

**MODEL APPLICATION FORM**

**Cofinancing system II**

**2011-2015**

**(MFS II)**

**STAGE 2**

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## INTRODUCTION

### 1. The model application form

This is the model application form (for stage 2 of the application procedure) for submitting a comprehensive programme proposal as a supplement to your grant application under the Cofinancing System Grant Policy Framework II (MFS II) for 2011-2015. A maximum of the 30 best applications received from Dutch civil society organisations (CSOs) or consortia of CSOs in stage 1 will go through to stage 2. Successful applicants (or lead parties in the case of consortia) will be invited by letter of 1 April 2010 to submit a comprehensive programme proposal.

The model application form is based on the Cofinancing System Grant Policy Framework II for 2011-2015. The Grant Policy Framework provides assessment criteria based on the policy principles set out in 'Our Common Concern'<sup>1</sup> and the policy memorandum on civil society organisations 'Cooperation, Customisation and Added Value', which are used for the programme check (see chapter 5 of the Grant Policy Framework). The overall aim of MFS II, against which all proposals will be explicitly evaluated, is to contribute to the establishment and strengthening of civil society in the South as a building block for structural poverty reduction. Stage 2 applications will be assessed by means of the programme check, with the Grant Policy Framework as the **main point of reference**. Where the model application form and the Grant Policy Framework differ or may be open to different interpretations, the Grant Policy Framework will prevail.

A stage 2 application is a comprehensive programme proposal, supplementing the application made in stage 1. The comprehensive programme proposal should elaborate on the outline proposal submitted as part of your stage 1 application. For the sake of readability, in the present document we have used 'application' where 'supplement to the application' is meant.

The stage 2 *application* should provide all the information that is required for a proper assessment, i.e.: general information about the applicant, the management summary, the completed model application form and compulsory and optional appendices. Together these form the comprehensive programme proposal. You must use the *model application form*, completed in accordance with the structure specified below, if you wish to submit a complete application.

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<sup>1</sup> Parliamentary Papers, House of Representatives, 2007/08, 31 250, no. 1.

This model application form, including the tables and charts, **must** be used when submitting an application. It provides instructions for submitting the application, and explains what you are asked to do for each criterion of the programme check. Please refer to the glossary in appendix II of the Grant Policy Framework for an explanation of terms frequently used in the criteria.

## **2. The programme check**

The purpose of the programme check is to enable the minister to judge the quality of the comprehensive programme proposal that would be implemented by the applicant and any co-applicants. The comprehensive programme proposal should elaborate on the outline proposal submitted as part of your stage 1 application. This proposal, and therefore the comprehensive programme proposal, may consist of one or more programmes. The assessment is based on the criteria specified in chapter 5 of the Grant Policy Framework, and will cover all programmes included in your proposal.

### **How much room is there for deviating, in stage 2, from the application submitted in stage 1?**

In a tender procedure applications cannot be changed after the closing date. Accordingly, it is not possible to change the application once stage 1 has ended (i.e. during the assessment procedure). If a change in circumstances constitutes force majeure, any proposed changes will need to be substantiated. This does not affect the minister's right to refuse them.

The stage 2 proposal should be based on the same programme/programmes, the same requested grant, and the same themes, countries, strategies, partners and, if applicable, co-applicants as the outline proposal submitted in stage 1.

A maximum of 100 points can be scored on the programme check. Applicants must score at least 60 points to qualify for a grant.

The criteria against which the proposal is assessed are divided into the following seven sections:

1. Contextual analysis (20 points)
2. Objective and strategy (15 points)
3. Intended results (15 points)
4. Monitoring, accountability and evaluation (10 points)

5. Harmonisation and complementarity (15 points)
6. Programme efficiency (15 points)
7. Programme sustainability (10 points)

The model application form explains in greater detail the information required to assess an application according to each of these criteria.

### **3. Assessment and timetable**

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

### **4. More information**

More information about stage 2 of MFS II, including relevant documents and questions and answers regarding the procedure, can be found on the Ministry's website

<http://www.minbuza.nl/mfs>.

### **5. Submitting applications**

In stage 2 of the procedure, the Ministry of Foreign Affairs must receive your application for an MFS II grant no later than

**Thursday 1 July 2010 at 17.00.**

Please send your application to:

**Civil Society Division (DSO/MO)  
Social Development Department  
Ministry of Foreign Affairs  
Postbus 20061  
2500 EB Den Haag**

If you wish to deliver your stage 2 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 July 2010.

*The following delivery conditions apply:*

- Applications for stage 2 should be complete and without reservations and submitted in quadruplicate on paper and CD-ROM.

- Applications for stage 2 sent by fax or email will not be processed.
- The application for stage 2 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 for stage 2 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 for stage 2 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 July 2010. 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 for stage 2 are not sent by registered mail, the sender bears the risk of their being received later or not at all.
- Applications for stage 2 submitted after the deadline will not be processed. The applicant bears sole responsibility for ensuring that the application for stage 2 is complete and submitted on time.

## 6. Instructions for drawing up your application

- Each section of this application states whether the required information should be submitted for each programme, each country or for the proposal as a whole. It also says whether you should provide your answer in the application form or in an appendix.

For the following sections, please submit your answers for each programme using the model application form:

- section 5 'objective and strategy'
- section 6 'intended results' (with the exception of criterion 5.2.3a)
- section 9 'efficiency' (with the exception of criterion 5.2.6b)
- section 10 'sustainability'

For the following section, please submit your answers for each programme as a compulsory appendix:

- criterion 5.2.3a of section 6 'intended results'

For the following sections, please submit your answers for each country as a compulsory appendix:

- section 4 'contextual analysis'
- section 8 'harmonisation and complementarity'

For the following sections, please submit your answers for the proposal as a whole using the model application form:

- section 7 'monitoring, accountability and evaluation'
- criterion 5.2.6b of section 9 'efficiency'.

- 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 is also given. The number of points scored will depend on the quality of your application. The notes on criteria in the model application form are simply intended to help you complete the form. An explanation of each criterion can be found in the Grant Policy Framework.
- The application must include a number of compulsory appendices. Each section of the form explains what exactly is required; there is also a checklist of compulsory appendices at the end of the form. You should ensure you use the numbering specified. A Word template for compulsory appendices 1 and 3, which should be completed as a table, is available on the MFS II website ([www.minbuza.nl/mfs](http://www.minbuza.nl/mfs)).
- You may wish to include extra documentation. These optional appendices must be numbered separately.
- When referring to compulsory or optional appendices, please cite the relevant page number and paragraph.
- Where relevant, you should make it clear why your application should not be seen as just a collection of unconnected programmes with no substantial added value (see criterion 4.3.2 of the consortium check in stage 1).
- You are strongly advised to back up your answers with substantive arguments rather than simply a factual description.
- Where required, please keep to the SMART principles as much as possible. Experience has shown that the objectives of all kinds of programmes can be expressed in a SMART manner. If you believe that your programmes are an exception to this rule, you will need to provide a detailed explanation of why this is so if you want to avoid losing points.

## 7. Instructions for submitting your application

*Instructions for the structure of the application:*

All applications **must** be submitted in a loose-leaf system<sup>2</sup> ordered as follows:

- Title page
- Tab 1: Table of contents
- Tab 2: General information about the applicant
- Tab 3: Management summary
- Tab 4: Section 5.2.1 *Contextual analysis* (\*)
- Tab 5: Section 5.2.2 *Objective and strategy*
- Tab 6: Section 5.2.3 *Intended results*
- Tab 7: Section 5.2.4 *Monitoring, accountability and evaluation*
- Tab 8: Section 5.2.5 *Harmonisation and complementarity*
- Tab 9: Section 5.2.6 *Efficiency*
- Tab 10: Section 5.2.7: *Sustainability*
- Tab 11: Applicant's signature
- Tab 12: Compulsory appendices
- Tab 13: Optional appendices

(\*) You are required to submit a contextual analysis for each country for which you are applying for an MFS II grant.

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<sup>2</sup> For hard-copy versions this means: the application should not be glued, bound or stapled, but submitted in a loose-leaf form in a file, with each page numbered and with titles specified in the prescribed table of contents. For CD-ROM versions this means each tab should be save in a separate file and coded as follows: *applicant's name\_tab no.\_section*.



## MODEL APPLICATION FORM MFS II STAGE 2

### Title page

State the name of your programme proposal on the title page of your stage 2 application, together with the name of your organisation and, in the case of a consortium, the names of the co-applicants.

### 1. Table of contents

In your application's table of contents, keep to the order given in section 7 of the Introduction.

### 2. General information about the applicant

The following chart is also used in the stage 1 model application form. You are required to give the same information as for stage 1.

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 addresses, 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? 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: 2012:		2013: 2014:	2015: Total:
m. Programme budget (per programme per year and total amount)	2011: 2012:		2013: 2014:	2015: Total:
n. In what countries will the activities be implemented?				
o. Does your organisation and/or any of your co-applicants 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.				

**3. Management summary**

**a) Thematic summary by country**

Notes:

In the following chart, state which themes each programme covers and which countries and Southern partners will be involved.

If your application concerns a global programme you are not required to complete the chart for the global part of your application. You are, however, required to make a convincing case for why your programme qualifies as a global programme.

You should submit the following chart as compulsory appendix number 1.

*NB: Do not change the format of the chart.*

<b>Country</b> <b>Theme</b>	.....	.....	.....	.....
.....	<i>Programme:</i> <i>Duration: ...to ...</i> <i>Southern partners:</i>	<i>Programme:</i> <i>Duration: ...to ...</i> <i>Southern partners:</i>	<i>Programme:</i> <i>Duration: ...to ...</i> <i>Southern partners:</i>	<i>Programme:</i> <i>Duration: ...to ...</i> <i>Southern partners:</i>
.....	<i>Programme:</i> <i>Duration: ...to ...</i> <i>Southern partners:</i>	<i>Programme:</i> <i>Duration: ...to ...</i> <i>Southern partners:</i>	<i>Programme:</i> <i>Duration: ...to ...</i> <i>Southern partners:</i>	<i>Programme:</i> <i>Duration: ...to ...</i> <i>Southern partners:</i>
.....	<i>Programme:</i> <i>Duration: ...to ...</i> <i>Southern partners:</i>	<i>Programme:</i> <i>Duration: ...to ...</i> <i>Southern partners:</i>	<i>Programme:</i> <i>Duration: ...to ...</i> <i>Southern partners:</i>	<i>Programme:</i> <i>Duration: ...to ...</i> <i>Southern partners:</i>
.....	<i>Programme:</i> <i>Duration: ...to ...</i> <i>Southern partners:</i>	<i>Programme:</i> <i>Duration: ...to ...</i> <i>Southern partners:</i>	<i>Programme:</i> <i>Duration: ...to ...</i> <i>Southern partners:</i>	<i>Programme:</i> <i>Duration: ...to ...</i> <i>Southern partners:</i>

**Global Programme:**

***b) Short substantive summary of the programme proposal***

Notes: Give a short summary of the programme content – preferably in no more than two pages (A4) per programme – fully matching the summary given in your stage 1

application. You must include the following components,<sup>3</sup> as a minimum:

- the objective(s) of the programme(s);
- if the proposal contains more than one programme, explain how the programmes are connected;
- how they contribute to the overall MFS II objective;<sup>4</sup>
- the main programme activities;
- who will benefit from the activities (the target group);
- how they will be implemented (indicating the underlying intervention strategy, the Southern partners with which you will be working and, if the application is made by a consortium, the role of each co-applicant);
- the budgeted costs of the programme(s).

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<sup>3</sup> You can provide this information in any order in the substantive summary, as long as it is all included.

<sup>4</sup> For this objective see the Grant Policy Framework, chapters 1 and 2.

#### 4. Contextual analysis

No. of pages (A4)	Criterion	Max. no. of points
2 to 6 per country	5.2.1	20

Notes:

- Submit one contextual analysis for each country to which your proposal relates.
- Each contextual analysis should be submitted as a separate compulsory appendix to your application (appendix number 2). You will not need to provide separate answers on data relating to criteria 5.2.1a to 5.2.1c in the main part of the model application form.
- Per country, each contextual analysis must cover the six sections set out below.
- In each section of the contextual analysis you will need to specify how Southern partners will be involved, what they will contribute and how capacity building will benefit.
- For global programmes, it is sufficient to provide one contextual analysis for the global context of your programme. You must however cover the six sections (I-VI) set out below, in the context of the specific issue the programme addresses. You are only required to provide a problem analysis at the appropriate level (see III).

In this section, keep to the following layout. Do not change the titles or their order:

I Introduction

II Target group analysis

III Problem analysis at micro/meso/macro level

IV Background analysis

V Multi-actor analysis

VI Tailor-made programmes

In **I Introduction** state the country and programme(s) concerned. Give a short description of any relevant political, economic and social developments and relevant thematic trends. Wherever possible, draw on existing, reliable research material from reputable institutions.

In **II Target group analysis** state, for each programme, the relevant target group(s) in the country in question. Describe who they are and give your reasons for choosing them.

In **III Problem analysis at micro/meso/macro level** state which specific problems affecting which target group(s) each programme will focus on. Give the origins of these problems (at micro/meso/macro level).

In **IV Background analysis** state, for each programme, the role played by social, economic and political background factors in perpetuating and/or resolving the problems described above. What is the role of Southern civil society organisations, why have you chosen the organisations you have as a partner, and what effect is your intervention intended to have? Substantiate your answers with a SWOT analysis<sup>5</sup> of (local) civil society.

In **V Multi-actor analysis** state, for each programme, how your role relates to the roles of other relevant actors (the government, the Dutch embassy, other bilateral donors, multilateral organisations, businesses, research and academic institutions and other national and international NGOs) active in the same field. In other words: explain precisely the added value of your programme in relation to other relevant actors' interventions. Substantiate your answer.

Under **VI Tailor-made programmes** explain how each programme corresponds to the contextual analysis. In other words: the objectives and activities of the programme(s) must relate directly and logically to the results of the contextual analysis. You must describe and explain the openings you see for bringing about processes of development and change for the target group(s) and the results of the programme. You must also provide a SWOT analysis of your programme(s) in the context you have described, focusing in particular on the opportunities you have identified.

Sources: Wherever possible, draw on existing, reliable research material from reputable institutions for the contextual analyses. Indicate your use of such sources in the footnotes. You are also advised to use the information available from the Dutch embassy in the country in question, for example the MASPs.<sup>6</sup> Do not cite sources directly. You should only refer to them, or use them to substantiate your argument.

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<sup>5</sup> SWOT stands for: Strengths, Weaknesses, Opportunities and Threats.

<sup>6</sup> MASP stands for: Multi-Annual Strategic Plan.

The quality of the contextual analyses is assessed according to the following criteria:

<p>5.2.1a: <i>The programme proposal must contain a contextual analysis for each country for which a grant is being applied for. The programme must be drawn up and implemented in a way that is context specific. Contextual analysis is also specified according to theme and country.</i></p>
<p>5.2.1b: <i>Per country, the contextual analyses must contain a target group analysis, a problem analysis at micro/meso/macro level and a background analysis of the social, economic and political factors in relation to one another. The contextual analyses must also contain a multi-actor analysis.</i></p>
<p>5.2.1c: <i>The findings of the contextual analyses must result in a tailor-made programme or coherent tailor-made programmes, geared to other programmes of the applicant or of other donors in the same themes/countries.</i></p>

**5. Objective and strategy**

No. of pages (A4)	Criterion	Max. no. of points
3 to 6 per programme	5.2.2	15

NB: Your answers for this section should be submitted individually for each programme, using the model application form.

<p>5.2.2a: <i>Objective: the programme proposal must contribute to the strengthening of civil society in the South.</i></p> <p><i>Notes:</i> Structural reduction in poverty by supporting Southern civil society organisations is the overall objective of MFS II. Explain for each programme which points of the strength-weakness analysis of local civil society in the contextual analysis (section IV) will be pursued, and which instruments and means will be used to achieve this (e.g.</p>
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networks, capacity building).
<p><i>5.2.2b: The objective of each programme must follow on logically from the contextual analyses and be in line with the applicant's vision and mission.</i></p> <p><i>Notes:</i> Demonstrate the connection between the applicant's vision and mission, the results of the contextual analyses and the result-oriented objective(s) of the programme(s). In the case of consortia, the lead party should answer on behalf of the co-applicants. Rather than simply stating that this connection exists, you should give a reasoned explanation.</p>
<p><i>5.2.2c: Each programme's strategy must derive logically from the objective or objectives and assume ownership on the part of the target group or target groups. Ownership is based on the premise that the approach has at least been drawn up in consultation with the target group and that it ties in with the needs/wishes of that group.</i></p> <p><i>Notes:</i> For each programme, demonstrate how the chosen strategy derives logically from the objectives. You also need to show how the intended target group(s) helped to define this approach, and how the approach meets their needs/wishes. It is essential that you state how much ownership the target group(s) has.</p>
<p><i>5.2.2d: The strategic approach must be partly based on lessons learnt in the past.</i></p> <p><i>Notes:</i> For each programme state how lessons learnt, e.g. from monitoring reports and the outcome of evaluations, have influenced the choice of strategy for the programme(s). State clearly what lessons were learned, and how they contributed to the programme. Illustrate each lesson learned with what your organisation or consortium considers to be a representative example that overlaps with your programme.</p>



## 6. Intended results

No. of pages (A4)	Criterion	Max. no. of points
<i>2 to 3 per programme</i>	<i>5.2.3</i>	<i>15</i>

NB: Your answers for this section should be submitted individually for each programme, using the model application form, with the exception of the chart for criterion 5.2.3a, which should be submitted as an appendix.

*5.2.3a: The programme should indicate the intended results and should be effective. It must contain a detailed list of intended results (based on SMART indicators) at output and outcome level and specify key indicators to be used to measure the extent to which results have been achieved.*

### *Notes:*

Please give your answer using the following chart. You may not change the format. The chart should be submitted as compulsory appendix number 3.

For each programme, indicate the intended results (at output and outcome level) in SMART terms. At output and outcome level, give the key indicators to be used in measuring the extent to which results have been achieved.

Use the chart to show to what extent the intended results are dependent on other programmes or activities run by the applicant, co-applicants or other actors.

Your programme's results should contribute to the achievement of the overall objective of MFS II (strengthening civil society in the South by supporting Southern civil society organisations). Indicate this clearly in the table.

<b>Name of the programme:</b>				
<b>Budget, specifying the MFS II grant applied for:</b>				
<b>Objective and target group(s):</b>				
	<b>Description results at output level</b>	<b>Key indicators (qualitative/ quantitative)</b>	<b>Description results at outcome level</b>	<b>Key indicators (qualitative/ quantitative)</b>
<b>Activities with strategy geared to direct poverty alleviation</b> 1..... 2..... Etc.				
<b>Activities with strategy geared to building civil society</b> 1..... 2..... Etc.				
<b>Activities with strategy geared to influencing policy</b> 1..... 2..... Etc.				
<b>Activities with strategy X</b> 1..... 2..... Etc.				

*5.2.3b: A logical connection should exist between the programme's strategy and intended results.*

*Notes:* For each programme, explain how the chosen strategy ties in with the objectives and intended results. If your application covers more than one programme, explain how they interconnect.

*5.2.3c: The programme must contain a baseline measurement.*

*Notes:* A baseline measurement indicates the existing situation, before the programme is implemented. Explain how the baseline measurement will be taken for each programme. The measurement should be available when the programme begins, and should tie in with the results of the contextual analysis. You should also state how your Southern partner organisations will be involved in generating the baseline measurement. The measurement should also define the milestones used to map the progress of the programme(s), with indicators being used to monitor whether the programme(s) is/are on track.

*5.2.3d: The programme must tie in with the applicant's (and co-applicants') capacity. The intended results must be realistic and achievable, bearing in mind the applicant's (and co-applicants') human and financial capacity.*

*Notes:* Here you must demonstrate that the staffing and financial capacity of the applicant (and co-applicants) is sufficient to achieve the intended results.

## 7. Monitoring, accountability and evaluation

No. of pages (A4)	Criterion	Max. no. of points
<i>2 to 4 per proposal</i>	<i>5.2.4</i>	<i>10</i>

NB: Your answers for this section should cover your proposal as a whole and be submitted using the model application form.

*5.2.4a: The intended results must be monitored, ensuring contextual relevance.*

*Notes:* Explain how the implementation of the programme(s) will be monitored (target-group-specific method, frequency and actors involved), taking the baseline measurement as a starting point (see criterion 5.2.3c). You should also specify how the monitoring results will be used for steering and/or adjusting the implementation of the programme(s), where necessary.

*5.2.4b: The programme must be evaluated and the evaluations are of good quality.* The evaluation should show the extent to which the intended results have been achieved. The applicant must demonstrate that by the end of the grant period, (a) representative programme evaluation(s) will take place of 75% of the activities carried out with the aid of the grant. The evaluation must be of good quality (valid, reliable and usable).

*Notes:* State how the results of the programme(s) will be established. Outline the evaluation methodology and explain your reasons for choosing it for the programme(s) in question. Say how you will ensure that, once the grant period has ended, a representative programme evaluation will take place of 75% of the programme(s) implemented with the aid of the grant.

## 8. Harmonisation and complementarity

No. of pages (A4)	Criterion	Max. no. of points
2 to 6 per country	5.2.5	15

NB: Your answers for this section should be submitted, for each country, in a compulsory appendix (appendix number 4). In your answer, show that the following criteria have been met for each programme implemented in the country in question.

*5.2.5a: Geographic and thematic harmonisation must exist between the applicant (and, if applicable, the co-applicants) and other Dutch and non-Dutch civil society organisations.*

*Notes:* Explain how, and on the basis of what information, each programme is aligned geographically and thematically with civil society organisations and/or their partners active in the country in which the programme will be implemented. These may be Dutch or non-Dutch organisations that are relevant to your programme(s). State how alignment is taking place and what the results are (in terms of contact, agreements, information exchange etc.). Simply stating that contact has taken place is insufficient.

*5.2.5b: The programme must be relevant within the context of national government policy.*

*Notes:* For each programme, explain how, and on the basis of what information, the programme ties in with national government policy<sup>7</sup> in the country where the programme will be implemented. If there are reasons for *not* aligning the programme with national government policy, explain why.

*5.2.5c: The programme should be harmonised with Dutch bilateral aid efforts and/or with important donors in the countries where the programme is being implemented.*

*Notes:* For each programme, explain how, and on the basis of what information, activities are being / have been harmonised with the Dutch embassy and other important donors, and what the results are (in terms of contacts, agreements, exchange of information, etc.). Simply stating that contact has taken place is insufficient.

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<sup>7</sup> E.g tying in with a national Poverty Reduction Strategy Paper (PRSP), if available, or similar documents.

## 9. Efficiency

No. of pages (A4)	Criterion	Max. no. of points
3 to 6 per programme (excl. budget), with the exception of criterion 5.2.6b (at proposal level)	5.2.6	15

NB: For this section you must submit a budget for each programme, as compulsory appendix number 5. You are also required to provide more details explaining how you satisfy the relevant criteria *for each programme*, with the exception of criterion 5.2.6b, which needs to be answered at the *level of the proposal as a whole*.

*5.2.6a: Investment in the programme should translate into benefit for the target group (added value for target group) and not cost more than necessary (the programme must be efficient, overheads must be in reasonable proportion to direct programme costs).*

*Notes:* This criterion concerns effectiveness and efficiency. Submit a budget for each programme in a separate compulsory appendix. The budget, a more detailed version of that submitted in stage 1, should be presented in one or more tables. A budget should be a financial translation of the policy intentions formulated in section 6 of this model application form.

The budget should include the following elements:

- The budgeted spending for each intervention strategy and for each intended result at outcome level, as formulated in the table in section 6, under criterion 5.2.3a, of this model application form. It is not the intention that you budget for each individual activity, but you are expected to clearly state what type of activity the funds will be spent on.
- The budgeted spending per country per year.
- The overhead costs.
- The spending by each consortium partner for each programme.

- For each programme, state the proportion of funding to come from the MFS II grant and the proportion to be financed by the applicant.
- If your proposal covers several programmes, the grant funding shown in the individual budgets should total the grant that has been applied for.

NB: A country-by-country breakdown of spending is not required for global programmes.

Describe for each programme why the costs are necessary to achieve the intended results, and how available funding will be used cost-effectively. You can do this by providing a programme-specific breakdown of specific overhead costs (e.g. coordination costs), or by demonstrating how you and your co-applicants will spend the available budget efficiently. You should also explain, for each programme, how resources invested will generate added value for the target group(s).

*5.2.6b: It must be possible to verify the programme's efficiency during implementation, if necessary leading to cost-reducing measures.*

*Notes:* State how the efficiency of the programme(s) will be steered, which indicators will be used in doing so and how, if required, cost-saving adjustments can be made. Give a specific example from a previous programme implemented by the lead party or co-applicant(s).

*5.2.6c: The programme must contain a realistic timeline.*

*Notes:* For each programme, demonstrate that the intended results can be achieved within the grant period. Describe the various stages or milestones in the implementation of the programme, and say how you will respond should it prove necessary to deviate from this timetable.

## 10. Sustainability

No. of pages (A4)	Criterion	Max. no. of points
<i>1 tot 2 per programme</i>	<i>5.2.7</i>	<i>10 points</i>

*5.2.7a: The programme results must be of a sustainable nature. The programme/programmes must contain measures to ensure the independent continuation of the programme by partners and/or target groups.*

*Notes: For each programme, describe in concrete terms how, once the grant period has ended, the institutions of civil society will have been strengthened in such a way that the programme's results will last.*



**11. 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	

## 12. 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.

No.	Appendix	Criterion concerned
1	Thematic summary by country	Section 3: Management summary, section a
2	Contextual analysis for each country Please number for each country as follows: 2.1 2.2 Etc.	Section 4: Contextual analysis Criteria 5.2.1a, 5.2.1b, 5.2.1c
3	Overview of intended results for each programme Please number for each programme as follows: 3.1 3.2 Etc.	Section 6: Intended results Criterion 5.2.3a
4	Harmonisation and complementarity for each country Please number for each country as follows: 4.1 4.2 Etc.	Section 8: Harmonisation and complementarity Criteria 5.2.5a, 5.2.5b, 5.2.5c
5	Budget for each programme Please number for each programme as follows: 5.1 5.2 Etc.	Section 9: Efficiency Criterion 5.2.6a

## 13. Optional appendices

You may wish to append extra documentation to your application. These optional appendices must be 'numbered' separately, using letters (see the table below). State clearly to which criterion each appendix refers. In the part of the model application form that deals with the criterion in question you must refer clearly to the appropriate appendix (letter of the appendix plus a reference to the page or passage in question in the document).

Record any optional appendices in the following table:

<b>No.</b>	<b>Appendix</b>	<b>Criterion concerned</b>
a	Name of document	Reference
b	Name of document	Reference
c	Name of document	Reference
Etc.	Name of document	Reference