

## **Form to request funding for International Development Cooperation (2018)**

DNGO .....

Project Title .....

Place of Performance .....

### **1. DETAILS OF THE APPLICANT ORGANISATION AND OF THE LOCAL CO-OPERATION PARTNER**

#### APPLICANT:

Name of the Entity:.....

Acronyms:..... Tax Number: .....

Incorporation Date:.....

Registration number in the Municipal Registry of Citizen Participation Entities: .....

Registration Date .....

Sphere of Action: .....

Institutional Purposes:.....

No. of members of the Management Board, disaggregated by sex:

Project Manager: .....

Post: .....

Address of the registered office or delegation in Bilbao .....

Street/Square..... No. .... Post Code .....

Telephone: ....., Fax:....., Email:.....

Website URL (as applicable):.....

Public opening hours (as applicable): .....

Does the registered office or delegation in Bilbao share a location with a private address? .....

List of the International Development Cooperation actions funded by Bilbao City Council in the last 4 calls: .....

.....  
.....

#### LOCAL PARTNER OR FOREIGN CO-OPERATION PARTNER

Name:

Incorporation Date:

Full Address: .....

Telephone: ....., Fax:....., Email: .....

Website URL (where applicable):.....

Project manager(s):.....

..... Post:.....

Summary of the purposes, the activities and resources of the local co-operation partner, along with any previous collaboration with the applicant DNGO.-----  
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Registration number and date of the Registry in question in the country of operation: -----  
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**2. PRESENTATION OF THE PROJECT SUMMARY**

2.1. Project Title:-----  
 Country / Geographical area where it will be operated: -----  
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2.2. Sector / Subsector (**only one CAD Code must be indicated**) (if more than one is indicated, because the project affects several sectors, please indicate the main CAD Code, which is the one that will be recorded for statistical purposes) -----

2.3. Sustainable Development Goal to which this project contributes (**essential**) (Indicate which of the 17 it is the main one)-----  
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2.4. Project implementation period: -----  
 Envisaged start date (month and year):-----  
 Envisaged end date (month and year):-----

2.5. Total cost:-----  
 Subsidy requested from Bilbao City Council (figure and % of total cost):-----  
 Other contributions: Please break them down and distinguish between those granted and requested:-----

2.6. *Summary (no more than 50 words )*:-----  
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2.7. Description:-----  
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2.8. Exact location of the project: -----  
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**3. BACKGROUND, CONTEXT AND RATIONALE**

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**4. KEY POPULATION**

4.1. Identification of the key population of the project (disaggregated by sex)  
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4.2. Key population selection criteria -----

**5. PROJECT DEVELOPMENT**

5.1. Project General Objective:-----  
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5.2. Project Specific Objective(s) (immediate target that the project aims to achieve with its own resources and activities) -----  
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5.3. Expected outcomes, Indicators and Verification sources:

5.3.1. Expected outcomes (products and services that are going to be produced/provided in the framework of the activities carried out and which mean that the specific objective has been achieved (specify by sex) -----  
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5.3.2. Indicators of the degree of achievement of the outcomes (indicate in terms of quantity, quality and timeline that will allow us to measure the degree of achievement of the outcomes of point 5.3.1) (Use indicators that allow the nature and scope of the benefits of the project for women and men to be assessed and other indicators that allow the degree to which the project has contributed to gender equality to be measured) -----  
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5.3.3. Indicator verification sources (way in which compliance of the indicators will be measured)-----  
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5.4. Human resources involved in the project implementation -----  
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5.5. Material resources: -----  
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5.6. Description of activities and timeline

Activities/months	1	2	3	4	5	6	7	8	9	10	11	12

*Berdintasun, Lankidetzaz, Bizikidetzaz eta Jaietako Saila*  
*Area of Equality, Cooperation, Coexistence and Festivities*

## 6. BUDGETS AND BACKERS

### 6.1. Expenditure table

HEADINGS	Total Cost
<b>PROGRAMME/PROJECT TOTAL EXPENDITURE</b>	
<b>A. DIRECT EXPENSES</b>	
A.I. Identification	
A.II. Land	
A.III. Construction	
A.IV. Equipment and supplies	
A.V Personnel	
A.V. I Local Personnel	
A.V. II Expat/HQ Personnel *	
A.VI. Travel and subsistence	
A. VII Skills-building and training	
A.VIII. Running	
A.IX. Revolving Fund	
A.X. Contingencies	
A.XI. Assessments and External audits	
<b>B. INDIRECT EXPENSES</b>	

**\*The costs of the expat personnel and/or at the headquarters of the applicant DNGO may not exceed 20% of the requested subsidy. In the case of the personnel at the headquarters, a report must be submitted justifying the duties, suitability and need for this cost.**

**In the case of applications for multi-annual programmes (3 years), provide the budget in 3 tables with one for each of the implementation years of the project.**

### 6.2. Income table

Income	Budget
<b>TOTAL INCOME</b>	
<b>A. OWN FUNDING</b>	
A.I. DNGO Contributions	
A.II. Local Co-operation Partner Contributions	
<b>B. SUBSIDIES</b>	
B.I. Bilbao City Council	
B.II. Bizkaia Provincial Council	
B.III. Basque Government	
B.IV. Other Subsidies (specify)	
<b>C. OTHER INCOME</b>	
C.I. Different Income	

## 7. FEASIBILITY AND SUSTAINABILITY OF THE PROJECT

### 7.1. Socio-cultural factors

- Degree of involvement and motivation of the key population -----  
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- Degree of local participation in the design and implementation of the project -----  
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- Impact indicators and gender analysis (analyse possible conflicts within and outside the household and/or areas of cooperation and interconnect between men and women's responsibilities and activities)  
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- 7.2. Socio-political factors
  - Attitude of the local authorities -----  
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  - Legal issues  
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- 7.3. Technological Factors (indicating how technology affects the potential and the capacities of women and men on a differentiated basis)
  - Technology used and suitability for the setting -----  
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  - Technical assistance required -----  
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- 7.4. Environmental factors (considering the impacts on the gender relations that controlling resources and decision-taking regarding Nature may imply)
  - Environmental impact -----  
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- 7.5. Financial-economic factors
  - Availability of local resources -----  
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  - Management, budgetary and financial capacity of the local NGO -----  
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  - Economic analysis of the activities performed by men and women  
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  - Project management once the external funding has ended and economic contribution forecast for subsequent sustainability -----  
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- 7.6. Institutional factors and support policies (describe the measure to which the development organisations have mainstreamed the gender approach) -----
- 7.7. Risk factors -----  
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## 8. PROJECT ASSESSMENT AND MONITORING

- Internal assessment and monitoring (describing the process to obtain data regarding the participation of women and men and their status in the activities of the project) -----
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- Assessments and external audits with gender impact detailing:
  - .1. Changes in the position of women in relation to men (economic, cultural, political, symbolic, etc.)
  - .2. Changes in the inherent capacity of women to participate, decision taking and proposing in the household and in the community
  - .3. Changes in the position of men in relation to women
  - .4. Changes in society regarding ideas, attitudes and behaviour towards gender relations on a more level playing field.

### LIST OF ANNEXES (optional and indicative)

1. Documentation of the local co-operation partner (not necessary if it has already received a subsidy on previous occasions except for any changes)
2. Location maps
3. Socio-economic documentation
4. Complementary documentation for the project development (plans, material on activities, etc.)
5. Documentation on resources (budgets, pro-forma invoices, etc.)
6. Feasibility documentation (letters of support, commitments, etc.)

N.B.: The annexes should not be longer than 20 pages pursuant to the indications of Local Agenda 21 approved by Bilbao City Council. All the documentation that you wish to submit that exceeds that amount of paper should be sent by email to the following address: [cooperacion@bilbao.eus](mailto:cooperacion@bilbao.eus), or in digital format (CD or USB) including the application form. We strongly encourage the use of fasteners when submitting forms, attachments and documentary evidence.

### **Partnership File (must be completed)**

Pursuant to Article 11.3 of the General Subsidy Act 38/2003, of 17 November, the beneficiaries of the subsidy that apply as an applicant and co-operation partners shall provide the following data:

#### **Applicant Entity** (who will act as representative)

Applicant entity name:

Full Address:

Person in charge of the project (name and surname(s), ID or similar, telephone, email...):

Representative in the organisation: (name and surname(s), ID or similar, telephone, email, etc.):

#### **Local co-operation partner**

Co-operation partner name:

Full Address:

Person in charge of the project (name and surname(s), ID or similar, telephone, email...):

Representative in the organisation (name and surname(s), ID or similar, telephone, email...):

#### **Project**

Project title and place of implementation:

**a)** Total cost of the project:

**b)** Subsidy requested from Bilbao City Council: amount and % of a)

**c)** Contributions envisaged by the DNGO: amount and % of a)

**d)** Contributions envisaged by the Local Co-operation Partner: amount and % of a)

**e)** Management by the DNGO of the requested subsidy: amount and % of b)

**f)** Management by the Local Co-operation Partner of the requested subsidy: amount and % of b)

Date(s) and place(s) of signing:

Signed:

On behalf of the applicant entity, the representative  
representative  
of the organisation described in the document

On behalf of the Local Co-operation Partner, the  
of the organisation described in the document

*N.B.: This document must be signed, at the time of the application, by the applicant entity. If the subsidy is granted, it must be signed by both parties and a copy delivered to Bilbao City Council within 3 months of receipt of the subsidy notification.*