Application Guidance for Call for Proposals: Supporting Civil Society in Ukraine

This guidance is for the Call for Proposals "Supporting Civil Society in Ukraine" and seeks to assist applicants in completing the online application form. The information below is structured in accordance with the online application form. Guidance is provided where it is considered that information in the application form does not sufficiently cover the priorities of this Call for Proposals and/or where additional clarification might be needed.

Contents

Organisation

Is the applicant applying as lead for a consortium?

If you reply YES to this question, some additional questions regarding the consortium will be found at the end of the application form.

If you reply NO to this question, you will still see all sections of the application form, but questions which are not applicable to single applicants will be greyed out and not possible to respond to.

NOTE: If you are responding as a lead applicant of a consortium, please ensure that the responses accurately describe the systems and experiences of the consortium members as a whole (consortium), when relevant.

Contact person

This field will be pre-filled with the contact information submitted in the organisational form. Please see the instructions in the grant portal.

Registered information

This information is pre-filled based on the information submitted in the organisational form. All applicants must verify that this information is correct before submitting the application form. Please see the instructions in the grant portal.

Experience, competence and capacity to strengthen civil society in Ukraine

Brief description of the applicant's experience and expertise with strengthening civil society with a combination of provision of small-scale grants, trainings and networking.

Under this section, applicants are asked to document previous results of capacity-building of local CSOs and small grants schemes. Norad is seeking information about results from previous programmes with similar objectives as this Call for Proposals as well as relevant experience from Ukraine or other similar contexts.

The narrative answer under this section, covers the criteria for required annex *"documenting previous results of capacity building of local CSOs and small-grants scheme"* (under the headline "Requirements relating to the grant application" in this Call for Proposals). If relevant, additional non-compulsory documentation (e.g., results, reports) can be uploaded in the final section of this application form ("Additional information") specifying the content and relevance of the annex.

Brief description of the applicant's geographical presence in Ukraine and since when the organisation has been working in the country.

Under this section, applicants are asked to specify presence in Ukraine, including geographical outreach, staffing and other relevant information (such as relevant language skills). Having physical presence in Ukraine entails having national staff and being registered in Ukraine.

Brief description of the applicant's experience with international donor funding requirements.

Under this section, applicants are asked to specify previous experiences relevant to this Call for Proposals. If you are applying as part of a consortium, the lead applicant must show they have relevant experience.

Programmatic Approach and Strategic Relevance

Brief description of the applicant's systems for selection and monitoring of recipients in small-scale grant schemes, as relevant for the context in Ukraine.

Under this section, applicants are asked to present the *routines and systems the applicant* has in place to manage small-grants schemes (selection criteria, control system etc.). This section is hence designed to cover a general programmatic approach to the management and monitoring of small-scale grant schemes.

The narrative answer under this section covers the criteria for required annex "*small-grants scheme system (selection criteria, control system etc.)*" (under the headline "Requirements relating to the grant application" in this Call for Proposals). If relevant, additional non-compulsory documentation (e.g., manuals, procedures) can be uploaded in the final section of this application form ("Additional information") specifying the content and relevance of the annex.

Brief description the applicant's system and methodology for capacity building of local civil society organisations, as relevant for the context in Ukraine.

Under this section, applicants are asked to specify their routines and systems for strengthening civil society capacity and sustainability. This section is hence designed to cover a general programmatic approach.

Brief description of the applicants' established partnerships with CSOs in Ukraine, including those located outside metropolitan areas.

Under this section, applicants are asked to reflect on the existing and planned local partnerships, with a focus on previous experiences and existing knowledge. This section is hence designed to cover a general programmatic approach and previous experiences.

Project Summary

Project/Title

Please include a project title. This field is pre-filled with information submitted at the start of the form and can be edited here.

Project estimated start date / end date

Please include the planned implementation start and end dates for the project. Applicants may apply for an agreement period from 2024 to 2027. Implementation of activities shall commence in 2024.

Requested grant amount (NOK):

Please ensure that the sum submitted corresponds to the attached budget.

Sustainable development goals

Please choose the sustainable development goals addressed by the project from the list in the application form.

Thematic area

Please choose the relevant thematic areas addressed by the project from the list in the application form.

OECD description

If the application is accepted, the text submitted in this field will be included as general, public information about the agreement in the Grants Agreement Portal and will also be included in Norway's report to OECD/DAC.

More information about the OECD/DAC criteria can be found here.

Summary of the application

Please include a short summary of the project. The project must be in line with the objectives of the grant scheme and this Call for Proposals and must seek to meet a defined need.

Theory of Change

Please include an overall theory of change that is related to the results framework covering the entire scope of the project. Please see important guidance here.

In the review process, Norad will assess if the application explains the anticipated causal relationship and if this relationship is plausible and supported by evidence. The theory of change should reflect how outputs will lead to intended project outcomes and how these contribute towards the relevant specific objectives of this Call for Proposals. Further, the theory of change should explain the project's contribution towards the relevant objectives of the grant scheme, as specified in this Call for Proposals.

Norwegian development support must be knowledge- and research-based, therefore, applicants are encouraged to describe how this is ensured in their work.

The theory of change should be presented in a single separate attachment, in PDF format.

Results framework

The results framework should generally include the following key elements: expected results at output, outcome, and impact levels, indicators for each of these levels as well as baseline and target values.

The applicant should specify how the proposed project relates to at least specific objective 1, as well as specific objective 2 or/and 3, as specified in this Call for Proposals. The applicant may formulate one or more of the specific objectives to be outcomes in their results framework.

The two following indicators must be incorporated in the applicant's result framework and be used to measure results under specific objective 1:

- the number and type of CSOs that have been reached through the scheme.
- the number of the CSOs that have been reached that have strengthened their capacity and ability to perform their role in civil society.

In addition, the following performance indicator may be included where relevant for specific objective 2 and/or 3:

- the number and type of beneficiaries of the small-scale grants (i.e. persons with disabilities, women, veterans, and their families, LGBTIQ+ community, children and youth, elderly, internally displaced persons, other minorities)

The results framework should be on the overall level. Not all results from sub-components/sub-projects supported under the small-scale grant scheme should be included in the results framework. It is therefore recommended to be selective and prioritise aspects essential for contributing to the overall expected results.

Please note that it is not required to upload an implementation/activity plan. Detailed work plans may however be required if support is granted.

The results framework should be presented in a single separate attachment, in PDF format.

Risk analysis for the overall project, including risks of negative effects on the cross-cutting issues and the security of personnel and partners

Please include a risk matrix for the project. Guidance on risk management can be found here.

The risk matrix should be presented in a single separate attachment, in PDF format.

Budget

The excel budget template is a mandatory annex to the application. Under, please find guidance on how to use the budget template.

- Currency: The currency used should be the functional currency of the project or in NOK. The currency must be clearly stated and an exchange rate to NOK must be given in the "overall Budget" sheet cell H37. Please note that the requested grant amount will be in NOK which also will be the currency of disbursements. Applicants cannot change the currency of the lower part of the budget in the overall sheet, as this will match the grant agreement that will be in NOK. If applicants choose to include another currency than NOK in the project budget, maximum one other currency than NOK can be included. If NOK is the only currency used, please add "1" in cell H37.
- "Breakdown" sheet. This sheet shall reflect costs for Year 1 only, and only direct costs. Costs in this sheet are only for the applicant (single applicant or whole consortium) and should only reflect costs borne by them and not recipients supported under the small-scale grant scheme. All columns need to be filled (B to D). The total of this sheet is automatically transferred to the "overall budget" sheet for Year 1. For years 2 to 4, no breakdown is needed, and a figure can be inserted in row 4 in the "Overall budget" sheet. Breakdowns of later years will be asked for if needed. This sheet also contains an additional table for consortium applicants only, where the Year 1 breakdown needs to be broken into direct cost totals of each planned consortium member.

Overall budget sheet:

- In row 1, please fill the project title, applicant (single applicant or whole consortium) and the currency of the budget.
- *Direct project costs by local partner (otherwise in this guidance described as recipients supported under the small-scale grant scheme)* Insert the total local partnerships in one line per year. Potential plans or indications of partnerships per sector/area/objective, can be added individually per row below, rather than as one line for all planned local partnerships. Partner names shall not be included here as the local partners will be identified later by the applicant through the small-scale grant schemes. Hence, only potential local partnerships broken into for example geographical area, thematic area or related to a specific objective at a planning stage is expected in this table. The total of this table will automatically be moved to the upper table for all years. Only local partner costs shall be included this table.
- *Direct project costs by specific objective*. Insert per year and per specific objective the total direct cost. This should reflect costs of both the applicant (single applicant or consortium as a whole) and local partners, and the total should match the direct costs total of row 6 per year and in total. Applicants should only include the three specific objectives listed in this Call for Proposals and in the budget template.
- *Income/financing plan direct project costs.* Enter all sources of income for the project. The row for grant funding from Norad should match the direct costs total on row 6.
- *Grant application/Agreed amount.* This is in NOK only and is calculated based on the above if another currency is used there. Make sure an exchange rate has been added

between NOK and the functional currency planned in cell H37 and an indirect cost percentage that which is applied for. Norad will grant 7% maximum for indirect costs and do not allow duplication of indirect costs to local partners, or an indirect cost percentage of local partner costs. All local partner costs must be budgeted as direct costs and the indirect cost rate calculated and granted towards the applicant (single applicant or lead applicant in consortium).

The budget should be presented in a single separate attachment, in Excel and/or PDF format.

Comments on the budget

Budgeted costs shall be reasonable in comparison with the expected results, i.e. be cost-effective. Please outline the applicant's systems and procedures for ensuring this, including the information specified in the application form.

Description of Project

Please use this section for a detailed description of the project, and how it ties in with the general information and programmatic approach presented in the sections above. The description should be uploaded as one single attachment for all specific objectives, structured as outlined below. The attachment can be maximum 10 pages, using font size 11, and should be submitted in PDF format.

a) Brief description of proposed activities for each specific objective(s)

Under this section applicants are asked to include a brief description of activities for each specific objective (around 0,5 pages per objective). The description does not need to repeat information included in the results framework and should be on an overall level in relation to the project. Hence specific activities to be carried out within the sub-components/sub-projects supported under the small-scale grant scheme do not necessarily need to be included. Examples of activities could include processes for selecting recipients under the small-scale grants scheme (e.g. call for proposals) or capacity-building activities (workshops, trainings, networking on specific topics).

b) Context analysis and needs assessment

Under this section applicants are asked to reflect on context analysis and needs assessment as relevant for the project and including:

- how the applicant works through a rights-based approach tailored to the needs of the most marginalised people.
- the applicant's approach to ensure conflict sensitive programming.
- how a holistic approach across the short-term humanitarian, early recovery and more long-term development needs is integrated.

c) Target group(s), including geographical targeting

Under this section applicants are asked to provide information on the applicant's approach to consultation with representatives for the end beneficiaries in the planning and project design as well as inclusion of the same in decision-making. Further, the applicant's approach to mainstreaming gender in all phases of project planning, including use of the gender marker or similar scoring systems shall be included. This section should also describe any geographical targeting.

d) Implementing Partners/recipients of small-scale grants (if relevant, name and legal status)

Under this section applicants are asked to include a mention of planned implementing partners/recipients under the small-scale grant scheme. Further information on consortium members shall be provided in the next section.

e) Description of the applicant's coordination efforts with other stakeholders, sectors and areas of work

Under this section applicants are asked to reflect the applicant's efforts and coordination with other stakeholders, sectors, and areas of work.

f) Other relevant information
Under this section applicants are asked to include any other relevant information for the project not included in questions a-e above.

Consortium

The following questions are only applicable when the applicant is applying as lead for a consortium. Single applicants will see this field, but it will be greyed out and cannot be edited.

Which organisations are members of the consortium?
Under this section consortium applicants are asked to specify all the members of the consortium including full name and any registration information needed to identify the organisations. By submitting the application, the lead applicant confirms that all members of the consortium fulfil the mandatory criteria, as set out in this Call for Proposals.

Brief description of the previous experiences in collaborating between the members in the consortium, including areas of specific expertise?
Under this section consortium applicants are asked to specify any experience/history from previous partnerships between the members of the consortium.

Brief description on how the consortium will function and divide tasks and responsibilities.
Under this section consortium applicants are asked to specify the division of labour. The consortium should have a clear division of labour and each member should represent a clear added value to the consortium and application. Please also upload the consortium agreement in this section.

Additional information

Any additional information of relevance to the application
If you want to upload non-compulsory attachments in the next field, please explain the relevance of the attachments to the application here.

Other attachments
Under this section, please upload the required annexes (compulsory attachments):

- Registration documentation for the applicant (single applicant or lead applicant)
- Strategic plan for the applicant (single applicant or lead applicant)
- Audited accounts for 2022 and 2023 from the applying organisation, including auditor's statement and Management Letter where this has been submitted by the auditor (single applicant or lead applicant)

In addition, you may upload other documents that you deem necessary. However, you cannot automatically assume that non-compulsory attachments will be considered in the assessment of your application.