APPLICATION FORM FILLING INSTRUCTIONS
NB. This form should be used for all applications.

The mandatory fields in the form must be completed before it can be returned to the e-Service account. Please enter 0 in the mandatory numbered fields, if no information is available.

1. Applicant organisation's details
1.1 Applicant organisation's full official name. Provide the applicant organisation's name that was used when it was registered in Finland.
1.2 After you have downloaded the applicant organisation's basic information form in the e-Service, you will receive an acknowledgement of receipt in PFD format, which includes a user ID. Enter the user ID in this field. The ID is in the format UHA2020-0000xxx. The application and the applicant's basic details are linked together through the user ID.
1.3 If other Finnish actors other than the applicant organisation will take part in the project's implementation, please provide the full official name of each participant. Note: The local cooperation partner is mentioned in field 10.
1.5 Describe the applicant organisation's previous experience and expertise in the field of the project, including cooperation with other local, Finnish and international actors. Present verifiable results from its previous activities that are relevant in this context.
1.6 Describe the applicant organisation's previous experience of the project's operating environment, including cooperation with other local, Finnish and international actors. Present verifiable results from its previous activities that are relevant in this context.
2. Provide the name of a person who can provide information concerning questions about the project application.
2.4 The telephone number must be in the format +358XXXXXXXXX.

3. Basic project information
3.1 Project's full title in Finnish.
3.2 Project's full title in English.
3.3 From the list, select the country where the project will be implemented. If the project will be implemented in more than one country, select the geographical area from the list that best corresponds to the project area. When you provide the number of countries where the project will be implemented, the form will give you a menu of a corresponding number of countries (country number 1, country number 2, etc.). Select the countries and fill in the given fields.
3.4 Specify the region where the project will be implemented, such as province, region, municipality, city, district and village. Include the project's GPS coordinates in the format of degrees, minutes and seconds (DMS), e.g. 41°24'12.2"N 2°10'26.5". For guidance on searching and reporting geospatial information: https://support.google.com/maps/answer/18539?hl=fityy. The Ministry for Foreign Affairs does not reveal GPS data if the applicant organisation communicates to the Unit for Civil Society (KEO-30) its suspicion that such disclosure might cause security risks.

4. Statistical information about the project for statistical purposes at the Foreign Ministry
4.1 The Ministry for Foreign Affairs provides a report of actual disbursements to the Development Assistance Committee (DAC) of the OECD on an annual basis. The statistics are based on the OECD's Common Reporting Standard (CRS). A separate DAC categories document appended to the application files gives more detailed clarifications of the CRS codes. Select no more than three main categories, in which the project seeks to attain results. If you are unsure of the category, select the category/-ies that, in your opinion, best describe the project. Firstly, select the main category, such as education, health, civil society. After that you can view more detailed descriptions of each main category. Define these categories' percentage value based on their share of the project's results targets. The percentage must be 100% in total.

> 4.4.1 Select the alternative in the menu that corresponds to the principal objective of your project. If you don't find the principal objective of your project among the objectives on the menu, select "no DAC objective". You can find more detailed clarifications of the DAC objectives from a separate DAC categories document, appended to the application files.
> 4.4.2 Even if the project's principal objective cannot be found on the DAC objectives list at 4.4.1, it is possible to find some similarities from the significant objectives. Select from the list the DAC significant objectives that are the project's significant objectives, that is, essential objectives alongside the principal objectives. You can select several significant objectives. If one of the significant objectives is an objective set at the Rio Earth Summit, define a

percentage for it. Estimate the share of, for example, combatting desertification of the environmental objectives. (For example, If the project involves both combating desertification and climate change adaptation, estimate both activities' share of the full 100%). The percentages are estimates.
Note: the significant objective cannot be the same as the selected principal objective.
4.5 Before completing this field, read the instructions relevant for the project concerning the definition of the priorities, human rights based approach and beneficiaries related to the project. Guidance Note relating to the definition of development policy priorities, the human rights based approach (HRBA) and the beneficiaries.
4.5.1 From the given four alternatives, select one principal development policy priority area for the project. Select the last alternative, if the project does not contribute to any of the development policy priority areas.
4.5.2 If necessary, select 1–2 priority areas to which the project also contributes.
4.5.3 Select one level out of the four alternatives.
More information in English: Human Rights-Based Approach in Finland's Development Cooperation, Guidance Note 2015.
4.5.4 If one or several of the final right holders/beneficiary groups belong to any of the vulnerable groups, tick the box next to them. Select from the menu the vulnerable groups that belong to the final beneficiaries. Note! These right holders/beneficiaries should also show in the project's results targets, plans and implementation. If you selected persons with disabilities, select from the opening menu the one alternative that best describes the project. Provide an estimated percentage of the project's funding targeted at persons with disabilities.

5. Project description
5.2 Describe briefly:
- What will be done?
- Why? (The problem and expected development impacts)
- What will be the project's immediate results?
- Who will benefit from the activities?
- Who will be involved in the project? Who is the project's actual implementor?

Note! Please complete this field carefully, because the Ministry will use the applicant's text when the decisions on discretionary government transfers are published.
5.3 The same description as above in English. NB! The Ministry will use this field when a decision on a discretionary government transfer is published.
5.4 Describe the project's planning phases: Describe the origin of the project idea and the process of defining the project objectives as well as the phase when the activities were planned. What are they based on? Who were involved in the planning process and in which ways? What kind of preparatory studies were made to form an idea of the baseline situation? Has an initial baseline study or a plan for conducting one been made?
5.5 Describe the local development strategies and other actors that are essential from the point of view of the project's objectives. Describe the existing strategies and plans whose implementation the proposed project supports. Name other local, national, Finnish and international actors in the project's field of operation or area of activities. Describe the different actors' cooperation and what added value this project brings to the ongoing cooperation.
5.6 Describe the project's direct and indirect beneficiaries/rights holders. Give an estimation of how many they are. Specify whether they are women, men, children, young persons, representatives of a certain occupation, etc. (cf. 4.5.4). Have the rights of minorities and other vulnerable groups, including persons with disabilities and persons and groups subjected to multiple discrimination been taken into account in the selection process? If attention has not been paid to these groups at all, give the reasons for that. Explain the reasons behind the selection of the beneficiaries/right holders. How will the participation of these groups, in particular, promote resolving the development problem that the project focuses on? Describe each group's participation in the project planning and their tasks and responsibilities in the implementation of the project. How has the beneficiaries'/right holders' ownership been verified?

6. Impacts of the project
6.1 What are the long-term impacts the attainment of which the project supports? What long-term effects does the project have, for example in order to reduce extreme poverty or inequality, strengthen the capacity of civil society or implement human rights?

6.2 Which of the goals of sustainable development (2030 Agenda) (and sub-targets) (max. 3) the project supports (https://um.fi/agenda-2030-sustainable-development-goals)? Is the project in line with the national, local and/or partner's development strategy? If not, give reasons for this.
6.3 How does the project promote Finland's development policy priorities and objectives?

7. The projects immediate results
7.1 List the results created in the course of the project (the drop-down menu gives a new line for each result; however, no more than 5). The project's immediate result is a positive change, which is expected to be reached in the course of the project cycle, for example, a 15% hike in crop yield or improved awareness of becoming entitled to education, or better market access. Press the plus button for more lines.
7.2 Also describe the indicator (see the SMART guidelines. If you wish, you can also use the Foreign Ministry's aggregate indicators of Finland's Development Policy.)
7.3 What is the baseline of the indicator set for each outcome. If a preliminary assessment related to this has not been done yet, describe how this information can be specified.

8. Outputs of the project
8.1 Enter the outputs created in the course of the project in the table; no more than 10 outputs. Outputs are the concrete final results of project activities, and they should be specified in as much detail as possible. Describe the output, which may be a written and printed manual or an x number of trained men/women or a new network of actors. Press the plus button for more lines.
8.2 What result(s) mentioned in field 7. are promoted by means of this output?

9. The project's operating environment and risks
9.1 Provide a brief account of the project's operating environment.

1. Social and cultural conditions, e.g. the opportunities of participation of different genders, minorities, indigenous peoples, persons with disability, and the HIV/AIDS situation in the region
2. Political factors and local administrative structures
3. Financial resources and factors
4. Infrastructure and technology
5. Natural conditions, including climate sustainability.

9.2 What internal risks can influence the project's success? Describe the most central internal risks from the project's point of view, such as the actors' deficient capacity to implement and administer it, challenges in the beneficiaries'/right holders' participation and in motivating them. How have these risks been taken into account in project planning and what measures are taken to prevent them?
9.3 Describe the most central external risks from the project's point of view, such as problems in the cooperation between public authorities, **corruption**, political changes, changes in the state of the environment, and the probability and impacts of natural disasters. How have these risks been taken into account in project planning and what measures are taken to prevent them? (See RBM manual)
9.4 Will the operating environment suffer or will the life of the beneficiaries be negatively affected because of the project? For example, will the use of fuel-wood or the amount of waste increase, will anyone's position become unfavourable, will services that are above the general level cause conflicts or create rivalries. What can be done to eliminate these negative effects?

10. Local cooperation partner
The local cooperation partner has the main responsibility for the project and participates in project planning and implementation. The local cooperation partner has concluded a Memorandum of Understanding with the Finnish project implementor. If the main responsibility for the project is shared by several local actors, open the drop-down menu to get more lines from the "Cooperation partner" field and complete the details for each local actor that exercises a significant responsibility for project implementation.
10.10 The person who can answer questions related to the project application. If the cooperation partner is a big organisation headquartered outside the project's location, provide the contact details of the person who has direct responsibility for the project and who works in the project district.
10.11 Describe the partner organisation's position in society, core expertise, working methods and decision-making structure. Are the beneficiaries/right holders represented in the cooperation partner's decision-making system or what is the partner's relation to the ultimate beneficiaries? Give the reasons for choosing this partner organisation. How has the applicant organisation established

contacts with the cooperation partner? How does the project support the objectives of the local partner organisation, including advocacy? Explain the distribution of responsibilities and roles, and decision-making procedures of the country of operation and the Finnish organisation. If the applicant organisation has worked together with the partner organisation in other projects before, tell about the collaboration and the results or impacts they achieved.
10.12 What are the strategic objectives of the local partner? How well does the local partner organisation know the sector-specific best practices and the common policies shared by actors in the branch of administration? What kind of projects have they carried out and what verifiable results have been achieved with other partners? Describe the partner organisations' local, national and international networks.
10.13 Cooperation partner's capacity

10.13.1 The partner organisation's year of establishment
10.13.2 Year of registration and name of the registration authority If the partner is not registered, give the reasons.
10.13.3 Provide the number of members in the partner organisation.
10.13.4 Describe the partner organisation's strategic objectives. Have the objectives been recorded in the organisation's rules or other corresponding document?
10.13.5 Inform the amount of funding (EUR) raised by the partner organisation in the previous accounting period. Describe the fundraising means and methods used by the partner organisation (e.g. membership fees, other financiers, revenue from sales).
10.13.6 Inform the number of personnel employed by the partner organisation.
10.13.7 Inform the number of volunteers working for the partner organisation.

10.14 Mention any other local or international donors, such as public bodies, foundations, international organisations, taxpayers. This field is about the partner organisation's general funding, while 11.2. below focuses on other project funding. Press the plus button for more lines.
10.14.1 Name of donor
10.14.2 Share of donor support as a percentage of the partner organisation's total revenue in the past accounting period.
10.14.3 Possible additional information about the donor, funding period, amount of funding, etc.
10.15 Which cooperation partner capacity (e.g. expertise, resources, funding base, processes and ability to join and participate in necessary networks, and innovation capabilities) is meant to improve and why? Has the partner organisation expressed wishes concerning improvement of its own capacity? Describe the measures expected to develop the capacity.

11. Other cooperation partners
11.1 List the other parties involved in the project and their objectives and actions. Describe how the different parties will participate in the implementation of the project and in establishing their operating conditions. How are responsibilities divided between the Finnish and local partners and the other actors? What has been agreed about decision-making?
11.2 Does the project receive other funding from Finland or elsewhere? (See field 10.14 above for the partner organisation's general funding.) Press the plus button for more lines.
11.2.1 Name of donor
11.2.2 Share of donor support for project funding in euros.
11.2.3 Possible additional information about, for example, the donor, continuation of funding, and the conditions the donor has set for the project.

12. Project budget, the amount of applied discretionary government transfer and its intended use
12.1 Year when the applied discretionary government transfer will be used. It is possible to create a four-year budget, because government support can be applied for four years at a time.
12.2 Total project expenditure, including applicant organisation's self-financing, in euros.
12.3 Applicant's monetary self-financing in euros.
12.4 Applicant's voluntary work and service and material donations in euros.
12.5 The programme automatically calculates the self-financing total and its percentage of the total expenditure. Subtract the total project expenditure or add self-financing, if it is less than 15% or in projects related to persons with disabilities less than 7.5%. The default value of self-financing in the form is 15%.
12.6 The amount of applied discretionary government transfer in euros in this call for proposals.

12.7 Applicant's self-financing must be at least 15% of total project funding or 7.5% in projects related to persons with disabilities. No more than half of the self-financing can consist of voluntary work and service and material donations.
12.7.1 Share of monetary self-financing of the project's total budget. It is not necessary to itemise the sources of self-financing at an annual level. Self-financing cannot be considered to include other public funding or a financial contribution directed to the project by a local partner. Press the plus button for more lines.
12.7.1.1 Where and in what country is the self-financing raised?
12.7.1.2 The sum from the source in question in euros.
12.7.1.3 Possible additional information about the continuation or uncertainty of self-financing. If it is proposed that money raised from outside the European Economic Area (EEA) be used, present justifications for the approval of self-financing from countries outside the EEA. If necessary, append a longer account to the application form.
12.7.1.4 Select Yes, if also other than monetary self-financing is used in the project's self-financing. Fill in the information in the table.
12.7.2 Only voluntary work done in Finland or work done by the applicant's representative seconded from Finland, or service and material donations raised by the applicant in Finland or the EEA can be considered self-financing.
12.7.2.1 Describe the task, the donated goods or service and give the number of the tasks/goods/services. Specify the hours/days/boxes etc. contributed by a given unit. The applicant must update the list of donations and lists of hours of voluntary work.
12.7.2.2 Provide the calculation criteria used for the hourly pay or for calculating the value of the service/material. The value of voluntary work is determined based on reasonable gross salary payable for comparable work in the country in which the voluntary work is done. The value of service and material donations is calculated on the basis of their current value.
12.7.2.3 Total sum accruing from the given service and material donations and work.

13. Total project expenditure
Determine the total project expenditure. Discretionary government transfers may be used only for activities defined in this field.
13.1 The year to which the expenditure applies. Press the button "Add the total expenditure for the following year" to view the form which applies to the following year. If you wish, you can copy the first year's budget as a template for the following year.
13.2 Expenses per output are expenses arising from the project implementation that are essential for the project's success.
Inform the expenses budgeted for each output. The outputs must be the same as the outputs provided in 8.1. of the application form. Procurements and investments as well as donations form a part of the expenses required by the outputs. Monitoring, evaluation and communications are also project activities that produce outputs (monitoring report, evaluation report together with recommendations, printed article), and their costs must be included here.
Examples on how to complete the table:
- Output: e.g. curriculum, a series of lectures or an event influencing the authorities' attitudes.

- Expenses: All budgeted expenses that directly contribute to achieving the output, excluding personnel expenses.
- Further information: Provide the grounds used for calculating the total project expenses. For example, a consultant's input to a curriculum requires 20 hours of work for which they charge EUR 30 per hour, and the travel expenses of education authorities associated with their training amount to 30 x EUR 10. If necessary, append a longer account to the application. (Personnel expenses, operating and maintenance expenses or administrative expenses arising in Finland are not included in this field, because they are reported under 13.3) Press the plus button for more lines.
13.3 Expenses by type of expenditure.
13.3.1 Provide a summary of personnel expenses in the table below.
Guidance on completing the personnel expenses table:
- Local staff: Locally employed staff.
- Seconded Finnish personnel: Persons hired in Finland to work for the project in the partner country.
- Seconded Finnish personnel; accommodation and travel expenses: Provide the number of persons whose expenses are covered and enter the period of stay and the total expenses in the "Terms of pay" field.
- Project personnel in Finland: Persons engaged in project planning or implementation in Finland.

Note: Administrative personnel ARE NOT informed here, but only in the mandatory attachment 1: Project description, field 2.
- Other personnel expenses: Other than statutory labour expenses arising from the employment of Finnish or local staff.
These may include, for example, travel insurance, expenses arising from the seconded personnel's children's education, or essential staff training expenses.
Inform the total sum of other personnel expenses and specify their content under "Terms of pay".
- Voluntary work: Report the number of volunteers and the total monetary value of their work and, if necessary, the terms of pay in the additional information field. Make sure that the value of voluntary work corresponds to the values provided in 12.4. and 12.7.2.
- Number of persons: Indicate the total number of people who are working in the project or doing voluntary work or whose other costs are paid.

- Time in months: In the time field, provide the total length of the pay period in months per each personnel group for each year of the project, the number of months they do voluntary work, or the number of months that their other expenses are paid.
- Salaries and incidental costs in euros: The gross salary of all aforementioned employees and the statutory non-wage labour expenses based on the salary in total for each year of the project. For any other expenses, enter the total sum in this field.
- Terms of pay: If necessary, provide additional information about the terms of pay or other expenses.

13.3.2 Operating and maintenance expenses in the partner country are not directly linked to a certain output but consist of the project's overheads in the partner country. These may arise from occupancy of local office premises, such as rent, electricity, water, and other running real estate costs, local telephone, internet, mail and other office expenses. Operating expenses also include fuel and maintenance expenses arising from the use of machines and equipment. Similar expenses in Finland do not fall under this field but they are included in the project's administrative expenses. Press the plus button for more lines.
For guidance on completing the table concerning operating and maintenance expenses in the partner country:
- Expense: Name the type of expense, for example electricity or office expenses per xx months (if necessary, provide more details, such as office electricity, education premises' electricity).
- Unit price: This field can cover, for example, monthly rent or electricity.
- Total: Total expenditure of the type of expense for the year.
- Additional information: Provide any additional information here, such as the rent for the project is only 30%, the rent is paid for only xx months because the local implementation of the project started on X month, etc.

13.3.3 Administrative costs in Finland The project’s administrative costs may not exceed 10 per cent of the project’s actual total annual expenses (including administrative costs). The administrative costs incurred by the project in Finland can be accepted as the administrative costs of the project. In this case, the administrative costs need not be itemised. Fundraising and auditing costs fall under administrative costs. The revision and evaluation expenses are entered under 13.2 because they are part of the project's monitoring.
- Expense: Enter only one type of expenditure, "flat rate".
- Enter the administration's total expenses in the year.

13.3.4 Project's communications expenses in Finland may not exceed 5% of the project's total expenses.
13.5 Total project expenditure for the year: The programme automatically calculates the total project expenditure for the year. Move on to completing the expenses for the following year. An automatic note will pop up, if the figures do not correspond to the project's funding plan (12.1–6).
13.6 The programme automatically calculates the total project expenditure for all years of implementation.

14. Monitoring and evaluation of performance
14.1 Describe the projects’ monitoring and evaluation plan. Provide a brief description of the monitoring methods used in the project and the monitoring schedule.
14.2 Provide a brief description of the division of monitoring duties between the Finnish and local organisations.

14.3 Explain how the local bookkeeping and auditing are organised. Is bookkeeping and auditing organised locally? Who is responsible for bookkeeping? How do you select the auditor? Or do you send the receipts to Finland?
14.4 Describe the project evaluation, what is evaluated, how the results are used, who conducts the evaluation. Do you intend to commission an external evaluation? If so, when?

15. Sustainability and exit strategy
15.1 Describe how the project's sustainability is ascertained from, for example, the social, financial and institutional perspectives. How is the stability of the results guaranteed after the project has ended? How is responsibility transferred to local actors?
15.2 Describe the project's exit strategy.

16. Communications
16.1 Project communication expenses in Finland can account for 5% of total project expenditure. Note! Communication expenses are reported in 13.3.4. Briefly describe the objectives, means and target groups of communications in Finland and separately in the partner country/countries.

17. Additional information about the project
17.1 If the space in the application form was not sufficient in a particular field, the number of that field can be entered here and the text can be continued.

18. Appendices
Mandatory documents:

- project description, including a performance matrix and a risk matrix (one document), so-called “project document”,
- Memorandum of Understanding
- and also insurance (Note: a standard format on the website)

Other appendices will not be taken into account. Mandatory appendices must be appended to the application form from where they will be transferred along with the application to the e-Service. Note! The maximum size of the appendices is 10MB. The name of an appendix must not contain special characters (i.e. ä / ö) or spaces. Of special characters only underscore and hyphen are allowed. File names must end in a file format abbreviation (e.g. .docx). If other than the accepted characters are used in an appendix, the application will not proceed in the e-Service but it will be remain to be handled manually. In that case, the applicant must download the application form from the Ministry's website for a second time, complete it and send it again via the e-Service.