



## Schema preview

# GUIDANCE

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### 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

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## 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

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### 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 style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>

**Rationale for choice of partners**

**RISK AND CROSS-CUTTING ISSUES**

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**General risks**

**Risk assessment**

Risk	Probability	Consequence	Risk-reducing measures
<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<div style="border: 1px solid black; height: 220px;"></div>



**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

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### 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
<b>Subtotal</b>	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
<b>Subtotal</b>	0	0	0	0	0
<hr/>					
<b>Total</b>	0	0	0	0	0



## ADDITIONAL INFORMATION

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Any additional information of relevance to the application

Other attachments

## DECLARATION

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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