

# FULL APPLICATION

# INTERNATIONAL PROJECTS

### ORGANISATION NAME

### 

INSTRUCTION TO THE APPLICATION

This application template shall be used when submitting a full funding proposal to apply for funds from Radiohjälpen’s regular campaigns. It should not exceed ten (10) pages (excluding annexes).

##### 1. INFORMATION APPLYING ORGANISATION

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| 1.1 DIRECT COSTS FOR INTERNATIONAL PROJECTS PREVIOUS YEAR       SEK | 1.2 AMOUNT OF FUNDS RAISED BY THE ORGANISATION PREVIOUS YEAR       SEK |
| 1.3 RADIOHJÄLPEN REQUIRES THAT THE APPLYING ORGANISATION HAS CONDUCTED A REVIEW OF INTERNAL MANAGEMENT AND CONTROL MECHANISMS, INCLUDING ANTI-CORRUPTION, PRIOR TO ANY PROJECT FUNDING IS APPROVED. PLEASE VERIFY THAT: The applying organisation has systems in place to conduct reviews of implementing organisation(s) 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 ensures 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 any funds from Radiohjälpen is forwarded. | |
| 1.4 PLEASE DESCRIBE, IN SHORT, HOW THE APPLYING ORGANISATION IS WORKING WITH INTERNAL MANAGEMENT AND CONTROL AND ANTI-CORRUPTION ISSUES, AS WELL AS WITH ASSESSMENT OF PARTNER ORGANISATIONS | |
| 1.5 HAVE YOU BEEN INVOLVED IN THE CAMPAIGN FROM WHICH YOU ARE APPLYING? YES NO *If yes, please describe how.* | |

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

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| 2.1 NAME OF THE PROJECT |
| 2.2 PROJECT IMPLEMENTATION PERIOD       - |
| 2.3 BUDGET*Include total amount applied for from Radiohjälpen. Also include budget for the total operations.*RadiohjälpenTotal2.31 CO-FUNDING FROM OTHER DONORS OR CONTRIBUTION FROM APPLYING ORGANISATION *Indicate if the project is co-funded by other donors or with a contribution from the applying organisation. Also include there is no co-financing. If co-funded by other donors, indicate funding per donor* |
| 2.4 IMPLEMENTING ORGANISATION(S) *Name the implementing organisation(s)* |
| 2.5 COUNTRY AND SPECIFIC GEOGRAPHICAL AREA Country:  Geographical area: |
| 2.6 HAS THIS PROJECT BEEN IMPLEMENTED PREVIOUSLY IN THE SAME AND/OR SIMILAR FORM, WITH OR WITHOUT FUNDING FROM RADIOHJÄLPEN? **YES**NO |
| 2.7 DESCRIBE BRIEFLY KEY LESSONS LEARNED FROM THIS OR OTHER SIMILAR OPERATIONS THAT HAVE BEEN TAKEN INTO ACCOUNT WHEN PLANNING THIS PROJECT |

##### 3. PROJECT DESCRIPTION

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| 3.1 HUMANITARIAN CONTEXT AND NEEDS ANALYSIS (WITH SOURCES AS FOOTNOTES)*Describe the humanitarian context and identified needs in the geographical area where the project will be implemented.* |
| 3.2 STATE THE PROJECT’S OVERALL GOAL |
| 3.3 PROJECT DESCRIPTION*Give an overall description of the project, include information on geographical focus, thematic focus and describe key project outcomes and activities, related to the context and needs analysis.* |
| 3.4 DESCRIBE THE THEORY OF CHANGE OF THE PROJECT *Example:” If A is implemented, the B will follow, resulting in C”.* |

##### 4. TARGET GROUP

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| 4.1 TOTAL NUMBER OF PEOPLE TO BE REACHED DIRECTLY *Include number of total people expected to be reached directly within the project, disaggregated by women, men, girls, boys.*   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Total | Women | Men | Girls | Boys | |  |  |  |  |  | |
| 4.2 TOTAL NUMBER OF PEOPLE TO BE REACHED INDIRECTLY *Include number of total people expected to be reached directly within the project, disaggregated by women, men, girls, boys.*   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Total | Women | Men | Girls | Boys | |  |  |  |  |  | |
| 4.2 DESCRIBE THE TARGET POPULATION OF THE PROJECT *Describe the target population of the project and why this population has been selected. How will the project ensure to reach the people most in need of support?* ***Also specify especially vulnerable target groups, how they will be included and (if possible) an estimation of how many that are expected to be reached.*** |
| 4.4 WHAT CRITERIA WILL BE USED FOR SELECTION? WHO WILL BE INCLUDED IN THE SELECTION PROCESS AND WHO WILL BE RESPONSIBLE FOR THE FINAL DECISION? |
| 4.5HOW DO YOU WORK WITH CONFLICT SENSITIVITY AND A DO-NO-HARM IN THE PROJECT? |
| 4.6HOW DO YOU ENSURE THAT THE TARGET POPULATION IS INCLUDED IN THE PLANNING AND IMPLEMENTATION OF THE PROJECT? |

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

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| 5.1 DESCRIBE THE ROLES AND DIVISION OF RESPONSIBILITIES BETWEEN THE APPLYING AND IMPLEMENTING ORGANISATION  *A description of the applying organisation’s active role in the projects must be specified if the applying organisation is not the implementing organisation.* |
| 5.2 FOR HOW LONG HAS THE APPLYING ORGANISATION COOPERATED WITH THE IMPLEMENTING ORGANISATION IN THE PROJECT AREA? FOR HOW LONG HAS THE IMPLEMENTING ORGANISATION BEEN WORKING IN THE AREA? |
| 5.3 DESCRIBE THE APPLYING ORGANISATION’S EXPERIENCE AND EXPERTICE ON THE THEMATICAL FOCUS AREA OF THE PROJECT |
| 5.4 DESCRIBE THE IMPLEMENTING ORGANISATION’S EXPERIENCE AND EXPERTICE ON THE THEMATICAL FOCUS AREA OF THE PROJECT |

##### 6. MONITORING, EVALUATION, AND LEARNING

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| 6.1 HAS A BASELINE STUDY BEEN CONDUCTED? **YES** **NO** If not, are there plans to conduct a baseline study?  **YES– when?**  **NO** |
| 6.2 HOW WILL THE INTERVENTION BE CONTINUOUSLY MONITORED DURING THE IMPLEMENTATION PERIOD BY THE APPLYING ORGANISATION? HOW WILL CONTINOUS LEARNING BE ENSURED? |
| 6.3 HOW WILL THE INTERVENTION BE CONTINUOUSLY MONITORED DURING THE IMPLEMENTATION PERIOD BY THE IMPLEMENTING ORGANISATION? HOW WILL CONTINOUS LEARNING BE ENSURED? |
| 6.4 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

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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) ENSURE THAT THE RESULTS OF THE PROJECT, INCLUDING FOR THE TARGET POPULATION, ARE SUSTAINABLE BEYOND FUNDING FROM RADIOHJÄLPEN |

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##### ANNEXES REQUIRED

##### *1. Results Framework*

Include a results matrix in your own format that, at a **minimum**, includes the following information:

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

##### *2. Budget*

Include a budget in your own format, preferably activity based. Radiohjälpen requires, as a minimum, the below information to be included in the budget:

* 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 note 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 (when 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.

##### *3. Risk Analysis*

Include a risk analysis/risk matrix in your own format. The matrix should include internal as well as external risks, and risk mitigation measures as well as how these will be followed up throughout the implementation of the project.