Grant application

# Instruction

The summary (1 page) shall follow the format given below. Please fill in the table. The further narrative part of the grant application should reflect the questions and points raised in the respective sections. The application should not exceed 8 pages (A4, Arial 10pt), including the logical framework matrix. A draft budget must be annexed in line with the instructions under sections 7 and 8.

The appraisal of the proposed intervention at this first stage will be based on the information provided in this application, as well as the supportive documents. If the appraisal is positive the applicant will be invited to submit a full proposal This does not yet imply a financing commitment by ADA.

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| --- |
| Project Title       |
| Country:      | Region/Location:      |
| Planned project period from:      | Till:      |
| Applicant | Local Project Partner |
| Name:       | Name:       |
| Legal Status, Year of Founding:      | Legal Status, Year of Founding:      |
| Office address:      | Office address:      |
| Telephone Number, E-Mail, web site:      | Telephone Number, E-Mail, web site:      |
| Contact person (Name and position): |       |
| Problem analysis |        |
| Objectives of the action | Overall objective / Impact     Project purpose / Outcome      |
| Expected results / Outputs |       |
| Target group and beneficiaries |       |

## Financing (Euro)

|  |  |  |  |
| --- | --- | --- | --- |
| Project Budget (total) | Requested Grant ADC | Contribution in Cash by the Applicant | Possible Contributions from Third Parties |
| 100% |      % |      % |      % |
| EUR |       |       |       |

Please annex the following supporting documents verifying the details:

Statutes, constitution or similar documentation describing the purpose and scope of the organization[[1]](#footnote-1)

* The ADA Financial Health Form completed and signed by an external/internal auditor or tax consultant, including the documents (attachments) required in the Form.
* Proof of creditworthiness / financial soundness according to a recognized rating system (e.g. by Creditreform, Kreditschutzverband 1870, Bisnode, Crif, Dun & Bradstreet, Schufa, Moody´s, Fitch, DBRS).
* Registration and verification of the signing authority

## 1. Information about the Applicant and Local Project Partner (max. 1 page)

Describe the legal status and official registration, the scope of the organisation/institution, its area of operation and relevant partnerships.

Provide a summary of relevant experience concerning the thematic focus of the proposed programme/project, existing systems for project cycle management, including quality assurance and risk management, M&E, financial management and control mechanism.

Briefly describe the capacities and staff available for project implementation, monitoring and evaluation.

Briefly describe the project partners and how roles and responsibilities are shared.

## 2. Relevance

2.1 Relevance to the development priorities and plans of the partner country

Describe the relevance of the project

- to the objectives and priorities of relevant policies and plans (e.g. sector policies and strategies, development plans at national and/or sub-national level).

- to specific subthemes like partnership, local ownership, capacity development/joint learning.

Describe the consistency with the objectives and focal areas of the ADC country/regional strategy as applicable.

2.2 Relevance to the particular needs and constraints of the target region/sector

Provide an analysis of the key problems and their causes to be addressed.

Refer to any relevant programmes/plans undertaken at national and/or sub-national level and describe how the project will relate to them in order to avoid duplication and make use of synergies.

In case the project is a continuation clearly indicate how the proposed project is building on the results and lessons learnt of the previous one, refer to main conclusions and recommendations of an evaluation.

## 3. Target group and beneficiaries

Define and describe the target group and beneficiaries, including composition and figures, selection criteria; specific needs and constraints of each group.

Demonstrate the relevance of the proposal to the constraints, needs and interests of the target group and beneficiaries.

Explain how participation of target group and beneficiaries in planning and implementation is/will be assured.

Give an overview of the key stakeholders, their interests and potential participation in the proposed project, any consultations undertaken with them.

## 4. Intervention logic and Implementation

What change shall be achieved through the intervention?

Outline the overall objective (impact), the project purpose (outcome) and the expected results (outputs).

Provide a brief description of activities/clusters of activities.

Briefly describe the relevant steering mechanism. Describe the foreseen monitoring and evaluation processes.

Indicate the time frame.

In addition, please outline a logical framework matrix.

## 5. Risk Management

Indicate the main potential risks[[2]](#footnote-2) to the achievement of the project outcomes/outputs, including appropriate risk management measures, in the risk register below. Indicate also potential environmental, gender and social risks.[[3]](#footnote-3)

|  |
| --- |
| Tentative Risk Register (first basic risk assessment) |
| Description of the risk[[4]](#footnote-4) (concrete event, its cause and possible negative impact) | Likelihood[[5]](#footnote-5) | Possible impact[[6]](#footnote-6) | Risk management measures planned (to reduce either likelihood or possible impact or both) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Please also consult the environmental, gender and social standard (EGSS) [checklist](https://www.entwicklung.at/fileadmin/user_upload/Dokumente/Projektabwicklung/Environmental-Gender-Social_Standards_Checklist.docx) and submit the filled-in checklist if applicable according to the guidance notes of the checklist together with this application <https://www.entwicklung.at/en/ada/funding/country-and-regional-strategies>

## Cross-cutting issues

Indicate how cross-cutting issues such as environmental protection and climate change, gender equality and women/girl’s empowerment, as well as human rights and specific needs of vulnerable people (i.e. minorities, indigenous people, children, disabled people) are addressed.

## Financing

List the financial sources, their contribution to financing the proposal and the status of commitment. Define your own contribution (in cash and/or kind) to the project.

## Budget

Draw up the budget in a format compatible to Excel and structure it according to cost items listed below. Expand the table and enter additional cost items according to need.

Concerning the calculation of administrative costs consult

https://www.entwicklung.at/fileadmin/user\_upload/Dokumente/Projektabwicklung/Englisch/Indirect\_Project\_Costs\_PBE\_July2019.pdf (English version)

**Human resources**

* Salaries and related costs (please list and specify all positions and distinguish between local and international staff if relevant)
* Consultancy services (fees for experts, please distinguish between local and international experts if relevant)
* Travel costs (please distinguish between staff and experts if relevant)
* Equipment (purchase and rent, maintenance)
* Please specify

**Logistics and operational costs**

* Please specify

**Other costs for activities**

* Please specify

**Visibility, publications etc.**

* Please specify

**Complementary organisational development/capacity development**

* Please specify

**Evaluation**

**Contingency**

**Administrative costs**

The applicant confirms the accuracy and completeness of the information above.

## Data protection

**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 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.

1. Only for new applicants or in case of changes compared to prior submission [↑](#footnote-ref-1)
2. 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. [↑](#footnote-ref-2)
3. See [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-3)
4. For reference, the ADA Risk Catalogue with standard risks that can arise in the context of projects and programmes is 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>). [↑](#footnote-ref-4)
5. Enter a value: (1) very unlikely, (2) unlikely, (3) likely, (4) very likely [↑](#footnote-ref-5)
6. Enter a value: (1) insignificant, (2) significant, (3) major.

An ADA staff guidance on assessing likelihood and impact along a 1-4 scale and 1-3 scale respectively is available online (<https://www.entwicklung.at/en/media-centre/downloads>) and can be used by applicants on a voluntary basis. [↑](#footnote-ref-6)