

# AMENDMENT TO APPLICATION INTERNATIONAL PROJECTS

## PROJECT INTSTATE PROJECT NO. FROM RADIOHJÄLPEN

### 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. SUMMARY INFORMATION OF THE PROJECT

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| 1.1 NAME OF THE PROJECT | |
| 1.2 PREVIOUS ACTIVITY PERIOD | 1.3 NEW ACTIVITY PERIOD, INCLUDING AMENDMENT |
| 1.4 HAS THE **FINAL REPORT** FOR THE PREVIOUS PROJECT/PHASE BEEN SUBMITTED? YES NO | |
| 1.5 IF THE **FINAL REPORT HAS NOT YET BEEN SUBMITTED**, PLEASE GIVE A BRIEF SUMMARY ON HOW THE IMPLEMENTATION HAS PROGRESSED *Maximum 1 page* | |
| 1.6 DESCRIBE **LESSONS LEARNED** FROM PREVIOUS PROJECT (WITH OUR WITHOUT FUNDING FROM RADIOHJÄLPEN) THAT HAVE BEEN CONSIDERED WHEN PLANNING THIS PROJECT | |
| 1.7DESCRIBE THE **SUGGESTED CHANGES** INCLUDED IN THE AMENDMENT IN COMPARISON TO THE PREVIOUS PROJECT/PHASE. **MOTIVATE** THESE CHANGES *This text should be analytical in character and motivate the changes suggested. Should not exceed 2-3 pages* | |
| 1.8 DESCRIBE THE **PLAN FOR PHASING OUT AND HANDING OVER** THE PROJECT TO LOCAL STRUCTURES/ORGANISATIONS | |
| 1.9 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 | |
| 1.10 DESCRIBE HOW THE PROJECT CAN BE IMPLEMENTED GIVET THE POSSIBLE EFFECTS OF THE **CORONA VIRUS** | |

##### 2. INSATSENS RESULTAT

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

##### 3. BUDGET

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, 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.**

##### 4. 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.

##### 5. ANNEXES

ANNEX 1: Results framework for the entire project

ANNEX 2: Project budget for the entire project

ANNEX 3: Risk analysis for the entire project

ANNEX 4: