

Date:

## **Full Application Format**

### **INSTRUCTIONS**

The application shall be drafted following the headings and structure provided below. The application may not exceed 16 pages, excluding annexes (using font size 12).

### **1. CONTACT DETAILS**

---

Name of applicant organisation:  
Legal registration number, country and year of registration:  
Legal status:  
Postal address:  
E-mail:  
Telephone:  
Fax:  
Name of contact person:  
Website of applicant organisation:

*Any change in contact details must be notified in writing to Sida. Sida will not be held responsible in case it cannot reach an applicant due to incorrect contact details.*

### **2. TITEL OF PROJECT/PROGRAMME**

---

Title of the project/programme:  
Location(s):  
Duration: (State number of months and preliminary start/end dates.)  
Amount applied for:

### **3. EXECUTIVE SUMMARY OF THE PROJECT**

---

*Maximum 2000 characters.*

### **4. PROFILE OF APPLICANT**

---

#### **4.1 Presentation of applicant**

- Present the type of entity and category of the applicant, and describe the applicant organisation/actor. For example of entity and category see 2.1.1 in the Guidelines.
- Present possible vision and mission of the applicant organisation/actor, the main sector(s) and target group(s) of operation, and location of operation (country, region, global).
- Describe the organisational and management structure of the applicant organisation/actor.

## 5. THE OPERATIONAL PLAN OF THE PROPOSED INTERVENTION

---

### 5.1 Expected results/Objectives<sup>1</sup>

- If relevant, describe the overall objective(s) (impact) towards which the intervention aims to contribute.
- Describe the specific objective(s) (outcome (s)) that the intervention aims to achieve<sup>2</sup>.
- Describe in detail the expected results of the intervention (outputs and outcome)<sup>3</sup>. Indicate how the defined outputs will deliver the desired outcome(s).

### 5.2 Problem analysis and target group

#### 5.2.1 Background

- Provide a general presentation and analysis of the problem which the intervention seeks to remedy.
- Provide a detailed presentation of the target group(s)<sup>4</sup> and the final beneficiaries<sup>5</sup> and their estimated number.

#### 5.2.2 Relevance

- Demonstrate the relevance of the intervention to the needs and constraints in general of the target country (ies) or region(s) and to the target groups/final beneficiaries in particular. Also demonstrate how the intervention will provide the desired solutions, in particular for the targeted groups and population.
- Demonstrate the relevance of the intervention to the priorities and requirements presented in the Call Guidelines.

---

<sup>1</sup> Consult Annex 1 for complementary information.

<sup>2</sup> The outcome is usually expressed in terms of a desired change of behaviour, performance, welfare or condition of an organisation, a system or a group of direct beneficiaries, most often by the end of the implementation period. It should be the solution to the development problem that is to be solved by the development intervention.

<sup>3</sup> An output is usually a product, capital goods and services that result from a development intervention.

<sup>4</sup> Target groups are the groups who will be directly positively affected by the project/programme at the expected results level.

<sup>5</sup> Final beneficiaries are those who will benefit from the project/programme in the long term at the level of the society or sector at large.

## **5.3 Design and implementation strategy**

### **5.3.1 Activities and outputs**

- Identify and describe the main activities to be undertaken in order to produce the intended expected results (outputs).
- Motivate the choice of activities by describing why they are the most appropriate and cost-efficient means to achieve the intended outputs.

### **5.3.2 Implementation**

Describe:

- The main preconditions and assumptions necessary for successful implementation and results achievement.
- The organisational set-up and team proposed for implementation of the project/programme (by function, there is no need to include the names of individuals).
- The possible involvement on any implementing partners, their role and relationship to the applicant.
- The methods of implementation and reasons for the proposed methodology.
- The role and participation of the various actors and stakeholders (local partners, target group, etc).
- If the intervention is the prolongation of a previous action or project: explain how the intervention is intended to build on the results of the previous action or project;
- If the intervention is part of a larger programme: explain how it fits or is coordinated with this programme or any other eventual planned project.

### **5.3.3 Organisational capacity, planning, monitoring and evaluation system**

- Present the overall organisational implementing capacity of the applicant organisation/actor.
- Present the procedures and systems in place for planning, monitoring and evaluation (PME-system). Describe in particular the system in place to manage for results.

## **5.4 Sustainability**

Explain how sustainability will be secured after completion of the project. Make a distinction between the following three dimensions of sustainability:

- Financial sustainability  
For example: financing follow-up activities, sources of revenue for covering all future operating and maintenance costs.
- Institutional sustainability  
For example: which structures would allow, and how, the results of the project to continue to be in place after the end of the project? Address issues about the local “ownership” of project outcomes.
- Policy level sustainability  
For example: What structural impact will the project have – e.g. will it lead to improved legislation, codes of conduct, methods, etc.

## 5.5 Risks and risk management

Sida's definition of risk is *an uncertain event or set of circumstances that, should it occur, will have an effect on achievement of objectives*. Risk is always about future uncertainty.

Provide a detailed risk analysis and possible contingency plans.

This shall include:

- A list of internal and external risks associated with each expected result proposed. When relevant, group the risks by type, such as: physical, environmental, political, social, financial, fiduciary and corruption;
- An analysis of the listed risks accompanied by relevant mitigation measures and/or contingency plans; (an analysis of fiduciary risk and of corruption risks shall always be presented, including risk mitigating measures).

## 5.6 Results Framework

Please fill in Annex 1 of the full application format.

## 6. FINANCIAL INFORMATION

---

### 6.1 Budget and sources of funding

Please fill in Annex 2a and 2b of the full application format. Note that the excel document has two sheets; one for the Budget and one for Sources of funding.

### 6.2 Systems for management and control

- Describe the management structure and what instruments are in place to ensure internal financial management and control, to avoid mismanagement of funds.
- Provide a copy of the most recent externally audited report, if possible including audit memorandum/ management letter. If the applicant organisation/actor has not been externally audited explain why.
- Provide a copy of the organisation's proof of registration.
- If funds are transferred to sub-grantees; describe the system in place to assess the administrative capacity of the sub-grantees and the financial reporting and audit requirements for the sub-grantees.

## 7. PREVIOUS EXPERIENCE OF SIMILAR PROJECTS

---

For presenting previous experience within the area of expertise and operation, please fill out Annex 3, of the full application format.

## **ANNEXES**

---

Annex 1	Results Framework
Annex 2a	Budget
Annex 2b	Source of funding
Annex 3	Previous experiences of similar projects
Annex 4	Risk Analysis

### **In addition provide:**

Most recent externally audited annual report including audit memorandum/management letter.

A copy of the organisation's proof registration.