**ANNEX D**

## Grant application – Full Project Proposal

***[Title of the call* *for Proposal]***

**Please indicate whether your application is for Lot 1 or Lot 2**

### **National Call for Promoting Integrity Principles in Education**

 (Max. 15 pages excl. appendices)

|  |
| --- |
| Information about APPLICANT |
| Lead applicant |  |
| Address: |  |
| Contact person:NameE-mailPhone |  |
| Head of the organization |  |
| Full legal name in Ukrainian |  |
| Short name (where applicable) |  |
| Legal status |  |
| Foundation date |  |
| Legal Registration No. |  |
| Co-applicants | Delete if not relevant |

|  |
| --- |
| Basic INFORMATION ABOUT THE PROJECT |
| Project title |  |
| Total amount applied for (EUR) |  |
| Other funding for the project (EUR) |  |
| Main partners |  |
| Geographical coverage of the project  |  |
| Estimated start date and duration (months) |  |

**[Content below may be adjusted but is aligned with requirements of standard AMG project document format]**

**INFORMATION ABOUT ORGANIZATION. Please briefly answer the following question**

* What is the mission statement that guide your organization activity?
* What are three core values for your organization?
* Please name three top projects of your organization and indicate the achieved results. Please provide a link to the project results.
* Please provide the links on the annual reports for 2022-2024 and audit report for 2024
* What is budget of your organization in 2023-2024? Name the sources of the funding and names of the donors.
1. **Context, strategic considerations and justification**
* Brief summary of the main issues at national/regional/global level, as relevant, pertaining to political, societal, economic, environmental, humanitarian, security and human rights aspects that are relevant for the project. Include reflection of specific opportunities, challenges and risks these will imply for the project to achieve long-term sustainable results and make lasting impact.
* Presentation of the development problem(s) to be addressed by the project.
* Brief presentation of past lessons learned, both positive and negative, and explanation of how they have influenced the design of the project.
* Adherence to the aid effectiveness agenda, including complementarity with other ongoing efforts, alignment to national/regional/global objectives and coordination with relevant stakeholders.
* Describe the advocacy campaign and expected results, the impact of the campaign the key-stakeholders
* Provide a brief overview of the project team and their qualifications
* Indicate expected time frame of the project
* Project costs and financing (EUR)
1. **Project description and intervention logic**
* Presentation of the theory of change, i.e., how the identified development problem is expected to be addressed and pathways through which the intended changes will take place.
* Presentation of project approach/methodology such as private sector engagement, local economic development, nature-based solutions, integrated water resource management, gender transformative approaches, advocacy/policy dialogue, conflict prevention, etc.
* Alignment with Danish cross-cutting priorities, incl. human rights-based approach (HRBA), Leaving No-one Behind (LNOB), gender and youth, climate change and environmental considerations.
* Presentation of expected results at output level and how they link up to the MFA defined objectives/impact and outcomes, i.e., linking up to the project’s results framework (see template in appendix A)
* Highlight key assumptions made in order for changes to take place and if relevant, how different scenarios may influence project implementation.
* Description of the types of activities that are expected to be carried out to achieve change.
* Description of project beneficiaries.
1. **Local partnerships and ownership**
* Description roles and responsibilities of project partners (applicant(s), sub-grantees, national/local partners etc.) in project implementation.
* Strategies for capacity development of local partners/stakeholders.
* Description of involvement of target groups.
* [If relevant - Description of the proportion of the budget to be transferred to partners and used locally as reflected in budget; see template in appendix C]
1. **Management arrangements**
* Presentation of the organisational and governance set-up for the project
* Description of mechanisms quality assurance and risk management, including security/safety related issues.
* Summary of anti-corruption measures and other measures for respecting Danish red lines (child labour, SEAH, anti-terrorism) in line with Danida Aid Management Guidelines.
* If the application is on behalf of a group (i.e., with a lead applicant and one or more co-applicants), presentation of proposed roles and division of labour within the consortium.
1. **Monitoring, evaluation, accountability and learning**
* Presentation of mechanisms and procedures for monitoring, reporting/documentation and evaluation
* Presentation of how learning will be collected, applied and disseminated
* Outline of a plan for communicating results.
1. **Risk Management**
* Short narrative description of key risks and how they will be managed based on the summary of risk analysis, risk response at contextual, programmatic and institutional level in the risk management matrix (see template in appendix B).
1. **Exit**
* Brief description of how sustainability issues are taken into account and how eventual phase-out will be facilitated.

Date :

Signature of lead applicant:

**Appendices:**

**Appendix A: Results Framework**

**Appendix B: Risk Management Matrix**

**Appendix C: Budget**

## Appendix F. Background information on applicant(s)

## Appendix H. Lead applicant declaration

**Appendix A: Results Framework**

|  |  |
| --- | --- |
| Project | [Project title] |
| Objective | [The intended impact contributing to benefits to a society or community] |
| Impact Indicator | [Macro indicator, e.g., recipient country indicator, SDG indicator etc.] |
| Baseline | Year |  | [Situation prior to project activities] |
| Target | Year |  | [Intended situation by the end of project] |
|  |
| Outcome 1 *(maximum three Outcomes in total)* | [The short-term and medium-term effects of project outputs on the target group] |
| Outcome indicator | [Quantitative or qualitative factor or variable that provides a simple and reliable means to measure achievement or to reflect the changes connected to an intervention]  |
| Baseline | Year |  | [Situation prior to project activities] |
| Target | Year |  | [intended situation by the end of project] |
|  |
| Output 1.1 *(maximum three Outputs under each Outcome)* | [Short-term result in the form of goods and services which result from a project activity] |
| Output indicator | [Quantitative or qualitative factor or variable that provides a simple and reliable means to measure achievement or to reflect the changes connected to an intervention]  |
| Baseline | Year |  | [Situation prior to project activity] |
| Target  | Year 1 |  | [Intended situation after first year of implementation] |
| Target | Year 2 |  | [Intended situation after two years of implementation]  |
| Target | Year 3 |  | [Intended situation after three years of implementation]  |
| … | …. |  | …. |
| Target  | Year |  | [Intended situation when activity under the project ends] |
|  |
| Output 1.2 | [Short-term result in the form of goods and services which result from a project activity] |
| Output indicator | [Quantitative or qualitative factor or variable that provides a simple and reliable means to measure achievement or to reflect the changes connected to an intervention]  |
| Baseline | Year |  | [Situation prior to project activity] |
| Target  | Year 1 |  | [Intended situation after first year of implementation] |
| Target | Year 2 |  | [Intended situation after two years of implementation]  |
| Target | Year 3 |  | [Intended situation after three years of implementation]  |
| … | …. |  | …. |
| Target  | Year |  | [Intended situation when activity under the project ends] |
|  |
| Output 1.3 | [Short-term result in the form of goods and services which result from a project activity] |
| Output indicator | [Quantitative or qualitative factor or variable that provides a simple and reliable means to measure achievement or to reflect the changes connected to an intervention]  |
| Baseline | Year |  | [Situation prior to project activity] |
| Target  | Year 1 |  | [Intended situation after first year of implementation] |
| Target | Year 2 |  | [Intended situation after two years of implementation]  |
| Target | Year 3 |  | [Intended situation after three years of implementation]  |
| … | …. |  | …. |
| Target  | Year |  | [Intended situation when activity under the project ends] |
|  |
| Outcome 2 | [The short-term and medium-term effects of project outputs on the target group] |
| Outcome indicator | [Quantitative or qualitative factor or variable that provides a simple and reliable means to measure achievement or to reflect the changes connected to an intervention]  |
| Baseline | Year |  | [Situation prior to project activities] |
| Target | Year |  | [intended situation by the end of project] |
|  |
| Output 2.1 | [Short-term result in the form of goods and services which result from a project activity] |
| Output indicator | [Quantitative or qualitative factor or variable that provides a simple and reliable means to measure achievement or to reflect the changes connected to an intervention]  |
| Baseline | Year |  | [Situation prior to project activity] |
| Target  | Year 1 |  | [Intended situation after first year of implementation] |
| Target | Year 2 |  | [Intended situation after two years of implementation]  |
| Target | Year 3 |  | [Intended situation after three years of implementation]  |
| … | …. |  | …. |
| Target  | Year |  | [Intended situation when activity under the project ends] |
|  |
| Output 2.2 | [Short-term result in the form of goods and services which result from a project activity] |
| Output indicator | [Quantitative or qualitative factor or variable that provides a simple and reliable means to measure achievement or to reflect the changes connected to an intervention]  |
| Baseline | Year |  | [Situation prior to project activity] |
| Target  | Year 1 |  | [Intended situation after first year of implementation] |
| Target | Year 2 |  | [Intended situation after two years of implementation]  |
| Target | Year 3 |  | [Intended situation after three years of implementation]  |
| … | …. |  | …. |
| Target  | Year |  | [Intended situation when activity under the project ends] |
|  |
| Output 2.3 | [Short-term result in the form of goods and services which result from a project activity] |
| Output indicator | [Quantitative or qualitative factor or variable that provides a simple and reliable means to measure achievement or to reflect the changes connected to an intervention]  |
| Baseline | Year |  | [Situation prior to project activity] |
| Target  | Year 1 |  | [Intended situation after first year of implementation] |
| Target | Year 2 |  | [Intended situation after two years of implementation]  |
| Target | Year 3 |  | [Intended situation after three years of implementation]  |
| … | …. |  | …. |
| Target  | Year |  | [Intended situation when activity under the project ends] |

**Appendix B: Risk management matrix**

|  |
| --- |
| Contextual risks |
| **Risk Factor** | **Likelihood** | **Impact** | **Risk response** | **Residual risk** | **Background to assessment** |
| Political  |  |  |  |  |  |
|  |  |  |  |  |  |
| Economic  |  |  |  |  |  |
|  |  |  |  |  |  |
| Societal  |  |  |  |  |  |
|  |  |  |  |  |  |
| Environment  |  |  |  |  |  |
|  |  |  |  |  |  |
| Security  |  |  |  |  |  |
|  |  |  |  |  |  |
| Programmatic risks |
| **Risk Factor** | **Likelihood** | **Impact** | **Risk response** | **Residual risk** | **Background to assessment** |
|  |  |  |  |  |  |
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|  |  |  |  |  |  |
| Institutional risks |
| **Risk Factor** | **Likelihood** | **Impact** | **Risk response** | **Residual risk** | **Background to assessment** |
|  |  |  |  |  |  |
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***For guidance on how to fill out the matrix, refer to the “Bilateral” Standard Annexes, annex 4:*** [*Guidelines for programmes, projects, country strategic frameworks & hard earmarked multilateral support (amg.um.dk)*](file:///%5C%5Cu1.um.dk%5Cdata%5Chome%5Canstab%5C4.%20Tilskudsvejledning%5CAnnekser%5CCfP%20anneks%5CGuidelines%20for%20programmes%2C%20projects%2C%20country%20strategic%20frameworks%20%26%20hard%20earmarked%20multilateral%20support%20%28amg.um.dk%29)

**Appendix C: budget**

***[Please use attached annex 2B and check*** [***General Guidelines for Financial management (amg.um.dk)***](https://amg.um.dk/bilateral-cooperation/financial-management)***.***

## **Model for cost categories for NGO grants**

| **Cost category** | **Cost sub-category** | **Suggested budget specification** | **Ceilings and principles applied (including examples of typical cost areas/functions)** |
| --- | --- | --- | --- |
| **DIRECT COSTS** are the costs of all necessary and reasonable inputs associated with functions, which are directly necessary to deliver a programme or project.DIRECT COSTS (as defined by the Money Where It Counts protocol) includes the following cost functions:* Programme/project and grant management, technical delivery, quality control functions.
* Visibility and communications.
* Human Resources and security.
* Compliance.
* Finance, procurement, payroll, information technology and administration.
 |
| **A,****Direct costs** | **A.1.****Direct activity cost.*****(Aktivitets-omkostninger)*** | * Programme/project activities.
* Programme/project specific investments/ equipment.
* Salaries (HQ and local, documented by time registration).
* Travel (activity specific only).
* Events, conferences related to outcomes/outputs.
* Leverage for external funding (e.g., EU projects with an impact on the targeted outcomes/outputs).
 | * Linked and allocated to outcomes/outputs (c.f. agreed results framework/ theory of change, ToC).
* Allocation to outcomes/outputs documented through fair, transparent and reasonable cost allocation mechanism (e.g., time registration-key or similar).
* Personnel costs documented through time registration.
* Pooled direct activity costs allocation documented through fair, transparent and reasonable cost allocation mechanism (between outcomes/outputs and among projects/donors/funding arrangements, e.g., through pro rata, time registration-key, full time equivalents, head count or similar).

Direct activity costs will typically cover the following areas:* Programme/project management (i.e., management of an activity or package(s) of activities that contribute to the targeted outcomes/outputs).
* Technical assistance, monitoring and compliance.
* Activity specific service delivery.
* Activity specific pilot studies and appraisals.
* Development of partnerships in Global South through capacity development, advocacy/policy work, strategic service delivery etc.
* Programme/project specific advisory and support to local independent implementing partners (i.e., supporting local operational capacity and localisation).
* Purchase of physical assets/items for programme/project-specific activity (incl. ITC).
* Costs related to leverage for external funding including TA-support (excluding fund raising cost).
 |
| **A.2.** **Implementation through local independent partners.*****(Overførsler til uafhængige partnere)*** | * Transfers to (or expenses by) local independent implementing partners.
 | * Linked and allocated to outcomes/outputs (c.f. agreed results framework/ theory of change, ToC).
* Allocation to outcomes/outputs documented through fair, transparent and reasonable cost allocation mechanism (e.g., through pro rata, time registration-key, full time equivalents, head count or similar).
* Unspecified admin fee or overhead lump sum not eligible.
* ‘Independence’ analysed and justified in terms of the following indicative criteria: 1) judicial independence 2) independent governance structure, 3) financially diversified source of funding and 4) degree to which it is rooted in local community (e.g., through volunteers, membership base, local donation). As such, the criteria exclude transfers to country and regional offices, functioning as extensions of the MFA-funded organisation or the international alliances to which the MFA-funded organisation is a member.

Direct transfers will typically cover the following areas:* Implementation/operational cost by local independent partners in Global South (direct costs).
* Grants assigned/committed to implementing sub-partners through an application process / ‘call for applications’ (not necessarily disbursed in the same financial year/accounting period).
* Audit expenses borne by local implementing partners.
* Indirect cost of local independent partner (i.e., inclusion of transparent and documented fair share of local partners’ indirect costs acceptable, documented through transparent and reasonable cost allocation mechanism e.g., through pro rata, time registration-key, full time equivalents, head count or similar).
* Potentially, indirect costs may be included as an unspecified administrative fee for the local implementing partners (shall be kept at a minimum, must be based on partner capacity assessment and justified, max 7% of the direct cost of the local partner).
 |
| **A.3.****Allocated programme-support cost.*****(Program-understøttende funktioner / fælles-omkostninger)*** | * Salaries related to programme supporting activities.
* Investment and equipment for programme support staff.
* Travel related to programme supporting activities.
* Other essential programme supporting services/ expenses/ functions.
 | * Justifiable/explained.
* Linked and allocated to outcomes/outputs (c.f. agreed results framework/ theory of change, ToC).
* Allocation to outcomes/outputs documented through fair, transparent and reasonable cost allocation mechanism (e.g., time registration-key or similar).
* Primarily pooled cost functions (i.e., programme supporting cost functions with benefit to several programmes/ donors/ grants/ funding arrangement).
* Pooled programme support cost allocation documented through fair share, transparent and reasonable cost allocation mechanism (between outcomes/outputs and among donors e.g. through pro rata, time registration-key, full time equivalents, head count or similar).

Programme support costs will typically cover the following areas:* Management of programme staff.
* Planning (such as a new phase of ongoing programmes/projects), coordination of activities and preparation of documentation.
* IT equipment (ICT) for programme supporting functions.
* Recruitment of programme/project specific staff.
* Programme/project specific studies, reporting, finance and procurement tasks.
* Programme/project specific advisory and support to local independent implementing partners (i.e., supporting local operational capacity and localisation).
* Programme/project specific or cross cutting reviews and external evaluations.
* Participation of resource persons in connection with evaluations.
* Expenses linked to HQAI/CHS verification/certification of partner itself.
* Programme specific or cross cutting reviews and external evaluations.
* Fair share of necessary personnel related costs (for essential program supporting staff and functions, e.g., social security, HR, security/safety and finance incl. expat related costs) through time registration or fair/transparent reallocation keys/ cost allocation mechanism.
* Fair share of programme supporting cost functions at HQ as well as local or regional country office, through reallocation keys/ cost allocation mechanism (e.g., warehouse and office costs including rent, cleaning, utilities and supplies, telephone and internet costs, goods, materials, maintenance, payroll, procurement).
 |
| **A.4, A.5, A.6 (n.a.)** | (n.a.) | (n.a.) |
| **A.7.****Audit** | * Auditor’s fee
 | * Auditor’s fee related to programme financial audit exclusively.
 |
| **INDIRECT COSTS** (as defined by the Money Where It Counts protocol) are the costs of all necessary and reasonable inputs associated with functions, which are directly necessary to manage the agency as a whole, provide oversight over all its activities and put into place the overarching policies, frameworks and systems that enable it to operate. It is not practicable to relate indirect costs to individual funding arrangements directly, but without the functions they represent, programmes and projects could not be delivered effectively, efficiently, on time, and safely. |
| **B.****Indirect costs.** | **B.1.** **Administration fee.** | No specification needed. | * No specification needed.
* Max 7 % of direct cost.
* Non-activity specific costs, i.e., costs, which are not a result of or linked to an individual development programme/project.

The following costs for administration are typically considered to be covered by the administrative costs:* Administration and accounting of the organisation itself (i.e., not related to program activities).
* Visits and monitoring visits not part of activity-specific monitoring (i.e., activity-specific monitoring is included in A.1 or A.3.).
* Recruitment of non-activity-specific personnel (i.e., recruitment of activity-specific personnel and essential support staff is included in A.1 or A.3.).
* Contact/dialogue with the MFA (other than participation in coordination of activities financed under the MFA grant).
* Fund raising.
* Planning of applications and negotiating proposals.
* General compliance and administrative and legislative reporting tasks in relation to the organisation (e.g., VAT, audit).
* General budget and accounts tasks (i.e., program specific budget and accounting tasks are included in A.1 / A.3. according to actual time registration).
* Involvement or the organisation’s leadership in the general governance and cooperation (by leadership is to be understood the general secretary/director and members of the board/executive committee not involved in activity specific tasks; i.e., activity specific involvement documented by time registration may be included in A.1. or A.3.).

Indirect cost functions enable the organisation to deliver effectively and operate professionally. Enabling functions include:* Maintaining the organisation legally in the jurisdiction in which it is constituted.
* Governing and managing the organisation and ensuring that it is appropriately directed and well controlled.
* Ensuring the organisation’s overall compliance with applicable, laws, regulations and other requirements in its home country or countries.
* Developing, maintaining and applying the organisational frameworks and policies required to enable the organisation to operate globally, including but not limited to: risk management policy and framework, the procurement policy, the financial control policies and frameworks, the employment policies, the due diligence framework, other necessary compliance policies, the quality control policies and frameworks.
* Developing and maintaining the global systems required to ensure the effective and efficient delivery of the organisation’s functions, e.g., the underlying global communications network, security and communications platforms.
* Preparing, reviewing and acting upon financial and operational performance reports for the organisation as a whole.
 |
| **INELIGIBLE COSTS** (as defined by the Money Where It Counts protocol) are the costs, which are not accepted for funding under the funding arrangement. |
| **C.****Ineligible costs** |  |  | **Guidance and thresholds:*** Not to be included in budgets or reporting.
* Shall be covered by other (i.e., non-MFA) sources of funding.

**The following costs are considered ineligible (unless explicitly agreed):*** Losses due to fraud and corruption.
* Purchase of land and buildings.
* Disallowed costs (disallowed costs of local partners or costs irrelevant for the agreed purpose of the funding arrangement or outside project period).
* Costs of general fundraising for un-earmarked funding (i.e., unrelated to the specific project/programme).
* Costs of gifts and donations.
* Alcohol and tobacco.
* Excessive or reckless expenditure.
 |

**ANNEX F**

## Background information on applicant(s)

|  |
| --- |
| **1.1 Background information on lead applicant** |
| **General** |
| Name of organisation/entity:  |   |
| Address of organisation/entity: |   |
| Name & title of contact person |  |
| Telephone |   |
| E-mail |  |
| Webpage |  |
|   |
| **Administrative and Legal Aspects**  |
| Specify the type of organisation/entity:  |   |
| When was the organisation/entity established? |  |
| Is the organisation/entity legally registered in the country of the proposed project? With which authority? [if applicable] |  |
| Total number of full-time staff   |  | Total number of part time (if any):  |  | Total number of volunteers (if any): |  |
| Does the organisation/entity have a Management Board |  |
| What was the organisation/entity’s total budget for the past 3 years (**include currency**)? |  |
| The organisation/entity produces an annualaudited financial statement |  |
|   |
| **Brief description of applicant** |
| Vision, mission statement, thematic and geographical focus  |   |
| Experience and expertise in the project’s thematic and geographical area? |   |
| Does the organisation/entity have physical presence in the targeted geographical area? Where? [if applicable] |   |
| Does the organisation/entity have procedures for procurement, internal control, anti-corruption? |   |
| Does the organisation/entity have procedures for preventing and responding to sexual exploitation, abuse or harassment (SEAH) |  |

|  |
| --- |
| **1.2 Background information on co-applicant** |
| **General** |
| Name of organisation/entity:  |   |
| Address of organisation/entity: |   |
| Name & title of contact person |  |
| Telephone |   |
| E-mail |  |
| Webpage |  |
|   |
| **Administrative and Legal Aspects**  |
| Specify the type of organisation/entity:  |   |
| When was the organisation/entity established? |  |
| Is the organisation/entity legally registered in the country of the proposed project? With which authority? [if applicable] |  |
| Total number of full-time staff   |  | Total number of part time (if any):  |   | Total number of volunteers (if any): |  |
| Does the organisation/entity have a Management Board |  |
| What was the organisation/entity’s total budget for the past 3 years (**include currency**)? |  |
| The organisation/entity produces an annualaudited financial statement |  |
|   |
| **Brief description of applicant** |
| Vision, mission statement, thematic and geographical focus  |   |
| Experience and expertise in the project’s thematic and geographical area? |   |
| Does the organisation/entity have physical presence in the targeted geographical area? Where? [if applicable] |   |
| Does the organisation/entity have procedures for procurement, internal control, anti-corruption? |   |
| Does the organisation/entity have procedures for preventing and responding to sexual exploitation, abuse or harassment (SEAH) |  |

**ANNEX H**

**Grant application**

 ***[Title of the call for proposals]***

## Lead applicant declaration

The lead applicant, represented by the undersigned, being authorized signatory of the lead applicant, and in the context of the present application, representing any co-applicant(s) and affiliated entity(ies) in the proposed project, hereby declares that:

1. The lead applicant has the sources of financing and professional competence and qualifications needed to undertake the project;
2. The lead applicant is directly responsible for the preparation, management and implementation of the project with the co-applicant(s) and partners, if any (including duty of care of involved employees), and is able to provide proof of the consent of the co-applicant(s) to be included in the present application;
3. The lead-applicant and each co-applicant (if any) is in a position to deliver upon request, the following supporting documents: documentation of legal entity and statutes, and audited annual reports for the last two financial years; a copy of the latest profit and loss accounts;
4. The lead applicant and each co-applicant (if any) are eligible in accordance with the eligibility criteria set out for this call for proposals.

We acknowledge that if the declarations or information provided proves to be false, we may be subject to rejection from this procedure.

Signed on behalf of the lead applicant

Name:

Signature:

Position:

Date: