

CPP application 2024, cooperation project, starting with the Project Summary section:

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 2024.

End date

Seed funding: Max. 12 months from the start of the project

Cooperation projects: Max. 24 months from the start of the project

Number of months**Sum applied for in SEK**

Seed funding: max. SEK 200 000.

Cooperation projects: max. SEK 2 000 000.

Write figures only.

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

Region mainly addressed in the project

Africa

EU's Eastern Partnership countries

MENA

Western Balkans and Türkiye

Countries included in the project

Please choose

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(s)

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

Main applicant (Swedish)

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.

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

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

Organisation's bank account details

Bankgiro / plusgiro

If bankgiro/ plusgiro is not available, write the organisation's bank account number

Organisation assessment for the main applicant

Do you as a Swedish main applicant organisation have an ongoing project within SI Creative Force or SI Creative Partnerships Programme?

Yes

No

Do not know

If your answer is yes, please see the FAQs at si.se/creative-partnerships-eng/ to find out what applies if you want to submit a new application for a project in the same region.

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

Max. 100 words.

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

Max. 100 words.

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

Max. 100 words.

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

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

Has any external evaluation of the organisation been carried out? By whom and when?

What routines and systems are in place to prevent and detect irregularities and corruption in your organisation?

Max. 100 words.

Corruption mitigation

Please describe what mechanisms you have in place to use if corruption occurs. Max 100 words.

Below are some questions about your organisation. Please grade your organisation's skills in each question.

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. 100 words.

Other comments:

Project partner(s)

Write the name and details of the project partner organisations (other than the main Swedish applicant). If you have more than one project partner, make sure to provide details on all of them below. You can write up to five (5) partners.

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

1. Project partner's name

Country the project partner is located in

Choose a country

City/region in which the organisation is located

Web page of organisation

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)

Year of registration (if applicable)

Organisation number (if applicable)

Contact person: Position/title

Contact person: Name

Contact person: Email address

Contact person: telephone number

2. Project partner's name

Country the project partner is located in
Choose a country

City/region in which the organisation is located

Etc.

Organisation assessment for the project partner(s)

Add one block per project partner organisation (maximum 5).

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

Move up Move down Delete

Full name of the project partner organisation

Country

Please choose

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

Max. 100 words.

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

Max. 100 words.

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

Max. 100 words.

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

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

Has any external evaluation of the organisation been carried out? By whom and when?

What routines and systems are in place to prevent and detect irregularities and corruption in your organisation?

Please list what measures your organisation takes to identify and prevent corruption, both internally and externally. Max 100 words.

Corruption mitigation

Please describe what mechanisms you have in place to use if corruption occurs. Max 100 words.

Below are some questions about your organisation. Please grade your organisation's skills in each question.

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. 100 words.

Other comments:

insert new block here

Target groups

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

The target group of your project must 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 today?

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. 175 words.

How will you involve them in the project?

Max. 175 words.

Project participants who are in a position to bring about change will be found in:

The project partner organisation(s)

Non-partner organisations in the target country(s) that will participate in the project

Both project partner and non-partner organisations

None of the above

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

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 local problem the project wants to address.

Max. 175 words.

Specify how the project will help to solve this problem.

Max. 175 words.

Choose which of the following democratic attributes this problem relates to

Participatory engagement (local democracy, direct democracy, electoral participation, civil society participation)

Representative government (clean elections, inclusive suffrage, free political parties, elected government)

Fundamental rights (human rights, freedom of expression, 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)

Choose what you will develop in your project.

Networks

Platforms

Skills and methodology

Innovative products and tools

Cultural or artistic productions

Media productions

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.

Max. 50 words.

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

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

Max. 200 words.

What indicators will you use to measure these results?

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. 150 words.

What results do you expect to achieve in the long term?

Max. 150 words.

Which programme objective will these results primarily contribute to?

SEE THE APPLICATION PORTAL FOR THE ALTERNATIVES

Please note: You can only choose 1 objective.

Specify in what measurable ways the project will strengthen the professional capacity of the project partner organisation(s).

Max. 175 words.

Specify in what measurable ways the project will strengthen the professional capacity of any non-partner participating organisations.

Max. 175 words.

How and in what channels will you communicate your activities and results?

Max. 175 words

Partnership

Please describe how you and your project 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. 175 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 project partner(s).

Max. 200 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. 200 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. 150 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 project partner(s) have worked with any previous projects which are relevant for this application, please tell us about them here.

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?

If possible, give contact person at funding body, ref. number etc

Max. 175 words.

Describe any other projects you have been involved in which are relevant for this application (if possible, include contact person at funding body, ref. number etc.).

This question should be answered by **both** the Swedish main applicant and the project partner(s) where relevant. If funded by SI, give the SI reference number.

Max. 175 words.

Do you or anyone in your target group have any previous experience of other SI programmes (e.g. Leader Lab, YLVP, SAYP, management programmes, scholarship programmes etc)

Yes

No

Do not know

If yes above, name the programme(s), year and other relevant details.

Max. 100 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.

Specify in what measurable ways the project will strengthen the capacity of the project 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 the project partner(s) will continue the work.

Max. 175 words.

Risk analysis

GUIDELINES

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 into, both internal and external.

Likelihood: Please indicate the likelihood of the risk occurring.

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

Product: 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 as well as obstacles regarding the safety of participants. 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.

Corruption: Please note that risk of 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.

Max 50 words.

Risk valuation - Likelihood

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

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 choose the number here.

1

2

3

4

6

8

9

12

16

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

insert new block here

Checklist

Here you can upload your documents.

Please note

Name your document so we know what it is. All documents must be in PDF-format. Turn your Word or Excel documents into PDF by e.g. clicking on Save as, choosing the pdf format, then saving.

Please make sure that the image is not blurry or distorted and has plenty of contrast. Remember that they should be legible when printed and the right way up.

You will find the mandatory templates for the budget document, the Memorandum of Understanding and the Activity plan on our [webpage](#).

In addition we require you to upload a few further documents which provide proof of the following:

- That Swedish applicants who are sole proprietors (enskild firma), are approved for F-tax.
- The person who is formal signatory for the Swedish organisation (firmatecknare).
- The Swedish applicant organisation's Swedish bank account
- The Swedish applicant organisation's registration number.

Below are Tasks where you upload your document under each headline. Check all tasks and upload the required documents or click "not relevant". If you leave a task undone, your application cannot be submitted.

You can also access your tasks in the menu to the left.

Budget

I have NOT yet uploaded the budget.

blocks application

Memorandum of Understanding

I have NOT attached my Memorandum of Understanding

blocks application

Registration certificate - Sole propriety owners only

I have NOT yet uploaded my registration certificate

blocks application

Signatories

I have NOT yet uploaded my signatory document

blocks application

Organisation registration number

I have NOT yet uploaded my organisation number

blocks application

Bank account details

I have NOT yet uploaded my bank account details

blocks application

Activity plan

I have NOT uploaded the Activity plan

blocks application