

For year: 2020

Civil Society Department

Climate and Forest Grant Scheme

Her begynner teksten…

FORM FOR **UPDATED IMPLEMENTATION PLAN AND BUDGET**

for grant recipients with ongoing agreements

*Deadline for submission: 15 January unless the Agreement’s Specific Conditions state otherwise*

This template should be used to guide grant recipients in documenting the implementation plan, budget and potential changes to plans, budgets, organisation and/or partner organisations for 2020. The grant recipients may use their own formats as long as all items in this form are included.

Kindly limit the plans to 6 pages (Norad’s guiding text may be removed).

Norad advices all grant recipients to review the email correspondence between Norad and the grantee (if any) regarding the annual plan and budget for 2019, and last year’s letter of approval. There might be feedback and guidance on the development of the annual plan and budget for 2020.

**1. General**

**1.1 Name of the grant recipient:**

**1.2 Norad’s Agreement number:**

**1.3 Norad’s Agreement name:**

**1.4 Agreement period (from year through year):**

**1.5 Annual plan for the period: [month] 2020 to [month]**

**2. Annual implementation plan for the year 2020**

The implementation plan needs to be in accordance with the Agreement’s Specific Conditions clause 6.1.d and the General Conditions article 1. It needs to be directly related to the latest approved Project Document, results framework of the Agreement and shall specify and explain major planned activities and outputs. Remember to provide an updated risk assessment for any new or significantly changed risks identified for the implementation in 2020.

It is also important to include tentative dates for key events throughout the year, such as planned launch of products or publications, major meetings or reviews. Based on this information, Norad evaluates its potential attendance at these events.

**3. Annual budget for the year 2020**

The updated budget to be submitted must be in accordance with the Agreement (Specific Conditions clause 6.1.d and General Conditions article 1) and shall be based on the approved budget in Annex A to the Agreement. Please present the budget with the same budget identifiers as the overall budget in Annex A and the more detailed budget for year one (for example by cost type, by outcome, by country and by partner).

If you would like to carry over any bank interest or unspent funds from 2019 to 2020, kindly include separate budgetary lines stating the estimated amounts.

The budget shall also include the estimated income to the Project from all sources as well as all planned expenditures for the upcoming reporting period. The estimated financial need of the Project in the upcoming reporting period shall be clearly stated.

If relevant, please provide a brief account of all grants provided by or applied for from the Norwegian Ministry of Foreign Affairs, Norwegian Ministry of Climate and Environment, Norwegian embassies and/or other Norwegian institutions, whether these are part of the Project’s funding or not.

**4. Significant changes to plans, budgets, organisation or partner organisations**

Significant deviations from or changes to the implementation plan and budget is subject to Norad’s prior, written approval as outlined in article 12 of the General Conditions. These are:

a) any changes to the Project’s sources of income,

b) any changes to the results framework or scope of the Project,

c) changes to the implementation plan which implies a delay of more than three months of any activity,

d) changes to the Project’s budget that imply reallocation of more than 10% of a budget line, unless the Agreement with Norad states otherwise.

If there are any significant changes compared to the original results framework and plans, kindly provide a brief account of the changes for 2020. The nature of the changes must be clearly described, along with the reasons for the changes and their consequences for the Project.

**5. Follow-up of mid-term evaluation**

Most of the grant recipients conducted a Mid-Term Review of the project in 2018 or 2019. In order for the evaluation to provide reflection and learning, Norad ask you to fill out the form below. For grant recipient that submitted this form in their 2019 implementation plan, Norad kindly asks you to fill in the form again with an updated status of progress.

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| --- | --- | --- | --- | --- | --- |
| **General comment on the Mid-Term Review and the evaluation process:** | | | | | |
| **Recommendation from review team** | **Comments (why you follow-up or not)** | **Measures identified**  **(how you follow-up)** | **Person / entity responsible** | **Timeline** | **Status** |
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Date:

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Signature

Name

Title

**Attachments to the form**:

1. All grant recipients shall submit an updated budget for 2020. It must be based on the approved budget annexed to the Agreement and fulfil the requirements in the Agreement as mentioned above.
2. If there are any changes to the results framework, kindly submit a revised results framework indicates clearly which changes have been made compared to that of the Agreement. Significant deviations from or changes to the implementation plan and budget is subject to Norad’s prior, written approval as outlined above.