

Representative Office of Finland to the Palestinian Authority, Ramallah

## **FLC APPLICATION FORM – LOCAL AGENCY**

### **APPLICATION FOR A GRANT FROM THE "FUND FOR LOCAL COOPERATION" OF THE REPRESENTATIVE OFFICE OF FINLAND TO THE PALESTINIAN AUTHORITY**

#### **Cover page**

*[Letter addressed to the Mission, dated and signed by an authorised representative of the organisation.]*

#### **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 representative office with an **application form** accompanied by a **project plan**, including the project's **results chain** or **framework** and a **budget**. In case the application concerns core funding, the Project Plan is replaced by the organisation's Action Plan and a budget, which indicate the area of activities that will be funded from the FLC grant.

The application form should provide at least the following information (detailed information on the project should be given in the attached project plan):

- Name and description of the project.
- The FLC outcome/s to which the projects aims at contributing and specific outputs of the project.
- Explanation how the outputs will contribute to the expected outcome of the FLC Programme.
- Previous experience of the organisation in the same sector and theme. (track record for project management and adequate capacity to manage the project).
- 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 (well-defined and sex-disaggregated, with an explanation of how the beneficiaries are selected and committed).
- The expected results of the project: impact, outcomes and outputs (concrete and realistic, contribution to the expected outcome of the FLC programme clearly explained).
- Activities (contributing to the outputs and an implementation plan and/or method clearly presented).
- Application of the Human Rights Based Approach in the project.
- Mainstreaming of the 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), strengthening the rights of the most vulnerable and climate change preparedness and mitigation.
- The project management arrangements and key project persons (the persons conducting the project work are specified and have adequate qualifications).
- Monitoring arrangements and reporting schedule.
- Risk assessment and management arrangements
- Auditing arrangements.
- Proposed budget including procurements of new human resources, services, and assets (well justified against the achievement of the project's outputs).

#### *Attachment 2: Results framework (see-attached example)*

Please ensure the consistency of project outcomes and outputs with the project plan. Please include realistic and measurable indicators with baseline and clear targets.

#### *Attachment 3: Project Budget (see-attached example)*

The budget should be made in Euros or with the exchange rate clearly indicated. The financing requested from the Representative Office of Finland and where applicable from other sources should be clearly indicated including any contributions of the organisation, beneficiaries and in case of co-financing from other partners.

- The budget should support the achievement of the outputs, be clear, detailed, and include 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 should be clearly defined and the total costs should be justified for the achievement of the project's outputs.
- The allowances should be based on relevant local norms and well justified.