

# SI Creative Partnerships Programme Cooperation projects

## Application instructions

PLEASE NOTE: Before filling in the application you must read the information on [SI's website](#).

The various stages of the application procedure are shown on the left. The page you are filling in currently is highlighted in bold. You will find information about each stage of the application at the top of the page.

You can work on your application until the deadline of February 15th 2023. You can log in and out as often as you need, saving the application each time, until it is ready to submit. Only one person can log in at a time. **Save your application before clicking on any links in the application form.**

If something is not filled in correctly in your application or if you have missed a mandatory field, this will be indicated when you try to submit the application. When you have submitted your application, a confirmation will be sent to the email address you have provided here. This is the email address we will use in correspondence about your application. If you don't receive your confirmation within ten minutes, check your spam box and make sure you can accept e-mails from this address!

We might need to contact you with questions about your application during the selection process. If you do not reply, your application may be disqualified. For these reasons we urge you to check your spam box regularly.

Good luck with your application!

## Your application profile

If you are applying to us again, your past applications will be listed under this name.

Given name

Family name

Please write your full name.

Citizenship

Antarctica

This is the contacts page, press tab to focus the first field.

## Registered email address

This is the address registered to the application.

If you need to change your registered email address, do it here.

### Email

This email address has been verified

[Change my email address](#)

## Main applicant

The main applicant for the project must be registered in Sweden and submit a Swedish registration certificate. Applicants from other countries will not be considered.

By submitting the application, you confirm that the person below is formally authorised to sign binding documents on behalf of the applicant organisation.

### Organisation details

As you are submitting this application on behalf of a legal entity, please type here the details of the organisation you are representing.

Note that you will remain the contact person throughout the application process.

Organisation name

Organisation type

Please choose

Registration nr

Registration year

Registration country

Antarctica

Official email

Official website

## Official address

Street address

City, province, region

Postal code

## Authorised signatory

By submitting the application, you confirm that the person stated below is authorised to represent the applicant organisation.

Fill with my details

Name

Position / title

Email

Telephone

Authorised signatory 2, name (if applicable)

If your company has more than one authorised signatory, write the name here.

Authorised signatory 2: position/title

Authorised signatory 2: email

Authorised signatory 2: telephone

## Partners

Write the name of your partner(s) and what country they are located in. You can write up to five (5) partners. You will fill in the details of each partner later under the **Organisation assessment**.

You can add a new organisation by clicking **insert new block** further down this page.

Type in the first few letters to get to your country faster.

Move up Move down Delete

Partner's name

Country the partner is located in

Choose a country

Start typing to get to your country fast.

Contact person: Name

Contact person: Email address

## Project summary

Fill in the important details of your project

Please note that this is a summary, be succinct. You will have the opportunity to elaborate more further down.

Project title

Max 100 characters including spaces.

Start date

Earliest start date is when you receive confirmation that we have granted you funding.

Latest start date is 1 September 2023.

End date

Max. 24 months from the start of the project

Sum applied for in SEK

Seed funding: max SEK 200 000.

Cooperation project: max SEK 2 000 000.

Make sure that the amount you enter here is the same as the total amount you give in your Budget document.

### Write figures only

Region mainly addressed in the project

Africa

- Eastern Europe
- MENA
- Western Balkans and Türkiye

Countries included in the project

Please choose

Short project summary

Write a **short** project summary of max. 150 words. This is your chance to get us interested! Tell us what you want to do, how and why.

We will use this summary for communication purposes if you are awarded funding.

Main project activities

List your main activities, e.g. workshops, theatre performances, planning meetings etc.

Max. 50 words

Specify where the project activities will take place

- In partner country/ies
- In Sweden
- Third country
- Online

Projects should be carried out mainly in the target country(s). However, in countries where the political situation makes this impossible, project activities may take place in Sweden or a third country.

Participants from both countries should normally take part in all project activities, including in-person ones.

Have you received funding from the Swedish Institute before?

- Yes
- No

# Problem analysis

What do you want to do and why?

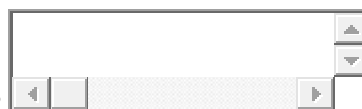
Please elaborate about the problem you have identified, how you want to approach it and how it relates to the programme's objectives.

Describe the specific problem the project wants to address



Max 500 words.

How will your project help to solve this problem?



Max 300 words.

Describe how your project contributes to strengthening one (or some) of the following democratic attributes.

- Participatory engagement (local democracy, direct democracy, electoral participation, civil society participation)
- Representative government (clean elections, inclusive suffrage, free political parties, elected government)
- Fundamental rights (access to justice, civil liberties, social rights and equality)
- Checks on government (media integrity, judicial independence, effective parliament)
- Impartial administration (predictable enforcement, absence of corruption)

Chose your alterative/s and comment in the next section.

For more information on democratic attributes, [please read here](#)

Please comment on your choice above.



Max. 400 words.

Choose which methods you will develop in your project.

- Networks
- Platforms
- Skills and methodology

- Innovative products and tools
- Cultural, artistic or media productions

How will your chosen methods help solve the problem?

Max. 300 words

## Target groups

Describe your target groups and final beneficiaries and how you plan to work with them.

The target group of your project should be agents of change (people who influence other people) and opinion makers in the target country. These should work to help strengthen democracy, human rights and freedom of expression.

Describe your target group(s). In what way are your target group agents of change or opinion

makers?

Examples of the target groups are youth organisations, activists, journalists and other representatives of media organisations, human rights defenders and women's rights groups, influencers in democratic settings, artists and cultural workers.

Max. 400 words.

How will you involve them in the project?

Max. 200 words.

Describe how people who have a mandate to drive change will be involved in the project and what specific positions they hold in the partner organisation and any participating

organisations.

Max. 300 words.

Describe any final beneficiaries and explain how they will benefit from the

project.

Final beneficiaries are other groups and/or individuals in wider society who will be directly and positively affected by the project.

Max 150 words

## Results and indicators

Describe the results you will achieve with your project and what indicators you will use to measure them.

Define your project objective.

A text input field with a light gray border and a light gray background. It has a vertical scrollbar on the right side and a horizontal scrollbar at the bottom. The field is currently empty.

Max. 50 words.

Choose which programme objective your project relates to.

SEE THE APPLICATION PORTAL FOR ALTERNATIVES. More information <https://si.se/utlysningar/bidrag-finansiering/creative-partnerships/#faq-1-2>

Please note: You can only choose 1 objective.

What specific results do you expect to achieve by the end of the

project?

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The immediate changes that the project will bring about. Results must be specific, measurable, agreed, realistic and time-related (SMART).

Max. 200 words.

In the long term?

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The changes that the project will bring about. Results must be specific, measurable, agreed, realistic and time-related (SMART).

Max. 400 words.

What indicators will you use to measure these results?

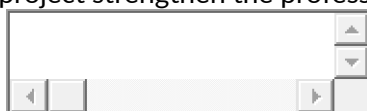
A text input field with a light gray border and a light gray background. It has a vertical scrollbar on the right side and a horizontal scrollbar at the bottom. The field is currently empty.

An indicator is used to measure how well the project has succeeded in achieving the proposed changes/results. Indicators can measure either quality or quantity.

Max 300 words.

How will the project strengthen the professional capacity of the partner

organisation?

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Max. 200 words.

How will the project strengthen the professional capacity of the participating

organisations?

Max. 200 words.

## Organisation assessment

- Swedish organisation first
- Foreign organisation(s) second

One block per organisation, minimum 2 and maximum 6.

You add a new organisation by clicking **insert new block here** further down the page.

Move up Move down Delete

Full name of organisation

Country

Please choose

City/region in which the organisation is located

Type of organisation

- Civil society organisation (non-profit)
- Public sector/government agency (including university)
- Private sector agency (economic association, limited company)
- Municipality/county council
- Private sector (sole proprietorship)

First name, contact person of organisation

Last name, contact person of organisation

Position/title, contact person of organisation

E-mail address, contact person of organisation

Telephone, contact person of organisation

Web page of organisation

What is the main area of expertise/goal of the organisation?

What are the most important results that have been achieved through your work in recent years?

Max. 300 words.

What previous experience does the organisation have of international development cooperation (overseas aid)?

Max. 300 words.

What is the annual budget of the organisation, in SEK or Euro?

How is the organisation financed?

How many people work in the organisation?

Does the organisation produce an annual report and audit report (signed by an external, independent and qualified auditor) for the whole organisation?

Yes

No

The organisation has adequate systems to plan, follow up and assess its work on a regular basis.

1

2

3

1 = No

2 = To some degree

3 = Yes

The organisation has adequate systems for administration and financial management.

1

2

3

1 = No

2 = To some degree

3 = Yes

The organisation has the necessary financial skills and capacity to manage funding in accordance with the Swedish Institute's regulations.

1

2

3

1 = No

2 = To some degree

3 = Yes

The organisation is currently sufficiently staffed and resourced to be able to carry out a project of the kind applied for.

1

2

3

1 = No

2 = To some degree

3 = Yes

The organisation works actively to achieve gender equality and non-discrimination in its own structure (including sex, transgender identity or expression, ethnicity, religion or other beliefs, disability, sexual orientation, and age).

1

2

3

1 = No

2 = To some degree

3 = Yes

What would you say are the organisation's main weaknesses?

Max. 200 words.

Other comments:

## Partnership

Please describe how you and your partner(s) plan to work together. Who will do what? We are looking for strong partnerships in which all aspects of the project are planned and carried out in consultation with each other

How will your partnership work? Who will be responsible for

what?

This question also appears in the MoU. Feel free to copy and paste.

Max 200 words

Have you worked together before?

- Yes
- No

If yes, in what way have you worked together?

Max 175 words

How did the idea for this project arise?

Max. 150 words.

What particular knowledge or expertise do your organisations have that is relevant for this

project?

Please answer this question for **both** the Swedish main applicant and the international partner(s).

Max. 400 words.

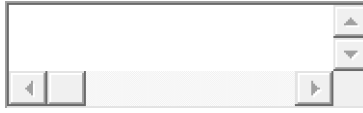
How will your organisations benefit from participating in this

project? 

Please answer this question for **both** the Swedish main applicant and the international partner(s).

Max. 300 words.

Will you involve any expert who does not work for one of the partner organisations? If so,

please specify that person's expertise and role in the project. 

Max. 200 words.

Have any of the partners applied for or been granted funding for this project from any other source?

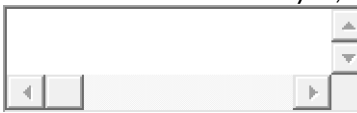
- Yes
- No

If you answer yes to this question, please specify the source and the amount in the budget document.

## Other initiatives

If you and/or your partner(s) have worked with any previous projects which are relevant for this application, please tell us about them here.

Will your project complement other initiatives in the field? If yes, describe which initiative and

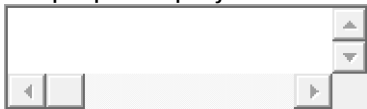
how your project will complement it. 

Max. 175 words.

Is this application the direct continuation of a previous project?

- Yes
- No

If yes above, briefly describe its main achievements and the lessons you learnt from it. How will the proposed project take the work of the previous project further?



Max 200 words.

Give brief details of any other projects you have been involved in which are relevant for this application (include contact person at funding body, ref. number

etc.). 

Please answer this question for **both** the Swedish partner and the international partner(s). If funded by SI, give the SI reference number.

Max 170 words.

## Sustainability

We prioritise projects which show evidence of sustainability. Describe here how you plan to ensure that the achievements of the project continue after the project has formally ended.

How will the project strengthen the capacity of local partner/s to manage the long-term

outcomes of the project? 

Max. 175 words.

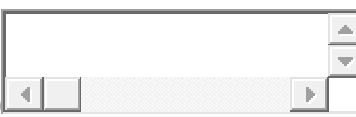
How will your project's results live on when SI funding has ended? Describe how the target groups and/or local partner/s will continue the work.

## Communication

How and in what channels will you communicate your activities and results to the following categories.

The target group 

The final beneficiaries 

Decision makers (if applicable) 

The public (if applicable)

# Corruption

Please note Corruption **must** also be included as a risk in the next section, **Risk analysis**.

Please answer for **both/all partner** organisations. Start with the Swedish partner.

What routines and systems are in place to prevent and detect irregularities and

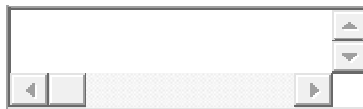
corruption?



Please list what measures your organisation takes to identify and prevent corruption, both internally and externally.

Max. 200 words.

Corruption mitigation



Please describe what mechanisms you have in place to use if corruption occurs.

Max. 200 words.

## Risk analysis

**Risk factor:** Risk is the potential for a defined event to occur with consequences for a given project outcome; risk is always about future uncertainty.

**Likelihood:** Please indicate the likelihood of the risk occurring.

**Consequence:** Please indicate the consequences of the risk for the project.

**Sum** The sum is the result of the likelihood **multiplied** by the consequence.

**Mitigation:** What will be done to minimize the likelihood of the risk occurring and the damage of the risk if it does?

**External risks:** External risks are risks outside the control of the project which could have a negative influence on achieving the estimated results. External risks could be related to political, institutional, economic, environmental, social or technological conditions. The above-mentioned risks are only examples and are not in any way exhaustive.

**Internal risks:** Internal risks are risks that may occur within the project which could have a negative influence on achieving the estimated results. Internal risks could be conflicts within

the project, illness or other absence of key personnel, failure to sustain results. The above-mentioned risks are only examples and are not in any way exhaustive.

You add more risks by clicking “Insert new block here” below.

Please note that Corruption **must** be included in the Risk analysis.

Move up Move down Delete



Risk factor

Risk is the potential for a defined event to occur with consequences for a given project outcome; risk is always about future uncertainty.

Please identify risks that your project might run in to, both internal and external.

Max 50 words.

Risk valuation - Likelihood

Likelihood: Please indicate the likelihood of the risk occurring by using the four step scale:

- 1 = Unlikely (It is unlikely that the risk will occur)
- 2 = Possible (It is possible that the risk will occur)
- 3 = Likely (It is likely that the risk will occur)
- 4 = Certain (It is almost certain that the risk will occur)

Risk valuation - Consequence

Consequence: Please indicate the consequences of the risk for the project by using the four step scale:

- 1 = Minor (Very limited influence on the ability to achieve the selected outputs and outcomes)
- 2 = Moderate (Limited influence on the ability to achieve the selected outputs and outcomes)
- 3 = Major (Major influence on the ability to achieve the selected outputs and outcomes)
- 4 = Severe (Very substantial influence on the ability to achieve the selected outputs and outcomes)

Risk valuation - product

**Multiply** the likelihood and the consequence with each other and write the number here.



Risk mitigation

Fill in the mitigation measures. What will be done to

- minimise the likelihood of the risk occurring
- limit the damage of the risk if it does occur

Max. 100 words.