

List of mandatory supporting documents for call for applications for programme-based support

When evaluating the applications, the Ministry for Foreign Affairs will only take into account the documents requested in the application form. Any other appendices submitted will not be considered. Appendices related to humanitarian aid should only be submitted if the applicant has the ECHO status and is applying for PBS for humanitarian assistance. The programme document will only be considered up to the set maximum number of pages (40 pages, font size 11). Any content exceeding this page limit will not be evaluated. The maximum length refers to the total length of the document, excluding a possible cover page and table of contents.

Applicant organisation's details

- An up-to-date extract (taken no longer than 3 months ago) from the Finnish Register of Associations or the Finnish Register of Foundations, or a document verifying that the organisation has had actual operations in Finland for at least five years
- Rules (and evidence of the organisation's ODA-eligible activities, if it is not clear from the rules)
- Organisation chart with a description of the governing bodies and their meeting cycles
- Financial administration guidelines (send 1 copy of your most important financial administration guideline in full, and simply a list of any other guidelines)
- Financial statements for 2021–2023
- Auditors' reports for 2021–2023
- Auditors' reports for the management for 2021–2023, if available
- Annual reports for 2023 and 2024
- Budgets for 2024 and 2025
- Action plans for 2024 and 2025
- Evidence on the organisation-level risk management structure and guidelines (send 1 copy of the most important risk management document/guideline in full, and simply a list of any other documents)
- If you are applying for programme-based support for humanitarian activities, a document verifying the organisation's ECHO status (For the document to affect the grant decision, the Ministry will need it by 30 April 2025. If the application period has closed, send the document by email to keo-30@gov.fi.)

Objectives and effectiveness

- Results matrix for development cooperation (only one matrix)
- Results matrices for humanitarian assistance (general and country-specific)
 1. General: Prepare a simple result matrix for the entire humanitarian part of the programme.
 2. Country-specific: Submit the first-year result matrix for each country at the application stage. Include the main groups of beneficiaries and geographical areas of operation within each country. More detailed country-specific results matrices for humanitarian assistance are submitted annually.
- Programme document. Verbalise the programme's theory of change and the chain from programme activities to targeted results and provide more details of the programme's implementation. For development cooperation, justify the relevance and value added of the programme and its results in the chosen operating environments and in relation to other actors operating in these environments. Also consider the potential relevance and value

added of development cooperation for the least developed countries (LDCs according to the OECD category), fragile states and Finland's support to Ukraine. Fragile states are defined in the context of the call as per the OECD States of Fragility 2022 report https://www.oecd.org/en/publications/states-of-fragility-2022_c7fedf5e-en.html (country-specific infographics 1.1). For the relevant parts of development cooperation, indicate whether and how the programme takes into account activities carried out with Finland's other development cooperation funding. For humanitarian assistance (only applicants with ECHO status who apply for programme-based support for humanitarian assistance), briefly describe the main themes and objectives as a whole and how the programme will emphasise a needs-based approach and take into account or respond to any changing humanitarian situations during the programme period (about half a page). The programme document must not exceed 40 pages, including development cooperation and humanitarian assistance. The point size of text must be at least 11 pt. Any sections exceeding the maximum length will not be reviewed. The maximum length refers to the total length of the document, excluding a possible cover page and table of contents. The maximum length refers to the total length of the document, excluding a possible cover page and table of contents.

Practical implementation

- Programme risk matrix. Submit only one risk matrix for development cooperation. If you apply for a grant for humanitarian assistance and you have a separate risk matrix for humanitarian assistance, you can submit it separately, if required.

Cost estimate and funding

- **Total budget for the programme.** Each applicant fills in the same Excel template published by the Ministry for Foreign Affairs.
- **More detailed budgets for development cooperation and country-specific budgets for humanitarian assistance.**
- Programme **list of personnel:** List of personnel in your employment who implement the programme (limited to the discretionary government grant applied for and your own contribution to it). If the programme implementation involves other key personnel in Finland, you must also submit a list of them. The list needs to show the job title, working time allocated to the programme (1–100%), duration of employment, grounds for pay and amount of pay. The list must also indicate the number and itemisation of non-statutory personnel-related costs presented by the applicant. Please note: do not include any names of personnel.