

# AMENDMENT TO APPLICATION INTERNATIONAL PROJECTS

## PROJECT:

## STATE PROJECT NO. FROM RADIOHJÄLPEN

### ORGANISATION NAME

### 

INSTRUCTION TO THE APPLICATION

This application template shall be used when applying for funding from Radiohjälpens regular campaigns. It should not exceed five (5) pages (excluding annexes). Please note that a project can be extended through an amendment only one time, and the full implementation period cannot extend 48 months in total.

##### 1. SUMMARY INFORMATION OF THE PROJECT

|  |  |
| --- | --- |
| 1.1 NAME OF THE PROJECT | |
| 1.2 BUDGET  *State total amount applied for from Radiohjälpen. Indicate also the total budget for the full implementation period, including any potential co-financing.* | |
| 1.3 PREVIOUS ACTIVITY PERIOD | 1.4 NEW ACTIVITY PERIOD, INCLUDING AMENDMENT |
| 1.5 BRIEF UPDATED CONTEXT AND NEEDS ANALYSIS AND SUMMARY OF IMPLEMENTATION TO DATE *Include a brief updated context and needs analysis, briefly describe the project and implementation to date, include lessons learned in the project so far.* | |
| 1.6DESCRIBE THE **SUGGESTED CHANGES** IN THE AMENDMENT IN COMPARISON TO THE PREVIOUS PROJECT/PHASE *Motivate why an extended implementation is required, describe and motivate proposed changes.* | |
| *1.6.1 TARGET POPULATION* *Briefly describe the target population, including especially vulnerable groups, of the project – have any changes been made to the original target groups?* | |
| *NUMBER OF PEOPLE TO BE REACHED (DIRECTLY) – WITH AMENDMENT PHASE*  |  |  |  |  |  | | --- | --- | --- | --- | --- | | Total | Women | Men | Girls | Boys | |  |  |  |  |  | | |
| 1.7 DESCRIBE THE **PLAN FOR PHASING OUT AND HANDING OVER** THE PROJECT TO LOCAL STRUCTURES/ ORGANISATIONS | |
| 1.8 DESCRIBE HOW THE APPLYING AND IMPLEMENTING ORGANISATION(S) ENSURE THAT THE RESULTS OF THE PROJECT AND FOR THE TARGET GROUPS ARE **SUSTAINABLE** BEYOND POSSIBLE FUNDING FROM RADIOHJÄLPEN | |
| 1.9 DESCRIBE THE **CORONA VIRUS’ POSSIBLE IMPACT ON PROJECT IMPLEMENTATION AND MEASURES TAKEN** | |
| 1.10 RELATION TO RADIOHJÄLPEN’S STRATEGY 2022-2025 *Give a brief description how the project contributes to fulfilling the objectives in Radiohjälpen’s strategy 2022-2025.* | |

##### ANNEXES REQUIRED

##### *1. Results Framework (for the entire project)*

Please annex a results framework in your own format. **The results framework for the amendment shall include both the coming and previous phases for which you have received funding from Radiohjälpen.** The different phases shall be clear in the framework. In addition, the results framework shall include the below, as a **minimum**:

* 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.

##### *2. Budget (for the entire project)*

Please annex a budget in your own format. **The budget for the amendment shall include both the coming and previous phases for which you have received funding from Radiohjälpen.** The different phases shall be clear in the budget. In addition, the budget shall include the below, as a **minimum**:

* The total project budget, including all donors to the project. 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.**

##### *3. Risk Analysis (for the entire project)*

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.