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| **Embassy of Finland, Nairobi****Fund for Local Cooperation (FLC)****APPLICATION FORMAT** |

**A. Information on the applicant**

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

**B. Information on the proposed project**

The applicant must provide the Mission with proposal accompanied by a **project plan,** including the project's **results chain** or **framework, risk matrix** anda detailed **budget**.

The proposal should provide the following information:

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. Previous experience of the organisation in the same sector and theme.
5. The organisation has concrete evidence of proper bookkeeping and transparency by sharing its recent financial statements.
6. Good track record for project management and adequate capacity to manage the project. The latest annual reports of the organisation as well as references to previous projects of the same size are relevant information. If these are not available, other descriptive information is required.
7. 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 results chain or framework. The expected results of the project (outputs, outcomes 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 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.
* Auditing arrangements.
* Proposed procurements of new human resources, services, and equipment 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 organisation 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 Mission of Finland
* Financing requested from other sources
* Funds already contributed by the Mission of Finland
* Funds already available from other sources
* Contribution of the organisation
* Contribution of the beneficiaries
* Total

*Attachment 5: Latest Annual Report and Financial Statement of the organisation*