

## PARTNERORGANISATIONS

# APPLICATION INTERNATIONAL PROJECTS

### ORGANISATION NAME

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#### INSTRUCTION TO THE APPLICATION

By submitting the application to Radiohjälpen, the representative of the organisation confirms that all parts of the application are accurate and true and that the representative has the authority to submit the application on behalf of the applying organisation. Furthermore, by submitting the application the applying organisation understands that certain information regarding the organisation and their representatives are saved to enable Radiohjälpen to assess the documents and initiate dialogue with the organisation.

##### 1. INFORMATION APPLYING ORGANISATION

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| 1.1 DIRECT COSTS FOR INTERNATIONAL PROJECTS PREVIOUS YEAR      SEK | 1.2 AMOUNT OF FUNDING RAISED BY THE ORGANISATION PREVIOUS YEAR      SEK |
| 1.3 RADIOHJÄLPEN REQUIRES THAT THE APPLYING ORGANISATOIN HAS CONDUCTED A REVIEW OF INTERNAL MANAGEMENT AND CONTROL, INCLUDING ANTI-CORRUPTION, PRIORI TO PROJECT FUNDING BEING APPROVED. AS SUCH, PLEASE VERIFY THAT: [ ]  The applying organisation has systems in place to conduct reviews of implementing organisations with regards to internal management and control and has conducted a review with sound results of the suggested implementing partners of this project [ ]  The applying organisation has ensured that the implementing organisation(s) included in the application has the capacity to implement the project as well as to prevent, detect and handle corruption[ ]  The applying organisation ensures that an agreement between the applying and implementing organisation(s) is signed prior to the funds from Radiohjälpen is forwarded |
| 1.4 PLEASE DESCRIBE, IN SHORT, HOW THE APPLYING ORGANISATION IS WORKING WITH INTERNAL MANAGEMENT AND CONTROL, AS WELL AS ANTI-CORRUPTION. ALSO INCLUDE A DESCRIPTION ON HOW THE APPLYING ORGANISATION WORKS WITH REVIEWS OF IMPLMENETING PARTNRS SYSTEMS FOR INTERNAL MANAGEMENT AND CONTROL ON A SYSTEMATIC BASIS       |
| 1.5 PLEASE SPECIFY IF ANY DEVIATIONS HAVE BEEN MADE FORM THE ABOVE FOR THE PROJECT FOR WHICH YOU ARE APPLYING *This could be relevant for projects implemented in conflict zones, hard to reach areas or areas with restricted access.*       |
| 1.6 HAVE YOU BEEN INVOLVED IN THE CAMPAIGN FROM WHICH YOU ARE APPLYING? [ ]  YES[ ]  NOIf yes, please describe how      |

##### 2. SUMMARY INFORMATION OF THE PROJECT

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| 2.1 NAME OF THE PROJECT      |
| 2.2 IF THE PROJECT HAS RECEIVED PREVIOUS FUNDING FROM RADIOHJÄLPEN, HAS THE FINAL REPORT BEEN SUBMITTED? **[ ]  YES****[ ]  NO** |
| 2.3 IF THE FINAL REPORT HAS NOT YET BEEN SUBMITTED, PLEASE GIVE A BRIEF SUMMARY ON HOW THE IMPLEMENTATION HAS PROGRESSED       |
| 2.4 HAS THE PROJECT BEEN IMPLEMENTED PREVIOUSLY IN THE SAME AND/OR SIMILAR FORM, BUT WITHOUT FUNDING FROM RADIOHJÄLPEN? **[ ]  YES****[ ]** NO |
| 2.5 DESCRIBE LESSONS LEARNED FROM PREVIOUS PROJECT (WITH OUR WITHOUT FUNDING FROM RADIOHJÄLPEN) THAT HAVE BEEN CONSIDERED WHEN PLANNING THIS PROJECT *Maximum 1 page*       |

##### 3. CONTEXT ANALYSIS AND OVERALL GOAL OF THE INTERVENTION

Radiohjälpen requires this section to include the applying organisations analysis of the Context, the problems identified as well as a description on how the project will improve and strengthen the conditions and rights of the target group, and/or save lives, alleviate suffering and improve human dignity. The text can be a maximum of five pages long.

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| 3.1 CONTEXT ANALYSIS*Describe the context and the issues addressed through the project*      |
| 3.2 WHAT IS THE OVERALL GOAL OF THE PROJECT? *Here you should only write the overall goal, not a description of the goal*      |
| 3.3 DESCRIBE THE INTERIM GOALS OF THE PROJECT       |
| 3.4 DESCRIBE THE THEORY OF CHANGE OF THE PROJECT, I.E. HOW THE PROJECT WILL IMPROVE THE SITUATION WITH A STARTING POIN TIN THE CONTEXT ANALYSIS PROVIDED ABOVE, THE OVERALL GOAL OF THE PROJECT AND THE PROJECTS INTERIM GOALS *Example:” If A is implemented, the B will follow, resulting in C”.*       |
| 3.5HOW DO YOU WORK WITH CONFLICT SENSITIVITY AND A DO-NO-HARM APPROACH IN THE PROJECT? *Should include a section on conflict sensitivity regarding selection of* ***target group***      |

##### 4. TARGET GROUP

Please observe that each section below includes several **sub questions** that all must be answered for Radiohjälpen to process your application.

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| 4.1 DESCRIBE THE TARGET GROUP OF THE PROJECT. HOW HAS THE TARGET GROUP BEEN SELECTED? WHY HAS THAT TARGET GROUP BEEN SELECTED? *Also specify especially vulnerable target groups that will be included in the project*      |
| 4.2 WHAT CRITERIA HAS BEEN USED FOR SELECTION?       |
| 4.3 WHO WILL BE INCLUDED IN THE SELECTIONPROCESS? WHO WILL MAKE THE FINAL SELECTION?       |

##### 5. APPLYING AND IMPLEMENTING ORGANISATION(S)

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| 5.1 DESCRIBE THE DIVISION OF LABOUR AND THE ROLES BETWEEN THE APPLYING AND IMPLEMENTING ORGANISATION(S) *A description of the applying organisations active role in the projects must be specified if the applying organisation is not the implementing organisation*      |
| 5.2 FOR HOW LONG HAS THE IMPLEMENTING PARTNER BEEN ACTIVE IN THE GEOGRAPHICAL AREA?       |
| 5.3 DESCRIBE THE IMPLEMENTING ORGANISATIONS EXPERIENCE AND EXPERTICE ON THE THEMATICAL FOCUS AREA OF THE PROJECT       |
| 5.4 DESCRIBE THE APPLYING ORGANISATIONS EXPERIENCE AND EXPERTICE ON THE THEMATICAL FOCUS AREA OF THE PROJECT      |
| 5.5 FOR HOW LONG HAS THE APPLYING ORGANISATION COOPERATED WITH THE IMPLEMENTING ORGANISATION IN THE PROJECT AREA?      |

##### 6. MONITORING AND EVALUATION

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| 6.1 HOW WILL THE INTERVENTION BE CONTINUOUSLY MONITORED DURING THE IMPLEMENTATION PERIOD BY THE IMPLEMENTING ORGANISATION?       |
| 6.2 HOW WILL THE INTERVENTION BE CONTINUOUSLY MONITORED DURING THE IMPLEMENTATION PERIOD BY THE IAPPLYING ORGANISATION?      |
| 6.3 DESCRIBE HOW THE PROJECT WILL BE EVALUATED AT THE END OF THE PROJECT ACTIVITIES. WILL THERE BE AN INTERNAL AND/OR EXTERNA EVALUATION CONDUCTED?       |

##### 7. SUSTAINABILITY AND EXIT STRATEGY

Radiohjälpen requires this section to include an analysis on sustainability and hand over of the project. The section should not exceed two pages and be of an analytical character.

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| 7.1 DESCRIBE THE PLAN FOR PHASING OUT AND HANDING OVER THE PROJECT TO LOCAL STRUCTURES/ORGANISATIONS *Please note that if construction/rehabilitation of infrastructure is included in the proposal you need to clarify your plan for maintenance and hand over in this section*      |
| 7.2 DESCRIBE HOW THE APPLYING AND IMPLEMENTING ORGANISATION(S) ENSURES THAT THE RESULTS OF THE PROJECT AND FOR THE TARGET GROUPS ARE SUSTAINABLE BEYOND POSSIBLE FUNDING FROM RADIOHJÄLPEN       |
| 7.3 DESCRIBE HOW THE PROJECT CAN BE IMPLEMENTED GIVET THE POSSIBLE EFFECTS OF THE CORONA VIRUS PANDEMIC       |

##### 8. RESULTS

Annex a results matrix that, at a **minimum**, includes the following information:

* Overall goal of the intervention
* Outcomes & outputs
* Activities
* Baseline information
* Measurable targets and indicators. Specify quantitative and qualitative targets that are measurable and which the activities aim to result in

##### 9. BUDGET

Please annex a budget in your own format. Radiohjälpen would however want the below information to be clarified in the budget, as a minimum:

* The total project budget, including all donors to the project, shall be clarified. This includes own contributions to the project from the applying or implementing organisation as well as Radiohjälpens funds;
* Costs for an audit in the field (ISA 800/805) shall be included and visible as a separate budget line;
* Costs for an audit in Sweden (see specific instructions in the webpage of Radiohjälpen) shall be included and visible as a separate budget line. If the fees for an audit in Sweden exceeds 15 000 SEK, the exceeding amount shall be credited to the administrative costs of the applying organisation;
* The administrative part of Radiohjälpens funds shall be clarified as a budget line. Please observe that Radiohjälpen allows a maximum of 7 % in administration for the applying organisation of Radiohjälpens total contribution from the campaign Musikhjälpen and Radiohjälpens share of Världens Barn. For those organisations applying for funding from their guaranteed frame from the campaign Världens Barn, please observe that Radiohjälpen allows a maximum of 15 % in administration on Radiohjälpens total contribution;
* The budget should indicate how much funding is being forwarded, from the applying organisation, to the implementing partner if such exists;
* If funding other than the administrative costs are kept at the applying organisation these need to be clarified and justified in an annex to the budget;
* The budget, or an annex to the budget, shall clarify direct and indirect costs of the project.

Please observe that Radiohjälpen welcomes a budget that corresponds to the results framework if possible.

##### 10. RISK ANALYSIS

Please annex a risk analysis/risk matrix including internal as well as external risks identified. The document should also include risk mitigation measures as well as how these will be followed up throughout the implementation of the project.

##### 11. ANNEXES

ANNEX 1: Results framework

ANNEX 2: Project budget

ANNEX 3: Risk analysis

ANNEX 4: