Partnerships to Strengthen Civil Society: Guidelines for Applications up to 1 Million SEK per Year

These guidelines provide important information on how to complete the digital application form in Sida's digital portal. Please read them carefully before starting your application. By following the guidance, you will ensure that all requested information is included in the application.

Write the application in a separate document and then paste the answers into the application form to avoid losing information. You need to complete all the information in the application form in one go. You cannot save and return to the form at a later time.

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PART 1: Formal requirements for applicant organisations

To apply for support, it is necessary to meet the formal requirements in part 1. Text highlighted in blue indicates what must be done, black text explains what is requested.

Organisations eligible to apply for support from the CSO strategy in this programme must be:

• Registered as a non-profit association or foundation (non-profit) based in Sweden. Organisation number/registration certificate must be attached to the application.

• Democratically governed, i.e. working according to democratic working methods and principles with statutes and an elected board. Statutes for the organisation must be attached to the application.

• Have operated for at least one years with a complete annual report and with a discharge from liability for the board. The most recent annual report and minutes from the most recent annual meeting must be attached to the application.

• Financially stable, i.e. not having debts with the Swedish Enforcement Authority or being in reconstruction. Certify in the application that the organisation is financially stable. The information will be checked by Sida.

• Have the administrative ability to account for costs incurred in the project, separately from other costs. State the name of the accounting system or accounting method to be used for the project.

• Be aware of and follow the "Fundamental Principles for Financial Cooperation with Sida". Certify that these have been read and understood. See link Apply for financial support from Sida | Sida

PART 2. Guidelines for project applications

Applications for project grants for projects with a budget of 1 to 5 million SEK per year. The applying organisation needs to contribute own funds of at least 15 percent in the project's financing.

The questions should be answered briefly, but clearly and concretely. Read the guidelines to ensure that all important information is included. Sida will assess the project application in this part, where the answers to each question can receive 1-5 points. All questions need to be answered satisfactorily for the application to be granted support. The projects will also be assessed on how well they contribute to the objectives of the Strategy for support to Civil Society (unofficial translation):

Strengthened capacity of civil society in developing countries
    1.1 Increased ability of civil society and its target groups to organise on issues related to democracy, human rights and freedom, the rule of law, gender equality, free markets and property rights, accountability, tolerance, anti-corruption and/or peace and security
    1.2 Increased efficiency, local ownership and transparency of civil society actors

Conditions for civil society actors in developing countries to operate
    2.1 Strengthened space for an independent and pluralistic civil society
    2.2 Improved conditions for dialogue and collaboration within civil society, and between civil society and other actors
    2.3 Improved conditions for civil society actors to act independently and find diversified funding

Below is guidance for the questions that must be answered in the application. Blue marked text indicates what is to be done, black text explains what is requested. If you want further in-depth information on some questions, you can read Sida's methodological support for partners. See link Methods and materials | Sida

1. **Vision and purpose for the applying organisation**. Clearly describe the vision and purpose as stated in the attached statutes

2. **Vision and purpose of the partner organisation**/s. Link to the website or attach statutes for verification for the organisation(s) with which you will collaborate.

3. **The partnership**. Describe the partnership between your own organisation and the partner organisation. Guidance: How long have your own organisation and the partner organisation collaborated? How did the collaboration come about? What is the added value of the partnership for both organisations?

4. **The capacity of the partner organisation**. Describe the capacity of the partner organisation in the country where the project is being implemented. Guidance: How long has the partner organisation existed? How many members does the organisation have? How many people does the organisation reach with its activities? What experience does the partner organisation have of the activities that the project focuses on? How are roles and responsibilities distributed within the organisation? How does gender equality characterize the organisation?

5. The project's goals and expected results. Describe what change is expected to be achieved by the end of the project. Guidance: What will be different by the end of the project? Which target groups will have changed their behaviour, their ways of working? Have laws or routines changed? What significance does the change have for the target group? How will the change be followed up?

6. Amount applied for. State the amount for which the application is being made.

7. Project structure. Describe how the project will be implemented.

Guidance:

Context: Where will the project be implemented? What problem do the organisations want to collaborate to solve? What significance does the problem have for the target group?

Actors: Who will implement activities in the project? How are those implementing the project anchored in the partner country – what legitimacy do those implementing the project have in relation to the target group (people living in poverty and/or oppression)? How are the relations between the organisations implementing the project regulated? What other actors are there in the project area that work on similar issues?

Timetable: How long is the project planned to last? When will major activities be implemented?

Results: How will the results described above be achieved? How will the participating organisations contribute to the project's goals? What activities will be implemented that contribute to achieving change?

Aid effectiveness: Describe the project's sustainability and ownership. What is the ownership of the project among local actors – how committed are they to the project? How will the results be sustained after the project has ended?

Principles: Describe how the implementation of the project includes the principles of participation, accountability, non-discrimination and transparency. See explanation of the principles below.

> Participation - Are all relevant stakeholders involved in the project's outcome? Can the target group (the people who will have an improved situation as a result of the project) contribute meaningfully and influence the outcome?

> Accountability: Who is responsible at different levels for the situation that the project will impact? Do those responsible have sufficient capacity and interest to be accountable to the target group? Are there mechanisms for participation and complaints so that people living in poverty and/or oppression, civil society and others can hold those responsible accountable?

> Non-discrimination: Have you identified the people affected by the project and taken into account the reasons why their human rights are not being realised? This applies in particular to those who are most vulnerable to discrimination and marginalisation.

> Transparency: What measures will be taken to ensure that all stakeholders have access to relevant information and knowledge about the project?

> **8. Anti-corruption**. Confirm that the organisation has read and will follow the requirements of the general terms and conditions (paragraph 13) to combat corruption. See link to General Terms and Conditions Documents. Please comment on how the organisations will combat corruption within the project.

9. Budget for the implementation of the project. Justify in the application why the proposed budget is needed to implement the project. Complete the budget template and attach it to the application. See the budget template on this link. Documents

Guidance: The budget must be clearly linked to the implementation of the project. The budget must be specified per calendar year. All costs for salaries and remuneration in Sweden should be specified, including taxes and social security contributions. The budget should include:

- Total requested support for the project

- The organisations own contribution corresponding to 15% of the total budget.

- Specify amounts that will be forwarded to the local partner organisation/s

- Costs for personnel at the Swedish organisation

- Administration costs in Sweden (e.g. premises, accounting system, etc.)

 - Travel costs

- External services

- Audit costs for the local organisation

- Audit costs for the Swedish organisation

- Other contributions to the project (financial contributions from other actors)

- Total budget

PART 3. Relevance to the CSO Strategy and thematic priorities

In this part of the application you provide information on how the project is relevant for the Strategy for cooperation with civil society 2025-2029 which finances the call for proposals. You find the Strategy at the link Documents. It is not translated to English so you will need to consult with your Swedish partner organisation. This part of the application is not subject to grading but is a basis for the assessment of pluralism which is part of the purpose of the Strategy.

10. The Civil Society Strategy 2025-2029 funds this call. Describe which objective(s) in the CSO Strategy the project contributes to. The link to strategic objectives needs to be consistent with the description of the project in Part 2. Note: Unofficial translation of objectives.

Strengthened capacity of civil society in developing countries

 □ 1.1 Increased ability of civil society and its target groups to organise on issues related to democracy, human rights and freedoms, the rule of law, gender equality, free markets and property rights, accountability, tolerance, anti-corruption and/or peace and security

□ 1.2 Increased efficiency, local ownership and transparency of civil society actors

Conditions for civil society actors in developing countries to operate

□ 2.1 Strengthened space for an independent and pluralistic civil society

□ 2.2 Improved conditions for dialogue and collaboration within civil society, and between civil society and other actors

□ 2.3 Improved conditions for civil society actors to act independently and find diversified funding

11. Which priorities in the CSO strategy does the project contribute to? The thematic priorities will influence the selection of projects based on an assessment of diversity and pluralism. Highlight one or more thematic priorities, these should be clearly related to the project description in part 2.

□ Strengthened capacity of the partner organisation with a focus on internal democracy and gender equality

 □ Strengthened capacity of the partner organisation with a focus on financial management

□ Strengthened capacity of the partner organisation with a focus on organisational development, participation of target groups, performance management, etc.

□ Strengthened capacity of the partner organisation for accountability

□ Poverty reduction through job creation, decent working conditions,

□ Poverty reduction through trade

□ Poverty reduction through interventions to support free markets

□ Poverty reduction through education

□ Counteracting corruption

□ Improved health for the most vulnerable

□ Support for health systems

□ Support for sexual and reproductive health and rights

□ Democracy and human rights that promote freedom and decrease oppression

□ Support for democratic institutions and democratic governance

□ Support for strengthening the rule of law principles

□ Support for human rights defenders

□ Support for freedom of expression

□ Support for strengthening freedom of association

□ Support for strengthened property rights

□ Support for LGBTIQ rights

□ Support for rights for people with disabilities

□ Support for religious minorities

□ Support for children's rights

□ Support for biodiversity

□ Support for climate adaptation

□ Support for other environmental and climate issues

□ Support for women's participation in political decisions and in peace processes

□ Support for women's economic empowerment

□ Support to counter sexual and gender-based violence

□ Strengthened synergies between aid and migration policies

□ Improved conditions for peace and security

□ Activities at the intersection of development cooperation and humanitarian aid to save lives and alleviate suffering

□ Other ... Specify what

12. Geographic focus. In which country/countries will the project be implemented? Only activities in ODA countries (developing countries) are approved for applications. See link for which countries are approved recipients for development cooperation. See DAC List of Aid Recipients.pdf at the link: Documents

PART 4: Certification

In this section the applicant provides certification that the organisation is aware of the basic conditions for receiving grants and will comply with the applicable conditions. Please read the attached documents on the links carefully.

1. Confirm that you have read the Information on the Public Information Principle, OpenAid and Sida's processing of personal data. According to Swedish law, all documents received or sent by a government agency, such as Sida, become public documents that are open to the public to view through archives. Before a document is made available to the public, an assessment is made whether any information is confidential and should therefore not be disclosed. Read more here (in Swedish): https://www.regeringen.se/sa-styrs-sverige/grundlagar-och-demokratiskt-deltagande/offentlighetsprincipen/

    Sweden has also decided on a transparency guarantee, which means that public information about Swedish aid, such as documents and data about a program/project, is made available on Openaid.se. Read more at https://openaid.se/about-openaid The processing of personal data is regulated by the EU General Data Protection Regulation (GDPR). Sida may process personal data about Sida's partners and its employees to carry out our mission as a government agency. The legal basis for Sida's processing of personal data is to carry out tasks of public interest. Sida's website includes information about the rights of the data subject under the GDPR and contact information for Sida's Data Protection Officer: https://www.sida.se/om-sida/om-webbplatsen/anvandning-av-personuppgifter

    2. Certify that your own organisation is not connected to violent ideologies or extremism, and works in line with Sida's fundamental principles.

    3. Certify that your partner organisation/s is not connected to violent ideologies or extremism, and works in line with Sida's fundamental principles.

4. Certify that your own organisation has no debts to the Swedish Enforcement Authority (Kronofogdemyndigheten) or is in the process of restructuring.

5. Certify that the application form has been completed truthfully.

Sida's assessment of applications

Applications are assessed in competion, which means that an assessment is made of approved applications based on which ones are of the highest quality and are considered to contribute to the strongest results in achieving the goals in the CSO strategy. Finally, how the projects in the whole group of applications will contribute to diversity and pluralism in support for civil society in developing countries is considered.

Part 1 contains formal requirements that must be met for an application to be assessed.
Part 2 The project application is assessed using a scoring system where each question can give 1-5 points. Acceptable answers are required for an application to proceed in the assessment process.
Part 3 States relevance to the strategy, thematic and geographical focus. This information is combined with information on the type of partner organisation and the target group in the developing country that the project is aimed at. These five factors are then considered in Sida's assessment of diversity and pluralism.

Sida considers these five factors of diversity to ensure that approved projects as a whole contribute to diversity and pluralism for civil society in the recipient countries. An application that is assessed to be of good quality and contributes to increased pluralism for civil society actors in the recipient countries may therefore be given priority over applications that do not contribute to increased pluralism but have higher scores, excellent quality, on the application in Part 2. Finally, it is a comprehensive assessment that determines which applications are granted support. Sida's decision cannot be appealed. . /.