

GUIDANCE FOR THE APPLICANT – HOW TO FORMULATE THE PROJECT PLAN

The scope of the project plan

The project plan is a description which focuses on key information relevant to the success of the project. The project plan is max eight pages long, excluding cover page and table of contents.

Other necessary information may be provided in other annexes to the application form.

Defining expected results in project plan

In the results chain or framework of an FLC project, the Results framework can be presented in the format described in the MFA guideline for the results based management.

In minimum, the project results should be described at two levels:

- The wider **impact** of the project.
- The concrete **results** achieved during the project implementation.

The societal impacts are usually 1-3 issues that are directly addressed in the project but which can be achieved through an interplay of the project and its environment (community, related stakeholders). It is useful to design one qualitative indicator for each impact.

The results of the project are concrete changes which can be observed and measured during the course of the project implementation. Project have usually 2-5 results that they try to achieve. A numerical or qualitative indicator needs to be presented for each expected result.

It is useful to describe the expected impacts, results and indicators in a table format. It is also useful to describe within the text of the project proposal, why these impacts and results are important and realistic.

Addressing Human Rights Based Approach and Crosscutting objectives

Project should apply Human Rights Based Approach and take Cross-Cutting Objectives into consideration.

Has it been assured in the application 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?

Designing risk analysis in project plan

Risk analysis is presented in the project proposal in a table format. Risks are concrete problematic issues within the project implementer, among beneficiaries or project environment. It is important i) give clear name to the risk, ii) estimate how likely is the risk and iii) what project staff can do to minimise the impact of the potential risk.

Designing activities in project plan

Designing activities can be presented in a list format or as a text. Activities are tasks which are done during the project implementation

Project budget

Project budget defines the persons working for the project and their salaries. Budget also describes the materials needed, travels costs, and other costs. Usually max 10 % is left undefined as “contingencies”. This provides flexibility for the project implementer to react to unexpected costs.