

# Guidelines for applications to funding from Sida via Coalition Clean Baltic (CCB)

## Preface

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CCB has supported CCB organisations project activities within CCB Priority areas for more than 15 years. The Coalition Clean Baltic in cooperation with the Swedish Society for Nature Conservation (SSNC) and the Swedish International Development Cooperation Agency, Sida, have funded projects and information activities that are run by environmental non-governmental organisations (NGOs) in Belarus, Estonia, Latvia, Lithuania, Poland, Russia and Ukraine. Sida covers 80% of the project costs while the remaining 20% is financed by SSNC.

Due to the enlargement of EU and changed priorities of the Swedish government, CCB-organisations in Estonia, Latvia, Lithuania, Poland and Russia are no longer eligible to apply for this funding. However, the organisational skills, knowledge and competence within CCB the Priority Areas that these organisations have developed is useful for those NGOs in Belarus and Ukraine that are actively involved in the Coalition Clean Baltic (CCB) network, thus eligible to apply for funding.

Project applications, that in the project descriptions include activities that take into account the experiences that have been developed within the CCB network and within the CCB Priority areas, are seen as extra valuable. This could e.g. be made by inviting CCB-org with such experience to participate in the project.

Applications are prepared by the organisations and sent to CCB. The applications are discussed within the CCB Board who prepares a priority list for projects to be forwarded to SSNC-Sida.

These Guidelines shows you how to write a Project Application, step by step. It also outlines how to write the Final Report at the end of the projects implementation period. Please, follow the directions carefully. Headings and respective points are referring to the attached forms that you should use in your Application and Final Report. If you have any questions, please do not hesitate to contact the International Secretariat.

Very important! Please keep the deadlines otherwise CCB cannot take your project into consideration!

*CCB International Secretariat*  
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## 1. Framework

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In order to get support from CCB a project must be connected to the *CCB Baltic Sea Action Plan* and the *NGO vision of an Agenda 21 for the Baltic Sea Region*, and deal with:

- a) CCB's Priority Areas and Sub Areas.
- b) Concrete activities, mainly oriented to water issues.
- c) Support for organisational development of environmental grass-root NGOs.
- d) Information exchange and knowledge transfer.
- e) Environmental education and public awareness.

## 2. General requirements

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**A.** The applying NGO must be non-profit making and base the work on democratic values. It must have active members, an elected board, a constitution, arrange regular meetings, and be registered in accordance with national law.

The applying organisation must have a gender policy, including goals for how the equality of opportunity between women and men will be accomplished. Important is also that the organisation as well as the project which is applied for has a plan for local take-over. The plan should outline how financial recourses will be secured in the long run. The CCB-SSNC-Sida funds can not be taken for granted as they depend upon political decisions in the Swedish Parliament which might be subject to change.

Projects which combine democratic and environmental aspects are ranked high in the evaluation of incoming applications. So are projects where women's knowledge, interests and experiences are an integral part in the planning and implementation process.

**B.** Target groups shall be identified, e.g. members of environmental grass-root NGOs, people who work with children and youth, teachers, local administration and governments, mass media and other public opinion makers, and the general public.

**C.** Projects shall set up goals and objectives in a way that they can be easily evaluated. Measurable indicators shall be given for each project.

**D.** Projects shall have a grass-root orientation.

**E.** It must be clear which goals and proposals of the *CCB Baltic Sea Action Plan* and the *NGO vision of an Agenda 21 for the Baltic Sea Region* that projects are aiming at and how they will be implemented.

**F.** The project summaries describing the project in the Application and in the Final Report should be written as Articles in order to facilitate their usage for publication in media which is of great importance for CCB and the environment at large.

**G.** Projects must have a plan for local take-over.

**E.** Gender aspects have to be taken account for in the project and also be included in the final project report.

## 3. Application

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The Application must be in English and shall contain the following parts:

- 1. Application Cover Page
- 2. Project Proposal
- 3. Budget
- 4. Summary

### 3.1. Application Cover Page

The Application Cover Page must include:

**Project title.**

**Recipient NGO** – name (also in local language), address, telephone number, fax number and e-mail address, URL

**Project Leader** - name, address, telephone number, fax number and e-mail address.

**Time frame** - intended start and ending of project.

**Banking details for money transfer** - bank name and address, account number and holder, SWIFT, Iban, correspondent bank for SEK/Euro.

**Signature and position in applying organisation** - by the Project Leader and the NGO Chairperson (or some other person with authority to sign agreements on behalf of the applying NGO).

### 3.2. Project Proposal

A Project Proposal consists of:

**Project title** - formulated in such a way that it gives a clear picture of the objectives of the project.

**Organisational outline** - its goals, past environmental activities and achievements, membership data, and general rules of operation. Describe also the organisation's relation to the fund-raising organisation as well as earlier experiences of grants.

**Background** - a brief description of the project background and problems, what needs the project shall meet, what is being done by the governmental, regional and/or local authorities, as well as co-operation and co-ordination with other organisations.

**Goal** - what is the long-term goal of the project? Describe the ideal final target of the project. It may be difficult to reach but it offers the guidance needed to understand the project.

**Objectives** - what are the objectives of the project? Describe the targets that can be reached during the implementation of the project. Formulate the targets in realistic terms and, as far as possible, in measurable terms, so they can function as indicators in the evaluation for the final report. Measurable indicators shall be given for each project. Explain possible spill-over effects, e.g. how the project can be copied by other local groups in your country and in other countries in the Baltic Sea region.

If the project is aimed at producing e.g. a brochure, the application should also contain information on distribution, marketing, public relations, press work, etc.

**Target groups** - describe the target groups. An important criteria of a project is connected to the amount of people that will be reached by a project activity and **in which way** (directly or indirectly, by information through media, hands-on experience...) with **which target** (for information, as working power, will they be involved in an on-going process (maybe also after the end of the planned project?), will they be motivated for own initiatives, will they function as multipliers themselves?).

If possible sub-divide into men and women and explain how their respective roles may be affected. Also, make a division of labour and status.

**Activities** - outline the main activities of the project. Make a detailed description of the components, e.g. preparation, action, production of information materials, training courses etc. This is the most important part of your Project Proposal!

**Timetable** - present a timetable for the implementation of the project, from the start to the Final Report. Explain how the control of the timing will be carried out. Discuss what factors may complicate and/or delay the implementation and make an assessment of the consequences, with respect to scope and timetable.

**Materials** - list the materials and equipment purchase that is planned as part of the project.

**Gender** – Present the goal for the work with gender in your organisation. Describe in what way the project will contribute to the achievement of this goal. Present how many women as well as how many men that will be involved in the project.

**Evaluation** - explain how you will evaluate the project in relation to the goal and objectives you aim for. Which criteria/indicators and which method are you going to use for evaluation? Always report the number of people involved and reached by the project.

**Local take-over** – Outline the plan for how your organisation as well as your project will continue to survive when the financial support from CCB/SSNC/SIDA will end. How will you secure the financial resources in the long run? Describe what actions and processes that will continue after the end of the financed project and what benefits these could bring. Will there be work/actions on a voluntary basis?

**Connection to the CCB Baltic Sea Action Plan and the NGO vision of an Agenda 21 for the Baltic Sea Region** - refer to subjects and/or chapters which are of relevance to your project.

### 3.3. Budget

The Budget consists of:

**Project title.**

**Recipient NGO** - name.

**Time frame** - indicate when the project is supposed to start and end.

**Budget** - shall be presented in SEK, or both US Dollars and SEK, with reference to:

- salaries, total (total amount)
- salaries, monthly (divide the total amount with the number of months of the project, name the employees and list their respective monthly salaries)
- percentage of full time (how much will employees work every month? e.g. 100%, 50%)
- equipment (must be specified – please note, no capital goods like e.g. computers, cameras, copy machines, video cameras etc can be included)
- travel (only domestic)
- mailing and telecommunication
- production of information materials and other costs for main activities
- dissemination of the results of the project
- evaluation and report
- other specified costs
- administrative costs

Normal administrative costs, e.g. overhead costs, auditor, book-keeping etc., shall be no more than 5% of the total project cost. Equipment can not include capital goods, only minor expenses for e.g. upgrading of computer programmes and usable. The grant cannot be used for rents and other running expenses. Please, separate salaries from administration.

You should also state here if you are planning to use the applied budget or parts of it as co-financing in some other project application. Such plans must be discussed and approved of by the CCB secretariat.

**Signature** - the Project Leader (or other person authorised to sign) shall sign the Budget.

### 3.4. Summary

Summarise the project in the form of an *article*. It should be ready for publication in the CCB Newsletter or similar periodical without further processing.

## 4. Agreement

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If your project is granted funding, the agreement will be sent to you. An agreement in English shall be signed by both CCB and your organisation, before any money is transferred.

If you are planning to use the granted money as co-financing in a project application to some other funding institution this must first be discussed and approved of by the CCB Secretariat.

## 5. Final Report

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The Final Report shall contain the following:

1. Final Report Cover Page
2. Project Report
3. Financial Report
4. Summary
5. Electronic version of the full report (can be sent by e-mail).

## 5.1. Final Report Cover Page

The Final Report Cover Page must include:

**Project title.**

**Recipient NGO** - name, address, telephone number, fax number and e-mail address.

**Project Leader** - name, address, telephone number, fax number and e-mail address.

**Time frame** - start and ending of project period.

**Signature** - by NGO Chairperson, Project Leader or by any other person who has the authority to sign agreements on behalf of the applying NGO.

## 5.2. Project Report

A Project Report consists of:

**Project title.**

**Recipient NGO** - name, address, telephone and fax numbers, and e-mail address.

**Objectives** - describe if the objectives of the project have been achieved. Comment on the main reasons for divergences, if there are any.

**How many people have been involved in the project?**

**How many people have been reached by the project?**

**Target groups** - describe what kind of people that have been influenced by the project and in what way. How were women affected? Were some groups influenced in a negative way? Was the target group involved in the project work - if not, why? Comment on divergences from the plan.

**Co-operation between the fund-raising and your own organisation** - describe how this co-operation has worked out. Have there been any problems or divergences?

**Activities** - describe the activities of the project and their present condition. Comment on important divergences from the original plan. Include copies of materials produced during the implementation phase.

**Timetable** - describe if the project has been implemented according to the original timetable. Comment on important divergences.

**Budget and financing** - comment on if there have been any divergences and/or problems.

**Gender** – Present the goal for the work with gender in your organisation. Describe in what way the project has contributed to reach this goal. Present how many women as well as how many men that have been involved in the project.

**Local take-over** – *Outline the plan for how your project as well as your organisation will continue to survive when the financial support from CCB/SSNC/SIDA will end. How will you secure the financial resources in the long run?*

**Evaluation** - comment on the outcome of the project in quantitative as well as qualitative terms compared with the goals and objectives set up. To measure the progress/success of the project, compare the goals and objectives set up beforehand with the outcome/results of the project.

**Follow-up**- *report on the activities which have been animated by the project in present and for the future.*

**Experiences/conclusions** - comment on the results of the project and discuss positive and negative experiences, e.g. What ought to be remembered when planning and implementing similar projects? What could have been done differently? Do you have more ideas for follow-on activities and exchange of experiences? What positive/negative side-effects have the project reached or is assumed to reach? Describe especially the consequences of the project on the environment according to the CCB Baltic Sea Action Plan and the NGO vision of an Agenda 21 for the Baltic Sea Region.

## 5.3. Financial Report

The Financial Report should consist of:

**Project title.**

**Recipient NGO** - name.

**Financial Report** - shall be presented in the transfer currency, usually SEK, as well as the corresponding amount in your local currency, with reference to:

- salaries (account monthly salaries separately)
- equipment (account every item separately)
- travel
- mailing and telecommunication
- production of information materials and other costs for main activities
- dissemination of the results of the project
- evaluation and report
- other specified costs
- administrative costs.

Salary expenses shall always be accompanied by the name of the recipient persons. All expenses for equipment shall be reported in detail in a separate list in an annex. Also, the exchange rate has to be reported. Compare actual costs with estimated costs of the Budget in the Project Proposal. Don't forget the total sum. Changes in the cost distribution of the original budget shall not exceed 10%, and the total sum has to be the same as in the original budget.

**Controlling and Auditing of Finances** - there must be procedures within your organisation where the finances are controlled by an elected auditor/controller. A Swedish auditor may make a visit and audit the accounts. The book-keeping, including documented original receipts, have to be kept by your organisation in accordance to the national law.

**Signature** - both the Project Leader (or other person authorised to sign) and the auditor/controller of your organisation shall sign the Financial Report.

#### 5.4. Summary

Summarise the final results of the project - in the form of an article. It should be ready for publication in the CCB Newsletter or similar periodical without further processing.

The *article* should give a short description of the project and its results, as well as a reflection on the success of its implementation. The *article* should consist of:

- Name of the organisation.
- Description of the project - its goal and objectives.
- Discussion about the main activities in relation to goal and objectives, e.g. has the goal and objectives been reached? What went right or wrong etc.?
- Discussion about the effects of the project, e.g. how many people participated? How many people has the project had an impact on and in which way etc.?