



Norwegian Ministry
of Foreign Affairs

Application for grants from the Ministry of Foreign Affairs S02 - Application for small scale grants

Ministry of Foreign Affairs
Postbox 8114 Dep
N-0032 Oslo

The application and attachments should be sent to post@mfa.no
with a copy to the unit responsible for the grant scheme. For more
information see regjeringen.no

Read this first

- The budget and results framework should be attached to the application.
- In principle, all the information asked for in the application form should be filled in. If any questions are not relevant, this should be explained.
- Instructions and questions that may be relevant are provided in the comments.

Key information

Name of applicant (and abbreviation)

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Grant scheme

Unit responsible for the grant scheme (in the Ministry or at a mission abroad)

Total amount applied for (in NOK)

Commented [INFO1]: Name of project/programme up to 72 characters. Brief description (up to 500 characters in English), for statistical purposes.

Commented [INFO2]: Name of grant scheme, see call for proposals.

PART I: GENERAL INFORMATION ABOUT THE APPLICANT

1. Contact information, applicant

1.1 Postal address

1.2 Telephone no.

1.3 Email address

1.4 Website

1.5 Contact person, name and title

1.6 Contact person, email address

1.7 Contact person, telephone no.

2. About the applicant

2.1 Type of organisation (enter a cross in one box per line)

☐ Governmental/public

☐ Non-governmental, specify:

☐ Multilateral

☐ Norwegian, org. no.:

☐ Non-Norwegian, org. no. if relevant:

2.2 Brief description of applicant

Commented [INFO3]: 'Non-governmental' includes NGOs, foundations, commercial enterprises such as limited companies, sole proprietor businesses, etc.

Commented [INFO4]: As registered in the [Brønnøysund Register Centre](http://brønnøysundregisteret.no). The applicant must be a legal person.

Commented [INFO5]: If the applicant has an organisation number from a register outside Norway, this can be filled in here.

Commented [INFO6]: Relevant questions:

- What was the turnover in the last accounting year, and what were the main sources of income, distributed by percentage?
- What is the total number of employees? How are the employees distributed between the main office and any relevant branch offices?
- When was the organisation established?
- Is the organisation linked to an umbrella organisation or other form of network?
- If the applicant is a commercial enterprise, describe the nature of the organisation, its governing bodies, its personnel/recruitment policy and, if relevant, how much of its earnings were paid out as dividends last year?

2.3 Brief description of applicant's routines for procurement, anti-corruption work and internal control			Commented [INFO7]: Relevant questions: • Does the applicant have written guidelines for combating corruption? • Does the applicant have written guidelines for procurements? • Does the applicant have an internal auditor/internal auditors? • Does the applicant have internal controllers? • Is the applicant aware of the relevant routines for public procurement (cf. <i>Procurement Provisions</i> part III in the agreement template)? Are the applicant's routines in line with these?
2.4 Information about the auditor			
2.5 Has the applicant previously received support from the Ministry, a mission abroad, Norad or FK Norway? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, give details			
3. Bank details			
3.1 Name and address of the bank			Commented [INFO8]: Relevant questions: • Name of auditor? • How long has the applicant used this auditor? • Have any reservations been expressed in the auditor's report in the last three years?
3.2 Name of the account holder			
3.3 Account number/IBAN number	3.4 Swift-code	3.5 Currency of the account	
PART II: THE PROJECT/PROGRAMME 4. General information about the project/programme 4.1 Where will the project/programme be implemented (area/country)? 4.2 Project/programme duration (mm.yyyy–mm.yyyy) 4.3 Sector/field 4.4 Is the application for additional support for a project/programme that is already receiving or has already received support? <input type="checkbox"/> No <input type="checkbox"/> Yes, agreement no.: 4.5 If yes, give a brief description of the results achieved so far and status for the project that has previously received support			Commented [INFO9]: Relevant questions: • Agreement number(s)? • From which organisation/unit? • Under which scheme?
5. Applicant's competence and capacity to carry out the project/programme 5.1 The applicant's experience with the thematic and geographical area of the project/programme and other relevant experience			Commented [INFO10]: Grant recipients are to open a separate, joint account for all grants received from the Ministry. This requirement does not apply to <i>governmental</i> grant recipients in Norway or other countries. If the
6. Description of the project/programme and anticipated results 6.1 Describe the project's main activities, main objectives and target group 6.2 Description of the project/programme			Commented [INFO11]: The applicant may use the OECD DAC Purpose Codes . Commented [INFO12]: Relevant questions: • Ongoing or completed? • Have the reports from the previous phases been sent to and approved by the Ministry?
7. Risk, cross-cutting issues and sustainability 7.1 Assess what risks could affect goal achievement. Also describe the risks that could have a negative impact on cross-cutting issues (human rights, women's rights and gender equality, climate and the environment, and anti-corruption) 7.2 Describe the sustainability, local ownership and exit strategy of the project/programme			Commented [INFO13]: The results framework for the project/programme is to be presented in a separate attachment to the application, and should not be included Commented [INFO14]: Describe • the current situation, which the project/programme is designed to change/improve. It may be a good idea to use the baseline value from the results framework. Commented [INFO15]: Risk assessments may be entered in the free text field or in the risk table below, or both may be used. Risks related to the project/programme are to be
8. Budget and financing plan 8.1 Comments to the attached budget			Commented [INFO16]: Relevant questions: • What will happen when the project/programme has been completed?
9. Additional information 9.1 Any additional information of relevance for the application			Commented [INFO17]: A full budget for the project/programme is to be attached to the application. The budget is <i>not</i> to be included in the application form. The applicant may use the Ministry's budget template, but this Commented [INFO18]: Relevant questions: • Explain/specify the individual budget items, particularly where the costs seem particularly high.
			Commented [INFO19]: This field is not mandatory. It may be used if the applicant wishes to provide any additional information that is relevant to the application.

DEL III: VEDLEGG

- ☐ Number ____ **Budget (mandatory)**
- ☐ Number ____ Results framework
- ☐ Number ____ Implementation/activity plan
- ☐ Number ____ Theory of change
- ☐ Number ____ Documentation of bank details
- ☐ Number ____ _____
- ☐ Number ____ _____

DATE AND SIGNATURE

I confirm that I am authorised to enter into legally binding agreements on behalf of the applicant, and I confirm that to the best of my judgement the information in this application is correct.

Place and date

Name, title and signature