ANNEX 2

Grant application - FULL PROJECT PROPOSAL

*Tropical forest initiative*

(Max. 15 pages excl. annexes)

|  |  |
| --- | --- |
| Information about APPLICANT | |
| Lead applicant |  |
| Address: |  |
| Contact person:  Name  E-mail  Phone |  |
| Co-applicants |  |

|  |  |
| --- | --- |
| Basic INFORMATION ABOUT THE PROJECT | |
| Project title |  |
| Total amount applied for (DKK) |  |
| Other funding for the project (DKK) |  |
| SDG alignment  *Specify relevant targets and indicators* |  |
| Main partners |  |
| Geographical coverage of the project |  |
| Estimated start date and duration (months) |  |

1. **Context, strategic considerations, rationale and justification**

* Brief summary of the main issues at national/regional/global level, as relevant, pertaining to political, societal, economic, environmental, humanitarian, security and human rights aspects that are relevant for the project. Include reflection of specific opportunities, challenges and risks these will imply for the project to achieve long-term sustainable results and make lasting impact.
* Presentation of the development problem(s) to be addressed by the project.
* Brief description of the main actors and key stakeholders.
* Brief presentation of past lessons learned, both positive and negative, and explanation of how they have influenced the design of the project.
* Complementarity with other ongoing efforts, alignment to national/regional/global priorities set out in policies/strategies/plans and coordination with relevant stakeholders.
* Alignment with Danish cross-cutting priorities, incl. human rights-based approach (HRBA), Leaving No-one Behind (LNOB), gender and youth, climate change and environmental considerations.

1. **Project description and intervention logic**

* Presentation of the theory of change i.e. how the identified development problem is expected to be addressed and pathways through which the intended changes will take place
* Presentation of expected results at output level and how they link up to the MFA defined objectives and outcomes i.e. linking up to the project’s annexed results framework
* Highlight key assumptions made in order for changes to take place and if relevant, how different scenarios may influence project implementation.
* Description of the types of activities that are expected to be carried out to achieve change.

1. **Local partnerships and ownership**

* Description of the choice of partners and their level of involvement in project implementation, including specific areas of responsibility.
* Strategies for capacity development of local partners.
* Description of involvement of target groups.
* Description of the proportion of the budget to be transferred to partners and used locally as reflected in annexed budget.

1. **Management arrangements**

* Presentation of the organisational and governance set-up for the project
* Description of mechanisms quality assurance and risk management, including security/safety related issues.
* Summary of anti-corruption measures and other measures for respecting Danish red lines (child labour, SEAH, anti-terrorism) in line with Danida Aid Management Guidelines.
* If the applicant is a consortium of several organisations, presentation of proposed roles and division of labour within the consortium.

1. **Monitoring, evaluation, accountability and learning**

* Presentation of mechanisms and procedures for monitoring, reporting/documentation and evaluation
* Presentation of how learning will be collected, applied and disseminated
* Outline of a plan for communicating results.

1. **Risk Management**

* Short narrative description of key risks and how they will be managed based on the summary of risk analysis, risk response at contextual, programmatic and institutional level in the annexed risk management matrix.

1. **Exit**

* Brief description of how sustainability issues are taken into account and how eventual phase-out will be facilitated.

Date :

Signature of lead applicant:

**Annexes:**

**Annex A: Results Framework**

**Annex B: Risk Management Matrix**

**Annex C: Budget**

**Annex D: Background information on applicant(s)**

**Annex E: Lead applicant declaration**

Annex A **Results Framework**

|  |  |  |  |
| --- | --- | --- | --- |
| Project | | [Project title] | |
| Objective | | [The intended impact] | |
| Impact Indicator | | [Macro indicator] | |
| Baseline | Year |  | [Situation prior to project activities] |
| Target | Year |  | [Intended situation by the end of project] |

|  |  |  |  |
| --- | --- | --- | --- |
| Outcome 1 *(maximum three Outcomes in total)* | | [The short-term and medium term effects of project outputs on the target group] | |
| Outcome indicator | | [Quantitative or qualitative factor or variable that provides a simple and reliable means to measure achievement or to reflect the changes connected to an intervention] | |
| Baseline | Year |  | [Situation prior to project activities] |
| Target | Year |  | [intended situation by the end of project] |

|  |  |  |  |
| --- | --- | --- | --- |
| Output 1.1 *(maximum three Outputs under each Outcome)* | | [Short-term result in the form of goods and services which result from an project activity] | |
| Output indicator | | [Quantitative or qualitative factor or variable that provides a simple and reliable means to measure achievement or to reflect the changes connected to an intervention] | |
| Baseline | Year |  | [Situation prior to project activity] |
| Target | Year 1 |  | [Intended situation after first year of implementation] |
| Target | Year 2 |  | [Intended situation after two years of implementation] |
| Target | Year 3 |  | [Intended situation after three years of implementation] |
| … | …. |  | …. |
| Target EOP | Year |  | [Intended situation when activity under the project ends ] |
|  | | | |
| Output 1.2 | | [Short-term result in the form of goods and services which result from an project activity] | |
| Output indicator | | [Quantitative or qualitative factor or variable that provides a simple and reliable means to measure achievement or to reflect the changes connected to an intervention] | |
| Baseline | Year |  | [Situation prior to project activity] |
| Target | Year 1 |  | [Intended situation after first year of implementation] |
| Target | Year 2 |  | [Intended situation after two years of implementation] |
| Target | Year 3 |  | [Intended situation after three years of implementation] |
| … | …. |  | …. |
| Target EOP | Year |  | [Intended situation when activity under the project ends ] |
|  | | | |
| Output 1.3 | | [Short-term result in the form of goods and services which result from an project activity] | |
| Output indicator | | [Quantitative or qualitative factor or variable that provides a simple and reliable means to measure achievement or to reflect the changes connected to an intervention] | |
| Baseline | Year |  | [Situation prior to project activity] |
| Target | Year 1 |  | [Intended situation after first year of implementation] |
| Target | Year 2 |  | [Intended situation after two years of implementation] |
| Target | Year 3 |  | [Intended situation after three years of implementation] |
| … | …. |  | …. |
| Target EOP | Year |  | [Intended situation when activity under the project ends ] |

Annex B Risk management matrix

Contextual risks

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Risk Factor** | **Likelihood** | **Impact** | **Risk response** | **Residual risk** | **Background to assessment** |
| Political |  |  |  |  |  |
|  |  |  |  |  |  |
| Economic |  |  |  |  |  |
|  |  |  |  |  |  |
| Societal |  |  |  |  |  |
|  |  |  |  |  |  |
| Environment |  |  |  |  |  |
|  |  |  |  |  |  |
| Security |  |  |  |  |  |
|  |  |  |  |  |  |

Programmatic risks

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Risk Factor** | **Likelihood** | **Impact** | **Risk response** | **Residual risk** | **Background to assessment** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Institutional risks

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Risk Factor** | **Likelihood** | **Impact** | **Risk response** | **Residual risk** | **Background to assessment** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Annex C: budget



|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Annex D - Background information on applicant(s)** | | | | | |
| **Background information on lead applicant (max. 1 page)** | | | | | |
| **General** | | | | | |
| Name of organization/entity: |  | | | | |
| Address of organization/entity: |  | | | | |
| Name & title of contact person |  | | | | |
| Telephone |  | | | | |
| E-mail |  | | | | |
| Webpage |  | | | | |
|  | | | | | |
| **Administrative and Legal Aspects** | | | | | |
| Specify the type of organization/entity: |  | | | | |
| When was the organization/entity established? |  | | | | |
| Is the organization/entity legally registered in the country of the proposed project? With which authority? |  | | | | |
| Total number of full-time staff |  | Total number of part time: |  | Total number of volunteers: |  |
| Does the organization/entity have a Management Board? |  | | | | |
| What was the organization/entity's total budget for the past 3 years (**include currency**)? |  | | | | |
| The organization/entity produces an annual audited financial statement? |  | | | | |
|  | | | | | |
| **Brief description of applicant** | | | | | |
| Vision, mission statement, thematic and geographical focus |  | | | | |
| Experience and expertise in the project’s thematic and geographical area? |  | | | | |
| Does the organization/entity have physical presence in the targeted geographical area? If so, where? |  | | | | |
| Does the organization/entity have procedures for procurement, internal control, anti-corruption? |  | | | | |
| Does the organization/entity have procedures for preventing and responding to sexual exploitation, abuse or harassment (SEAH) |  | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Background information on co-applicant (max. 1 page)** | | | | | |
| **General** | | | | | |
| Name of organization/entity: |  | | | | |
| Address of organization/entity: |  | | | | |
| Name & title of contact person |  | | | | |
| Telephone |  | | | | |
| E-mail |  | | | | |
| Webpage |  | | | | |
|  | | | | | |
| **Administrative and Legal Aspects** | | | | | |
| Specify the type of organization/entity: |  | | | | |
| When was the organization/entity established? |  | | | | |
| Is the organization/entity legally registered in the country of the proposed project? With which authority? |  | | | | |
| Total number of full-time staff |  | Total number of part time: |  | Total number of volunteers: |  |
| Does the organization/entity have a Management Board? |  | | | | |
| What was the organization/entity's total budget for the past 3 years (**include currency**)? |  | | | | |
| The organization/entity produces an annual audited financial statement? |  | | | | |
|  | | | | | |
| **Brief description of applicant** | | | | | |
| Vision, mission statement, thematic and geographical focus |  | | | | |
| Experience and expertise in the project’s thematic and geographical area? |  | | | | |
| Does the organization/entity have physical presence in the targeted geographical area? If so, where? |  | | | | |
| Does the organization/entity have procedures for procurement, internal control, anti-corruption? |  | | | | |
| Does the organization/entity have procedures for preventing and responding to sexual exploitation, abuse or harassment (SEAH) |  | | | | |

ANNEX E

Grant application

*Tropical forest initiative*

Lead applicant declaration

The lead applicant, represented by the undersigned, being authorized signatory of the lead applicant, and in the context of the present application, representing any co-applicant(s) and affiliated entity(ies) in the proposed project, hereby declares that:

1. The lead applicant has the sources of financing and professional competence and qualifications needed to undertake the project;
2. The lead applicant is directly responsible for the preparation, management and implementation of the project with the co-applicant(s) and partners, if any (including duty of care of involved employees), and is able to provide proof of the consent of the co-applicant(s) to be included in the present application;
3. The lead-applicant and each co-applicant (if any) is in a position to deliver upon request, the following supporting documents: documentation of legal entity and statutes, and audited annual reports for the last two financial years; a copy of the latest profit and loss accounts;
4. The lead applicant and each co-applicant (if any) are eligible in accordance with the eligibility criteria set out for this call for proposals.

We acknowledge that if the declarations or information provided proves to be false we may be subject to rejection from this procedure.

Signed on behalf of the lead applicant

Name:

Signature:

Position:

Date: