Individual Project / Framework Programme / Strategic Partnership*[[1]](#footnote-2)*

# *Application for funding: Project / Programme[[2]](#footnote-3) Document*

**Via e-mail to** [zivilgesellschaft-international@ada.gv.at](mailto:zivilgesellschaft-international@ada.gv.at) (as a Word document without signature as well as a signed and dated PDF)

***The blue comments serve as guidance for drafting the application document. Please delete them once you have filled in the required information.***

***Project/ Programme* title (German and English):**

|  |
| --- |
| *Project / programme* target area(country/countries and region(s): |
| *Project /* *programme* duration (incl. planned start & end date): |

|  |  |
| --- | --- |
| **Applicant organisation** |  |
| 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 /* *programme* officer (name, position, telephone, e-mail): | |
| **Local partner organisation (1)** |  |
| Complete name: | |
| Legal form, date of establishment: | |
| Address: | |
| Telephone, e-mail, website: | |
| *Project /* *programme* officer (name, position, telephone, e-mail): | |
| **Local partner organisation (2) (if applicable, otherwise please delete)** | |
| Complete name: | |
| Legal form, date of establishment: | |
| Address: | |
| Telephone, e-mail, website: | |
| *Project / programme* officer / contact, telephone, e-mail: | |

*If applicable, please add further local partner organisations.*

**Financing**

|  |  |  |  |
| --- | --- | --- | --- |
| Planned **total** *project /* *programme* costs | **ADA Grant** (rounded to 100 EUR) | Applicant organisation’s **own contribution** (including membership fees, contributions from sponsors, etc.) | **Other public contributions** (including indication of origin) |
| EUR… | … | … | … |
| 100 % | xx % | xx % | xx % |

*Please include a list of abbreviations*

# Brief *project / programme* description (German & English, max. 1 page each)

|  |
| --- |
| **Outcome:** What shall be achieved with the project / programme specifically? (formulate one project / programme outcome that can be achieved realistically; including attribution to SDGs[[3]](#footnote-4) and EU Gender Action Plan (GAP) III[[4]](#footnote-5) objectives) |
| **Outputs:** Which outputs shall the project / programme measures result in? (plan outputs realistically; including attribution to SDG target(s) and EU Gender Action Plan (GAP) III objectives) |
| **Target group(s):** (please provide exact numbers of direct beneficiaries[[5]](#footnote-6) – gender and if possible social disaggregated –, including the total amount of direct beneficiaries / no double counting, and if possible, of indirect beneficiaries[[6]](#footnote-7)) |
| **Activities**: (please only summarise; for regional projects / programmes, please also mention country-specific measures) |
| **Context:** (please summarise: initial situation / background information / connection to the underlying development policy strategy) |

# Detailed *project / programme* description

## Description of the applicant organisation

*Only to be filled in for Individual Projects; for Framework Programmes and Strategic Partnerships, please delete*

* Presence in the target area(s)

(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(s)
* E.g. previous projects and programmes (including ADA-funded), operational and administrative capacities, etc.
* If needed, please attach relevant documents such as reference project lists or insert them here
* Project / programme management capacities
* Monitoring capacities in target area

## Description of the local partner organisation(s) and partnership(s)

* Relevant experience of local partner organisation(s)

E.g. previous projects, operational and administrative capacities, etc.

* Access to target group(s) und involvement of target group(s)
* Method and strategy of partnership
  + Previous partnership & cooperation between applicant and local partner(s)
  + Cooperation and interaction between applicant organisation and local partner organisation(s) regarding project / programme planning
  + Description of distribution of roles and responsibilities regarding project / programme implementation (monitoring, risk management etc.)
* Main donors providing financial support to the local partner organisation(s) in the relevant sector(s)

## Background information; problem, needs/ gap and potential analysis

* Description of the *project / programme* target area:

geographic (please insert map), political, social, ecological, economic situation. Please only include information directly relevant to the project/programme in this section.

* Alignment of the *project / programme* with national development objectives and strategies, with government and sector policies, embeddedness in local / regional development plans of the partner country / countries
* Alignment / coherence of the *project / programme* with the respective ADC country, sector or regional programmes, synergies with other ADA programmes in the programme region
* Alignment with ADC principles and standards (i.e. environmental protection and climate change, gender equality, social inclusion, human rights)
* What processes of change in the country or region are expected to be triggered by the *project / programme*?
* Problem, needs & gap analysis
  + What are the key issues / problems facing the target group and what are the needs / gaps which the programme aims to address?
  + What are the main gender inequalities and gaps to be addressed as identified in the gender analysis (gender mainstreaming within general problem analysis)?
  + What problems for the target group(s) are expected to be solved with this project / programme? 3 to 5 main problems.
  + In which way (social, economic, political, ecological) are the target groups affected by the problem(s)?
  + Reference to gaps regarding governmental implementation of policies, service provision, etc.
  + Based on which data and sources do you propose the project / programme? When were the assessments carried out and by whom?
* Gender analysis
  + In terms of the challenge(s) the project / programme aims to respond to, describe the current situation of women / girls and men / boys in their diversity. What are their respective needs and priorities? Which inequalities exist, which factors cause them, and which consequences arise?
  + How do factors such as age, disability or ethnicity amplify the target groups’ gender-based challenges and determine their needs and access?

## Inception phase *(only for Strategic Partnerships; otherwise, please delete)*

* Duration of the planned inception phase: *(Please include duration and activities in the overall implementation schedule. The deadline for the submission of the inception report is ideally 1 but max. 2 months after the completion of the inception phase. Please bear in mind that approval from ADA is required for adaptations to the intervention strategy, target groups, etc. after the inception phase (amendment/reallocation).)*
* Rationale for an inception phase
* Specific activities to be conducted during the inception phase (e.g. assessments studies, staff recruitment, procurement, development of monitoring plan, start-up activities, etc.)

## Target group(s)

*Describe the target group(s) (women and men) and answer the questions below indicating gender, age, disadvantaged groups, e.g. children, elderly, people with disabilities, etc.*

* Direct beneficiaries
  + Firstly, please clearly state the total number of direct beneficiaries, i.e. individuals the project / programme aims to reach and the composition of the target group(s), using gender and social disaggregated figures.
  + Please also explicitly state the number of direct beneficiaries targeted simultaneously under different outputs to avoid double counting.
* Indirect beneficiaries
  + How many people are reached indirectly?
  + What other persons or groups will be influenced by the project / programme or have an influence on implementation?
* Vulnerable groups
  + Who are the most vulnerable groups within the target group(s)?
  + In what way does the choice of target group(s) account for vulnerable groups (e.g. children, elderly people, persons with disabilities, minorities)?
* Relevance
  + Why was (were) the target group(s) chosen and why is the project / programme of particular interest for it (them)?
  + Please outline the needs, challenges, etc. the target group faces.
* Selection of beneficiaries
  + Please describe transparent selection process of beneficiaries.
* Access to target groups
  + Please outline how the local partner organisation’s access to the target groups is ensured.
* Safeguarding and accountability
  + Which safeguarding measures are in place to prevent and respond to exploitation, harassment, and abuse of beneficiaries?
  + How do you plan to provide information to and ensure consultation / participation of affected people?
  + How do you intend to ensure that affected people can provide feedback / have access to a complaints mechanism and how will feedback / complaints be dealt with?

## Impact and Outcomes/ Intervention Strategy

*Please ensure coherence between problem analysis and intervention strategy as well as within the intervention strategy (impact – outcome – outputs – activities). Please also ensure coherence between this chapter and the LogFrame (Annex 1) regarding wording, numeration, etc.*

* Impact
  + What overall long-term objective (impact) will the project / programme contribute to? (Contribution to improvement of situation mentioned in problem analysis and the living conditions of the target group(s), etc.)
* Outcome
  + What shall be achieved with the project / programme specifically? (formulate one project / programme outcome that can be achieved realistically)
  + Please describe the linkage from the problem analysis to the planned outcome of the project / programme for the target group(s): how will the challenges and potentials outlined above be met with the proposed project / programme?
* Outputs
  + Which outputs shall the project / programme measures result in? (plan outputs realistically)
  + (Framework Programmes and Strategic Partnerships only): Outputs for the whole programme and according to programme regions
  + (Framework Programmes and Strategic Partnerships only): Including outputs for the areas of advocacy, networking, systematic management of knowledge
  + Based on the gender analysis above, which outputs will contribute to the reduction of gender inequalities and to strengthening gender equality? (e.g. mainstreaming, specific measures, etc.)

## Environmental, gender and social impact management

Compliance and application of the standards outlined in the ADA “Environmental, Gender and Social Impact Management Manual”[[7]](#footnote-8)

Please briefly outline relevant aspects and concrete measures of the proposed project / programme regarding environmental, gender and social standards (e.g. mainstreaming, specific measures, etc.)

## Activities and methodology

*The activities have to be presented precisely according to the planned outcome and outputs*

* + - Which activities are planned?
    - How is each activity implemented? Please describe in detail.
    - How does each activity contribute to achieving the outputs listed above?
    - How are the specific needs of women and men, especially from vulnerable and/or marginalized groups (e.g. persons with disabilities, children, elderly people, etc.) considered in the planned activities?

## Cooperation, coordination and networking with relevant actors

* Cooperation and complementarity
  + In what form is cooperation with relevant local and / or international organisations existent or planned? Please explain in detail (e.g. have there been negotiations, are potential or required cooperation partners willing to collaborate, has an MoU or other form of formal agreement been signed (please attach), etc.?)
  + If applicable, how does the project / programme complement governmental efforts and activities in in this field / region?
* Coordination
  + How does coordination with local authorities / ministries take place? (e.g. regarding the recognition of training programmes, certificates etc.; have there been negotiations, are potential or required cooperation partners willing to collaborate, has an MoU or other form of formal agreement been signed (please attach), etc.?)
* Complementarity and harmonisation
  + Who are the other main relevant stakeholders in the proposed target area?
  + Which projects / programmes are being implemented by other actors in the same area?
  + Which needs gap(s) will be filled by the proposed project / programme?
  + How does the project / programme complement activities of other donors present in this field / region?
  + How are overlaps and doubling up being avoided?
* Advocacy
  + Which measures regarding advocacy – local, regional, national – are planned?

## Sustainability

* + - What activities will be employed to positively influence the local situation in the long term (economic, ecological, social, political aspects)?
    - Which activities will be implemented to strengthen local capacities (of the target groups or the local partner organisation) sustainably?
    - Which exit strategies are planned?
    - In case of newly created structures such as social enterprises, training institutions, etc.: How will these structures become financially sustainable after the end of the project? Can you provide a business plan or similar? 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?

## Risk assessment /Risk Management[[8]](#footnote-9)

*Please note: This should be a narrative description of the anticipated risks and planned mitigation measures. Please refer to the risk register (risk assessment at the time of submission) for a detailed list of risks, mitigation measures, etc. (Annex 1)*

* + - 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 / programme country / countries / region for the achievement of the project / programme outcome?
    - What (external) factors could occur to delay or obstruct the achievement of the project / programme outcome?
    - Which unintended effects or potential negative consequences may the project / programme have in terms of environmental (incl. climate and Disaster Risk Reduction), gender and social standards as outlined in ADA’s “Environmental, Gender and Social Impact Management Manual” („Do no Harm“)? How will these risks be monitored and managed? Which mitigation measures are planned?
    - How do you assess corruption in the partner country? Which measures are taken to prevent any form of corruption in relation to the project / programme?

## Monitoring and evaluation

* Monitoring
  + Which accompanying measures are planned to ensure the success of the project / programme (i.e. reaching the outcome formulated above)?
  + How will project / programme monitoring be ensured? Is there a monitoring and evaluation plan?
  + Is / are learning exercise(s) or similar activities planned? Please describe.
  + Regarding budget for monitoring, please note that all monitoring activities, including monitoring trips, fall under indirect project cost (PBE).
* Evaluation

*Please note that evaluations of programmes and projects funded by ADA must follow the principles, standards and processes laid out in the Evaluation Policy of the Austrian development cooperation (MFA, 2019)[[9]](#footnote-10) and the ADA Guidelines for Programme and Project Evaluations (ADA, 2020)[[10]](#footnote-11). The evaluation budget should amount to at least 3 percent of the overall programme or project budget. In any case, a minimum of EUR 25.000 must be budgeted for an evaluation.*

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 / programme and the reasoning behind your suggestion;
      * If an evaluation is foreseen, please indicate when along the project’s / programme’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[[11]](#footnote-12).
      * Alternatively: In case, no evaluation is foreseen, please outline / justify.

## Visibility and public awareness raising (locally and/or in Austria)

*Public awareness raising activities in relation to the project / programme (please also refer to ADA visibility guidelines)*

* + - What public awareness raising activities are planned which are in direct connection with the project / programme (films, talks, action days, etc.)?
    - Where will these activities take place?
    - Please note that PR for the organisation such as press trips, etc. may not be funded; any budget items under this position must be directly related to the project.

## 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) are **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.

Legal force

The applicant confirms the accuracy and completeness of the information above and accepts the onerous obligations of the applicable funding guidelines. He / She agrees to the closing of a funding agreement in accordance with the General Terms and Conditions of the Austrian Development Agency (ADA) for Development Cooperation Funding in the current version (AVB) in case the application is approved.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Place and date |  | Name and legally binding signature |

# ANNEXES:

1. Logical Framework, Risk Register, Implementation Schedule
2. Budget
3. *Etc. (please list accordingly)*

1. Please delete as applicable [↑](#footnote-ref-2)
2. Please delete inapplicable items throughout the document [↑](#footnote-ref-3)
3. A complete list of all SDG targets can be found here: <https://sustainabledevelopment.un.org/topics/sustainabledevelopmentgoals> [↑](#footnote-ref-4)
4. A complete list of the EU GAP III objectives and indicators can be found here: <https://ec.europa.eu/international-partnerships/system/files/swd_2020_284_en_final.pdf> [↑](#footnote-ref-5)
5. 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.). [↑](#footnote-ref-6)
6. 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-7)
7. Environmental, Gender and Social Impact Management Manual (<https://www.entwicklung.at/fileadmin/user_upload/Dokumente/Publikationen/Handbuecher/Environmental_and_Social_Impact_Management/EGSIM_Manual_Juni2018.pdf>) [↑](#footnote-ref-8)
8. For the purpose of risk management in the context of projects and programmes, ADA defines risk as the danger of an event occurring that has a negative impact on the achievement of the goals of the respective project/ programme, or those of the implementing organization or ADA. For reference, the ADA Risk Catalogue with standard risks that can arise in the context of projects and programmes as well as the ADA risk assessment key are available online and can be consulted on a voluntary basis for the identification and description of risks (<https://www.entwicklung.at/en/media-centre/downloads#c2437>). [↑](#footnote-ref-9)
9. MFA (2019). Evaluation Policy of the Austrian Development Cooperation. <https://www.bmeia.gv.at/fileadmin/user_upload/Zentrale/Aussenpolitik/Entwicklungszusammenarbeit/Web_Evaluierungspolicy_EN.pdf> [↑](#footnote-ref-10)
10. ADA (2020). ADA Guidelines for Programme and Project Evaluations.

    <https://www.entwicklung.at/fileadmin/user_upload/Dokumente/Evaluierung/Evaluierungs_Leitfaeden/Guidelines_for_Programme_and_Project_Evaluations_ADA_2020.pdf> [↑](#footnote-ref-11)
11. 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-12)