Norwegian Ministry of Foreign Affairs

Norad

GUIDANCE

This is an electronic grant application form. You can navigate in the form by clicking on the "Previous" and "Next" buttons or by clicking on the desired section in the left margin. Mandatory fields are marked with a red star/asterisk following the question. All mandatory fields must by filled out before the application can be submitted. In the left margin, you can see the number of mandatory fields not filled out in each section of the application form.

The application form has now been improved and includes automatic saving and improved multiuser functionality, for cooperation between users in the same organisation. Only users who have been confirmed by the organisation's administrator will be able to make use of multiuser functionality.

All fields in the application form have a limitation regarding the maximum number of characters allowed. These limitations are the absolute maximum and we encourage applicants to keep responses as short and concise as possible.

For more information, see the Help and FAQ sections.

ORGANISATION

Contact person

Applicant organisation

Before sending the application, check that the information provided below is correct. Changes can be made by the administrator for the organisation.

Year of establishment

Legal form

The relevant unit in the applicant organisation, if applicable

Unit responsible for financial management

Network's/umbrella organsation

Is the organisation a network or an umbrella organisation?

Yes   No

Organisational structure

Information about member organisations

Previous/other support

Has the applicant previously received grants from Norad, the Ministry (including embassies), KLD or FK Norway?

Yes   No

Agreement number(s)

Has the organisation applied for other funding from Norad, the Ministry (including embassies), KLD, FK Norway during the current year?

Yes   No

Please specify

Routines and systems

Brief description of the applicant's experience and expertise of relevance to the project/programme's thematic and geographical area (including context)

Brief description of applicant's system for result management, including monitoring, evaluation and learning

Brief description of applicant's system for risk management

Brief description of applicant's routines and expertise of relevance to the financial management of the project/programme, including internal audits and financial reviews

Brief description of the partnership model, the system for selecting partners, and the routines for following up partners, suppliers, etc

Other

Does the applicant have an anti-corruption strategy and a whistleblowing channel in the event of suspected financial irregularities?

Yes   No

Does the organisation have approved written routines for procurement?

Yes   No

Does the organisation have a financial management manual?

Yes   No

Does the organisation have ethical guidelines?

Yes   No

Does the organisation have a policy for gender equality?

Yes   No

Does the organisation have guidelines and a whistleblowing channel in the event of sexual harassment and exploitation?

Yes   No

Other relevant routines or policies

OVERALL SUMMARY

Information and description of overall application

Title for the overall application

Brief summary of the overall application

Geographic region of the overall application

Duration   5

Estimated start date

Estimated completion date

The table below sets out key budget lines. It is not our intention that you should draw up two budgets. Rather, you should extract key figures from your budget and fill them in against the items below. If some of these items are not relevant for your project/programme, those fields can be left empty.

The number of years reflects the duration of the project/programme as already indicated. Income and costs must be balanced.

Brief overview of costs and financing plan

Income (NOK)	Year 1	Year 2	Year 3	Year 4	Year 5	Period total
Support from the Ministry/Norad						0
Funding provided by grant recipient						0
Support from other donors						0
Other income						0
Subtotal	0	0	0	0	0	0

Costs (NOK)	Year 1	Year 2	Year 3	Year 4	Year 5	Period total
Salary and personnel costs						0
External consultants						0
Travel costs						0
Investments						0
Other costs						0
Subtotal	0	0	0	0	0	0
Total	0	0	0	0	0	0

Overarching results framework or plan for collection of information on results

Risk analysis for the overall initiative, including risks of negative effects on cross-cutting issues

Budget template

Form for statistical classification of projects/programmes

Most recent results report produced by the applicant organisation

Overarching theory of change

PROJECT/PROGRAMME

The project/programme's title

[ ]

Project/programme information

Field/sector

[ ]

Where is the project/programme to be implemented?

[ ]

Estimated start date for the project/programme

[ ]

Estimated completion date for the project/programme

[ ]

Brief general description of the project/programme

[ ]

Description of the project/programme and the expected results

Give a problem analysis/baseline for the situation that the project/programme is to address

[ ]

Overall objective and target group

[ ]

How will the desired change be brought about, and why is the project/programme likely to create the desired change (theory of change)?

[ ]

Describe the project/programme's sustainability and exit strategy

[ ]

Which of the SDGs does the project/programme support?

Describe the project/programme's relevance for the recipient country and for the partner(s), with a focus on how the project/programme relates to their priorities and plans

Other relevant information

Results framework or plan for collection of information on results at project/program level

Risk analysis for the project/programme

Partners

Will partners be involved in the project/programme implementation?

Yes   No

Main partner for the project/programme

Names of any other partners involved in the project/programme

Rationale for choice of partners in the project/programme

ADDITIONAL INFORMATION

Any additional information of relevance to the application

Other attachments

DECLARATION

I confirm that I am authorised to enter into legally binding agreements on behalf of the applicant organisation, and I confirm that to the best of my judgement the information in this application is correct.

Yes   No