***Project[[1]](#footnote-1) / Programme[[2]](#footnote-2)* Application for *Humanitarian Measures – Humanitarian Crisis in xxxx (country/countries) (20xx)*[[3]](#footnote-3)**

**Via e-mail to** [hum.hilfe@ada.gv.at](mailto:hum.hilfe@ada.gv.at) (MS Office-compatible format and PDF signed and stamped by the authorized signatory)

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| **Project Title**  (short and concise please) |
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| **Applicant** |
| Complete name – legal designation according to ZVR, commercial register, etc.:  Legal form, date of establishment, ZVR No., etc.:  Address:  Telephone, e-mail, website:  Authorized signatory (name and position):  Project officer (name, position, telephone, e-mail): |
| **Consortium partner (if applicable, otherwise delete)** |
| Complete name – legal designation according to ZVR, commercial register, etc.:  Legal form, date of establishment, ZVR No., etc.:  Address:  Telephone, e-mail, website:  Authorized signatory (name and position):  Project officer (name, position, telephone, e-mail): |
| **Local project partner(s)** |
| Complete name:  Legal form, date of establishment, registration number/confirmation of valid registration/authorization:  Address:  Telephone, e-mail, website:  Project officer (name, position, telephone, e-mail): |
| **Project country** |
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| **Project region/place** (Please list exact districts/regions within the target country) |
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| **Planned Duration**  (from day/month/year – to day/month/year, and duration in months) |
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| **Funding (in Euro)** |
| |  |  |  |  | | --- | --- | --- | --- | | Planned total costs | ADC Funding  (rounded 100 EUR) | Applicant’s own funds | Third-party funds if applicable (other public funding bodies) including indication of origin | | EUR… |  |  |  | | 100% | xx% | xx% | xx% | |

**List of abbreviations *(if applicable):***

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| **Brief outline of problem analysis**  *What are the key issues/ problems facing the target group and what are the needs/gaps which the project aims to address? Describe the current situation of women / girls and men / boys in their diversity. What are their respective needs and priorities? [[4]](#footnote-4)* |
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| **Summary of what the project wants to achieve**   * *Outcome(s)* * *Outputs* * *Main Activities* |
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| **Assessment:** *Based on which data and sources do you propose the project? When was the assessment carried out and by whom?* |
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| **Modality of assistance[[5]](#footnote-5):** *estimate the value of cash, vouchers and/or in-kind assistance which will be transferred to recipients as well as, if possible, the value of services delivered to recipients.*  *[value] of cash transferred to recipients*  *[value] of voucher-based assistance provided to recipients*  *[value] of in-kind assistance given to recipients*  *[value] of services delivered to recipients*  *Explanation of modality choice: Please provide a brief explanation why this modality or mix of modalities was chosen to deliver the best outcomes for the beneficiaries.* |
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| **Target group**   * *Define the target group, selection criteria, describe targeting and verification process.* * *Why was/were the target group(s) chosen? Outline of needs /needs gap the target group faces.* * *Number(s) of beneficiaries: Please clearly state the* ***total number of direct beneficiaries, i.e.***   ***individuals*** *the intervention aims to reach (without double counting), disaggregated by sex, age, as well as any categories of vulnerable individuals or specifically targeted individuals identified such as disability status, minorities etc.[[6]](#footnote-6)*   * *In what way are disadvantaged groups (e.g. children, elderly persons, persons with disabilities, ethnic/religious/clan minority groups) targeted. How is it ensured that the needs and capabilities of persons with disabilities are addressed?* |
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| **Participation and Accountability**  *How do you plan to provide information to and ensure consultation/participation of affected people in the design and implementation (including participation in targeting)? How do you intend to ensure that affected people can provide feedback/ have access to complaints mechanism; how will feedback be collected, tracked, analysed and acted upon?* |
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| **Protection and Safeguarding:** *Please briefly describe your approach to protection. How will you identify risks for affected populations? Which actions will you take to avoid or minimize risks for people? What safeguarding measures do you have in place to prevent and respond to exploitation, harassment, and abuse of beneficiaries.* |
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| **Gender sensitive/responsive approach[[7]](#footnote-7):** *Please briefly outline: What are the relevant gender-specific aspects of the proposed intervention? How were women’s groups/organisations and/or women activists consulted/ included during the preparation stage? How are the results of the gender analysis integrated in the design and implementation of the project? What is the gender expertise in your team?* |
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| **Environment:** *Describe how environmental or climate issues will be addressed. Is there a climate and environment risk analysis in place or will this be conducted? What will you do to ensure that the environment is protected and to manage risks to the environment in the project (e.g. with regards to green solutions, avoidance of greenhouse gas emissions, waste management, sustainable energy sources, local food systems etc.)? What environmental guidelines or policies will you follow? Will the intervention produce positive outcomes for the environment, enhance adaptive capacities to climate change impacts, or better future resilience against natural disasters?* |
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| **Do no Harm and Conflict Sensitivity approach**: *In what way are power relations in view of* *ethnic/religious/clan minority groups, IDP and host communities assessed and included (i.e. problem analysis, targeting, monitoring, strategic approach). Describe how negative impacts are identified, minimized or avoided and how potential positive impacts are maximised. Has a gender-sensitive conflict / context analysis been conducted, planned, budgeted? And is there a mechanism in place to regularly revise and update this analysis? Is there a mechanism in place to regularly check and reduce potentially negative side-effects of the intervention on the (conflict) context? Does your international and national staff have the necessary sensitization and qualification for conflict sensitive implementation? Does your staffing and recruitment decisions align you in the local conflict context in a particular way (e.g. by being perceived as biased towards one specific group because of the staffing/recruitment decisions)? Do your security guidelines and mechanism send undue signals of mistrust or insecurity to local stakeholders and project beneficiaries? Do you have a procedure in place for capturing and following up on requests, complaints and grievances related to your intervention? Do your operational and procurement modalities have a negative impact on local markets and/or perceptions of your organisation? Does the intervention design include a focus on strengthening connectors and reducing sources of tensions/dividers? Is there a conflict sensitivity component visibly integrated into the project cycle management, particularly also in monitoring, evaluation and exit strategy?* |
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| **Risk Analysis part 1**  *Please note: This should be a narrative summary (no repetition) of the anticipated risks and planned mitigation measures as formulated in Annex 1. Please refer to the risk register (risk assessment at the time of submission) for a detailed list of risks, mitigation measures, etc.*   * *What are the main potential risks to the achievement of the project / programme outcome? What measures need to be put in place that are appropriate and effective in preventing such events or mitigating their impact?* * *Which conditions must occur or remain stable in the project country/region for the achievement of*   *the project outcome(s)?*   * *What (external) factors could occur to delay or obstruct the achievement of the outcome(s)?* * *What potential negative or unintended consequences does the project have in terms of environmental (incl. climate and DRR), gender and social standards as outlined in ADA’s “Environmental, Gender and Social Impact Management Manual” („Do no harm“)?* * *What measures are foreseen that are appropriate and effective in preventing such events or mitigating the impact? How will these be monitored and managed?* |
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| **Risk Analysis part 2**   * *How do you assess corruption in the partner country? Which measures are taken to prevent any*   *form of corruption in relation to the project?* |
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| **Availability of goods and Procurement**   * *To what extent is availability of goods ensured?* * *Where from and how can items be procured and provided?* |
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| **Applicant**   * *Presence in project country prior to the current humanitarian crisis. (If applicable; permanent or project offices, longstanding partnerships and cooperation with local and/or international organisations and / or networks, or similar)* * *Relevant experience of applicant organisation (e.g. previous projects and programmes (including ADA-funded), operational and administrative capacities, etc.* * *Monitoring capacities in target area* |
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| **Local project partner**   * *Justification of selection of local partner, describe added value that partner brings to the project/ programme implementation.* * *Describe selection process including screening process for selecting local implementing partner.* * *Describe the involvement of the local partner in planning and implementation.* * *Relevant experience in humanitarian assistance and proposed sectors.* * *Access to target group/beneficiaries.* * *Are there any extra-budgetary in-kind contributions and resources provided by the local partner?* |
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| **Outline of partnership and prior cooperation** between applicant and local partner.  *Cooperation between applicant organisation and local partner regarding project planning. Description of distribution of roles and responsibilities regarding project implementation (monitoring, risk management etc.), lines of reporting.*  *Only for Consortia, if applicable: Define the roles and responsibilities within the consortium partners. Describe which coordination mechanism, management structures, supervision and controls are in place to manage the consortium? Describe the complementarity of activities between the consortium partners. Are common objectives and approaches defined?* |
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| **Coordination & Complementarity**   * ***Who*** *are the other main relevant stakeholders in the proposed target area?* * ***Describe how*** *the planned intervention is* ***coordinated*** *with the host (local) government, other relevant organizations and the broader humanitarian system, including the cluster system and alignment to HRP/other relevant UN-led appeals/coordinated responses (where applicable). In what way does the planned intervention* ***complement*** *other humanitarian measures in project region/place? How are overlaps and doubling up being avoided?*   *(Which need gap will be filled by the proposed intervention, who else is working in the same area)*  *If applicable, describe how the intervention is aligned with the regional and thematic priorities of ADC’s Country Strategy.* |
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| **Monitoring**  Which measures are planned to ensure the quality and success of the project? How will the project monitoring be ensured? Describe the monitoring systems in place. |
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| **Evaluation**  *Please note: For projects below EUR 2 Mio. and programmes below EUR 3 Mio. either evaluations or intern/external reviews should be foreseen. In case an evaluation is planned: Costs for evaluation should be at least 3% of the total project costs and a minimum of 25,000 EUR. Terms of Reference require prior approval by ADA's Civil Society International & Humanitarian Aid unit. Programmes with a budget of or exceeding EUR 3 million and projects with a budget of or exceeding EUR 2 million must be evaluated once in their project/programme cycle (amount includes top-ups). Evaluations must follow the principles, standards and processes laid out in the Evaluation Policy of the Austrian development cooperation (MFA, 2019) and the ADA Guidelines for Programme and Project Evaluations (ADA, 2020).*  *Following the guiding principles outlined the ADA Guidelines for Programme and Project Evaluations (Chapter II), please outline:*   * *Whether you suggest that an evaluation takes place within the framework of the project and the reasoning behind your suggestion; if an internal/external review is foreseen, please provide details.* * *If an evaluation is foreseen, please indicate when along the project’s cycle it is suggested to take place (e.g. mid-term, end-term) and in what quarter / year you will start planning for the evaluation;* * *If an evaluation is foreseen, please ensure that the evaluation budget included in your proposal reflects the principles and budgetary standards laid out in the Guidelines[[8]](#footnote-8).* * *Alternatively: In case, no evaluation is foreseen, please outline / justify.* * *Is an evaluation at country/programme level foreseen? If yes, (when) can the findings and recommendations be shared with ADA?* |
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| **Exit Strategy**  *Briefly describe the exit strategy and steps to end the project, including**expected after-effects of the project, sustainability or whether and how results or benefits will continue after project end. In case of newly created structures: Who will be responsible for management after the end of the project? How will local ownership (i.e. local institutions, national authorities, CSOs etc.) be guaranteed?* |
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**Legal Obligation**

The applicant confirms the correctness and completeness of the above information and accepts the commitments associated with the Funding Guidelines for emergency humanitarian measures. If the application is successful, the applicant is willing to conclude a funding agreement with the Austrian Development Agency (ADA) in accordance with the General ADC Terms and Conditions of Contract.

**Processing of personal data**

During initiation and performance of grant agreements, for audit purposes and to fulfil its statutory mandate, ADA may process personal data of natural persons that are collected by ADA or transferred or disclosed to ADA by the grant applicants or third parties under their instruction, e.g., personal data of employees, legal representatives, agents or other partners of the grant applicants or such third parties.

By signing and submitting this grant application, each grant applicant acknowledges:

* to have taken note of ADA’s **Privacy Notice** <https://www.entwicklung.at/en/media-centre/privacy-notice> (’ADA Privacy Notice’);
* to ensure that each direct or indirect **transfer or disclosure** of personal data to ADA during the initiation or performance of a grant agreement (or to prove the grant funds are used properly and for the agreed purposes) is **lawful** pursuant to applicable data protection law;
* to ensure that all persons, whose personal data are transferred or disclosed to ADA, were promptly and demonstrably **provided** the **ADA Privacy Notice**; and
* that if a grant agreement is concluded and in accordance with its terms, ADA **publishes**, in particular on the ADA website, information about the supported measure as well as reports created during implementation of the measure.

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Place and date Name and legally binding signature

# **ANNEXES:**

1. Logical Framework, Risk Register, Implementation Schedule
2. Project Budget incl. Financing Plan
3. Project Summary
4. Map of target area
5. Etc. (if applicable, please list accordingly)

1. Max. 20 pages, Arial 10 [↑](#footnote-ref-1)
2. Max. 30 pages, Arial 10 (Consortiums are defined as Programmes in this context) [↑](#footnote-ref-2)
3. Please add or delete as applicable [↑](#footnote-ref-3)
4. Please delete descriptions in italic to save space. [↑](#footnote-ref-4)
5. **Where feasible**, cash should be used as the preferred and default modality. [↑](#footnote-ref-5)
6. Direct beneficiaries: directly involved with the project / programme and benefit from it (e.g. participation in trainings, receiving livestock, benefiting from improved access to health services, etc.). Indirect beneficiaries: not directly connected with the project / programme, but will still benefit from it (e.g. family members or community of direct beneficiaries, etc.); numbers can be estimated. [↑](#footnote-ref-6)
7. Please bear in mind that the gender sensitive/responsive approach should also be outlined in the relevant sections throughout the proposal (e.g. problem analysis, sex disaggregated data of target group, relevant aspects regarding participation, monitoring and accountability, etc.) [↑](#footnote-ref-7)
8. See in particular, Chapter II. Guiding principle 4, Carefully balance scope, budget and time (pp.9-10) and Chapter IV. The Evaluation Process in 15 Steps, Step 5 Estimate the budget (pp. 21-23). [↑](#footnote-ref-8)