

## INSTRUCTIONS FOR FILLING IN THE APPLICATION FORM

Note: A separate application form is available for continuation projects.

The mandatory fields must be completed before the form can be returned to the e-services account. Please enter 0 (zero) in the mandatory numbered fields, if the field is not applicable.

### 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 submitted the applicant organisation's basic information form to the e-services, you will receive a PDF file with your user ID. Enter the user ID in this field. The ID is in the format of UHA2020-000000. The application and the applicant's basic details are linked together through the user ID.
- 1.3. If other Finnish actors 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/-s is/are mentioned in field 10.
- 1.4. Describe the applicant's expertise and previous experience in the project sector, including cooperation with other local, Finnish and international actors and the results of previous activities.
- 1.5. Describe the applicant's previous experience of the project's operating environment, including cooperation with other local, Finnish and international actors

### 2. Give the name of a person who can answer to questions relating to the project application.

- 2.4. The telephone number must be in the format of +358XXXXXXXXXX.

### 3. Basic project details

- 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 is implemented in more than one country, select the region in the list that best corresponds to the project area. Enter the number of countries where the project will be implemented to get a list of countries for a corresponding number of countries (country number 1, country number 2, etc.).  
Select the countries in the given fields.
- 3.4. Specify the region where the project will be implemented, such as a province, county, municipality, city, district or village. We recommend that in this section, you also indicate the GPS coordinates of your project in the form of degrees, minutes and seconds (DMS), e.g. 41 ° 24'12.2 "N 2 ° 10'26.5".  
More detailed guidance on searching and reporting specific locations is available here: <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. Project data for statistical purposes in the Ministry for Foreign Affairs

- 4.1. The Ministry for Foreign Affairs reports the annual disbursement of funds to the Development Assistance Committee (DAC) of the OECD. In compiling the data, the Ministry uses 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 not sure of the category, select the code(s) that, in your opinion describe them best. First select the main category, such as education, health or civil society. After that you can view more detailed descriptions of each main category. In respect of the main categories, estimate the proportion of the project's results targets in the category in question in percentage terms. 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 you did not find the principal objective of the project on the DAC objectives list in Section 4.4.1., there may be similarities among the significant objectives and project's objectives. Select from the list those 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, determine a percentage for it. Estimate the share of combating desertification, for example, of the actions included in environmental objectives. (For example, if the project involves both combating desertification and climate change adaptation, estimate the proportion of each from 100%). The percentages are estimates. Note: the significant objective cannot be the same as the selected principal objective.

4.5. Before completing this section, read the [guidance note related to the definition of the development policy priorities, the human rights-based approach and the beneficiaries in the context of the project](#).

4.5.1. From the given four alternatives, select one principal development policy priority area for the project.

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: [Human Rights-Based Approach in Finland's Development Cooperation, Guidance Note 2015](#).

4.5.4. Tick the box if one or more of the project's right-holder groups/beneficiary groups belongs to a vulnerable group. Select from the menu the vulnerable groups that belong to the project's beneficiaries. Note: The role of 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 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. Description of the project's continuation phase in Finnish. Note: Please complete this field carefully, because the Ministry will use the applicant's text when the decisions on discretionary government grants are published. Describe briefly:

- What will be done?
- Why? (The problem and expected development impacts)
- What will be the project's outputs?
- Who will benefit from the activities?
- Who will be involved in the project? Who is the project's implementor?

5.3. The same description as above in English. Note: The Ministry will use this field when a decision on a discretionary government grant is published.

5.4. Describe the project's planning phases: Describe the process from the project idea to the definition of results targets (outcome and output) and planning of the activities. What are they based on? Who participated in the planning and in which ways? What kind of preparatory studies were used to form an idea of the baseline situation? When and by whom an initial assessment of the project was carried out or, if it has not yet been done, describe the plan, including the means and schedule for determining the baseline results targets.

5.5. Describe the local development strategies and other actors that are relevant from the point of view of the project's objectives. Describe the existing local strategies or plans and how the proposed project will support their implementation. Who are the other local, national, Finnish and international actors in the project's field of operation or area of activities. How do the different actors cooperate and what added value this project brings to ongoing cooperation.

5.6. Describe the project's direct and indirect beneficiaries/right-holders and determine their numbers. Specify whether they are women, men, children, young persons, representatives of a certain occupation, etc. (cf. 4.5.4.2.) Has the realisation of the rights of minorities and such other vulnerable groups as persons with disabilities and persons and groups subject to multiple discrimination been taken into account in their selection? If attention has not been paid to these groups, give the reasons for that. Also describe the duty-bearers of the project. Explain why just these right-holders and duty-bearers were selected. How will the participation of these groups, in particular, contribute to the solution of the development problem that the project aims to tackle? Describe each group's participation in the project planning and their tasks and responsibilities in the implementation, monitoring and reporting of the project. How has the ownership of the beneficiaries/right-holders been ascertained?

## 6. Impacts of the project

Note: The impacts of the project can be described in more detail in Appendix 1 as well as in the results matrix to be appended to the application. See also the [RBM guidelines in Finland's Development Cooperation](#).

6.1. Mention the long-term measurable development objective, whose achievement will be significantly promoted by the project. What long-term impacts does the project have, for example, on efforts to reduce extreme poverty or inequality, to strengthen the capacity of civil society, or to implement human rights?

6.2. Which sustainable development goals (2030 Agenda) (and targets) (max. 3) the project supports (<https://um.fi/agenda-2030-kestavan-kehityksen-tavoitteet>)? Does the project promote the objectives of the Paris Agreement on Climate Change? (Note: The local development goals and strategies are discussed in section 5.5.)

6.3. How does the project promote Finland's development policy priorities and objectives?

## 7. The outcomes of the project

Before completing this section, study the theories of change and indicators of Finland's development policy ([Theories of Change and Aggregate Indicators for Finland's Development Policy 2020](#)). The Ministry for Foreign Affairs encourages organisations to use aggregate indicators in reporting their results whenever these are relevant to the project.

7.1.1. List at most 5 expected outcomes of the project. A project's outcome (or immediate result) is a concrete positive change expected to be achieved during the project, such as improved learning

outcomes of pupils, improved yields/returns of smallholder farmers. Open a new line from the drop-down menu for each result. Press the plus button for more lines.

7.1.2. Give the indicator or indicators used to monitor the achievement of the result (see [guidelines for determining SMART indicators](#)). Also list any aggregate indicators of the Ministry for Foreign Affairs that the project contributes to.

7.1.3. Indicate the baseline value of the indicator(s). If a baseline related to this has not been done yet, describe the plan for specifying this information.

## **8. Outputs of the project**

8.1. List no more than 10 outputs created in the project, itemising them as clearly as possible. The outputs are the concrete end or intermediate results of the project activities, created during the project. Describe the output, for example 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 section 7 does this output contribute to?

## **9. The project's operating environment and risks**

9.1. Provide a brief description of the project's operating environment, with an emphasis on factors relevant to the project, such as:

- social and cultural conditions, including civil society's situation, human rights situation, opportunities of participation for different genders, minorities, indigenous peoples and persons with disabilities.
- key political factors and political situation in terms of the project's sector as well as local administrative structures,
- economic factors, such as the employment situation and livelihood opportunities,
- challenges and opportunities related to infrastructure and technology,
- natural conditions and the impacts of climate change.

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 the project, challenges in the engagement and motivation of beneficiaries/right-holders, abuse of power or funds, or sexual abuse and harassment. How have these risks been taken into account in project planning, what measures will be taken to prevent them, and what is done if a risk materialises? What are the responsibilities for preventing and managing these risks? Where applicable, see also the [Risk Management Policy of the Ministry for Foreign Affairs and the related guidelines](#).

9.3. Describe the most central external risks from the point of view of the project's implementation, such as problems in the cooperation between authorities, corruption, political changes, changes in the state of the environment, the probability and impacts of natural disasters. How have these risks been taken into account in project planning, what measures will be taken to prevent them, and what is done if a risk materialises? What are the responsibilities for preventing and managing these risks?

9.4. Read the Foreign [Ministry's guidelines on ensuring the minimum level of "do no harm" in the cross-cutting objectives](#). Will the project have adverse effects on the operating environment or on the life of the beneficiaries? For example, will it lead to increase in the use of fuel-wood, an unfavourable position for some, conflicts or rivalries, etc. What can be done to mitigate these negative effects?

## 10. Local cooperation partner

The local cooperation partner is the actor that has the main responsibility for the project and with whom the project has been planned and will be implemented. The Finnish applicant has concluded a Letter of Intent with the local cooperation partner. 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 partner is a large organisation headquartered outside the project locality, enter the contact details of the person working in the project locality who has a direct responsibility for the project.

10.11. Describe the partner's position in the project's operating environment and in the project's target country or region, core expertise, operating methods and decision-making system. Are the project's beneficiaries/right-holders represented in the cooperation partner's decision-making system? What is the partner's relation to the 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? What are the respective responsibilities and roles of the local partner and Finnish organisation? What has been agreed about decision-making? If the applicant organisation has worked together with this partner organisation in other projects before, tell about the collaboration and the results or impacts they achieved.

10.12. What are the local partner's strategic objectives? How well does the local partner organisation know the sector-specific best practices and the common policies shared by actors in the sector? 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. The year of registration and name of the registration authority. If the partner is not registered, give the reasons for that.

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 rules of the organisation or other similar documents?

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, sales revenue).

10.13.6. Inform the number of personnel employed by the partner organisation in person-years.

10.13.7. Inform the number of volunteers working for the partner organisation.

10.14. In the table, fill in the names of the other local or international donors of the partner organisation, such as representatives of public administration, foundations, international organisations and 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. Proportion of donor support as a percentage of the partner organisation's total revenue in the previous financial year.

10.14.3. Possible additional information about the donor, funding period, amount of funding, etc.

10.15. What cooperation partner's capacity the project aims to improve (e.g. certain thematic skills, what?), financial resources, fundraising methods, administrative skills and processes, networking skills and innovation skills). Why will its capacity be strengthened in these areas? What wishes regarding the

improvement of its capacity has the partner expressed and what needs do they have with regard to e.g. training received from other operators? Describe the measures that are aimed to develop the capacity and the ways in which progress will be monitored.

## **11. Other cooperation partners**

11.1. Fill in the other project partners (e.g. companies, educational institutions, other organisations, authorities, networks). How are the project's objectives and activities related to different cooperation partners, and what added value does each cooperation partner bring to them? Describe the different parties' participation in the implementation of the project or in creating preconditions for the activities. What are the respective roles and responsibilities of the actors involved?

11.2. Does the project receive other funding from Finland or elsewhere? (See 10.14. Above for the partner'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 grant and its intended use**

12.1. Year when the applied discretionary government grant will be used. Discretionary government grant 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 self-financing in euros.

12.4. Applicant's voluntary work and service and material donations in euros.

12.5. The program automatically calculates the share of self-financing and its percentage of the total expenditure per year. 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%. In the form, the default value is based on the terms and conditions, corresponding to 15% of self-financing for each year of implementation. No more than half of the self-financing can consist of voluntary work and service or material donations.

12.6. The amount of applied discretionary government grant in euros in this application round.

12.7. The applicant's self-financing must be at least 15% of the project's total funding or 7.5% in projects related to persons with disabilities.

12.7.1. Share of self-financing in euros of the project's total budget. At least half of the self-financing must be in cash. The applicant does not need to itemise the sources of self-financing at an annual level. Self-financing cannot 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 will the self-financing be 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 funds collected from outside the EEA be used for self-financing, present reasonable grounds for accepting the self-financing contribution from non-EEA countries.

12.7.1.4. Select Yes, if also other than money is used in self-financing. Fill in the information in the table.

12.7.2. Only voluntary work carried out in Finland or by a posted representative of the applicant from Finland or material or service donations collected by the applicant from Finland or the EEA will be approved as 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/items etc. contributed by a given unit. The applicant must keep the list of donations and voluntary workers hours of work updated.

12.7.2.2. Provide the calculation criteria used for the hourly pay or for calculating the value of services/material. The pay for voluntary work is determined on the basis of the amount of a reasonable gross salary paid for similar work in the country where the voluntary work is done. The value of service and material donations is calculated based on 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 project's total expenditure. Government grant may be used only to cover costs specified in this section.

13.1. The year to which the expenditure applies. To get the form for the following year, press "Add total expenditure for the following year" button. If you wish, you can copy the budget of the first year for default values of the following year.

13.2. Costs per output are costs arising from the project implementation that are essential from the point of view of the results of the project. Enter the costs budgeted for each output.

The outputs must be the same as the outputs mentioned in 8.1. of the application form. Procurement, investments and donations may contribute to the costs required by the outputs. Monitoring, evaluation and project information are also project activities generating outputs (follow-up report, evaluation report together with recommendations, a 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.
- Expenditure: All budgeted costs that directly contribute to achieving the output, excluding personnel expenses.
- Additional information: Provide the grounds used for calculating the project's total expenditure. For example, preparing a curriculum requires 20 hours of work by a consultant who charges EUR 30 per hour as well as reimbursement of travel costs incurred by the organisation of training for the education authorities (30 x EUR 10). (Do not include personnel expenses, operating and maintenance costs or administrative or communications costs incurred in Finland in this field because they are reported in field 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.

For 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:
- Give 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: Details of the administrative personnel must not be given here; instead, they are provided in the mandatory Appendix 1: Additional information concerning the application. The costs

arising from the employment of administrative personnel must also be included in the annual administrative expenses arising in Finland (13.3.3).

- Other personnel expenses: Other than statutory labour expenses arising from the employment of Finnish or local staff. These can include travel insurance or necessary training expenses for staff. Enter 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 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 reported in 12.4. and 12.7.2.
- Number of persons: Indicate the total number of people who will be working in the project, who do voluntary work or whose other expenses are paid.
- Time in months: In the time field, give the total number of months on which each group of people will receive pay during the year in question, the number of months they will do voluntary work or other related expenses.
- Pay and non-wage labour costs in euros: For the above-mentioned employees, the total amount of the gross pay and statutory non-wage labour costs determined by the pay for the year in question. In respect of other costs, indicate in this field their total value.
- Terms of pay: If necessary, provide additional information on the pay criteria (e.g. full-time, part-time 30%) or other expenses.

13.3.2. Operating and maintenance costs in the target country are not directly incurred by a certain output but belong to the project's general running costs in the target country. For example, costs from occupancy of local office premises, including 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 incurred 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: Examples of matters on which additional information can be provided here may include that only 30% of the rent is borne by the project; the rent is paid for only xx months, because the local implementation of the project started during X month, etc.

13.3.3. Administrative costs in Finland: The project's administrative costs may not exceed 10 per cent of the actual total expenditure of the project (including administrative costs) per year. The administrative costs incurred by the project in Finland can be accepted as the administrative costs of the project. Administrative expenses need not be itemised. Fundraising and the auditing costs of the applicant organisation fall under the administrative costs. The auditing and evaluation expenses of the project are entered under 13.2. because they are part of the project's monitoring.

- Expense: enter only one type of expense, "flat rate".
- Total: enter the total expenditure of the administration in the year under review.



13.3.4. Project's communications expenses in Finland may not exceed 5% of the project's total expenses.  
13.5. The project's total 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 program automatically calculates the project's total expenditure for all years in which it was implemented.

#### **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. Are 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, economic, ecological and institutional perspectives. What factors support the sustainability of the project's results and which factors may undermine them? What measures are taken to ensure the sustainability of the results after the project ends?  
15.2. Describe the project's exit strategy: how has the plan been prepared, who has participated in its preparation, what is the timetable and its monitoring and updating mechanisms? What are the key contents of the plan? How and when is responsibility transferred to local actors, to whom?

#### **16. Communications**

16.1. How will information about the project and its results be communicated in Finland? Briefly describe the objectives, means and target groups of communications in Finland. You can continue the description in field 17. You can describe the project's local communications in Appendix 1: Additional information concerning the application. Project communication expenses in Finland can account for 5% of total project expenditure. Communication expenses are reported in 13.3.4.

#### **17. Additional information about the project**

17.1. If the space in a particular field in the application form was not sufficient, you can write the number of that field here and continue the text.

#### **18. Appendices**

Mandatory documents

- Appendix 1. Additional information on the application (max. 8 pages)
- Appendix 2. Letter(s) of Intent with the partner(s).
- Appendix 3. Results matrix

- Appendix 4. Risk matrix
- Appendix 5. Assurance (in Finnish or Swedish) (NOTE: a standard format default form 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 to the e-services along with the application form. Note! The maximum size of the appendices is 10MB. The name of the appendix must not contain special characters (i.e. ä / ö) or spaces. Of special characters, only underscore and dashes are permitted. File names must end in a file format abbreviation (such as .docx). If other than the accepted characters are used in an appendix, the application will not proceed in the e-services but it will be remain to be handled manually. In that case, the applicant must download the application form from the Ministry's website again, complete it and send it again via the e-services.

If the application form exceeds the maximum size of 10 MB, mandatory appendices can be sent separately. Attach the appendices to a complementary information form. When submitting the appendices, follow the instructions provided in the e-services.