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Partner organisations

Organisation name

Part 2 Application international projects

Project

## Summary information

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| 1.1 Name of project      |
| 1.2 Applied amount      | 1.3 Country      |
| 1.4 Activity period      | 1.5 Requested reporting date      |
| 1.6 The funding from Radiohjälpen will be reported as a part of the applying organisations own share projects (**egeninsats**) in Sida/Forum Syd projects [ ] *This is only applicable for organisations with guaranteed funds from the fundraising campaign Världens Barn* |
| 1.7 Has the project received **previous funding** from Radiohjälpen? [ ]  Yes[ ]  No*If no, please move on to question 1.13* |
| 1.8 Previous project number      | 1.9 From which fund have you received previous funding?      | 1.10 Received amount      SEK |
| 1.11 If the project has received previous funding, has the **final report** been submitted? [ ]  Yes[ ]  No*If no, please move on to question 1.13 – 1.16* |
| 1.12 If the **final report** has not yet been submitted, please give a brief summary on how the implementation of the project has progressed      |
| 1.13 Has the project been implementer previously in the same or a similar form, but without funding form Radiohjälpen? [ ]  Yes[ ]  No |
| 1.14 Describe **lessons learned** from previous project (with or without funding from Radiohjälpen) that have been considered when planning for this application       |
| 1.15 If the project has **several donors** (including the applying or implementing organisations **own funding**) please specify those donors*Please also note that these donors and their funding must be visible in the project budget submitted to Radiohjälpen*       |
| 1.16 **Summarised** description of the intervention **(maximum ½ page)***The summary should describe the project, its target group and the geographical location of the project. Radiohjälpen should be able to use this summary for* ***communication purposes***       |
| 1.17 **How** 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***      |

2. Context analysis and overall goal

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| 2.1 **Context analysis***Describe the context and the issues addressed through the project*      |
| 2.2 What is the **overall goal** of the project*Here you should only write the overall goal, not a description of the goal*      |
| 2.3 Describe the projects **interim goals**       |
| 2.4 Describe the **theory of change** of the project including the outcomes and outputs of the project       |
| 2.5 Specify which of the **Agenda 2030** sustainable development goals and targets the project aims to contribute towards. Also, briefly specify how the project aims to do so      |

## 3. Results and activities

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

4. Target group

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

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| 4.1 Specify the **total direct** and **indirect** target groups separately. The target groups should be **disaggregated** by age, women, girls, men and boys. Also specify especially vulnerable target groups that will be included in the project      |
| 4.2 **How** has the target group been selected? What **criteria** has been used?       |
| 4.3 Who will be included in the **selection process**? Who will make the **final selection**?       |

5. Implementing partner

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| 5.1 Which organisation(s) is/are responsible for the **implementation** of the described activities?      |
| 5.2 Describe the **division of labour** and the **roles** between the applying organisation and the implementing partner*A description of the applying organisations* ***active role*** *in the projects must be specified if the applying organisation is not the implementing organisation*      |
| 5.3 For **how long** has the **implementing partner** been active in the geographical and thematical area?      |
| 5.4 for how long has the applying organisation **cooperated** with the implementing organisation?       |
| 5.5 How many **employees** does the implementing partner have in their entire **organisation** as well as in the **specific project**?       |

6. Monitoring and evaluation

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| 6.1 How will the intervention be continuously **monitored** during the implementation period by the **implementing** partner?      |
| 6.2 How will the intervention be continuously **monitored** during the implementation period by the **applying** partner?      |
| 6.3 Will there be an **evaluation** conducted at the end of the project? internal and/or external?       |

7. Susainability and exit strategy

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| 7.1 Describe the plan for **phasing out** **and handing over** the project to local structures/organisations (exit strategy)?*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*      |

8. 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 Radiohjälpen’s funds;
* The administrative part of Radiohjälpen’s 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.**

9. 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.

10. Annexes

Annex 1: Part one if the application

Annex 2: Results framework

Annex 3: Project budget

Annex 4: Riskanalys

Annex 5: