Please note the filling instructions at the end of the application form.

Please stick to the character limitations if mentioned. Words that exceed the character limits will not be considered.

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| **1. Applicant** |
| 1.1. Full name of the organisation and its possible acronym. |
| 1.2. Address. |
| 1.3. Telephone. |
| 1.4. E-mail of the organisation’s contact person. |
| 1.5. Names and titles of the organisation's authorised signatories. |
| 1.6. Home page. |

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| **2. Description of the development activities** |
| 2.1. The thematic focus area under which the application is filed (number and title, choose one). |
| 2.2. List of countries or regions, international or regional fora that the activities relate to. |
| 2.3. Description of the results of the intervention (what will be done and how). The description is public information (max 2500 characters). |
| 2.4. Description of the main stakeholders and beneficiaries, duty–bearers and the rights-holders, and how they have participated in the planning of this intervention and what are their roles in the implementation and/or monitoring of the intervention (max 2500 characters). |
| 2.5. Description of the intervention’s management and decision-making process (max 1500 characters). |
| 2.6. Description of the local partners (max 1500 characters). |
| 2.7. How does the intervention strengthen local civil society and local civil society actors in accordance with the [Guidelines for Civil Society in Development Policy](https://um.fi/documents/35732/0/Guidelines%2Bfor%2Bcivil%2Bsociety%2Bin%2Bdevelopment%2Bpolicy.pdf/4a19a2aa-76fd-020e-224d-ecd98045206f?t=1534925676147) (max 2500 characters). |
| 2.8. Description of the operating environment, possible synergies with other interventions including other Finnish development cooperation proposals and relevance to Finland’s country programmes in the area (max 2500 characters). |
| 2.9. Description of the intervention’s communication and information dissemination plan, including internal and external exchange of information on plans, results, experiences and lessons learned (max 2500 characters).  |

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| **3. Risk management structures and procedures**  |
| 3.1. Describe your organisation’s risk management structures and procedures and safeguarding mechanisms and the implementation of those in recent years (max 2500 characters). |
| 3.2. What negative impacts might the intervention generate in the operating environment or to the beneficiaries? (max 1000 characters). |

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| **4. Monitoring, sustainability and phasing-out** |
| 4.1. Description of the intervention’s monitoring methods and evaluation plan (max 2500 characters). |
| 4.2. Description of the sustainability of the intervention’s results (max 2500 characters). |
| 4.3. Description of intervention’s exit strategy (max 2500 characters). |

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| **5. Funding** |
| 5.1. Type of funding applied (choose one)Core [ ] Project [ ]  |
| 5.2. If the organisation applies for project funding, please provide the name of the project. |
| 5.3. Is the organisation on the OECD/DAC list of ODA eligible organisations? Please give DAC code if applicable. |
| 5.4. Amount of funding applied for (please provide applied grant per year).

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| --- | --- |
| Year | € |
| 2023 |  |
| 2024 |  |
| 2025 |  |
| Total |  |

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| **6. Statistical information** |
| 6.1. Field of operations of the organisation/programme/project (please specify the DAC purpose code) |
| 6.2. DAC objectivesPrincipal objective (select only one)[ ]  Trade development[ ]  Aid to environmentObjectives of the Rio Convention Percentage[ ]  Combating desertification \_\_\_\_\_\_\_\_\_ [ ]  Climate change mitigation \_\_\_\_\_\_\_\_\_[ ]  Conservation of biodiversity \_\_\_\_\_\_\_\_\_ [ ]  Climate change adaption \_\_\_\_\_\_\_\_\_ [ ]  Gender equality[ ]  Participatory development / good governance[ ]  Reproductive, maternal, newborn and child health[ ]  Disaster risk reduction[ ]  No DAC objective­­­­Significant objectives (you may select several)[ ] Trade development[ ] Aid to environmentObjectives of the Rio Convention Percentage[ ] Combating desertification \_\_\_\_\_\_\_\_\_ [ ] Conservation of biodiversity \_\_\_\_\_\_\_\_\_ [ ] Climate change mitigation \_\_\_\_\_\_\_\_\_ [ ] Climate change adaption \_\_\_\_\_\_\_\_\_ [ ] Gender equality[ ] Participatory development / good governance[ ] Reproductive, maternal, newborn and child health[ ] Disaster risk reduction[ ] No DAC objective |

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| **7. Alignment with Finland's development policy goals and principles** |
| 7.1. Development policy priorities. Select one principal priority area for the intervention[ ]  The rights and status of all women and girls have been enhanced[ ]  Developing countries’ own economies have generated more jobs, livelihood opportunities and well-being[ ]  People enjoy equitable quality education and accountable governance in inclusive, peaceful and democratic societies[ ]  Climate resilience and low greenhouse gas emissions development are promoted by sustainable use of natural resources[ ]  The project does not support any of the priority areasSelect 1-2 priority areas to which the project also contributes.[ ]  The rights and status of all women and girls have been enhanced[ ]  Developing countries’ own economies have generated more jobs, livelihood opportunities and well-being[ ]  People enjoy equitable quality education and accountable governance in inclusive, peaceful and democratic societies[ ]  Climate resilience and low greenhouse gas emissions development are promoted by sustainable use of natural resources |
| 7.2. Explain how the intervention promotes the selected principal priority area (max 1500 characters). |
| 7.3. Which is the level of application of the human rights based approach (choose one)? ([see Guidance Note for the Human Rights Based Approach in Finland’s development policy](https://um.fi/documents/35732/48132/human_rights_based_approach_in_finlands_development_cooperation___guidance)) [ ]  Human rights blind [ ]  Human rights sensitive [ ]  Human rights progressive [ ]  Human rights transformative |
| 7.4. Justify the level of the intervention’s human rights-based approach (max 2500 characters).  |
| 7.5. Beneficiaries/rights holders Are there vulnerable or easily marginalized groups as beneficiaries/rights holders?[ ] Yes [ ] NoPlease select which groups[ ] Girls[ ] Children[ ] Youth[ ] Elderly people [ ] Indigenous peoples / ethnic minorities[ ] Gender and sexual minorities[ ] Persons living with HIV/AIDS[ ] Persons with disabilities[ ] Specific disability programme/project[ ] The project has a distinct disability component[ ] Accessibility issues are taken into account in the projectEstimated percentage (%) of funding targeted to persons with disabilities \_\_\_\_\_\_ |
| 7.6 How does the intervention take into account the minimum level “do no harm” of the [MFA Finland’s cross-cutting objectives](https://um.fi/documents/35732/0/Guideline%2Bfor%2Bthe%2BCross-Cutting%2BObjectives%2Bin%2Bthe%2BFinnish%2BDevelopment%2BPolicy%2Band%2BCooperation.pdf/e9e8a940-a382-c3d5-3c5f-dc8e7455576b?t=1618230452564) (max 2500 characters)?  |

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| **8. Alignment with the Agenda 2030 Sustainable Development Goals** |
| 8.1. Indicate to which Agenda 2030 Sustainable Development Goals the intervention contributes. Please list maximum five SDG goals (indicate what is the main). |

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| **9. Activities of the organisation** |
| 9.1. Description of the organisation´s current development co-operation portfolio (max 2500 characters). |
| 9.2. Key results of past projects relevant to the field of application (max 2500 characters). |

Attachments to the application form:

1. Detailed multi-year budget for the applied funding. Applicants need to specify funding sources (e.g. public, private etc.).
2. Results Framework outlining impact, outcome, outputs including clearly set indicators, targets and assumptions (based on results-based management or equivalent system).
3. Risk matrix analyzing risks and mitigation strategies.
4. Latest annual report of the INGO.
5. The INGO's audited financial statements from last financial year. In case the application is for core funding under the thematic focus areas of 2 or 3, the applicant needs to provide this information for two financial years.
6. The INGO's strategy and budget for the current year.

Please, note that any other attachments than those stated above, will not be considered.

The MFA will request those INGOs, whose proposals best meet the criteria after the qualitative evaluation of the applications, to submit the following documentation related to the organization. These documents are considered as minimum requirements. Therefore, failure to submit the documents will result in rejection decision of the grant.

By signing this application form, the applicant commits to providing the following documentation when requested by the MFA.

1. Copy of the registration document of the INGO.
2. Account on INGO's governing structure's composition (including nationalities of members).
3. Official rules of the INGO (including organizational governance and management structures, organizational finance and financial management, procurement, and audit procedures, organizational risk management structures and procedures, organizational monitoring and evaluation procedures).
4. Anti-corruption policy of the INGO.
5. Ethical code of conduct of the INGO.

Signatures

Place and date Place and date

Signature Signature

Name in capitals Name in capitals

Position Position

**FILLING INSTRUCTIONS:**

**1. Applicant**

1.1. Full official name of the applicant.

1.2.-1.6. Please provide the contact details of the organization and the names and titles of the organisation's authorised signatories.

**2. Description of the development activities**

2.1. Provide the number and name of the theme under which the application is filed. The themes of work that will be supported in the current application round are listed in the Call for Proposals 2022 announcement. The applicants are requested to choose one of the sectors under which they apply for funding.

2.2. Please identify the country/countries or region or international or regional fora the project or the activity of the organisation benefits.

2.3. Provide a summary of the proposal’s aimed results answering briefly to the following questions:

* What will be done?
* Why will this be done (describe the problem and the expected development impacts?
* What direct development results (outcomes) will be achieved through the action?
* Who are the beneficiaries/rights-holders?
* Who will be your co-actors? Who will be the implementers / implementing agency/organisation? Why and how this particular implementing organisation was chosen?

Please note that the description of successful candidates will be published by the Ministry for Foreign Affairs at the ministry’s website once the funding commitment has been made.

2.4. Description of the main stakeholders and beneficiaries. Also describe how they have participated in the planning of this project and what are their roles in the implementation and/or monitoring of the intervention.

2.5. Explain how the intervention’s management and decision-making process is organized and who participates to the process.

2.6. Describe who are the local partners of the intervention.

2.7. Describe how the proposal supports the strengthening of the civil society and the local civil society actors (in the global South). Please see the [Guidelines for Civil Society in Development Policy (2017) published by the Ministry for Foreign Affairs of Finland](https://um.fi/documents/35732/0/Guidelines%2Bfor%2Bcivil%2Bsociety%2Bin%2Bdevelopment%2Bpolicy.pdf/4a19a2aa-76fd-020e-224d-ecd98045206f?t=1534925676147).

2.8. Description of the operating environment and coordination/cooperation with other relevant actors. For example, how the proposal complements other organisations’ work in the same area. Is the intervention connected to other activities supported by Finnish development cooperation funding in the target country/countries or target area, how? Is the project related to Finland’s country programmes?

2.9. Description of the proposal’s communication and information dissemination plan, including internal and external exchange of information on plans, results, experiences and lessons learned.

**3. Risk management structures and procedures**

3.1. Describe your organisation’s risk management structures and procedures and safeguarding mechanisms and the implementation of those in recent years.

3.2. Assess the possible negative impacts of the intervention (e.g. social impact, environmental impact etc.) on the beneficiaries or the operational environment. How will the negative impact be mitigated and/or prevented?

**4. Monitoring, sustainability and phasing-out**

4.1. Description of the intervention’s monitoring methods and evaluation plan.

4.2. Description of the sustainability of the intervention’s results.

4.3. Description of intervention’s exit strategy.

**5. Funding**

5.1. Type of funding applied (choose one).

5.2. If the organisation applies for project funding, please provide the name of the project.

5.3. Further information see [OECD/DAC list of ODA eligible organisations](https://www.oecd.org/dac/financing-sustainable-development/development-finance-standards/annex2.htm) (see Annex 2 for 2021 flows)

5.4. Amount of funding applied for (please provide applied grant per year).

**6. Statistical information**

The Ministry for Foreign Affairs of Finland reports to the Development Assistance Committee (DAC) of the OECD the annual disbursement of funds. The statistics are based on the OECD's Common Reporting Standard (CRS).

6.1. Describe the field of operations of the organisation, programme or project and give the DAC purpose code. Further information: [DAC purpose codes](http://www.oecd.org/dac/financing-sustainable-development/development-finance-standards/dacandcrscodelists.htm)

6.2. Select the alternative in the menu that corresponds to the principal objective of the proposal. If you don't find the principal objective of your proposal among the objectives on the menu, select "no DAC objective".

Also select from the list the DAC significant objectives i.e. essential objectives alongside the principal objectives. You can select several significant objectives. A significant objective cannot be the same as the chosen principal objective.

If one of the objectives is an objective set at the Rio Earth Summit, define a percentage for it. For example, if the project involves both combating desertification and climate change adaptation, estimate both activities' share of the full 100%.

**7. Alignment with Finland's development policy goals and priorities**

Before completing this field, read the following documents: [Goals and principles of Finland’s development policy](https://um.fi/goals-and-principles-of-finland-s-development-policy) and [Human Rights Based Approach in Finland's Development Cooperation.](https://um.fi/documents/35732/48132/human_rights_based_approach_in_finlands_development_cooperation___guidance)

7.1. From the given four alternatives, select one principal development policy priority area for the intervention. Select the last alternative, if the project does not contribute to any of the Finland’s development policy priority areas.

7.2. Explain how the intervention promotes Finland's development policy goals and priorities.

7.3. Select one level out of the four alternatives. See the [Guidance Note Human Rights Based Approach in Finland's Development Cooperation](https://um.fi/documents/35732/48132/human_rights_based_approach_in_finlands_development_cooperation___guidance). The different levels of human rights based approach can be found on page 8 of the Guidance Note.

7.4. Justify the level of the project’s human rights-based approach as required in the [Guidance Note for the Human Rights-Based Approach in Finland’s Development Cooperation](https://um.fi/documents/35732/48132/human_rights_based_approach_in_finlands_development_cooperation___guidance).

As part of the justifications, highlight which national/regional/international human rights challenges the project seeks to respond to and by what means (incl. advocacy, capacity building), how human rights principles (non-discrimination and equality, participation and inclusion, transparency and accountability) have been taken into account in project planning and how they affect the implementation of the intervention.

7.5. Select the vulnerable groups that belong to the final beneficiaries. These beneficiaries should also show in the project's results targets, plans and implementation. If you selected persons with disabilities, select the alternative that best describes the intervention. Provide an estimation what percentage of funding targets persons with disabilities.

7.6 Foreign Ministry’s cross-cutting objectives are gender equality, non-discrimination, climate resilience and low emission development as well as protection of the environment, with an emphasis on safeguarding biodiversity. Further information: the [Guideline for the Cross-Cutting Objectives in the Finnish Development Policy and Cooperation](https://um.fi/documents/35732/0/Guideline%2Bfor%2Bthe%2BCross-Cutting%2BObjectives%2Bin%2Bthe%2BFinnish%2BDevelopment%2BPolicy%2Band%2BCooperation.pdf/e9e8a940-a382-c3d5-3c5f-dc8e7455576b?t=1618230452564).

**8. Alignment with the Agenda 2030 Sustainable Development Goals**

8.1. Indicate to which Agenda 2030 Sustainable Development Goals the proposal contributes. Please list maximum five SDG goals.

**9. The activities of the organisation**

9.1. Briefly describe the organisation’s current development cooperation activities.

9.2. Describe the most essential results achieved through the organisation's past development cooperation activities relevant to the field of application.