

If the application is sent to the Embassy as an attachment to an email, the cover letter must be in pdf-format to show the original signature. The application can also be submitted to the Mission as a hard copy.

APPLICATION FOR A GRANT FROM THE "FUNDS FOR LOCAL COOPERATION" OF THE EMBASSY OF FINLAND, TEL AVIV

Cover page

[Letter addressed to the Mission, dated and signed by an authorized representative of the organization.]

A. Information on the applicant

1. Name of the organization
2. Address
3. Telephone
4. Email
5. Director (person in charge)
6. Description of the organization
7. Legal status of the organization (including the registration number and date)
8. Location
9. Number of members
10. Number of full-time employees
11. Financing sources of the organization, including own fund-raising and current financing from other donors
12. Description of key activities of the organization

B. Information on the proposed project

The applicant must provide the Embassy with an **application** accompanied by a **project plan**, including the project's **result chain** or **framework** and a **budget**. In case the application concerns core funding, the Project Plan is replaced by the organization's Action Plan and a budget, which indicate the area of activities that will be funded from the FLC grant.

The application should provide at least the following information (detailed information on the projects should be given in the attached Project Plan):

1. Name and description of the project
2. The outcome of the FLC Programme's sector / theme to which the project's outputs aim at contributing
3. Explanation how the outputs will contribute to the expected outcome of the FLC Programme
4. Project management and the key project persons
5. Previous experience of the organization in the same sector and theme
6. The organization has concrete evidence of proper bookkeeping and transparency by sharing its recent financial statements
7. Good track record for project management and adequate capacity to manage the project. The latest annual reports of the organization as well as references to previous projects of the same size are relevant information. If these are not available, other descriptive information is required

8. Total budget of the project and the amount of the FLC grant applied for

Attachment 1: Project Plan

- Reason(s) for launching the project. Needs assessment.
- The beneficiaries are well-defined and sex-disaggregated.
- A result chain or framework. The expected results of the project (outputs, outcome and impact) are concrete and realistic. The outputs' contribution to the expected outcome of the FLC Programme within the sector / theme in question is clearly explained, including also indicators, baseline data, risks and a risk management plan,
- Activities contributing to the outputs and an implementation plan and/or method are clearly presented.
- The Human Rights Based Approach and Cross-Cutting Objectives of Finnish development policy like gender equality (including distribution of resources and power, gender roles, norms and values, participation in project activities and decision making, discrimination and gender based violence), reduction of inequality and climate sustainability are considered.
- The project management is clearly described.
- The persons conducting the project work are specified and have adequate qualifications.
- Monitoring arrangements. Reporting schedule.
- The commitment of the beneficiaries is clearly presented.
- The budget supports the achievement of the expected project's outputs, is clear, detailed, and includes all relevant items (unit costs included; salary costs detailed; breakdown of costs per year if the project is covering several calendar years; audit costs and contingencies).
- The unit costs for the project personnel are clearly defined and the total costs are justified for the achievement of the project's outputs.
- The allowances are based on relevant local norms and are well justified.
- Auditing arrangements.
- Proposed procurements of new human resources, services, and property are well justified against the achievement of the project's outputs.
- Good track record for project management and adequate capacity to manage the project.
- Previous experience of the organization in the same sector / theme.

Attachment 2: Results framework (if available)

Attachment 3: Summary table of total financing of the project

- (amount/currency)
- Financing requested from the Embassy of Finland
- Financing requested from other sources
- Funds already contributed by the Embassy of Finland
- Funds already available from other sources
- Contribution of the organization
- Contribution of the beneficiaries
- Total

Attachment 4: CVs of the key project persons

Attachment 5: Latest Annual Report and Financial Statement of the organization

Other possible attachments