Sida

2026

Programme Proposal Outline Format; Partnerships for an Enabling Environment for Civil Society – Policy and Method Development

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This documents outline of the areas that Sida will assess in the narrative proposal and budget

Sida does not provide a specific application format. However, the information that needs to be provided can be found in this ***Narrative Proposal Outline Format***. An ***Example Budget Format*** is available in the portal for your convenience.

The application must be a stand-alone proposal, containing all key information.
Please note that Narrative Proposal must not exceed 30 pages, including Results Framework.

1. Programme introduction and structure

The programme and scope of work

- Where, when and how will the programme be implemented, describe the intervention logic, the change the programme aims to contribute to (where, when, by whom and how).
- Describe the proposed programme goals/objectives and expected results. The programme should have objectives at different levels to illustrate the different steps that the change is intended to take.
- Describe the theory of change (ToC). Describe the causality, or the thinking, behind the envisaged change?
- The narrative proposal document should include a results framework (or equivalent).

Agreement structure and financial flows within the programme

If the proposed programme includes forwarding of funds to local partners:

- Where (countries, regions etc.) will partners implement and how will partners contribute to a strengthened local ownership and an enabled local civil society?
- Which organisations will implement the programme, how are they anchored in the partner country and what legitimacy do they have with the target group and beneficiaries?

How are roles and responsibilities shared between the organisations and set out in formal agreements?

Relevance towards Objective area 2 in the CSO-strategy

Describe the relevance of the programme towards Objective 2;

2. *An enabling environment for civil society actors in developing countries to operate*

2.1 Strengthened civic 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

This is further outlined in ***Guidelines for Applications***, including Annex 2: CSO strategy Outcome targets.

2. Aid and Development Effectiveness & Themaic Areas

Aid and development effectiveness:

- To what extent does the programme protect and contribute to strengthen local ownership for civil society in ODA-countries?
- If the proposal include forwarding of funds to local partners; How is the project aligned with partners' own goals, systems and monitoring?
- How will the programmes results be sustained after the project ends?
- Describe how the programme incorporates the **principles of participation, accountability, non-discrimination and openness and transparency.**

Thematic areas

Briefly describe how the project addresses the following thematic area:

- Reduced poverty: Poverty is multidimensional and may relate to resources, power and influence, opportunities and security. How does the programme contribute to empowering local civil society and communities to counteract poverty?
- Human rights: How does the programme protect and strengthen human rights of the civil society and local communities (rights holders), and hold duty bearers to account?
- Climate and environment: How will the programme aim to reduce negative effects on climate and the environment, and contribute to positive effects on climate and the environment?
- Gender equality: How does the programme contribute to increased gender equality and equity?
- Peace and security: Can the programme contribute to positive effects on peace and security and are there conflict-related risks that may affect the project's implementation or results?

3. Capacity

Describe the organisations/programmes internal control systems, Learning and MEL:

- Describe the organisational structure, steering, working- and decision making procedures, and order of delegation
- Describe the organisations resourcing and expertise
- Describe the methods and systems for monitoring and learning

4. Risk & anti-corruption

Risk management

- Describe the overall risks identified (internal and external) that may affect the programme.
- Describe how the organisation identifies, assesses, and manages risks.

Anti-corruption

- Describe the forms of corruption present in society, and in the sector in which the project is implemented, and how the project can counteract them.
- Describe the risks of corruption that could affect the project and how they are managed.
- Describe the procedures in place to monitor all implementers' handling of corruption within the project.

5. Budget

- State the amount applied for and the programme period (maximum 36 months).
- For applicants based outside of ODA recipient countries, note that the amount applied for may not exceed 85 % of the programmes total cost. The remaining 15 % must be covered by the organisation's own contribution.

  Please note that the organisation's own contribution may not consist of public funds, including public funds from Sweden or other countries.
- Staff costs for the applying organisation (costs for salaries and remuneration), including taxes and social security contributions.
- Programme costs (direct costs)
- Overhead costs (indirect costs) for the agreement part (for example premises, accounting systems etc)

- Travel costs
- External services
- Audit costs for the agreement part, and if applicable local partner organisations
- If applicable: The amount to be forwarded to the local partner organisation(s)

Include motivation (comments) outlining how the proposed budget supports implementation of the programme.

In the section ***Documents and Guidance*** an example budget template is made available for guidance. Sida's general ***Budget Instruction*** is also available.

Sida's contribution needs to be specified in Swedish kronor (SEK). Sida agreed funding amounts is always in Swedish kronor.

Sida may approve aggregated budgets. However the budget shall allow for an analysis of the costs on an annual basis in relation to the results that are expected to be achieved. The proposed agreement budget (in pdf) shall be complemented with an excel version, detailing costs per budget line.

6. Declaration & completion of the Application

Narrative Proposal, *Budget* and *required documents* are to be uploaded in pdf -format in the portal:

In addition the section *Declaration* must be filled in for the application to be considered completed.

Here the applicant declares (by click box) that the organisation is aware of the basic conditions for receiving grants and will comply with the applicable conditions and has no links to violent extremist ideologies or extremism,