**GRANT APPLICATION FORM**

**Note**: Instructions to complete the grant application are on the last page of this form.

**PROJECT OVERVIEW**

|  |  |
| --- | --- |
| 1. Organization:
 |  |
| 1. Applicant:
 |  |
| 1. Project location:
 |  |
| 1. Project duration:
 |  |
| 1. Total project budget:
 |  |
| 1. Amount requested from the Ministry of Justice:
 |  |

**ABOUT THE ORGANISATION**

|  |  |
| --- | --- |
| 1. Organization details:
 |  |
| 1. Previous experience/projects:
 |  |

Kindly attach any relevant material such as website URL, annual reports, success stories from previous projects etc.

**PROJECT DETAILS**

|  |  |
| --- | --- |
| 1. Project title:
 |  |
| 1. Project background:
 |  |
| 1. Aims & Objectives:
 |  |
| 1. Beneficiaries:
 |  |
| 1. Activities:
 |  |
| 1. Implementation & other partners:
 |  |
| 1. Expected results:
 |  |
| 1. Sustainability:
 |  |

 **PROJECT OVERSIGHT**

|  |  |
| --- | --- |
| 1. Risk Assessment:
 |  |
| 1. Monitoring:
 |  |
| 1. Evaluation:
 |  |

Note: The Ministry of Justice requires all successful applicants to submit a financial report and final report within 3 months after the end of project.

**BUDGET**

|  |  |  |
| --- | --- | --- |
| **Budget Overview**  |  | **In total** |
| Total costs: |  |  |
| Self-financing: |  |  |
| Amount requested from the Ministry of Justice: |  |  |
| Other donors: |  |  |
| **Cost breakdown** |  | **DKK/USD/GBP/EUR** | **%** |
|  | Implementation/project costsEquipment/materialSalariesAdministrationMonitoring & evaluation expensesOther expenses**In total** |  |  |

**INSTRUCTIONS TO COMPLETE THE GRANT APPLICATION FORM**

In order for us to process an application, it is important that the template is followed, and all sections completed. Below you will find instructions on what we expect to learn from each section. It is recommended to provide as much detail of the project design as possible to minimize any delays that would occur by follow-up questions and/or clarifications.

The template is to be filled in electronically and submitted to the Ministry of Justice of the Faroe Islands on lmr@lmr.fo by the set deadline. Applications received after the deadline will not be considered.

Applicants are welcome to reach out to Hanna í Horni on +298 55 61 04, if you have any questions or concerns.

Make sure to include all relevant documents - such as agreements with partner organizations, permis­sions for project to take place - for example in a school - or if the project involves improvement of land or property, a detailed budget etc.

**Project overview**

1. **Organization:** Name of the organization, address, phone number, email, registration number and location.
2. **Applicant:** Name of the person submitting the application, title and position in the organization, address, phone number and email.
3. **Project location:** Country and city/region/town.
4. **Project duration:** How many months/years? When does the project start and when does it end?
5. **Total project budget:** Total costs of the project. Kindly state which currency is being used.
6. **Amount requested from the Ministry of Justice:** How much funding is the organization applying for.

**About the organization (applying for funding)**

1. **Organization details:** Describe the background of the organization. What are the organi­zation’s objectives and how does this project align with them? Where does the organization work? And how is the organization managed, governed, and administered?
2. **Previous projects:** What other projects has the organization conducted? Are they on the same scale as this one? What were the outcomes? This section is to clarify if your organization is ready to take on this project.

**Project details**

1. **Project title:** Name of the project.
2. **Project background:** Please explain the project’s overall goal. Why is this project important? Explain the challenges and problems of the current situation in the beneficiary country/ies. What are the roots of these challenges? How does it affect the target groups`? How will this project change the situation?
3. **Aims & Objectives:** Please highlight what this project aims to achieve. What are the areas this project seeks to change? It is common practice to include a list of aims and list the specific objectives that will take place to achieve the aims.
4. **Project beneficiaries:** Who will benefit from this project? Who are the target groups, and why? How many beneficiaries will the project reach? How will you reach out to intended bene­ficiaries? What are the direct and indirect effects on beneficiaries?
5. **Activities:** What activities will be undertaken to achieve the overall aim of this project? This section should include a list of all activities that take place. Kindly explain what each activity aims to do, how many participants it intends to reach and who is responsible to implement and see each activity through. All activities should be listed in chronological order and should inform the timeline for each activity.
6. **Implementation and other partners**: List all organizations (local & international), local partners, municipalities, authorities etc., that are a part of this project. Kindly explain, what each partner is responsible to do, and how the partners will cooperate and coordinate throughout the project. How were the implementing partners selected? How will you oversee the work of local partners and ensure funds are spent properly? Do you have a project communication plan in place?
7. **Expected results:** Explain in a concise and clear manner how this project benefits the beneficiaries.
8. **Sustainability:** Highlight the main specific measures for sustaining the project results after the termination of the project. Will there be ongoing or recurrent costs – if so, who is responsible to cover them? How will the project be handed over, so it has a lasting affect after the project has been concluded?

**Project oversight**

1. **Risk assessment:** Every project has its risk. Please identify and list all possible risks and challenges that could affect project implementation. How do you plan to manage/mitigate these risks?
2. **Monitoring:** Please explain all monitoring activities that will take place to make sure all activities are implemented. Who is responsible for the monitoring of the project? How often will monitoring activities take place? How will monitoring measures inform the ongoing project?
3. **Evaluation:** Please state who is responsible to conduct the evaluation of the project and when and how the evaluation will be done. Will the results be made publicly available, so others can benefit from this project?

**Budget**

1. **Budget:** Please provide a summary of the total costs of the project, and how it will be funded (self-financing, grant from the Ministry of Justice, other donors etc.). The funding requested from the Ministry of Justice is to be broken down into project costs, equipment/material, salaries, administration, expenses in relation to monitoring and evaluation activities, and other expenses. Funding is only provided in Danish crowns, British pounds, American dollars and in Euros. Kindly provide all cost-related information in one of these currencies. We do not provide funding for real property for the organization (office, conference rooms, laptops etc.).