For year: 2018

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 all grant recipients in documenting the implementation plan, budget and potential changes to plans, budgets, organisation and/or partner organisations for 2018. 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 can be removed).

Norad advices all grantees to review the email correspondence between Norad and the grantee (if any) regarding the annual plan and budget for 2017, and last year’s letter of approval. There might be feedback and guidance on the development of the annual plan and budget for 2018.

**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] 2018 to [month]**

**2. Annual implementation plan for the year 2018**

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. Kindly also inform us of tentative dates for these events, such as planned launch of products or publications, major meetings or reviews through the year.

Norad kindly reminds the grant recipients of the requirement set out in the Agreement’s Specific Conditions, paragraph 9.1: *The grant recipient shall contract an external mid-term review that focuses on verification of key results, progress on standardized reporting information and provisions of recommendations regarding project implementation for the remainder of the support period conducted by an independent third party. The review shall be carried out by 1 November 2018. The Grant Recipient shall draft the Terms of Reference for the review and submit them to Norad for approval. The costs of the review shall be included in the Project budget.*

A couple organisations are not subject to this requirement, as Norad commissions separate reviews. Please consult your Agreement for exact details. Grantees may refer to the attached guidance questions for mid-term reviews when developing the terms of reference.

Kindly present a plan for the review in the annual plan that includes a timeline for the mid-review.

**3. Annual budget for the year 2018**

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 by all 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).

Please remember to include the costs for the external mid-term review.

If you would like to carry over any bank interest or unspent funds from 2017 to 2018, kindly include separate budgetary lines stating the amounts.

The budget shall also include the estimated income to the Project from all sources as well as 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 for 2017 compared to the original results framework and plans, kindly provide a brief account of the changes for 2018. The nature of the changes must be clearly described, along with the reasons for the changes and their consequences for the Project.

**5. Results monitoring and evaluation**

If relevant, please provide an overview of planned evaluations and reviews for 2018 other than the aforementioned mid-term review:

Kindly describe how the evaluations will be financed and their anticipated budget for 2018 if relevant.

Date:

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Signature

Name

Title

**Attachments to the form**:

1. All grant recipients shall submit an updated budget for 2018. 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.