy

How does this project correspond with the strategy of the Partner?

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### Compliance with Government’s Strategy

How does this project correspond with the strategy of the government?

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## 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.

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### Stakeholders

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

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### 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 decide on the project?

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## How?

*Please read the explanations in the beginning of the document to answer the following sections.*

### Approach, Strategies and Methods

Please explain the approach, strategies, and methods you will use to achieve the objectives (impact and outcomes).

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### Outcomes

What are expected outcome(s) of the project? And how will you measure if you have achieved the outcome (outcome indicators)? Please describe. The project should have 1-3 outcomes and at least one indicator per outcome.

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### Outputs

What are expected output(s) of the project? And how will you measure if you have achieved the outputs (output indicators). Please describe. There must be at least 1 output per outcome and at least one indicator per output.

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### Activities

What are the main activities? Please describe.

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### Results Framework and Project Plan

Please fill in the outcomes and outputs with indicators, and the activities related to the achievement of each output and outcome (add more rows if necessary). Also check for which years the activity will be carried out. All outcomes, outputs, indicators and activities must be described under sections 1.4.2 to 1.4.4.

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| --- | --- | --- | --- | --- | --- |
| **Outcome** |  **Outcome indicator** | **Output** | **Output indicator** | **Activity** | **To be carried out which year** |
| Year 1 | Year 2 | Year 3 |
| 1. |  | 1.1 |  | 1.1.1 |  |  |  |
|  |  | 1.1.2 |  |  |  |
|  |  | 1.1.3 |  |  |  |
|  |  | 1.1.4 |  |  |  |
|  | 1.2 |  | 1.2.1 |  |  |  |
|  |  | 1.2.2 |  |  |  |
|  |  | 1.2.3 |  |  |  |
|  |  | 1.2.4 |  |  |  |
|  | 1.3 |  | 1.3.1 |  |  |  |
|  |  | 1.3.2 |  |  |  |
|  |  | 1.3.3 |  |  |  |
|  |  | 1.3.4 |  |  |  |
| 2. |  | 2.1 |  | 2.1.1 |  |  |  |
|  |  | 2.1.2 |  |  |  |
|  |  | 2.1.3 |  |  |  |
|  |  | 2.1.4 |  |  |  |
|  | 2.2 |  | 2.2.1 |  |  |  |
|  |  | 2.2.2 |  |  |  |
|  |  | 2.2.3 |  |  |  |
|  |  | 2.2.4 |  |  |  |
|  | 2.3 |  | 2.3.1 |  |  |  |
|  |  | 2.3.2 |  |  |  |
|  |  | 2.3.3 |  |  |  |
|  |  | 2.3.4 |  |  |  |
| 3. |  | 3.1 |  | 3.1.1 |  |  |  |
|  |  | 3.1.2 |  |  |  |
|  |  | 3.1.3 |  |  |  |
|  |  | 3.1.4 |  |  |  |
|  | 3.2 |  | 3.2.1 |  |  |  |
|  |  | 3.2.2 |  |  |  |
|  |  | 3.2.3 |  |  |  |
|  |  | 3.2.4 |  |  |  |
|  | 2.3 |  | 3.3.1 |  |  |  |
|  |  | 3.3.2 |  |  |  |
|  |  | 3.3.3 |  |  |  |
|  |  | 3.3.4 |  |  |  |

### 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 with each year. Please give the amounts in local currency. Please describe the local participation and support from others more thoroughly under paragraph 1.4.1 and 1.4.2 below.

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|  | **Support from NMS** | **Own share, 10% or more** | **Support from others** |
| Year 1 |  |  |  |
| Year 2 |  |  |  |
| Year 3 |  |  |  |
| Year 4 |  |  |  |
| Year 5 |  |  |  |
| Personnel(missionary/consultant) |  |  |  |

#### Local Participation

Please describe the participation of the **partner/project owner** to the project (eg. funds, material, facilities provided and/or voluntary work).

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#### Support from Others

Please describe the participation of **other partners or supporters** to the project (eg. funds, material, facilities provided and/or voluntary work).

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## Sustainability

### Learning

Is this project based on results and lessons learned from previous projects? Which experiences provide a basis for the strategy of the project? How will results and experiences from this project help the partner and others (the project’s stakeholders) in the future?

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### Ripple Effects and Self-Multiplying

Please describe the possibility that activities and results will be adopted by others (individuals/congregations/communities) without support or intervention from the project. Who (outside the project) would be interested in adopting the projects activities or results?

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### Phase-out Plan

What measures will be taken to prepare for the phasing-out of external support after the project has finished?

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## 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 consequence for the project if the risk occurs?

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|  | **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.*

## Monitoring and Evaluation

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

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# Crosscutting Issues

According to the NMS strategic plan, 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.

## Gender Equality and Women Empowerment

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

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## Conflict Sensitivity

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

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

## Environment Sustainability and Climate Change

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

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# 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.

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

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

# How NMS will assess the Application

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

1. Does the project have a specific, measurable, achievable, relevant and time-bound goal?
2. Does the application contain a realistic and updated situational analysis?
3. To what degree does the application comply with the partner’s own strategies?
4. To what degree does the project comply with national strategies?
5. Is there clarification of the target group/participants?
6. Is the partner’s administration and management of the project described?
7. Is there an explanation of the method and strategy – how the project will be carried out to achieve the results?
8. Are the outcomes SMART and do the outcome indicators give a good indication of the level of outcome achievement?
9. Are the outputs SMART and do the outcome indicators give a good indication of the level of output achievement?
10. Are the activities properly described?
11. Is there a logical connection between outcome, outputs and activities in the results framework?
12. Are earlier results and lessons learned presented, and what experiences provide a basis for a new strategy?
13. Are results and lessons learned conveyed to the project’s stakeholders to duplicate and learn?
14. Is there a strategy for sustainability – what happens when the project is complete?
15. Does the document include a risk analysis?
16. Is there a plan for monitoring and evaluation of the project?
17. Are the cross-cutting issues addressed and properly assessed?
18. Budget per year with explanations attached?
19. Is the budget cost-efficient?
20. 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 note