**OBLIGATORY ATTACHMENTS TO THE PROJECT APPLICATION**

***Attachment 1: Project Plan***

Cover page: name of the project, applicant organisation, date

Table of contents

Contents (max 9 pages excluding cover page, Theory of Change and other attachments)

1. ***Background.***

Explain reason(s) for launching the project.

1. ***Beneficiaries***

The beneficiaries of the project and their commitment to project implementation.

1. ***Expected results***

The expected results of the project as concretely and realistically as possible. A results framework table is to be attached or included in the project application or it can be presented here in section 3.

1. ***Main Activities***

Main Activities contributing to the results. Activities need to be aligned with the project budget. It is useful to describe what activities are done first and what activities at the late stage of the project implementation. Include intended implementation schedule as a table. Activity numbering should link to result/objective numbering.

1. ***Risk analysis***

Analysis of the project risks and description how to minimise risks.

1. ***Addressing human rights and cross-cutting objectives***

How project addresses Human Rights Based Approach and Cross-Cutting Objectives of Finnish development policy (gender equality, non-discrimination, carbon neutrality and environmental sustainability) are considered.

1. ***The project management practices and capacities***
2. ***Project personnel***

The persons conducting the project work are specified and have adequate qualifications.

1. ***Monitoring arrangements***
2. ***Financial management practices and capacities***
3. ***Auditing arrangements***
4. ***Track record of the organisation for project management***

Previous experience of the organisation in the same sector / theme. Other projects funded by other agencies implemented during the past three years.

***Attachment 2: Project budget***

See guidance in “Guidance for the Applicant” attachment linked to the Call for Applications website.

***Attachment 3: A copy of the registration document of the applicant organisation with relevant authorities.***

***Attachment 4: Latest Annual Report of the organisation***

***Attachment 5: Latest Financial Statement of the organisation***

***Attachment 6: Latest Audit report of the organisation***

***Attachment 7: Private Sector Supplementary Application Form***

This document is only required from the private sector applicants.

***Cover Letter***

A cover letter addressed to the Embassy, dated and signed by an authorised representative of the organisation in PDF format showing an original signature.