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GUIDANCE
S01 – APPLICATION FOR PROJECT/PROGRAMME SUPPORT

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> - The text below is the same as the information and guidance included in the application form, either as comments in the Word document or as tool tips (see ⓘ symbols) in the PDF document.
> - Note that the announcements for the individual grant schemes may set out specific requirements regarding the applicant and/or application for example about the scheme's objectives, target group, allocation criteria, deadlines and other requirements.
> - Information relevant for the application process – such as formats for results framework and budget that should be attached to the application – is available on the Ministry's grant management pages, here.

KEY INFORMATION

Name of project/programme and a brief description
Name of project/programme up to 72 characters. Brief description (up to 500 characters in English), for statistical purposes.

Grant scheme
Name of grant scheme, see call for proposals.

Total amount applied for
To be filled in for each calendar year that the project/programme is to be implemented.

PART I: GENERAL INFORMATION ABOUT THE APPLICANT AND PARTNERS

2.1. 'Non-governmental' includes NGOs, foundations, commercial enterprises such as limited companies, sole proprietor businesses, etc.

As registered in the Brønnøysund Register Centre. The applicant must be a legal person.

If the applicant has an organisation number from a register outside Norway, this can be filled in here.

2.2. Relevant questions:

- What was the turnover in the last accounting year, and what were the main sources of income, distributed by percentage?
- What is the total number of employees? How are the employees distributed between the main office and any relevant branch offices?
- When was the organisation established?
- Is the organisation linked to an umbrella organisation or other form of network?
- If the applicant is a commercial enterprise, describe the nature of the organisation, its governing bodies, its personnel/recruitment policy and, if relevant, how much of its earnings were paid out as dividends last year?

2.3. Relevant questions:

- Does the applicant have written guidelines for combating corruption?
- Does the applicant have written guidelines for procurements?
- Does the applicant have an internal auditor/internal auditors?
- Does the applicant have internal controllers?
- Is the applicant aware of the relevant routines for public procurement (cf. *Procurement Provisions* part III in the agreement template)? Are the applicant's routines in line with these?

2.4. Relevant questions:

- Name of auditor?
- How long has the applicant used this auditor?
- Have any reservations been expressed in the auditor's report in the last three years?
- If the applicant does not have an agreement with an auditor, this should be indicated here.

  The last year's audited accounts are to be attached to the application in cases where this is required.

2.6. Relevant questions:

- Agreement number(s)?
- From which organisation/unit?
- Under which scheme?
- Amount received?

Applicants that have had long-standing and extensive cooperation with the mentioned institutions can give a more general overview of this cooperation. If the application is for additional support for a project/programme that is already receiving or has already received support, see sections 5.4 and 5.5.

3. Grant recipients are to open a separate, joint account for all grants received from the Ministry. This requirement does not apply to *governmental* grant recipients in Norway or other countries. If the applicant has not previously received funding from the Ministry, the applicant can wait until the application has been processed before giving bank details. If the applicant has previously received funding from the Ministry, but there have since been changes to the bank details, the new details must be provided in a document using the applicant's letterhead, along with a bank statement or other written confirmation from the bank before any payments can be made.

4. Information about the applicant's partners (e.g. partners that will be implementing the project/programme). Copy and fill in the whole of section 4 for each additional partner. In cases where the applicant has a large number of partners, this information may be provided in a separate attachment to the application. In cases where the applicant will not be using a partner, section 4 can be left blank.

4.8. Relevant questions:

- What is the reason for the choice of partner?
- What procedures were followed in the selection of the partner?
- Has the applicant worked with this partner previously? If so, for how long?
- Have there been any particular challenges in working with this partner?
- Are there any cases of, or suspicions of, corruption relating to this partner?
- What results has the partner achieved?

PART II: THE PROJECT/PROGRAMME

5.3. The applicant may use the OECD DAC *Purpose Codes*.

5.5. Relevant questions:

- Ongoing or completed?
- Have the reports from the previous phases been sent to and approved by the Ministry?
- What results have been achieved?
- Have unused funds been paid back?

6.2. Relevant questions:

- How successful was the cooperation between the applicant and local partner(s) during the implementation of the project/programme?
- Has an agreement been entered into between the applicant and the partner(s)?

7. The results framework for the project/programme is to be presented in a separate attachment to the application, and should not be included in the application form. The applicant may use the Ministry's results framework template, but this is not mandatory.

Regardless of the format used, the results framework should, as a rule, include:

- targets at all levels in the results hierarchy: impact, outcomes and outputs
- indicators for all targets
- baseline values and preliminary annual targets (Y1, Y2, etc.)

7.2. Describe

- the **current situation**, which the project/programme is designed to change/improve. It may be a good idea to use the baseline value from the results framework.
- **research and other evidence** that confirms the relevance of the project/programme
- **key activities**. If the applicant wishes to present an implementation plan, this can be attached to the application.
- **relevance of the project/programme for Norwegian priorities** (ref. the call for proposals, propositions to the Storting, white papers, strategies for the country or theme in question), and the extent to which the targets and target group are in line with the call for proposals.
- **the relevance of the project/programme for the partner's or partners' priorities and plans**

The description of the project/programme should not normally exceed one page.

7.3. Relevant questions:

- Why were these **categories of results** chosen (this is particularly relevant if the results framework does not use the normal results hierarchy – outputs, outcomes and impact)?
- Why were these **indicators** chosen? What is their relevance and availability?
- Does the applicant have a **monitoring and evaluation system**? How is this organised? Who is responsible for gathering the indicator data and when, etc.? Are there plans for reviews/evaluations?
- What is the project/programme's **theory of change**, i.e. how/why is it expected to contribute to the desired impacts and outcomes? If possible, provide research results, evaluations or previous experience from similar projects/programmes. A closer description/illustrations of the theory of change may be attached to the application.

Standardised results frameworks have been developed for efforts in certain areas (such as education), and these should be used where relevant.

8.1. Risk assessments may be entered in the free text field or in the risk table below, or both may be used.

Risks related to the project/programme are to be

- **identified**
- **analysed** with reference to probability and impact

The applicant is to describe

- proposed **risk-reducing measures**
- a proposed **follow-up plan**. The follow-up plan may be included under risk-reducing measures.
- any special circumstances that mean that a high level of risk may be tolerated for the project.

Guidelines on the table about risk, cross-cutting issues and sustainability:
(You only find the table mentioned above in the Word version)
To insert more rows in the table, highlight a row, point the mouse to the left of the row and click on the plus sign that appears.

Probability and impact can be indicated for example on a five-point scale or as high/medium/low. The overall risk is a combination of probability and impact. If a numerical scale is used, the overall risk is calculated by multiplying probability by impact. The four cross-cutting issues are to be considered separately. An application may be granted even when a residual risk remains after risk reduction measures have been implemented.

Concerning human rights as a cross-cutting issue:
In Norwegian development cooperation, particular attention should be given to the following key human rights principles: *non-discrimination* (the right not to be discriminated against based on ethnicity, religion, sex etc.) *participation* (the right to freedom of speech, the right of influence

processes and decisions that affects our lives etc.) and *accountability* (equality before the law, mechanisms to hold duty bearers accountable etc.)

8.2. Relevant questions:

- What will happen when the project/programme has been completed?
- How will sustainable results be ensured after the project/programme has been completed?
- Will the project/programme be able to continue with its own funding or some other form of funding?
- How can local ownership/involvement of the target group be ensured?

9. A full budget for the project/programme is to be attached to the application. The budget is *not* to be included in the application form. The applicant may use the Ministry's budget template, but this is not mandatory.

Regardless of the format used, the budget must:

- indicate all (expected) **sources of income**
- indicate all the **expected costs**, not just those covered by funding from Norway
- indicate **indirect operating costs**/indirect overheads, both as a total and as a percentage of the total costs
- be **broken down into annual budgets** where relevant
- indicate **currency and exchange rate** where relevant

9.1. 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 particularly high.
- What is the rate for indirect operating costs/indirect overheads/administrative costs, and why was this rate chosen? For more information, see the guidelines *Veiledning vedrørende eventuelle administrasjonsbidrag i tilskuddsforvaltningen* (Norwegian only), available on regjeringen.no.
- 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?

10.1. This field is not mandatory. It may be used if the applicant wishes to provide any additional information that is relevant to the application.