**COMPULSORY ATTACHMENTS TO THE APPLICATION**

***Attachment 1: Project Plan***

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

Table of contents

Contents (max 8 pages excluding cover page, ToC 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 may be attached or included in the project application or it can 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.

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 model table below]*

***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:*** *Risk Assessment Matrix [see sample table below]*

***Attachment 7:*** *Result Framework [see sample table below]*

***Attachment 2: Project budget***

Organisation name: ***INSERT ORGANISATION NAME HERE***

Project name and duration: ***INSERT PROJECT NAME AND DURATION HERE***

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Activity Description** | **Unit** | **Quantity** | **Unit Cost** | **Total** | **FLC/**  **Embassy of Finland** | **Organisation** | **Percentage**  **%** |
| **I.** | **Expected Result 1** |  |  |  |  |  |  |  |
| ***I.1*** | ***Activity 1*** |  |  |  |  |  |  |  |
| I.1.1 | Activity 1.1 |  |  |  |  |  |  |  |
| I.1.2 | Activity 1.2 |  |  |  |  |  |  |  |
| ***I.2*** | ***Activity 2*** |  |  |  |  |  |  |  |
| I.2.1 | Activity 2.1 |  |  |  |  |  |  |  |
| … | *add rows if need be* |  |  |  |  |  |  |  |
| **II.** | **Expected Result 2** |  |  |  |  |  |  |  |
| ***II.1*** | ***Activity 1*** |  |  |  |  |  |  |  |
| II.1.1 | Activity 1.1 |  |  |  |  |  |  |  |
| II.1.2 | Activity 1.2 |  |  |  |  |  |  |  |
| ***II.2*** | ***Activity 2*** |  |  |  |  |  |  |  |
| II.2.1 | Activity 2.1 |  |  |  |  |  |  |  |
| … | *add rows if need be* |  |  |  |  |  |  |  |
| **III.** | **Personnel engaged in activities** |  |  |  |  |  |  |  |
| III.1 |  |  |  |  |  |  |  |  |
| III.2 |  |  |  |  |  |  |  |  |
| … | *add rows if need be* |  |  |  |  |  |  |  |
| **IV.** | **Administration costs***\** |  |  |  |  |  |  |  |
|  | (phone, office supplies, financial management) |  |  |  |  |  |  |  |
|  | (audit) |  |  |  |  |  |  |  |
| **V.** | **Other costs** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **TOTAL** | |  |  |  |  |  |  |  |

***Attachment 6: Risk Assessment Matrix***

Organisation name: ***INSERT ORGANISATION NAME HERE***

Project name and duration: ***INSERT PROJECT NAME AND DURATION HERE***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Risk factor** | **Likelihood** | **Background to assessment of likelihood** | **Impact** | **Background to assessment of impact** | **Risk mitigation strategy** |
| **Contextual Risks:** | | | | | |
| - Political unrest or conflicts halt democracy and HR processes. | Medium | Donor working group | High | Donor working group, civil society actors | The Mission assesses the situation continuously. |
| - Restrictions by authorities on civil society. | High | Donor working group, civil society actors | Medium | Civil society actors | Donors take up the issue with key authorities. |
| **Programmatic risks:** | | | | | |
| - FLC Partners are unable to maintain motivation for implementing projects and developing their organizations. | Low | Assessment by the Mission | High | Monitoring field visits and reports | The Mission continues training and other administrative support to FLC Partners, and FLC Coordinator continues close monitoring. |
| - Training and other administrative support doesn't reach relevant people. | Medium | Assessment by the Mission | High | Monitoring field visits and reports | The FLC Coordinator plans training in close cooperation with FLC Partners. |
| - Duty-bearers' and rights-holders' low interest in women's and vulnerable groups' rights. | High | Reports from FLC Partners and other civil society actors | Medium | Donor working group, civil society actors | The Mission conducts dialogue with key duty- bearers and rights-holders. |
| **Institutional risks:** | | | | | |
| - Limited financial resources of civil society actors. | High | Donor working group, civil society actors | High | Donor working group, civil society actors | Donors coordinate efforts to support civil society actors financially. |
| - Low capacity and resources of the Mission to keep up FLC Programme's administrative support to FLC Partners. | Low | Reports from FLC Partners | High | Monitoring field visits and reports | The Mission takes capacity and resource issues in account in the Annual FLC Plans and operational plans (TTS). |

***Attachment 7: Result Framework (Sample)***

Organisation name: ***INSERT ORGANISATION NAME HERE***

Project name and duration: ***INSERT PROJECT NAME AND DURATION HERE***

Result Framework of a fictive FLC-project.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Implementation** | | **Results** | | |
| **INPUTS** | **ACTIVITIES** | **OUTPUTS** | **OUTCOME** | **IMPACT** |
| **Funding and other support by the Mission** | **Main activities of the project** | **Expected main output of the project** | **Thematic outcome of the FLC Programme to which the project's output is expected to contribute** (a short and medium term effect of the project) | **Overall objective / Impact of the FLC Programme**  (long-term effects produced by the FLC Programme) |
| **EXAMPLE**  **A project on voter and civic education in the targeted provinces *XX*** | **Voter and civic education**  - For example, the FLC partner organization organizes training and dissemination of information to inform voters and civil society actors about civic rights and elections. | For example, citizens and civil society actors have been informed of civic rights and electoral processes.  **Indicators**, for example**:**   * Number of the people reached, including the share of women and vulnerable groups. * Number of the workshops held. * Amount of the materials disseminated. * Number of the civil society actors involved.   **Baseline data**, for example**:**   * Data in the needs assessment / baseline study of the project.   **Risks**, for example**:**   * Many marginalized communities are not reached by the project. * Low interest of people and civil society actors in elections and politics. * Low interest of people in women's and vulnerable groups' rights. | Improved understanding of citizens and civil society actors, particularly women and vulnerable groups, about civic rights and electoral system.  **Indicators:**   * General turnout in elections and the share of women and vulnerable groups among voters, candidates and elected decision-makers.   **Baseline data** (when the current FLC Programme started)**:**   * Data in the needs assessment / baseline study of the sector / theme A of the FLC Programme. * Statistical data on the elections.   **Risks:**   * Limited interest and resources of civil society actors to participate in elections and politics. * Duty-bearers' and rightsholders' low interest in women's and vulnerable groups' rights, * Political unrest or conflicts halt democracy and HR processes. | Enhanced capacity of civil society actors to promote democracy, equality and Human Rights.  **Indicators**:   * Participation of women's and other NGOs in democracy and HR dialogue processes. * Position of the country in the Global Democracy Ranking.   **Baseline data** (when the current FLC Programme started)**:**   * Data in EU reports on the participation of civil society actors in democracy and HR dialogues. * Democracy Ranking index.   **Risks:**   * Restrictions by authorities on civil society. * Limited financial resources of civil society actors. * Sudden changes in the Mission's strategy and action plans. |