 

Instructions to Applicants:

* This application form is to be used for applications for Small Scale Grants from the Norwegian Ministry of Foreign Affairs, Norwegian embassies or Norad.
* Small Scale Grants may be given to activities that meet the following criteria:
1. Grants to be used exclusively to cover costs related to the following:
	* Travel
	* participation fees for events, conferences, workshops, training and seminars
	* events, conferences, workshops, training and seminars arranged by the grant recipient or its cooperating partner (not by MFA/Norad)
	* research projects, reviews and studies, or
	* publications.
2. Grant amount not exceeding NOK 3 million.
3. The support period not exceeding 12 months.

* All information asked for in this application form should be filled in. If some points are not relevant, an explanation must be provided. Guidance is provided in comments throughout the document.
* The budget must be attached to the application. A description of the desired/expected results in the form of products and services delivered "output" and effects on the target group "outcome", can be attached or included in section 4.4 of the application.
* Please note that the call for proposals may include specific requirements for the applicant/application, e.g. target group, allocation criteria, deadlines, etc.

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| Unit in MFA, Norad or mission abroad this application is directed to |
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| Name of the grant scheme (see the call for proposals), if relevant |
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| **The applicant** |
| **1. Contact information** |
| 1.1 Name of applicant (and abbreviation) |
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| 1.2 Postal address |
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| 1.3 E-mail address | 1.4 Telephone no. |
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| 1.5 Website |
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| 1.6 Contact person, name and title |
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| 1.7 Contact person, e-mail address | 1.8 Contact person, telephone no. |
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| **2. About the applicant** |
| 2.1 Type of organisation |
| [ ]  Governmental / Public | [ ]  Multilateral |
| [ ]  NGO / Private non-profit Specify: | [ ]  Private for profitSpecify: |
| 2.2. Registration number |
| [ ] Norwegian Registration number:  | [ ] Non-Norwegian Registration number in local register/country: |

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| 2.3 Describe the applicant’s purpose and main field of work |
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| 2.4 Describe the applicant's systems for financial management, including routines for procurement, internal control and auditing.  |
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| 2.5 Does the applicant have ethical guidelines that include a policy on the prevention and response of sexual exploitation, abuse and sexual harassment? [ ]  Yes [ ]  No |
| 2.6 Has the applicant previously received support from MFA, mission abroad or Norad?[ ]  No [ ]  Yes If yes, please give a brief description of the activity/project that has previously received support and the results achieved, and also include information if you currently have other applications in progress. |
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| 2.7 Describe the applicant’s prior experience and competence within the same thematic and geographical area as in this application.  |
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| **The activity** **and expected results** |
| 3. About the activity |
| 3.1 Title of the activity |
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| 3.2 Total amount applied for in NOK |
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| 3.3 Where the activity will be implemented (country/area) | 3.4 Activity duration (month and year) |
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| 3.5 Sector/thematic area (including DAC code and SDG, if relevant) |
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| 3.6 Give a description of the activity and expected results The description of the activity should include:* A description of why there is a need for the activity.
* A description of the target group.
* A description of the activities and expected results at output and outcome levels.
* A description of what is considered satisfactory fulfilment of results at the end of the activity, and if relevant how the results will be measured.
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| **4. Risk assessments** |
| 4.1. Identify risks that may affect the achievement of the desired results and describe how these risks will be mitigated  |
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| 4.2 Identify risks that the activity itself may have unintended negative effects on its surroundings  |
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| 4.3 Assess whether the activity may have negative effects on the following cross-cutting issues * human rights,
* women's rights and gender equality,
* climate and environment, and
* anti-corruption.
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| **5. Budget**The budget must be attached to the application. The applicant may use its own format or MFA's template. Regardless of the format, the budget must:* Indicate all expected and/or actual sources of income. If the application is for full financing, this should be specified.
* Indicate all expected costs, not just those covered by funding from Norway.
* Include information about main cost categories, with unit costs.
* Indicate currency and exchange rate, where relevant.

The budget may not include contribution towards indirect operating costs. |
| 5.1 Comments and explanations to the attached budget  |
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| **6. Bank details**New or changed bank details must be documented by a bank statement or other written confirmation from the bank.  |
| 6.1 Name and address of the bank |
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| 6.2 Name of the account holder |
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| 6.3 Account number/IBAN number |
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| 6.4 Swift-code |
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| 6.5 Currency of the account |
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| **7. Additional information** |
| 8.1 Any other information of significance to the application |
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| **8. Attachments** |
| [ ]  | **Budget** (must be attached) |
| [ ]  | Documentation of bank details (new or changed bank details must be documented) |
| Optional attachments: |
| [ ]  | Description of the results (effect for the target group "outcome", and products and services "output") |
| [ ]  | Other, specify: |
| [ ]  | Other, specify: |

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| **9 Date and signature** |
| By signing, I confirm that I am authorised to enter this application on behalf of the applicant, and I confirm to the best of my judgment and conviction that the information in this application is correct. |
| Name and title |
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| Date and place | Signature  |
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