



Schema preview

GUIDANCE

Functionality

This is an electronic form that saves your data automatically. You can navigate in the application form by clicking the Previous/Next buttons, or directly access the section you want on the left hand side. Fields marked with a red asterisk (*) are compulsory and must be completed before the application can be submitted. In the margin on the left hand side, you can see how many compulsory fields that have not yet been completed.

User roles in the Grants Portal

- *User*: You can create and work on applications, and you can submit these applications. In addition, you have access to work on applications created by others in your organisation.
- *Restricted User*: You can create and work on applications you created, and you can submit these applications. But you do not have access to applications created by others in your organisation.
- *Provisional User*: As a new user in the portal you will be given the role of provisional user. Until your portal administrator has given you one of the roles above, you can create but not submit applications. You can find information about who is the portal administrator under the *Organisation* tab
- *Portal Administrator*: You can create and submit all applications for your organisation. You can also decide what roles users from your organisation should have.

For more on roles, click [Help](#).

Contact person

The person who creates the application automatically becomes the contact person and is responsible for submitting and following up the application. The contact person can be changed under the tab *Applications*. Only the responsible contact person or the portal administrator can submit applications.

Cooperating on an application

It is possible to cooperate on an application. If several people work simultaneously on an application, everyone can see what is being written and who is writing in real-time.

It is also possible to invite external cooperating partners if several organisations are working together on an application. Invited cooperating partners can only access the application they have been specifically invited for. Cooperating partners have to register in the portal before they can be invited.

Project

In this form, the term "project" is used for all types of activities that the application may concern.

Specific
information
for
applicants
regarding
this call for
proposals

ORGANISATION

Contact person

Information about the applicant organisation

Before submitting an application, the following auto-populated information must be verified. Changes can be made by the portal administrator.



Legal form

Subunit in the applicant organisation, if relevant

Network / umbrella organisation

Is the applicant a network or an umbrella organisation?

Yes No

Organisational structure



Information about member organisations

Other grants or funding

Has the applicant previously received grants from Norad, the Ministry of Foreign Affairs (including embassies), the Ministry of Climate and Environment, or Norec (formerly known as FK Norway)?

Yes No

List agreement details

Agreement number	Year (start)	Year (end)	Amount (NOK)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Has the applicant applied for other funding from Norad, the Ministry of Foreign Affairs (including embassies), the Ministry of Climate and Environment or Norec (formerly known as FK Norway) during the current year?

Yes No

Please specify

Routines, systems, experience



Brief description of applicant's routines for and expertise with financial management, including cash flow, internal audits, financial audits and routines for procurement

Brief description of the applicant's relevant experience and expertise in the project's thematic and geographical area

If there are cooperating partners in the project, briefly describe the partnership model, the system for selecting partners, and the routines for following up partners



Brief description of the applicant's system for results management

Brief description of applicant's system for risk management

Does the applicant have an anti-corruption strategy and a whistleblowing channel?

Yes No

Does the applicant have written routines for procurement?

Yes No

Does the applicant have a financial management manual?

Yes No

Does the applicant have ethical guidelines?

Yes No

Does the applicant have a gender equality policy?

Yes No

Does the applicant have guidelines for detection and prevention of sexual harassment and sexual abuse or exploitation?

Yes No



Comments

PROJECT DESCRIPTION

Overall project information

The project's title

Thematic area

Where will the project be implemented?

If relevant, give more details about where the project will be implemented



Brief summary of the project

Is the application about additional funding for a project that is already receiving or has received a grant?

Yes No

Fill in the agreement number

The project's expected results and relevance

Problem analysis/baseline



Objectives and target group

Sustainable Development Goals (SDG)

Theory of change

Relevance for the recipient countries and for cooperating partners

Sustainability, local ownership and exit strategy

Other relevant information

Results framework

Implementation plan / activity plan

Theory of change

Cooperating partners

Will partners be involved in the project implementation?

Yes No

Cooperating partners

Partner	Brief description of partner's role
<input type="text"/>	<input type="text"/>

Rationale for choice of partners

RISK AND CROSS-CUTTING ISSUES

General risks

Risk assessment

Risk	Probability	Consequence	Risk-reducing measures
<input type="text"/>	<input type="text"/>	<input type="text"/>	



Any special circumstances that mean that a high level of risk could be tolerated for the project

Risk assessment

Cross-cutting issues

Could the project have any negative impact on human rights?

Yes No

Possible negative impact on human rights

Risk	Probability	Consequence	Risk-reducing measures
<div style="border: 1px solid black; height: 15px; width: 100%;"></div>	<div style="border: 1px solid black; height: 15px; width: 100%;"></div>	<div style="border: 1px solid black; height: 15px; width: 100%;"></div>	



Explanation

Could the project have any negative impact on women's rights and gender equality?

Yes No

Possible negative impact on women's rights and gender equality

Risk	Probability	Consequence	Risk-reducing measures
<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	

Explanation



Could the project have any negative impact on the climate/environment?

Yes No

Possible negative impact on the climate/environment

Risk	Probability	Consequence	Risk-reducing measures
<input type="text"/>	<input type="text"/>	<input type="text"/>	

Explanation

Could the project have any negative impact on anti-corruption efforts?

Yes No



Possible negative impact on anti-corruption efforts

Risk	Probability	Consequence	Risk-reducing measures
<input data-bbox="108 286 387 327" type="text"/>	<input data-bbox="571 286 686 327" type="text"/>	<input data-bbox="788 286 903 327" type="text"/>	<input data-bbox="1058 286 1506 797" type="text"/>

Explanation

DURATION AND BUDGET

Duration of the project

4

Estimated start date

Estimated end date

Detailed budget



Comments on the attached budget

The table below sets out key budget categories. The intention is not to draw up two budgets. Rather, you should extract key figures from your detailed budget and fill them in using the categories below. Insert 0 for categories that are not relevant.

The number of years reflects the duration you have selected above. Income and costs must be balanced.

Brief overview of costs and financing plan

Income (NOK)	Year 1	Year 2	Year 3	Year 4	Period total
Support from the Ministry/Norad	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Funding provided by grant recipient	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Support from other donors	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Other income	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Subtotal	0	0	0	0	0
<hr/>					
Costs (NOK)	Year 1	Year 2	Year 3	Year 4	Period total
Salary and personnel costs	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
External consultants	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Travel costs	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Investments	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Other costs	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Subtotal	0	0	0	0	0
<hr/>					
Total	0	0	0	0	0



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