**Application and Project Description – Promotion of democracy via political parties**

*This is the main document of the application for a grant agreement with Norec. It outlines the framework of the collaboration project between the applicant (hereunder a qualifying Norwegian political party) and partners in the project. The application is incomplete without the required attachments listed at the end of this document.*

**Read this first:**

* The budget and results framework should be attached to the application.
* In principle, all the information asked for in the application form should be filled in. If any questions are not relevant, this should be explained.
* Instructions and questions that may be relevant are provided in the comments to the right. These may be useful when filling in the sections concerned.
* The application and attachments should be sent to [norec@norec.no](mailto:norec@norec.no), marking your application ‘Grant scheme – Promotion of democracy via political parties’.

## KEY INFORMATION

* 1. **Applicant’s name and organisation/ registration number**
* Name of applicant (and abbreviation): Click here to write
* Organisation/ registration number: Click here to write

### Project name and description

* Project name: Click here to write
* Project description: Click here to write

### Project duration

* Project implementation period (month/year - month/year): Click here to write
  1. **Project budget**
* Amount applied for in NOK, year 1:Click here to write
* Amount applied for in NOK, year 2:Click here to write
* Amount applied for in NOK, year 3: Click here to write
* Total amount applied for, in NOK:Click here to write

1. **PROFILES OF THE APPLICANT AND PARTNERS**
   1. **Primary applicant**
      1. **Contact information**

* Visiting address:Click here to write
* Postal address:Click here to write
* Phone number (include country code): Click here to write
* E-mail: Click here to write
* Website: Click here to write
* Social media information (if any):
* Primary contact person for the project:
  + Name and title:Click here to write
  + E-mail:Click here to write
  + Phone number (include country code):Click here to write
    1. **Administration and implementation capacity**
* When was your organisation established?Click here to write
* Describe the structure and legal form of your organisation: Click here to write
* Describe your organisation’s vision and core activities/operations:Click here to write
* Describe your organisation’s competencies and experience relevant to the thematic and geographic focus of your planned project:Click here to write
* Describe your organisation’s routines and procedures for preventing, detecting and managing cases of sexual exploitation, abuse and harassment: Click here to write
* Describe safety measures and assessments that the organisation carries out for their employees that work and travel abroad: Click here to write
  + 1. **Project management**
* Describe your routines for project management (including planning, implementation, data collection and reporting):Click here to write
* Describe your organisation’s experience of receiving and reporting on funds from national or international partners/donors: Click here to write
  + 1. **Financial management**
* Describe your organisation’s financial control systems and procedures: Click here to write
* Has your organisation previously received support from the Norwegian Ministry of Foreign Affairs, a Norwegian mission abroad, Norad or Norec (previously FK Norway)? If yes, please provide details:Click here to write
* Is your organisation applying for or planning to apply for other funding from the Norwegian Ministry of Foreign Affairs, a Norwegian mission abroad, Norad or Norec (previously FK Norway) concurrently with this application? If yes, please provide details:Click here to write
  + 1. **Bank details**
* Name of bank:Click here to write
* Visiting address:Click here to write
* Name of account holder: Click here to write
* Bank account number or IBAN:Click here to write
* Swift code or BIC:Click here to write
  + 1. **Auditor details**
* Does your organisation conduct an internal or external audit of the annual financial statement? Click here to write
* Name of auditor/ audit firm: Click here to write
* Auditor’s address:Click here to write
* Auditor’s e-mail and telephone number:Click here to write
  1. **Project partner(s)** 
     1. **Partner’s name and organisation/ registration number**
* Name of applicant (and abbreviation): Click here to write
* Organisation/ registration number: Click here to write
  + 1. **Partner organisation’s contact information:**
* Visiting address:Click here to write
* Postal address:Click here to write
* Phone number (include country code): Click here to write
* E-mail:Click here to write
* Website:Click here to write
* Social media information (if any):Click here to write
* Primary contact person for the project:
  + Name and title:Click here to write
  + E-mail:Click here to write
  + Phone number (include country code):Click here to write
    1. **Internal administration and capacity**
* When was your organisation established?Click here to write
* Describe the structure and legal form of your organisation: Click here to write
* Describe your organisation’s vision and core activities/operations:Click here to write
* Describe your organisation’s competencies and experience relevant to the thematic and geographic focus of your planned project:Click here to write
* Describe your organisation’s routines and procedures for preventing, detecting and managing cases of sexual exploitation, abuse and harassment: Click here to write

**2.2.4 Financial management**

* Describe your organisation’s financial control systems and procedures: Click here to write
* Has your organisation previously received support from the Norwegian Ministry of Foreign Affairs, a Norwegian mission abroad, Norad or Norec (previously FK Norway)? If yes, please provide details:Click here to write
* Is your organisation applying for or planning to apply for other funding from the Norwegian Ministry of Foreign Affairs, a Norwegian mission abroad, Norad or Norec (previously FK Norway) concurrently with this application? If yes, please provide details:Click here to write

*Please duplicate section 2.2. to include additional partners, as relevant.*

* 1. **Partnership cooperation**
* Describe your procedures and criteria for establishing the partnership:Click here to write
* Describe previous experience in working together in this partnership:Click here to write
* Describe your partnership’s cooperation structure, including communication channels and routines, and how responsibilities are or will be shared within the partnership:Click here to write

## DESCRIPTION OF THE PROJECT

* 1. **General information about the project**
* Where will the project be implemented (area/ country)?Click here to write
* Briefly outline the current situation which your project is designed to change/ improve (your needs assessment): Click here to write
* Describe the project’s overall objectives and expected results, and explain how these results will contribute to addressing the needs identified above:Click here to write
* Describe your target group/ beneficiaries: Click here to write
* Outline key project activities which are planned, and how they will contribute to achieving the project’s overall objectives and expected results:Click here to write
* Describe the relevance of the project for the partners’ priorities and plan, and how the project aligns with the respective partner countries’ national development priorities:Click here to write
* Describe the relevance of the project for Norwegian development priorities:Click here to write
* Describe how the project will ensure mutual learning and competence development between the partners in the project: Click here to write
* Is the proposed project intended to provide continuation to an existing or previous project? Click here to write
* If yes, please provide a brief description of the results achieved so far and status for the project that has previously received/ is receiving support:Click here to write
  1. **Expected results (include results framework as separate annex)**
* Describe the project/ programme’s theory of change:Click here to write
* Describe the partners’ monitoring and evaluation plan/ system:Click here to write
* Describe how the project’s results will be sustained once the project has been completed, including details of how local ownership and involvement of the target group(s) can be ensured:Click here to write
* Indicate which Sustainable Development Goals (SDGs) your project will contribute to, and briefly describe how:Click here to write  
  1. **Risks and risk management**

Provide a detailed assessment of risks that can affect the implementation of the project and hinder the achievement of expected results. Also describe any relevant risks that could have a negative impact on cross-cutting issues (human rights, women’s rights and gender equality, climate and the environment, and anti-corruption).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Identification** | **Analysis** | | **Management** | **Follow-up** |
| **Risk** | **Probability (e.g.,**  **high/medium/ low)** | **Impact (consequence if risk occurs)** | **Risk-reducing/ mitigation measures** | **Responsibility and deadline** |
| Risk that could affect achievement of project objectives | Click here to write | Click here to write | Click here to write | Click here to write |
| Cross-cutting issues:  Negative impact on human rights | Click here to write | Click here to write | Click here to write | Click here to write |
| Cross-cutting issues:  Negative impact on women’s rights and gender equality | Click here to write | Click here to write | Click here to write | Click here to write |
| Cross-cutting issues:  Negative impact on climate/environment | Click here to write | Click here to write | Click here to write | Click here to write |
| Cross-cutting issues:  Negative impact on anti-corruption | Click here to write | Click here to write | Click here to write | Click here to write |

*Expand the tables as needed, by clicking on the plus sign in the right corner of the table.*

* 1. **Additional information**
* Please include any additional information that you consider relevant for the application. Click here to write
  1. **Ethical guidelines**
* Please note that by signing this application, you confirm that your organisation abides by fundamental ethical principles and guidelines, as noted on Norec’s website ([www.norec.no](http://www.norec.no)). Click here to write
  1. **Date and signature**

I confirm that I am authorised to enter into legally binding agreements on behalf of the applicant, and that to the best of my judgement the information in this application is correct.Click here to write

Click here to write Click here to write

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Place and date Signature

Click here to write \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and title

1. **ATTACHMENTS**

* Results framework (mandatory)
* Budget (mandatory)
* Declaration on travel safety (mandatory)
* Latest audited annual financial statement (mandatory)
* Registration certificate for local partner (mandatory)
* Implementation/ activity plan
* Theory of change

**Notes regarding attachments:**

* The documents must be complete (all pages included).
* The documents must be legible and must be written in English.
* The documents must be in PDF/Excel format.
* The name of the PDF file must clearly state the content of the document.