



# GUIDE FOR FILLING OUT PROJECT APPLICATION

## INTRODUCTION

This **Guide** should be read before filling out the **Project Application**. Filling out the project application should in no case substitute the planning and initial design of the project which should have been done beforehand according to a coherent internal logic. This application is meant only for the *presentation* of the project proposal.

To design the present **application form** SED has based itself on the Logical Framework Approach (LFA), the tool most commonly used for managing development projects around the world. The items that are asked to be filled out in the application form should be considered globally as they respond to a planned strategy that helps to think, design and structure the activities that will take place as part of the project.

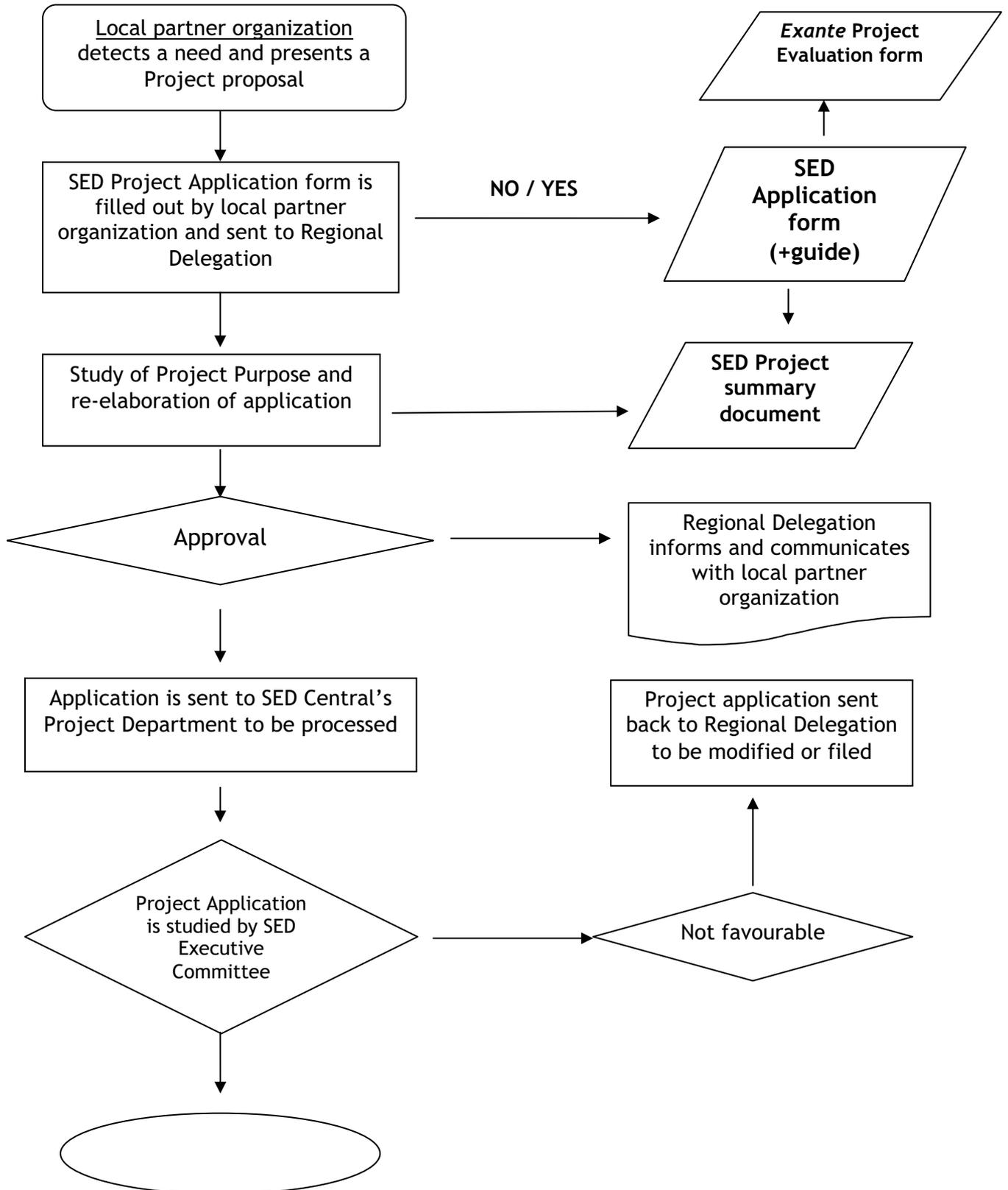
It is important that each item of the application is filled out in the most precise way (even if in a brief manner). If it is not possible (because there is no information for that item or it is not related to the project) it is recommended that you mention it in the space available.

When completing the application form it is important that you respond to what is being asked for each specific item. Writing a lot of information does not make it a better project in comparison to a shorter project, since what is important is the clarity of concepts and ideas.

When using acronyms or short forms remember that these should be explained beforehand. Also try to include references to the sources of information that you are citing (example: poverty reduction strategy paper for District, internet pages, encyclopaedia etc.).

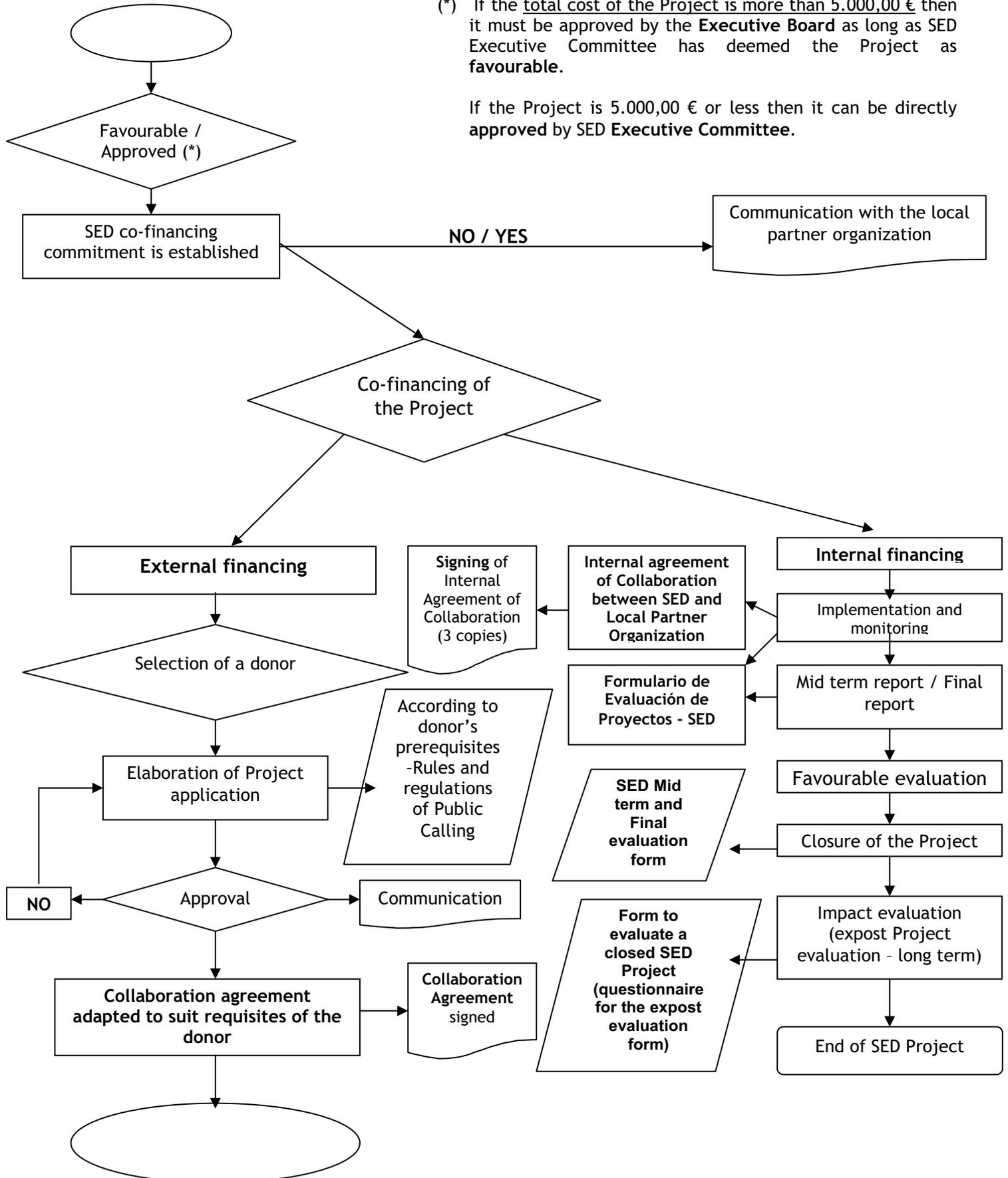
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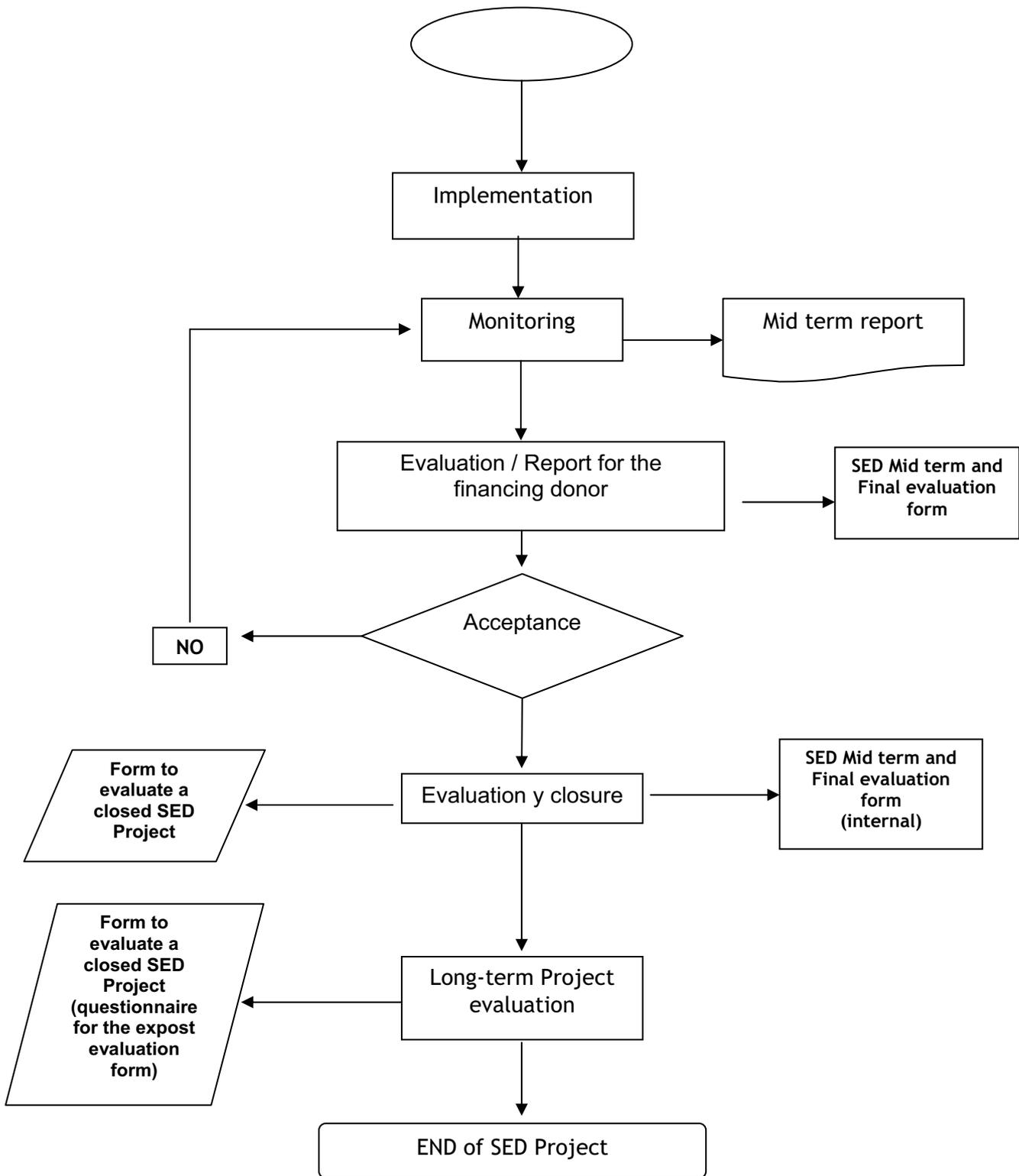
Like introduction, later there is exposed - in schematic form - the way that follows a project in SED (from the moment in which the Local Partner Organization designs the project and sends this Project Application to Regional SED Delegation):



(\*) If the total cost of the Project is more than 5.000,00 € then it must be approved by the **Executive Board** as long as SED Executive Committee has deemed the Project as **favourable**.

If the Project is 5.000,00 € or less then it can be directly approved by SED Executive Committee.





This **guide** has been designed as an aid to facilitate filling out the **SED Project Application Form**. The local partner organization should make an effort to complete the application forms and all of its chapters, even if the information is basic.

## 1. SUMMARY OF THE PROJECT

DATE OF APPLICATION COMPLETION: DAY/MONTH/YEAR

This summary includes all the basic data, which will enable SED to access the necessary and precise information for coherent management of the development project.

**1.1. Title of the project:** Should coincide with Project Purpose (PP) and not be modified during the course of the project life.

**1.2. Brief description of the project:** Write a brief description of the project taking into consideration the local context where it will take place, what the project intends to do, who are the main beneficiaries and what methodological aspects will be applied during the project implementation.

**1.3. Project location:** Indicate community/town (concrete place) / district / province / department / region / state / country.

**1.4. Duration of the project:** Indicate the number of months that the project will last.

**1.5. Total cost of the Project:** Indicate the TOTAL cost for the full implementation of the project (in local currency).

**1.6. Total amount requested from SED:** Indicate the total amount asked from SED (in local currency). This amount will be the equivalent to SED commitment.

**1.7. Applicant Organization:** Indicate the full institutional name of the requesting entity (and its abbreviation if it applies).

**1.8. Responsible for the Project:** Indicate the full name, and personal identification number (of passport or identity card) of the person who will be responsible for carrying out the SED project. This person will sign the “Internal agreement of collaboration for the implementation of International Development Projects” between SED and the local partner organization. It is necessary to indicate the precise address and contact details to facilitate effective and continuous communication between SED and the local partner organization. If the local partner organization has a WEB page, this information should also be given to SED.

**1.9. Bank account information for the transfer of funds:** This information is necessary for the transfer of funds once the project has been approved. The transfer details will be included in the “Internal agreement of collaboration for the implementation of International Development Projects” and the various communications held between SED and the local partner organization. In this regard any changes should be immediately notified to SED.

**1.10. Type of Project:** Select from the list the priority sector of the project.

**1.11. Type of Project:** Select from the list the secondary sector of the project.

**1.12. Type of Project:** Select from the list one of the ODA sectors<sup>1</sup> of the project.

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<sup>1</sup> Official Development Assistance of the Organization for the Economic Co-operation and Development (OECD)

### 2. INFORMATION ABOUT THE REQUESTING BODY

**2.1. Name of applicant organization:** Indicate the full institutional name of the applicant organization (and its acronym if it applies. Example: Solidarity, Education and Development -SED-).

**2.2. Institutional information:** In the table, include all the necessary and requested information (and if possible include the documents that support this information in the attachments. Example: Registry of Organization, statues, etc.). If there is no information for some points, leave them in blank.

**2.3. Mailing address and contact details:** For the correct implementation of the project it is important to have fluid communication between SED and the local partner organization for sending and receiving documents during the project phases. For this purpose it is very important that a stable address and contact details are given to insure the smooth flow of information between SED and the local partner organization.

**2.4. Person Responsible for the Project.** Indicate the full name, number of identity documents, and actual position within the organization of the person who will be responsible for the project throughout all its phases. Also include a brief summary of the person's curriculum vitae, relating his or her experience to the aspects of the project.

**2.5. Information on the coherence of the project.** To identify the logical coherence behind the project, defined as the appropriateness of the intervention to the specific characteristics and needs of the area, it is necessary to know the experience and relevant activities of other actors involved in the project. It is important to know of the different actions being carried out in the area by others to see if there is complementarities or overlaps in the proposed actions. It should also be indicated if the project forms part of a wider programme (in this case attach more information in the annexes about this).

**2.5.1 Projects or initiatives carried out in the last years by the organization.** Indicate the initiatives that have been carried out by the applicant organization, emphasising those carried out specifically in the area of intervention (surroundings, neighbourhood, town, and region) and those which present a direct link to the proposed project.

**2.5.2 Details as to the applicants' organizations implication and participation in the project.** Describe the direct involvement and participation of the local partner organization in the project, be it with financial resources (valued or effective), material or human resources.

**2.5.3 Other projects or parallel initiatives to the present project carried out in the area by other organizations.** It is important to know how the global problem (transformed in Overall Objective) has been approached globally by the local community and other organizations with the intention to understand the complementarities and overlaps of the actions being carried out. It is also relevant to understand the internal logic of the project and its possible impacts in the area, as well as the effectiveness of the proposed activities.

### 3. INFORMATION OF THE PROJECT

**3.1 Geographical location and area of intervention:** The exact area where the project will take place should be described in as much detail as possible (including maps in the annexes), indicating the administrative units in order of importance (Example: Mbita, Suba District, Nyanza Province, Kenia). Each country has a different administrative structure so it's convenient to situate the area by making reference to the population and any other indicators.

**3.2 Description of the area of intervention:** In the different sections corresponding to this point, you should focus on the specific impacts in the area of intervention and not to the general aspects of the country. It is very useful to situate the area of intervention by comparing local information and statistics to the national, regional and neighboring averages.

**3.2.1 Socio-cultural aspects:** Highlight only those aspects considered relevant to the area of intervention and those things which could be of special interest or affect the beneficiaries. A reference should be made, among other aspects to ethnicity, literacy rates, education, and any other determining factors in the area.

**3.2.2 Socio-political aspects:** A reference should be made to the relevant socio-political aspects in the area, emphasising the regional or local policies that support the project and also other policies or tendencies that could possibly hamper the project implementation. Point out the potential problems from a socio-political perspective and how this may impact on the project.

**3.2.3 Socio-economic aspects:** In order to measure the sustainability of the project it is important to mention the relevant socio-economic aspects at a local, regional and national level. Briefly include the economic activities of the local population, most important employment sectors, unemployment rates, prices of food basket, consumption rates, salaries etc... (Always referring to the intervention zone).

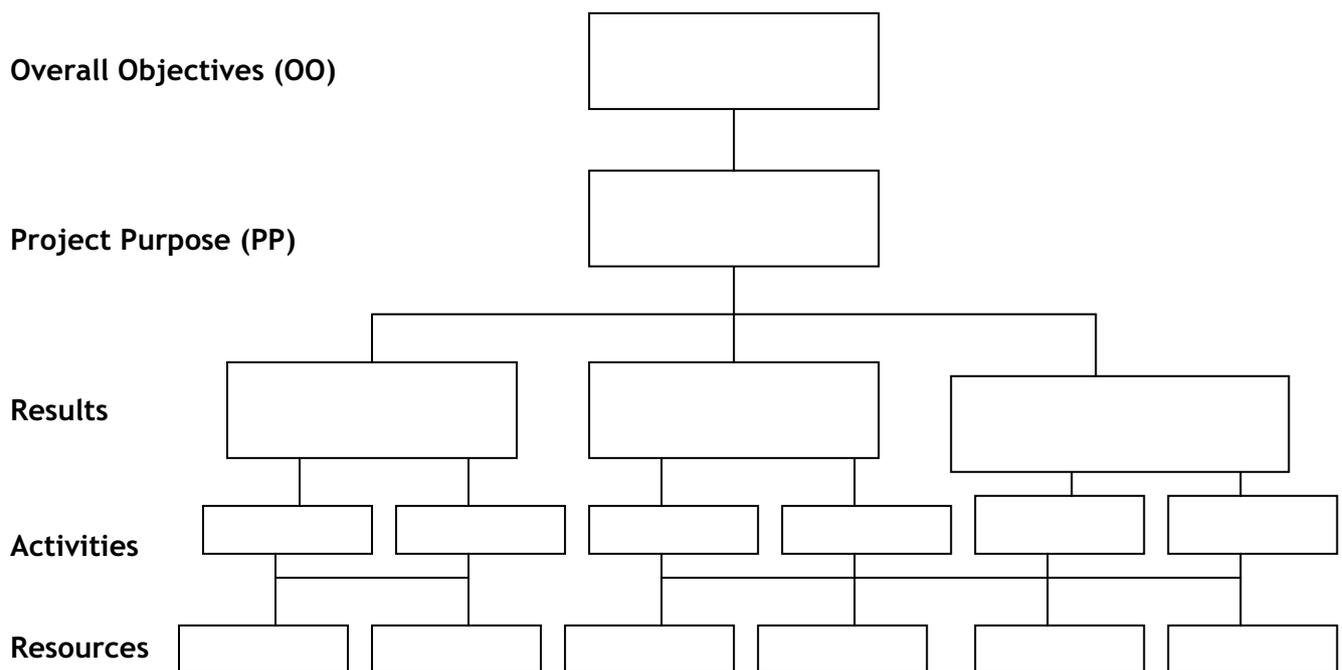
**3.2.4 Environmental aspects:** describe the main environmental problems in the area, the possible environmental impacts of the project, the local materials and natural resources being used and their possible side effects on the environment and if there are any existing national environmental policies that can have a possible effect on the project.

**3.2.5 Context of the project:** It is important to situate the project within a sector or framework (health, education, economic, etc..) and indicate the local aspect that are most important and relevant to the cited sector (Example: If the sector is Education then describe the local schooling situation, the school aged population, educational facilities such as schools and the state they are in etc..)

**3.3 Suitability of the Project to the local problems:** Describe the local problems that have been singled out and identified during the Identification Phase of the project. Combine this information with the project methodology that will be carried out during the implementation stage, how these problems have been taken into consideration and the direct consequences.

**3.4 The principal problems that the project intends to solve:** In the different sections that correspond to this point what is asked is the methodological breakdown of the project. Reference is made to the Logical Framework Approach (LFA) and so it is necessary to indicate the required information omitting general descriptions. The internal coherence of the project will be assured if there is a logical sequence between the objectives, activities, results and resources. Which means that with the available resources (human, technical, material and financial), the activities are started and with these, the results are achieved. The achievement of the results should lead to the project purpose which in turn contributes to the attainment of the Overall Objective. Both the objectives and results should be expressed as if they have already been achieved.

### EXAMPLE OF VERTICAL LOGIC



**3.4.1 Overall Objective (OO):** The overall objective should only be one and expressed in a general manner, although it should be obvious that the project will contribute to its achievement in the long run. The overall objective should 1) describe a positive state or ideal desired situation in the future to which the project hopes to contribute, 2) Avoid verbs such as building, teaching, etc... as these should be expressed in the activities and 3) Indicate the area and target population or beneficiaries that will be benefited by the project.

**3.4.2 Project Purpose (PP):** The Project Purpose should 1) indicate the intended positive effects and benefits among the beneficiaries or target group, 2) show the actual contribution of the project towards the long term objective, 3) the project is committed to achieve the project purpose within the agreed time frame of the project and 4) the Project Purpose should be a positive reformulation of the identified central problem. There should only be one Project Purpose. Follow the indications for the Overall Objective to write the Project Purpose in the above section.

**3.4.3 Programming the results, indicators and sources of verification and activities.** The four sections that make up this point (results, activities, indicators and sources of verification) are directly related to the Project Purpose and Overall Objective shown in the above point. In order to visualize the relationship between them more clearly the logframe matrix (4.1) should be used.

### **3.4.3.1 Objectively verifiable indicators (OVI's).**

The indicators (OVI's) are monitoring mechanisms for assessing the projects progress and achievements. They are specific pieces of information that precisely quantify or qualify the project progress and provide evidence for the achievement of the OO, PP, Results and activities.

Indicators can be:

- ❖ *Quantitative:* measurements in quantity (no of students, no of vaccines supplied, % of rate reduced, etc).
- ❖ *Qualitative:* subjective perceptions or opinions about a particular question (woman's self-esteem, confidence in the health system, etc)

Each Objective, Project Purpose, Result and activity can have one or more indicators of different nature (quantitative and qualitative).

### **3.4.3.2 Sources of verification (SoVs)**

The SoVs are data sources for verifying the indicators. These must exist or be generated by the project and be accessible.

Objective indicators: enrolment lists, census, data, statistics of diverse organism, etc

Qualitative indicators: surveys, interviews, etc.

These sources may be external to the project (such as government statistics) or internal and therefore developed for the project (field interviews, pictures, building report, etc.)

**3.4.3.3 Results (R):** The results or outputs refer to 1) product and services provided by the activities, 2) sum achievement of results should lead to the Project Purpose, 3) are a direct result of activities, 4) projects are accountable for achieving this during their life cycle and 5) they should be numbered (Result 1,2,3 etc..) These should be expressed clearly, as with the OO and PP as situations which have already been achieved.

**3.4.3.4 Activities;** Tasks that need to be carried out to achieve each result, making use of human, technical and financial inputs. Each activity should be numbered according to the Result it is related to (R 1→A. 1.1, A. 1.2, A.1.3 etc; R 2 → A.2.1, A.2.2.,A.2.3 etc) and expressed with clarity as to what is to be done and allow for budgeting.

**3.4.3.5 Risks/assumptions**

Comment on the risks that would hinder the achievement of the objectives and results and/or express them as assumptions that must continue for the project to take place. The identification of the risks that the project may incur will make it possible to reduce the negative effects e.g. in agricultural project, the climate will be considered etc.

**3.4.4 Human and material resources that the project will utilize.** In this section what should be described in general terms are the necessary resources that are required to undertake the activities. In the points that follow (3.4.4.1 and 3.4.4.2) these should be described in more detail, differentiating between the human resources or personnel (volunteers, local workers, coordinators, beneficiaries etc...) and material resources (construction materials, equipment, machinery etc.). The information in the following points should be detailed briefly in the Logframe Matrix (4.).

**3.4.4.1 Human resources:** What human resources will the project count with? All of the people involved in the project should be listed, along with their contribution, in terms of work, to the project. Explain if they are working in the offices, in the field, if they are paid employees or volunteers, if they will contribute their manual labour voluntarily (example: the community).

**3.4.4.2 Material resources:** Describe the material resources that will be used to develop the Project. Include all the important elements which applicant organization already has and will use as well as those purchased for the project (example: vehicles, machinery, computers and communication means).

<b>4. LOGICAL FRAMEWORK APPROACH (LFA)</b>				
<b>4.1 Logframe Matrix - An example</b>				
<b>Overall Objective (OO)</b>	<i>Decreased morbidity and mortality rates amongst the population of the Tawa people in Baro community in West Fufu.</i>			
	<b>Descriptive summary</b>	<b>Objetively Verifiable Indicator (OVI)</b>	<b>Sources of Verification (SoV)</b>	<b>Risks / Assumptions</b>
<b>Project Purpose (PP)</b>	<i>Reduction of water borne diseases among the Tawa people in Baro through sanitation activities and hygiene education</i>	<i>Number of waterborne diseases reduced in the area by 25% in the year 2010.</i>		<i>Assumes continuing presence of Dioceses Water Programme</i>
<b>Results (R)</b>	<i>R.1. Tawa people have access to improved sanitary infrastructures</i>  <i>R.2. Improved hygiene and food practices adopted by the Tawa people</i>	<i>OVI.1 Number of Pit Latrines constructed. Target 1 per max 20 people (1000 latrines targeted).</i> <i>OVI.2.1 80% of targeted beneficiaries complete proper hygiene and food practice workshop.</i> <i>OVI.2.2. 50% of families targeted demonstrate at least 2 improved practices with regard to hygiene and food practices by year 2010.</i>	<i>-Construction records</i> <i>-Field Surveys</i> <i>-Focus group discussion</i> <i>-Local health agents report</i> <i>-Trainer evaluation</i> <i>-Training records</i>	<i>People are not excluded from accessing improved sources</i>  <i>There is an adequate supply of latrine slabs and sheeting.</i>  <i>Hygiene practices are culturally acceptable</i>
<b>Activities (A)</b>	<i>A.1.1 Recruitment of latrine workers (skilled and unskilled labour)</i> <i>A.1.2. Procurement of materials</i> <i>A.1.3. Construction of latrines</i> <i>A.1.4. Training of beneficiaries in latrine maintenance and cleanliness</i> <i>A.1.5. Monitoring of latrine usage and maintenance</i>	<b>MEANS</b> <i>Human resources</i> <i>Coordinators, skilled and unskilled manual labour, health and hygiene trainers</i> <i>Material resources</i> <i>Vehicles, training materials, construction materials (slabs, metal sheets, wood etc.)</i>	<b>COST</b> <i>150.000 €</i>	<i>Construction materials maintain price.</i>

SED es una ONG para el desarrollo y la solidaridad, registrada en el Ministerio del Interior con nº 115.042 - CIF G - 80 547565

	A.2.1. Recruitment of hygiene training staff A.2.2. Development of health training materials A.2.3. Training of beneficiaries in hygiene and food practices A.2.4. Evaluation of training sessions			
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4.2. Planned project activities and schedule																									
Activities	MONTH																								
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	
A.1.1 Recruitment of latrine workers (skilled and unskilled labour) (R.1)	X																								
A.1.2. Procurement of materials(R.1)		X																							
A.1.3. Construction of latrines(R.1)			X	X	X	X																			
A.1.4. Training of beneficiaries in latrine maintenance and							X	X	X																
A.1.5. Monitoring of latrine usage and maintenance(R.1)							X	X	X	X	X	X													

The activities are the actions that the local partner organization will carry out as part of the project to achieve the results (as described before). In each row of the schedule the activities will be described and numbered according to the results (A.1.1, A.2.1) and related in brackets to the result it refers to (R.1, R.2 etc.). In the columns to the right mark with an "X" the duration of the activity (in months). Remember that the project monitoring; mid term report and final report should be included as activities in this time frame.

## 5. BENEFICIARIES (TARGET GROUPS)

A detailed description of the beneficiaries of the project should be given to properly measure the possible impact. For the direct and indirect beneficiaries, give a specific number, highlighting the different groups (children, vulnerable people. The sections 5.1-5.3 should be a product of the Identification Phase of the project. If there are areas that can not be filled out, then leave them in blank.

### **5.1 Direct beneficiaries (target group)**

The project has been designed as a direct response to the needs or problems of the target group and therefore they should be described in detail.

### **5.2 Indirect beneficiaries (target group)**

This refers to the wider group of people (it can be different kinds) that will benefit indirectly from the project (example: all the habitants of a town where a new school will be built will benefit).

### **5.3 Selection Criteria of Direct Beneficiaries**

Have the beneficiaries been selected according to an objective selection criteria established from the onset of the project? What kind of criteria has been used? If for example the criterion is level of poverty, then also the variables and indicators used should be detailed (Example: income, number of children, education, marital status etc.).

### **5.4 Participation of the beneficiaries (target groups) in the different phases of the project**

The participation of the beneficiaries in the different phases of the project is an important factor in determining if the project is sustainable as it implies ownership of the process. This section should include details on how and when the beneficiaries are involved (problem identification, formulating, implementing etc.).

### **5.5 Non-beneficiaries and others that will be harmed by the project**

Although it is not easy to establish, a project might affect negatively or exclude a certain group or community that is outside the scope of the intervention. (Example: building a market in community A might harm the market activities in community B). This should be reflected in this section.

## 6. SUSTAINABILITY OF THE PROJECT

This section requires detailed information within the frame of the project to see that what is to be carried out is viable (and therefore its effects will last long after the project has finalized, as it demonstrates continuity). Information should be detailed and supported by documents in the annexes (letter of recommendation, policy papers etc.).

### **6.1 Economic resources that guarantee the viability of the Project**

It is necessary to have regarding the possibilities of continuity for the project in the future once the external aid has stopped. Indicate such factors as: salaries, functioning and maintenance, investments etc.

## **6.2 Policies that support the Project**

Detail and list the agreements and commitments reached in relation to the continuity of the project (include documents in annex).

## **6.3 Coherence of the Project to the socio-cultural context**

Refers to the projects relationship within the socio-cultural context described beforehand. What impact will the project have within this context?

## **6.4 Relevance and coherence of applied technologies in the project intervention**

To ensure the adoption of new technologies introduced by the project by the beneficiaries it is important that these are appropriate techniques that can be carried out in the area. If this is not ensured, once the project is finished the benefits to the community would be suddenly interrupted, leaving a negative impression amongst the target groups (Example: if machinery is going to be purchased ensure that spare parts will be available in the area or that various people are trained to repair it).

## **6.5 Gender Mainstreaming**

Development is more effective if the differences and inequalities between men and women are taken into consideration. The project should mainstream gender, which includes a perspective of equal participation between men and women and equal distribution of the benefits of the project. Indicate how women will participate in the different phases of the project and how gender equality will be ensured. In the same way indicate the foreseeable impact that the project will have on gender relationships within the area of intervention.

## **6.6 Human Rights Approach**

All development projects are centred on human development and therefore are aligned with a human right's focus. Indicate the most important human rights which the project is addressing:

- The right to life, freedom and security of the person;
- The freedom of speech, association, meeting and circulation;
- The right to the highest grade of health
- The right to not being arrested or detained without trial;
- The right to a fair judgement;
- The right to fair and satisfactory working conditions;
- The right to food in sufficient quantity, housing and social security;
- The right to education;
- The right to equal protection by the law;
- The right of not being object of arbitrary interference into ones private life, family, residence or correspondence;
- The right of not being put to torture or cruel, inhuman or degrading treatment
- The right to not be submitted to slavery;
- The right to nationality, freedom of thought, conscience and religion.

## **6.7 Environmental impact of the project**

Referring to what was explained in the Environmental Aspects (3.2.4) and briefly describe the impact that this project will have within this context.

## 7. PROJECT BUDGET

### 7.1 Breakdown of the budget (in local currency)

The present chart should be completed in as much detail as possible. To complete it, place the mouse on the table and double click. The table will open in Excel format to allow for easy calculations with the formulas already inset. You are requested to follow the instructions below:

- insert the amounts in their respective local currency
- Insert only the numeric figures and no symbols or letters (like US \$)
- Complete only the fields marked in blue and omit inserting data in white fields, which allow for easy calculation.
- Once you have finished filling the information remember to leave the blinking cursor in the left hand square (A1) for proper viewing.
- To exit the table in excel format, click outside of the table in the word document.
- For more information on Direct Costs see the following table of *explanation of items/headings*.

ITEMS	CONTRIBUTIONS					TOTAL (in Euros) By SED
	SED	Applicant organization	Others (Municipality, other NGOs, etc.)	Beneficiaries	TOTAL	
<b>A. DIRECT COSTS</b>						
A.1 Prior formulation costs					0,00	
A.2 Acquisition / rent of lands / furniture					0,00	
A.3 Construction					0,00	
A.4 Equipment, materials and supplies					0,00	
A.5 Local staff					0,00	
A.6 Expatriate staff					0,00	
A.7 Travels, accomodation and per diem					0,00	
A.8 Operational costs					0,00	
A.9 Unforseen expenses					0,00	
A.10 Monitoring and evaluation					0,00	
A.11 Others					0,00	
<b>TOTAL DIRECT COSTS</b>	<b>0,00</b>	<b>0,00</b>	<b>0,00</b>	<b>0,00</b>	<b>0,00</b>	

Explanation of items/headings	
<b>A. Direct Costs</b> The direct cost refers to those things necessary to be able to carry out the project in the terms established in the application form.	
<b>A.1 Prior Formulation costs</b>	Includes the costs that are relevant to the formulation of the project. For example internet use, photocopying and sending of project and documents.
<b>A.2 Acquisition or rent of lands and building spaces</b>	Includes the acquisition of land or building spaces, land preparation, boundary set up and protection. This should be proved by showing the appropriate documents (property deed or rental papers).
<b>A.3 Construcción</b>	Includes the following costs: previous technical studies, drawing of construction plans and maps, building materials, manual labour (skilled and unskilled), water and electricity installations, sanitary structures, building licences, taxes, etc. All of these costs should be accompanied by their corresponding documents.
<b>A.4 Equipments, materials and supplies</b>	Costs related to the purchase of equipments. Materials and supplies that are esteemed usable for at least over a year and whose costs are higher then 150€. For expenses whose costs are higher 2,000 Euros will be necessary to include, at least, three budgets.
<b>A.5. Local personnel</b>	This includes salaries, incentives and all those things related to labour services (diets, journey, insurance, taxes, housing etc.) given by the contracted workers that are linked to the implementation of the project. <i>Do not include the labour costs of the people who are in charge of formulating, monitoring and evaluating. These should be included either in A.1 Prior Formulation Costs or A.10. Evaluation.</i>
<b>A.6. Expatriate personnel</b>	This includes salaries, incentives and all those things related to labour services (diets, journey, insurance, taxes, housing etc.) given by the contracted workers of the NGO SED that are linked to the implementation of the project. The cost for expatriate personal cannot be superior to 10% of the requested amount.

	<i>Do not include the labour costs of the people who are in charge of formulating, monitoring and evaluating. These should be included either in A.1 Prior Formulation Costs or A.10. Evaluation.</i>
<b>A.7. Travel, lodging and diets</b>	Travel, lodging and costs of trips related to the implementation of the project. This cannot be superior to 5% of the requested amount.
<b>A.8. Operational costs</b>	The operational costs will be understood as those related directly to the implementation of the project and not classifiable in another heading (rent of buildings where activities will take place, electricity, fungible material etc.) As an example in this category the costs for the following items may be included: communication, electricity charges, water charges, security, repairs and maintenance, buying of prime materials, fuel and provisions, training materials, office materials, bank costs, rentals, insurance and taxes.
<b>A.9. Unforeseen expenses</b>	Unforeseen expenses should be related to the risks/assumptions established in the formulation of the project. <u>This amount can not be more than 3% of the total project cost.</u>
<b>A.10 Evaluation</b>	Refers to the costs related to monitoring and evaluation of the project. For example labour costs of those that do the monitoring and evaluation. <u>This amount can not be more than 3% of the total project cost.</u>
<b>A.11 Others</b>	Costs that do not easily fit into the categories described above may go here. For example a Rotating Fund: cost of goods (not monetary) that are lent to the beneficiaries with the compromise of being given the same amount in kind (seeds, animals, machinery, working gear, etc.)

### 7.2. Detailed budget breakdown by Item.

In order to have an exhaustive picture of how the financial resources will be used what is required, in the following table, a breakdown of all the anticipated expenses of the project. a removal of all the expenses anticipated by the project. The first line of the table includes an explanation of what is being asked in each column, followed by an example.

EXAMPLE OF A FILLED OUT TABLE BY ITEMS										
Item	Concept	Activity	cuantity	Units	Unit cost (specify currency)	Total (specify currency)	Requested Amount from SED	Local contribution	Valued or in effective (specify: V or E)	Total (local Currency)
Indicate the correspondent item /heading on the table 7.1		Indicate the activity it is related to	Indicate the cuantity needed	Indicate the measuring unit (litres, days etc.)	Indicate the cost of each unit in local currency	Calculate the total cost	Indicate the total amount that is requested from SED	Indicate the amount of the total that corresponds to the applicant organization	Indicate if it is valued (V or effective (E)	
A.4	<b>FURNITURE</b>	A.2.1.								
A.4	Computer tables	A.2.1.	2	Tables	100,94	201,88	201,88		E	
A.4	Chairs	A.2.1.	15	Chairs	23	445		445	V	
A.7	<b>JOURNEYS</b>	A.1.1.								
A.7	National ticket	A.1.1.	3	Tickets	240	720	720		E	
A.7	accomodation	A.1.1.								
A.7	meals	A.1.1.	8	Persons per day	5	960	480	480	E	
A.4.	<b>SUPPLIES</b>	A.2.1.								
A.4.	Fuel	A.2.1.	20	Day	15	300	300		E	

## 8. Monitoring and evaluation

**8.1. Planned monitoring and evaluation procedures for the project:** The Project cycle should include monitoring and evaluation as part of its activities. Describe the planned activities and procedures during the project and at the end of it to monitor progress and evaluate the results and impacts. In this section describe, in the absence of precise evaluation methodology, what is intended to be done. Indicate (with an x) in the box if the evaluation will be internal or will be carried out by external agents.

**8.2. Strategy of intervention and methodology:** Detail the intervention strategy highlighting the different phases in which the methodology will be applied.

### 8.2.1 Reports

For the mid term and final progress reports the applicant organization must use the SED Evaluation Form (unless told differently) created for this aim.

In general terms what will be asked of the applicant organization for these reports is the following:

#### 8.2.1.1 Mid term report

##### 1. General Information

- ❖ Name of applicant organization
- ❖ SED Project Code
- ❖ Project title
- ❖ Place of Project
- ❖ Amount requested from SED
- ❖ Total cost of Project
- ❖ Date of start of Project
- ❖ Date of end of project
- ❖ Duration of project
- ❖ Period covered by this report (months)
- ❖ Date of elaboration of this report

##### 2. Summary of project

###### 2.1. Beneficiaries (Target Groups)

###### 2.1.1. Number of beneficiaries (direct and indirect)

###### 2.1.2. Status of beneficiaries

###### 2.2. Type of intervention

##### 3. Development of project

###### 3.1. Project Purpose

- ❖ Describe what effects will the results of the project have in the beneficiaries
- ❖ Indicate in which way has the project purpose been achieved

###### 3.2. Results

- ❖ Describe the results achieved up to the moment, understood as goods and services administered during the project to the beneficiaries
- ❖ Indicate and justify the obtained results using the objectively verifiable indicators in the original formulation
- ❖ In case of differences between the original proposal and the actual results obtained, explain the motives

### 3.3. Activities

- ❖ description of the activities that have taken place, indicating if there have been any differences with the originally proposed ones

### 3.4 Difficulties that have taken place during the implementation stage of the project

- ❖ Describe the difficulties or circumstances that were not planned that took place and if necessary relate them to the risks and assumptions that were included in the original proposal.
- ❖ Indicate the decisions that were taken when facing one of these unplanned situations

### 4. Upcoming changes in the operative aspects (activities) or project budget. IMPORTANT: Remember that some changes must be expressly authorized by SED as established in the agreement of collaboration signed between SED and the local partner organization.

- ❖ In this report all changes will be indicated and in some cases the application for authorizing modifications must be sent also or at a later point.

- ❖ The changes can refer to:

- Duration of the project
- Objectives and activities that will take place
- Budget structure

- ❖ In any case, SED will need a clear and justified explanation of the necessity for change and its relation to the different elements of the Logical framework (before authorizing the modification).

### 5. Planned activities for the next period

### 6. Conclusions

#### 8.2.1.2. Final report

##### 1. General Information

- ❖ Name of applicant organization
- ❖ SED Project Code
- ❖ Project title
- ❖ Place of Project
- ❖ Amount requested from SED
- ❖ Total cost of Project
- ❖ Date of start of Project
- ❖ Date of end of project
- ❖ Duration of project
- ❖ Period covered by this report (months)
- ❖ Date of elaboration of this report

2. Summary of project
  - 2.1. Beneficiaries (Target Groups)
    - 2.1.1. Number of beneficiaries (direct and indirect)
    - 2.1.2. Status of beneficiaries
  - 2.2. Type of intervention
3. Development of project
  - 3.1. Project Purpose
    - ❖ Describe what effects will the results of the project have in the beneficiaries
    - ❖ Indicate in which way has the project purpose been achieved
  - 3.2. Results
    - ❖ Describe the results achieved up to the moment, understood as goods and services administered during the project to the beneficiaries
    - ❖ Indicate and justify the obtained results using the objectively verifiable indicators in the original formulation
    - ❖ In case of differences between the original proposal and the actual results obtained, explain the motives
  - 3.3. Activities
    - ❖ description of the activities that have taken place, indicating if their have been any differences with the originally proposed ones
  - 3.5 Difficulties that have taken place during the implementation of the project
    - ❖ Describe the difficulties or circumstances that were not planned that took place and if necessary relate them to the risks and assumptions that were included in the original proposal.
    - ❖ Indicate the decisions that were taken when facing one of these unplanned situations
4. Detailed information on the implementation of the project
  - 4.1 Monitoring of project
  - 4.2. Evaluations conducted
  - 4.3. Audits
  - 4.4. Feasibility studies
  - 4.5. Training activities
  - 4.6. Security aspects
5. Conclusions

## 8.2.2 Economic Report

Mid term report- Financial Aspects: expenditure for the period covered by report

Final Report- Financial Aspects: % of total expenditure for the project

- ❖ A financial report should be included as an annex for both the Mid term and final reports. This will include (depending on the demands of the donor):
  - Original budget
  - Expenditure
  - Balance

According to the demands of the donor, it may be necessary to detail the total amount spent up to date in the mid term report and the full amount in the final report.

The expenditure must be commented in relation to the achievement of the activities. Indicate if there have been authorized modifications in relation to the original budget.

### **A note on annexes:**

As it has been mentioned throughout the guide and application documents that support the written information for the project should be included as annexes. To orient the documents these can be divided as follows:

- 1 Applicant organization documents (statues, register number, mission document, project coordinator ID and CV, newsletters, annual report of activities etc.).
- 2 Maps of the area.
- 3 Social-economic information (studies, statistics of the area, local development plans and priorities).
- 4 Documents relevant to the identification of the project (pictures, minutes of reunions, problem and objective tree, interviews with community, etc.).
- 5 Complementary documents (building plans, documents regarding activities).
- 6 Documents relevant to the budget (detailed budget, pro-formas, etc.).
- 7 Documents relevant to the viability of the project (letters of support from local community, local authorities etc., letters of commitment to project).
- 8 Tools that will be used for monitoring and evaluation.