

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

Note: The deadline for applications is **Thursday 4 December, 2025 (by 23:59)**. Applications submitted after the deadline will not be considered.

The application should include:

- Cover letter
- Application form
  - A. Information on the applicant
  - B. Information on the proposed project
- Obligatory attachments
  - 1. Project plan
  - 2. Results chain or framework
  - 3. Summary table of total financing of the project
  - 4. CVs of the key project persons
  - 5. Latest Annual Report and Financial Statement of the organization
  - 6. Budget, if not integrated within the Project plan

## **Cover letter**

Please provide a cover letter addressed to the Embassy, dated and signed by an authorized representative of the organization (signature, name and position). As 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.

## **Application form**

### **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 (main purpose) and its main activities:
7. Legal status of the organization (including the registration number and date):
8. Location:
9. Number of full-time employees:

10. Financing sources of the organization, including own fund-raising and current financing from other donors:

## **B. Information on the proposed project**

Please provide the following information. More detailed information should be given in the Project Plan attachment.

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

## **Obligatory attachments**

### **Attachment 1: Project Plan**

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

Table of contents

Contents (max 8 pages excluding cover page and budget):

1. Background  
Explain reason(s) for launching the project. Needs assessment.
2. Beneficiaries  
The beneficiaries (well-defined and sex-disaggregated) of the project and their commitment to project implementation.
3. Expected results  
The expected results of the project as concretely and realistically as possible. A separate results chain or framework table should be attached (see further below, attachment 2).
4. Main Activities

Main Activities contributing to the outputs/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.

5. Risk analysis

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

6. Addressing human rights and cross-cutting objectives

The project should apply Human Rights Based Approach and take Cross-Cutting Objectives into consideration. Elaborate on how project addresses Human Rights Based Approach and Cross-Cutting Objectives of Finnish development policy – 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), non-discrimination, carbon neutrality and environmental sustainability.

Has it been assured that the project does not have negative effects on Human Rights or contribute to discriminatory structures, norms and practices? Have Human Rights been integrated in the project's objective and activities? Does the project aim at strengthening Human Rights as part of the expected results?

7. The project management practices and capacities (clearly described)

8. Project personnel

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

9. Monitoring arrangements

10. Financial management practices and capacities

11. Auditing arrangements

12. Track record of the organization for project management

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

13. Project budget (can also be included as a separate attachment)

The budget should be in euros (€). 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.

Proposed procurements of new human resources, services, and property are well justified against the achievement of the project´s outputs.

## **Attachment 2: Results 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.

**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.