

Version of 30 October 2009

MODEL APPLICATION FORM

Cofinancing system II (MFS II)
STAGE 1

MODEL APPLICATION FORM, MFS II 2011-2015

Introduction

This is the model application form (for stage 1 of the application process) for organisations that wish to apply for a grant within the framework of the Cofinancing System (MFS II) for 2011-2015.

The model application form is based on the Cofinancing System Grant Policy Framework II for 2011-2015.¹ The Grant Policy Framework provides assessment criteria based on the policy principles set out in 'Our Common Concern'² and the policy memorandum on civil society organisations *Cooperation, Customisation and Added Value*, which are used to assess grant applications under MFS II by independent Dutch civil society organisations (CSOs) or consortia of CSOs. The Grant Policy Framework is the main point of reference for the assessment of applications. Where differences in terms of substance or interpretation occur, the Grant Policy Framework will prevail. The model application form reproduces the Grant Policy Framework in a practical format.

Civil society organisations and consortia wishing to apply for a grant under MFS II must use the model application form. The form is divided into sections that are based on the criteria identified in the Grant Policy Framework. A glossary can be found in appendix II of the Grant Policy Framework. Section 2.4 of the Grant Policy Framework describes for whom MFS II grants are intended.

An application may concern one or more programmes. One model application form should be filled in for each application and submitted with all compulsory appendices. These are specified in the model application form.

¹ Order of the Minister for Development Cooperation of 29 July 2009, no. DJZ/BR/0501-09, setting policy rules and a ceiling for grants awarded under the Ministry of Foreign Affairs Grant Regulations 2006 (Cofinancing System II: policy rules and grant ceiling), Government Gazette, no. 11 736, 31 July 2009 and Order of the Minister for Development Cooperation of 23 October 2009, no. DJZ/BR/0804-09, amending policy rules for grants under the Ministry of Foreign Affairs Grant Regulations 2006 in relation to MFS II.

Sections of the model application form

The model application form must be completed in full in order to qualify for a grant under MFS

II. The form is divided into the following sections:

- General information: applicant's details
- Management summary
- Threshold criteria check
- Organisational check
- Consortium check (applies to consortia only)
- Outline proposal check
- Applicant's signature
- Appendices: the application must include all compulsory appendices and any other relevant documentation.

Assessment and timetable

Chapter 3 of the Grant Policy Framework describes how applications will be assessed and presents a timetable for stages 1 and 2 of the assessment process.

More information

Dutch civil society organisations that intend to apply for a grant under MFS II can attend one of the information meetings about the grant scheme. One meeting will take place on 4 August 2009, and another will be held in September 2009. More information about the application procedure can be found on the Ministry's website: www.minbuza.nl/mfs.

Submitting applications

The Ministry of Foreign Affairs must receive your application for an MFS II grant in stage 1 no later than

Tuesday 1 December 2009 at 17:00.

Please send your application to:

Civil Society Division (DSO/MO)

² Parliamentary Papers, House of Representatives, 2007/08, 31 250, no. 1.

Social Development Department
Ministry of Foreign Affairs
Postbus 20061
2500 EB 's Gravenhage

If you wish to deliver your application personally or by courier, it may be handed in at the Ministry's mail desk (deliveries), Irenestraat 6, The Hague, no later than 16:30 on 1 December 2009.

Application requirements

- Applications for stage 1 should be complete and without reservations and submitted in quintuplicate on paper and CD-ROM. Provisional applications will not be accepted.
- Applications sent by fax or email will not be processed.
- The application should be written in Dutch or English. Please do not include any informative or illustrative books, CD-ROMs or videotapes about your organisation with your application.
- Applications sent by mail and postmarked on a date before the application deadline are considered to be submitted on time, provided they are delivered no later than one week after the deadline for applications has passed.
- Applications sent by mail using a 'postage paid' envelope are considered to be submitted on time if they are delivered to the Ministry before 17:00 on 1 December 2009. An item is not considered delivered until it has been recorded by the Ministry's mail department. Incoming mail is not recorded at weekends.
- If applications are not sent by registered mail, the sender bears the risk of their being received later or not at all.
- Applications submitted after the deadline will not be processed. The applicant bears sole responsibility for ensuring that the application is complete and submitted on time.

General instructions for drawing up your application

- At the beginning of each section of this model application form, an indication has been given of the number of pages (A4) that may be needed to provide the information required. The lower end of the range applies especially to smaller applications and the higher end to larger applications. Please try to keep your responses within the recommended range.

- The maximum number of points that can be scored in each section, except the threshold criteria check, is also given. Applications are appraised qualitatively, so that the number of points scored will depend on the quality of your application.
- Your responses should be based as much as possible on SMART³ principles.
- In some cases, it may be useful to draw up your response using the following guide: provide evidence of documentation (i.e. the subject has been well thought out), show that it has been approved (i.e. it has been institutionalised), show that it is being used (i.e. it is current policy) and show what is being done with the results (i.e. lessons learned).
- Your application must be accompanied by a number of compulsory appendices. These are mentioned in the relevant sections. A checklist of all compulsory appendices is also included at the end of the form.
- Where indicated, you may refer to external documents in your responses. Compulsory documents *must* be attached to your application. Please specify the page number and paragraph of the text that you are referring to, and number all appendices.
- If you are required to supply an example, please give the most relevant example to answer the question. The example should ideally be related to the programmes described in the applicant's track record (see section 4.2.5a of the organisational check). The example should take up 1 to 3 paragraphs.

Contents

Your application should follow the order and numbering given below, including sections and page numbers.

- I. General information about the applicant
- II. Management summary
- III. Threshold criteria check
- IV. Organisational check
 - Quality of the administrative organisation
 - The organisation's efficiency
 - Application of the Wijffels Code
 - Policy on Southern partners
 - Track record over the last five years
 - Contextual analysis
 - Planning, monitoring and evaluation (PME)

³ SMART: **S**pecific, **M**easurable, **A**ceptable, **R**ealistic, **T**ime-related

- V. Consortium check
 - Consortium's capacity
 - Consortium's added value
- VI. Outline proposal check
 - Consistency of strategic choices
 - Policy relevance
 - Substance of the proposal
- VII. Applicant's signature
- VIII. Checklist of compulsory appendices

I. General information about the applicant

a. Name of organisation/consortium	
b. Address	
c. Tel. no. / fax no.	
d. Email	
e. Director(s)	
f. Contact person for this application	
g. Theme(s) of application	
h. If you are the lead party of a consortium, give the names of all co-applicants, their full address, directors and contact persons. You may provide this information in a numbered appendix.	
i. Are you a co-applicant in another consortium that is applying for a grant	

under MFS II? If so, name the lead party of that consortium.				
j. Dutch bank account no., bank name				
k. Applicant's total annual budget	2008 budget	2009 budget	2010 budget	2011 budget
l. Grant amount requested, per year and total amount	2011:		2013:	2015:
	2012:		2014:	Total:
m. Programme budget (per programme per year and total amount)	2011:		2013:	2015:
	2012:		2014:	Total:
n. In what countries will the activities be implemented?				
o. Does your organisation receive any other grants from the Ministry of Foreign Affairs? If so, which grants, what are the amounts involved, what is their duration and for what activities have they been granted (activity number)? You may provide this information in a numbered appendix.				

II. Management summary

Concise substantive summary of the application

In 2 to 4 pages (A4), describe the substance of your application. What are the main activities that will be implemented with MFS II funding, the activities' target group, and the applicant's intended approach? If the application is made by a consortium, who are the other Dutch parties in the consortium and why has the consortium been formed? What is the proposal's expected contribution to the MFS II objective and the Ministry's overall development objective?

III. Threshold criteria check

Demonstrate that your organisation/consortium satisfies the threshold criteria.

An application that does not satisfy all of the criteria below will not be considered further.

Please read the explanatory notes.

1. The applicant must be a not-for-profit civil society organisation whose seat is in the Netherlands and which possesses legal personality under Dutch law. This also applies to any co-applicants.

Notes: Include a copy of your organisation's constitution with your application. Provide references to the appropriate articles.

2. The applicant must strive to achieve structural poverty reduction in DAC countries (see appendix III to the Grant Policy Framework) by providing support – in the form of cooperation, the provision of expertise, financial sponsorship or in other ways – to not-for-profit civil society organisations in these countries.

Notes: This should be clear from the organisation's objectives, as stated for example in its constitution. Provide a reference to the appropriate article, or demonstrate the organisation's objectives in some other way.

3. The applicant must have a demonstrable support base in the Netherlands. This also applies to any co-applicants.

Notes: The organisation must be anchored in Dutch society. This means that the organisation has a stable interactive relationship with Dutch society, as evidenced for example by its having either Dutch volunteers or Dutch donors.

4. The applicant must demonstrate that at least 25% of its annual income from 1 January 2011 will derive from sources other than Ministry of Foreign Affairs grants.

Notes: This should be evident from your organisation's 2010 budget, which must be included as an appendix. In this appendix, also explain how you will satisfy this requirement in 2011 and subsequent years. If you are making this application as lead party of a consortium, you must give evidence that the consortium as a whole satisfies this criterion.

5. As a lead party or an independent applicant, a CSO may submit only one MFS II grant application and be awarded only one MFS II grant.

Notes: An organisation can only apply for one grant at a time, whether as an independent applicant or as the lead party of a consortium. It can, however, be represented in more than one consortium for which another CSO is submitting the application. Here, list any other applications in which you are involved, describing your role in each. If you are the lead party of a consortium, provide this information on behalf of your co-applicants too.

6. The grant application may not exceed 25% of the total annual MFS II grant funding (€425 million), based on an application for a five-year grant (or a maximum of €106,250,000 per year). This maximum sum per year also applies if the application period covers less than five years (i.e. between three and five years).

Notes: This should be clear from your proposal's budget and multi-year estimates, which must be included with your application.

7. The application must apply to one or more programmes with a three to five-year duration, to be implemented between 1 January 2011 and 31 December 2015.

Notes: What is the duration of the programme/programmes that **your proposal entails?**

8. Grant applications involving a CSO, whether as an independent applicant, lead party of a consortium or co-applicant, and which, in combination with other applications involving a CSO in one of the above capacities, could lead to an organisation receiving more than €106,250,000 in MFS II funding per year, will be rejected.

Notes: List all the MFS II grant applications in which you are involved, including the amount requested in each case. If you are the lead party of a consortium, provide this information on behalf of your co-applicants too.

9. Applications must be for at least €10 million where the programme duration is five years. This amount applies proportionally to programmes with a shorter duration (at least three years).

Notes: This should be clear from your proposal's budget and multi-year estimates, included with your application.

10. If a programme in a specific country focuses largely on sustainable economic development and direct poverty reduction, the minimum level of annual spending is €500,000. For programmes focusing largely on other strategies, the minimum level of annual spending is €200,000 per country per year. These minimum amounts are averages over the grant period. For global programmes, that is to say programmes that cannot be attributed to a specific country or region, this criterion does not apply.

Notes: This should be made clear from your proposal's budget and multi-year estimates, and the overview in Appendix IV, which must all be included in your application. Appendix IV can be found on www.minbuza.nl/mfs under 'Bijlagen'.

If your programme cannot meet this criterion because it is a global programme, you need to substantiate this.

The proposal will also be appraised with regard to these threshold criteria:

11. The proposal does not relate to initiatives aimed at proselytisation.

12. The proposal does not relate to initiatives mainly geared to study opportunities or research.

Finally, the application must satisfy the following threshold criteria:

13. The proposal does not concern the financing of commercial service provision, investment

or other commercial activities.

Notes: This should be clear from your proposal's budget and multi-year estimates, included with your application.

14. The proposal must relate to activities in two or more **DAC countries**.

Notes: In what countries will your programme(s) will be implemented? Alternatively, refer to the table that you will have filled in under 4.4.2c, 'Outline proposal'.

15. With effect from 1 January 2011, the gross salary of employees of the applicant organisation and consortium members (management and board) must not exceed the salary of a director-general in the civil service.

Notes: This amount is equal to a full-time gross salary at pay scale 19 under the Civil Servants' Pay Decree (BBRA).⁴ Show that you satisfied this criterion by, for instance, attaching an auditor's report on the remuneration of those in charge of the organisation.

⁴ The BBRA is published on the website of the Ministry of the Interior and Kingdom Relations (www.minbzk.nl).

IV. Organisational check

The purpose of the organisation check is to enable the minister to judge the quality of the organisation's internal management, its policies and its operational and management capacity, so as to establish the applicant's capacity to implement the proposed programmes and, if the applicant is the lead party of a consortium, its ability to deal with the responsibility for the consortium and the programmes to be implemented by it.

A maximum of 60 points may be scored in the organisation check. The points are divided over seven sections. You must score at least 40 points, otherwise your application will be rejected.

1. Quality of the administrative organisation

No. of pages (A4)	Section	Max no. of points
5 to 10	4.2.1	10

Describe your organisation's administration:

4.2.1a: What is the quality of the applicant's financial and administrative processes, including its anti-corruption and sanctions policy? Can the applicant account for expenditure?

Notes: Demonstrate that your organisation's financial and administrative organisation is sound. Do not enclose handbooks or procedures manuals, but describe the current procedures and systems that underlie your financial and administrative organisation, including your anti-corruption and sanctions policies. **Attach your existing annual accounts for 2008 including an unqualified auditor's opinion on those annual accounts.**

4.2.1b: What is the quality of the applicant's planning and control cycle?

Notes: Explain how budget management takes place in your organisation and give your auditor's assessment of its functioning. You may attach evidence.

4.2.1c: What is the quality of the applicant's accounting cycle with regard to both the frequency and the way narrative and financial reports are drawn up to facilitate the management and fine-tuning of operations?

Notes: Explain in what way and how often narrative and financial reports are drawn up and

used for the management and fine-tuning of operations. The most recent narrative and financial reports must be included with your application.
4.2.1d: What is the quality of the financial monitoring system with regard to Southern partners with whom the applicant has a financial relationship?
<i>Notes:</i> Describe this system, including your monitoring and sanctions policies.
4.2.1e: Does the applicant has a code of conduct regarding internal rules and practices (including policies on integrity and diversity), both within the organisation and with Southern organisations?
<i>Notes:</i> Include the code of conduct as an appendix. Here, you may simply refer to the appropriate appendix number.

2. The organisation's efficiency

No. of pages (A4)	Section	Max. no of points
2 to 4	4.2.2	10

Describe your organisation's efficiency :

4.2.2a: Does the applicant strive to be efficient and is this aim embedded in its organisational policy?
<i>Notes:</i> Describe how your organisation pursues efficiency, what indicators are used to monitor efficiency, and how efficiency is embedded in the organisation. Use examples related to the programmes described in the track record (section 4.2.5a). In other words, how were these programmes steered in the interests of efficiency, what indicators were used and what adjustments were made, if any?
4.2.2b: Are the applicant's overhead costs in reasonable proportion to the total amount of the grant being applied for and the total budget of the programme(s) for which a grant is being applied?

Notes: How does your organisation account for its overhead costs in its annual report (e.g. what method is used to allocate expenditure to the various objectives and to management and administration)? If necessary, explain why your overhead is higher than would normally be expected. Refer to the appropriate sections of your most recent annual report and annual accounts (2008) and the proposal budget included as an appendix.

3. Application of the Wijffels Code

No. of pages (A4)	Section	Max. no of points
2 to 4	4.2.3	5

Show that your organisation satisfies the criteria of the Wijffels Code on the governance of charities and the advisory rules on the remuneration of directors of charities:

4.2.3a: How are executive and supervisory functions are separated?

Notes: Give a brief description of how executive and supervisory functions are structured in your organisation. How are these functions formally arranged?

4.2.3b: Does the applicant have a complaints procedure?

Notes: How are complaints from individuals or organisations in the South regarding your organisation and/or activities dealt with? Include a copy of the complaints procedure with the application.

If your organisation has not applied the Wijffels Code, or sections thereof, you must explain why. **This does not apply to the salary norm, as stated in threshold criterion 4.1.15. All applications *must* comply with this norm.**

4. Policy on Southern partners

No. of pages (A4)	Section	Max. no of points
3 to 6	4.2.4	10

Describe your policy with regard to Southern partners:

4.2.4a: Do partner organisations or representatives in the South have substantial influence on the applicant's policy?

Notes: Describe the form and frequency of partners' influence on your organisation's policy and management. Use examples which clearly illustrate the participative dimension of the relationship. Your examples should be related to the three programmes described in section 4.2.5a (your track record). In other words, illustrate partner organisations' influence on policy and management in these programmes.

4.2.4b: Is the applicant's selection policy on partners geared to the organisation's own objectives?

Notes: Describe your partner selection procedure, including screening or selection criteria, anti-corruption policy and policy on sanctions. **Your examples should be related to the three programmes, to be described in your track record (described in section 4.2.5a).**

4.2.4c: Is the applicant's policy to promote the capacity development of its Southern partners aimed at independence (sustainable partner policy)?

Notes: Describe this policy in terms of practical goals/intended results, activities, measures to encourage partners to conduct activities independently, and the way in which you give account to stakeholders on progress made on this policy. Use examples that are related to the three programmes described in section 4.2.5a (your track record).

5. Track record over the last five years

No. of pages (A4)	Section	Max. no. of points
5 to 10	4.2.5	10

In this section, provide an overview of the results achieved by the organisation over the last five years.

4.2.5a: Use the track record to give an overview of the results achieved over the last five years through your organisation's efforts. This should include the performance of all the actors

involved: the CSO itself, its partners (particularly the Southern partners) and target groups.

Notes: Give an overview of the progress made in up to three of your most important programmes that were financed or cofinanced by the Ministry of Foreign Affairs.⁵ Discuss each programme separately, using the outline below for each of the three strategies described in section 2.1 of the Grant Policy Framework. When multiple strategies were applied within a programme, you must be able to show how they are connected. Refer to relevant sources (internal or external). (NB: results need only be demonstrated for the strategy or strategies actually deployed.)

Use the outline below and provide additional qualitative information where necessary.

The official final reports or evaluation reports of the programmes described must be included with your application.

Organisations that have never received Ministry funding may draw up a track record of any relevant programme.

Programme 1 (title)	
Section	Components

⁵ We are primarily interested in progress in activities that are financed or cofinanced by the Ministry of Foreign Affairs. If this applies to more than one programme, discuss each separately. If your organisation receives core funding, discuss your three largest subprogrammes.

Brief programme description	Objective (contribution to what issue?), implemented activities, implementing organisations (Dutch CSOs and any partners), target group (for whom), Southern partners (with whom), countries (where), duration.
Intended impact	Positive or negative, long-term primary and secondary effects related to the objective, direct or indirect, intended or unintended. Impact is often difficult to measure; your report may be indicative.
Outcome achieved	Intended or unintended changes that occurred as a result of the outputs; while not in your span of control, they did fall within your 'span of influence'.
Output generated	Changes that resulted from the activity and were relevant in connection with achieving the objective. Output should be attributable to the activity (lie within your span of control).

6. Contextual analysis

No. of pages (A4)	Section	Max. no of points
2 to 4	4.2.6	5

Describe your policy for conducting contextual analyses:

4.2.6a: Demonstrate that contextual analyses are part of the applicant's work processes.

Notes: Show that contextual analysis is institutionalised in your organisation – and results in context-specific programmes – by describing policy, working agreements, reporting requirements and periodic meetings. Use three examples related to three programmes described in section 4.2.5a (your track record) to show how these processes function. In other words, explain how a contextual analysis was carried out for each programme and how new insights in the course of the programme's implementation were dealt with.

4.2.6b: Which professional procedures/methods are used to carry out contextual analyses?

Notes: Contextual analyses should be carried out professionally, using appropriate methods and/or procedures that provide contextual information. Procedures or methods must also be aimed at linking up, exchanging knowledge, coordinating and/or cooperating with other relevant actors and organisations. These include other major donors, government organisations and/or multilateral institutions like DFID, the UN, the World Bank and the Dutch embassy, but may also include target groups in the community, local, Dutch or international NGOs, local or other experts, universities and/or companies. Use an example related to one of the three programmes in your track record (section 4.2.5a): describe the methods/procedures used to draw up a contextual analysis for this programme and describe the lessons learned. If you deliberately did not coordinate with certain actors/organisations, explain why.

7. Planning, monitoring and evaluation (PME)

No. of pages (A4)	Section	Max. no of points
2 to 4	4.2.7	10

Describe your organisation's planning, monitoring and evaluation (PME) procedures:

4.2.7a: Demonstrate that planning, monitoring and evaluation are embedded in your organisation to the extent that your vision, objectives, activities, results and PME are consistent.

Notes: Demonstrate that your organisation's vision, objectives, activities, results and PME are consistent at project, programme and organisational level. Explain how the contextual relevance of PME is assured (i.e. that PME is relevant to the problem, the objectives and the chosen strategy). You may use an example related to your track record (section 4.2.5a).

4.2.7b: Is capacity for learning built into and between project level, programme level and organisational level? Are lessons learned accessible to peers and partners?

Notes: Demonstrate how learning capacity is embedded at and between the different levels (project, programme, organisation). How is the accessibility of lessons learned assured? The term 'partners' must be interpreted in the broadest sense. Use an example to explain how previous lessons learned influenced your policy, strategic approach and/or activities. The example may be related to your track record (4.2.5a).

4.2.7c: Does both 'downstream' (e.g. Southern partners and target groups) and 'upstream' (support base and providers of funding) accountability towards stakeholders take place?

Notes: Describe how accountability towards stakeholders takes place in both directions, i.e. to Southern partners and target groups and to your organisation's support base and financiers. Can stakeholders influence your organisation's policy and how it is implemented, and if so, how? Answer this question using an example, which may be related to your track record (4.2.5a).

4.2.7d: Does the PME system generate usable and valid data?

Notes: How is data generated? Name and explain the methods used and how the data illustrates input, output and outcome (you may also explain how it illustrates other aspects of performance). Describe how quality of data generated is assured. How is the data generated used in monitoring and how does monitoring provide input for evaluation?

V. Consortium check

APPLIES TO CONSORTIA ONLY; TO BE FILLED IN BY LEAD PARTY

The consortium check consists of an assessment of the consortium's capacity and added value. Applications by consortia can score a maximum of 15 points in this section (10 for capacity, 5 for added value).

1. The consortium's capacity

No. of pages (A4)	Section	Max. no of points
4 to 8	4.3.1	10

4.3.1a: Is the consortium's financial management in order and does it have sufficient expertise related to the activities of this application to ensure the programme would be implemented effectively and efficiently?

Notes: What is the outcome of the appraisal of the quality and capacity of all co-applicants? How did this appraisal take place? To answer these questions, include an appraisal report for each co-applicant as an appendix. The appraisal must address each of the seven components of the organisation check (see section 4.2). The minister may decide on the basis of this information to request further information about the co-applicants from the lead party.

4.3.1b: Is the consortium based on a feasibility analysis?

Notes: The analysis must provide information on the consortium's intended strategic and substantive added value, its success and risk factors or strengths and weaknesses. The feasibility analysis identifies risks and contains practical measures to manage them. The analysis may be included with the application.

4.3.1c: Civil society organisations who make a joint application must sign a partnership agreement establishing the basis of their cooperation.

Notes: In a partnership agreement, the parties to the consortium declare that they have

<p>entered into a partnership with a view to implementing a joint proposal with (a) cross-programmatic objective(s). The agreement should also address the following:</p>	
a. The scope and aims of the partnership.	
b. Each party's share of the tasks, the type of partnership and representation and the way decisions are made.	
c. Co-applicants' commitment to the lead party of the consortium, who makes an application on behalf of the consortium and who acts as its point of contact and representative, with regard to the implementation of the programme(s) described in the MFS II grant application and compliance with the obligations attached to the grant award.	
d. PME. Co-applicants' PME systems should be consistent with each other.	
e. Contextual analyses: these must be carried out jointly and in a coordinated manner in accordance with criterion 4.2.6 of the organisational check.	
f. A common partner policy, i.e. the parties should coordinate and explicitly describe the procedure for selecting and building relations with partner organisations in the South.	
g. Financial agreements, including the distribution of funds, administrative/overhead costs (rates and distribution), prepayments and settlements.	
h. Other provisions, including a procedure for disputes, anti-corruption policy, sanctions policy, a complaints procedure and an exit strategy.	

A copy of the partnership agreement, signed by the authorised representatives of all parties in the consortium, must be included with the application.

2. The consortium's added value

No. of pages (A4)	Section	Max. no of points
2 to 4	4.3.2	5

Describe the added value of your consortium, explaining why and how the partnership delivers greater value than separate applications by each of the organisations individually:

4.3.2a: The consortium has strategic added value with regard to the Ministry's development and MFS II objectives.

Notes: Describe the consortium's added value, which may be attributed to various factors such as economies of scale, synergy, higher efficiency or innovation in certain policy areas. Please describe each co-applicant's part in delivering added value, so that an assessment can be made of each co-applicant's individual added value.

4.3.2b: The lead party and/or one of the co-applicants can be categorised as an organisation for migrants and/or a 'young and innovative' organisation.

Notes: If applicable, demonstrate that one or more of the participating parties falls into one or both of the categories above by referring to the relevant articles in their constitution. Copies of these constitutions must be included with the application.

VI. Outline proposal check

The aim of this check is to enable the minister to form an opinion about the quality of the outline proposal concerning the programme(s) to be carried out by the applicant and any co-applicants.

A maximum of 25 points may be scored on this check, divided over three sections. If your application does not score at least 18 points, your application will be rejected.

1. Consistency of strategic choices

No. of pages (A4)	Section	Max. no. of points
2 to 4	4.4.1	5

Explain how the strategic choices made by your organisation/consortium are consistent:

4.4.1a: Do the applicant's vision of development cooperation and its mission form the basis of the programme proposal?

Notes: Describe the strategic objectives of the programme proposal with reference to the vision and mission of your organisation/consortium. They must provide a logical basis for strategic choices with regard to contextual analysis, activities, partner organisations and so on. There must be logical coherence.

2. Policy relevance

No. of pages (A4)	Section	Max. no. of points
2 to 4	4.4.2	10

Describe the policy relevance of the proposal submitted by your organisation/consortium:

4.4.2a: To what extent are the intended results of the programme proposal achieved using the adopted strategies? (See the explanatory note in section 2.1 of the Grant Policy Framework and the glossary in appendix II.)

Notes: Give reasons for your choice of strategy/strategies in relation to the intended results, the themes on which your organisation/consortium is focused, your selection of countries and the **relevant contextual factors**. There must be logical coherence between these elements.

4.4.2b: To what extent does the programme proposal tie in with the minister's four enhanced policy focuses?

Notes: Explain how far the proposal ties in with the four areas in which the minister has chosen to intensify policy, as identified in section 2.2 of the Grant Policy Framework.

4.4.2c: What is the programme proposal's geographical reach (the distribution of activities

across partner countries and non-partner countries)? By 31 December 2015, 60% of the grant amount should have been spent in the partner countries. The 60% criterion applies to the total amount of spending in 2015 that can be attributed to countries. When assessing the geographical reach of the programme proposal, the degree to which the proposal is carried out in countries on the OECD/DAC list of Least Developed Countries (LDCs; list in appendix III) is also assessed.

You need to provide an insight into how you will achieve the 60% criterion. This can be done by describing the starting position (for example, by using the same table as shown below, but for 2011) and the approach/method you will use to meet this criterion during the grant period.

Notes:

This criterion concerns the distribution of programmes among partner and non-partner countries. You need to show how the programme/programmes is/are divided between partner and non-partner countries. The latter category is divided, according to the categorisation of the OECD/DAC-list, into Least Developed Countries (LDCs) and non-LDCs (overview in appendix III to the Grant Policy Framework). When answering, use the table shown below.

Programme	Duration	Partner country & grant requested for the year 2015	Non-partner country (LDC) & grant requested for the year 2015	Non-partner country (non-LDC) & grant requested for the year 2015
1. 2. 3. 4. Etc. TOTAL grant requested	n/a			

Notes: Per country, indicate what percentage of the grant amount will go to each programme in 2015. Countries should be divided into categories (partner country, non-partner country & LDC, non-partner country & non-LDC). The information provided here should demonstrate that, in the year 2015, 60% of the grant amount will have been spent in

partner countries. The table should also reveal to what extent the proposal is to be carried out in LDCs that are non-partner countries.

Global programmes are not included in this table. If the applicant is of the opinion that a programme qualifies as global, this needs to be stated explicitly. In that case the applicant must show why the programme cannot be attributed to a specific country or region.

The 60% criterion only applies to the MFS II grant applied for.

4.4.2d: To what extent does the programme proposal tie in with one or more country profiles?

Notes: This criterion is explained in detail in section 2.2 of the Grant Policy Framework.

Explain your answer in terms of the themes to which your application relates, the selection of countries and the relevant contextual factors.

3. Substance of the proposal

No. of pages (A4)	Section	Max. no of points
5 to 10	4.4.3	10

A proposal may consist of one or more programmes. Your written outline, which may be between 5 and 10 pages in total, should be a concise text that deals with the following points at least: (1) problem analysis (which issue does the proposed programme aim to address?), including underlying evidence, (2) objectives and intended results (what does the programme aim to achieve? – output and outcome), (3) programme partners (who are your partners – Southern partners, Northern partners – and what form will the partnership take?), (4) resources to be deployed, including a budget, (5) an assessment of the risks associated with implementing the proposal and an overview of risk management measures to be taken if necessary, and, for consortia only (6) an overview of what programme elements each of the parties will undertake to carry out. The outline proposals should be included with the application as appendices. More elaborate programme descriptions can, if necessary, be included as appendices to the application.

The quality of each outline proposal will be appraised based on the following criteria:

4.4.3a: Does the proposal have a logical structure?

Notes: Logical connections must exist between problem analysis, objective, activities, resources to be deployed and intended results (specified using quantitative and qualitative variables). This should be clear from the outline proposal and the budget included with the application.

4.4.3b: Is the proposal feasible?

Notes: In the outline proposal, explain how the intended results **at programme level** can be achieved using SMART indicators. You may include a description of previous experience as well as a risk analysis.

4.4.3c: Describe the partnership with Southern partner organisations.

Notes: Provide detailed information about the partner policy with regard to this proposal, aimed particularly at promoting ownership and a partnership of equals. If applicable, describe in what way the partner policy for this proposal differs from the organisation's regular partner policy (section 4.2.4 of the organisational check), a situation which may especially occur with programme proposals by consortia.

4.4.3d: Describe the partnership with businesses and/or research and academic institutions.

Notes: Applications can score points if implementation of the **proposal** involves partnership with businesses and/or research and academic institutions (see appendix II to the Grant Policy Framework).

VII. Applicant's signature

I, the undersigned, declare that the information provided in this application and its appendices is truthful.

Name of applicant/lead party	
Name of authorised representative	
Date	
Place	
Signature	

VIII. Checklist of compulsory appendices

The following documents should be included with your application. Please number the appendices and use these numbers when referring to appendices in your application.

Appendix	Criterion concerned
List of co-applicants' contact details (directors and contact person, address, tel. and fax nos.)	General information 1.a.h
List of other grants from the Ministry of Foreign Affairs (amounts involved, activities, activity number)	General information 1.a.o
Copy of the constitution	Threshold criterion 1
Applicant's (and any co-applicants') 2010 budget	Threshold criterion 4
Budget and multi-year estimate for the programme proposal (one budget per programme if the proposal concerns more than one programme)	Threshold criteria 6, 8, 9 and 10 and criterion 4.4.3a
Overview of minimum spending per country (Annex IV)	Threshold criterion 10
Statement, e.g. auditor's report, concerning the salary norm	Threshold criterion 15
Auditor's report	4.2.1a
Narrative and financial reports	4.2.1c
Code of conduct	4.2.1e
2008 annual report and annual accounts	4.2.2b
Complaints procedure	4.2.3b
Statement by, for instance, the auditor concerning the remuneration of management and executive staff	4.2.3c
Final reports and/or evaluation reports	4.2.5a
Appraisal report for each co-applicant, made by the lead party	4.3.1a
Copy of partnership agreement, if application is made by a consortium	4.3.1c

Copies of co-applicants' constitutions (if application is made by a consortium that includes a migrant organisation and/or a 'young and innovative' organisation)	4.3.2b
Outline proposal	4.4.3
Overview of the programme's geographical reach (differentiate between partner and non-partner countries) in 2015	4.4.2c
Liquidity forecast for the first 12 months of the programme proposal	Article 25, Ministry of Foreign Affairs Grants Decree