



**NORWEGIAN MINISTRY  
OF FOREIGN AFFAIRS**

Ministry of Foreign Affairs  
PO box 8114 Dep.  
N-0032 Oslo  
Norway  
post@mfa.no

# Application for grants from the Norwegian Ministry of Foreign Affairs (MFA)

S01EN – Application form for project/programme support

The application should be sent by email to [post@mfa.no](mailto:post@mfa.no), with a copy to the responsible unit for the grant scheme. Please consult the *Guide to grant application* at [www.regjeringen.no/ud](http://www.regjeringen.no/ud) for more information.

1. Project information (only one project per application)		
Name of the grant scheme	Responsible unit for the grant scheme (unit in MFA or Embassy)	
Project title		
Where will the project take place (area/country)?	Total amount applied for (NOK)	Project duration (mm/yyyy – mm/yyyy)
Sector/ priority area		
<input type="checkbox"/> New project <input type="checkbox"/> Continuation of previous grant, project no:		
Brief project description for statistical purposes, maximum 255 characters		

## 2. About the applicant

### 2.1 Contact information

Name and abbreviation				
Address		Postal code	City	Country
Telephone	Fax	Email		Website
Contact person		Email		Telephone/mobile phone

### 2.2 Type of organisation (tick one box on each line below)

<input type="checkbox"/> Norwegian, org. no:	<input type="checkbox"/> Non-Norwegian	<input type="checkbox"/> Multilateral
<input type="checkbox"/> Private sector	<input type="checkbox"/> Governmental/Public sector	<input type="checkbox"/> NGO
Other, please specify:		

### 2.3 About the organisation

Brief description of the organisation (size/number of employees, number of years in operation, affiliation to larger networks, etc.)
Brief description of the organisation's financial situation

Brief description of the organisation's financial situation

### 2.4 Internal routines

Does the organisation have anticorruption routines?	Does the organisation have procurement routines?
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

If yes, documentation of the routines should be made available upon request.

### 2.5 Has the applicant received grants from the Norwegian Ministry of Foreign Affairs (including embassies), Norad or Fredskorpset (FK)?

<input type="checkbox"/> No	<input type="checkbox"/> Yes, once	<input type="checkbox"/> Under this grant scheme	<input type="checkbox"/> Under other grant schemes
	<input type="checkbox"/> Yes, several times	Last project/agreement no.:	Last project/agreement no.:

<b>3. About the project</b>			
<b>3.1 Cooperating partner</b> (if more than one partner, use attachment)			
Name		Contact person	
Address	Postal code	City	Country
Telephone	Email		Website
<b>Type of organisation</b> (tick one box on each line below)			
<input type="checkbox"/> Norwegian, org. no:	<input type="checkbox"/> Non-Norwegian	<input type="checkbox"/> Multilateral	
<input type="checkbox"/> Private sector	<input type="checkbox"/> Governmental/Public sector	<input type="checkbox"/> NGO	
Other, please specify:			
Applicant's previous experience with this partner			
<b>3.2 Applicant's and partner's/partners' respective roles in the project</b>			
Applicant's competence and qualifications in relation to the project's theme, experience from the geographical area concerned, and any other relevant experience			
Cooperating partner's/partners' competence and qualifications in relation to the project			
Division of roles and description of what the applicant and cooperating partner(s), respectively, can contribute to the project			
<b>3.3. Project description</b>			
Brief description of the present situation and the need/justification for the project (baseline). Please also describe the project's position in relation to overall strategic plans, if relevant.			

Brief description of the project



<b>5. Goal hierarchy</b>	
Use short sentences/lists of bullet points when filling out the table, if relevant with reference to other parts of the application. See <i>Guide to grant application</i> for more information. The goal hierarchy may be provided in a separate attachment to the application.	
<b>5.1 Development goal/intended impact on society.</b> One goal only. Long-term desired effect	
<b>5.2 Project goal (purpose/intended outcome).</b> The positive effect the project seeks to achieve for the target group	
Description	Indicators of goal achievement
Prerequisites/risk factors	
<b>5.3 Expected results/services/products (output)</b> Measurable services/products of the project's activities	
Description	Indicators of goal achievement
Prerequisites/risk factors	
<b>5.4 Planned activities</b> Planned concrete activities in order to obtain the desired results, cf. implementation plan	
Description	Resources
Prerequisites/risk factors	
<b>5.5 Present situation (baseline)</b> Description of the present situation as a basis for assessing the project's outcome	
Description	
Indicators (to be linked to indicators specified under 3 <i>Expected results/output</i> or, if possible, under 4 <i>Project goal/intended outcome</i> )	
Comments to the table, if any	

## 6. The project's sustainability and risk factors

### 6.1 Give an assessment of the project's sustainability:

The project's local/institutional foundation

Participation by different stakeholders and coordination with other actors/donors

Other relevant sustainability elements (environmental, technological, economic, socio-economic and cultural aspects, etc.)

Has an Environmental Impact Assessment been carried out?

Yes

No

Comments:

Has a Conflict Sensitivity Assessment been carried out?

Yes

No

Comments:

### 6.2 Risk factors

Identification of risk factors, including corruption

Management of identified risks, including corruption

### 6.3 Follow up/exit strategy

Describe the exit strategy/follow-up efforts after completion of the project

### 6.4 Gender and equal rights

Describe how gender and equal rights are taken into consideration in the project, and ensured in recruitment and training.

## 7. Budget and financing plan

A detailed breakdown of the expenditures must be provided in a separate attachment. See *Guide to grant application* for more information.

Tick if amounts are given in 1000s	<input type="checkbox"/>	Currency:			
	<b>First year</b> (yyyy)	<b>Second year</b> (yyyy)	<b>Following years</b> (yyyy)- (yyyy)	<b>Total</b>	<b>Percentage of total</b>
<b>Project expenses – grant recipient</b> Costs directly related to the implementation of the project					
<b>Project expenses – cooperating partner(s)</b> Costs directly related to the implementation of the project					
<b>Overheads</b> The organisation's <i>indirect</i> administrative costs related to the implementation of the project					
<b>Total expenses</b>					
- Applicant's own financial contribution (mark all contributions with minus signs)					
- Financial contributions from other sources (specify which, and mark all contributions with minus signs)					
<b>= Amount applied for from the MFA</b>					

Status of applications/grants from other sources

## 8. Additional information

Any other information of relevance for the application

## 9. Bank details

Grant recipients should open a separate, joint account for all grants received from the Ministry of Foreign Affairs (not applicable to governmental organisations).

**If the applicant has not received a grant from the Ministry of Foreign Affairs (including embassies/Norad) previously, or the applicant's bank details have been changed, a confirmation of the bank details should be provided, using the organisation's official headed paper, bank statements or other written confirmation from the bank, before payment can take place.**

Name and address of bank

Name of account holder

Account number/IBAN number

Swift code

Account currency

Other information

## 10. Attachments

Tick the boxes below if attached, and give each attachment a number. Any other attachments should also be listed.

Attached	Number	Attachment
<input type="checkbox"/>		<b>Detailed budget breakdown (mandatory)</b>
<input type="checkbox"/>		Additional cooperating partners
<input type="checkbox"/>		Implementation plan
<input type="checkbox"/>		Goal hierarchy
<input type="checkbox"/>		Confirmation of bank details
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		

## 11. Date and confirmation

I am authorised to sign legally binding agreements on behalf of the applicant, and confirm that the information contained in this application is correct to the best of my knowledge.

Place and date

Name/signature