# application step one 2020–2024

General instructions

This is a five-year programme period (2020-2024), you can therefore apply for funding for between one year up to five years.

The form shall be filled in electronically and be submitted together with the filled-in ***Organisation Description Template*** for the local implementing organisation and an ***annual audit report*** for the local implementing organisation and the Swedish member organisation (if applicable). This form (Application Step one) must not exceed **six pages**.

**The concept note should be sent electronically to:** [**application@palmecenter.se**](mailto:application@palmecenter.se) **no later than 1st April 2019.** Please mark the email “*Concept note, country of implementation [X]*”. No hard copy is required.

information about the cooperation

|  |  |
| --- | --- |
| Local organisation(s): |  |
| Swedish organisation(s): |  |
| Which of the above is the main applicant? |  |
| Preliminary time period for the cooperation: |  |
| Total budget for the whole period: |  |
| Country(ies) of implementation: |  |

🞏 The Organisation Description Template has been filled in and submitted

🞏 The Annual Audit Report for the Local Implementing Organisation has been submitted

🞏 The Annual Audit Report for the Swedish Member Organisation has been submitted (if applicable)

Problem and context analysis

**1.** Describe **the current situation** in the area in which your organisation operates, what *political and social problems* characterises the local context? (Relate to gendered power relations, environment and climate issues, potential conflict areas in society and the impact of corruption).

*Answer here*

**2.** Describe in depth **the specific problems** your **organisation** is focusing on. Discuss the *relevance* of the problem within the context.

*Answer here*

strategy and OBJECTIVES

**3**. Describe what you aim to achieve with the cooperation (aims and objectives):

*Answer here*

**4.** Describe ***how*** you will reach your objectives (main strategies, activities and methods) and why these specific strategies, activities and/or methods are the most effective and relevant ones in order to reach your objectives:

*Answer here*

**5.** On the Palme Center website you will find Palme Center’s Strategy 2020-2025. Describe how your cooperation will contribute to the overall strategy of the Palme Center? Which political priority(ies) will this cooperation contribute to?

*Answer here*

**6.** If the cooperation involves one of the Palme Center’s Swedish Member Organisations, what is the main added-value of that partnership? How will the Swedish organisation be involved in the cooperation?

*Answer here*

budget

**7.** State the preliminary **annual budget** for the cooperation in SEK and in the local currency for **each year**. *NOTE!* *If there is a Swedish member organisation involved in the cooperation, please differentiate between the total annual budget for the Swedish organisation and the Local Organisation. The budget for the Swedish member organisation must not exceed 30 percent of the total budget*:

*Answer here*