

INSTRUCTIONS FOR APPLYING FOR PARTICIPATION IN THE CSO PROGRAMME (2025-2029)

Dear fellow actors within the international labour movement,

You are hereby invited to submit your **Concept Note** for the participation in the Palme Center's upcoming CSO-programme(s) 2025-2029 by **1 December 2023**.

You will find the links to the forms for the digital Concept Note [here](#).

The Palme Center will start developing its new programme for support to the Civil Society for the period 2025-2029. The programme(s) will build on Palme Center's International strategy and this strategy maps out the overall political priorities, theory of change and main methods as well as the goals of our collaborations and partnerships.

The application shall relate and contribute to the international strategy, pushing progressive development for equality, sustainability, and democracy. It shall also clearly reflect the mission statement and the political priorities.

Selection criteria for partnership

The Palme Center's mission is firmly rooted in the international labour movement. We define the international labour movement as a broad gathering of popular movements comprising political parties, trade unions, and civil society organisations working for progressive change. In a more formal sense, it is defined by the various international organisations and platforms that our member organisations are actively engaged in and their various regional and national structures and affiliates. In different countries and contexts this also involves close allies, civil society organisations, and community-based organisations with a shared vision and understanding of progressive development.

A future partnership will be considered based on an assessment of the applicant's needs, capacities, and priorities, as well as whether the applicant in its specific context is dynamic, relevant, and interested in pushing progressive development.

We encourage all applicants to include a partnership between one (or several) of Palme Center's [27 member organisations](#) and one (or several) local partner organisations. One organisation must be the main applicant.

The application and programming process:

The application process is divided into four main steps:

- 1) **A Concept Note**, including a budget indication, developed with one of Palme Center's Swedish member organisation, if applicable. The Concept Note includes a filled in Organisational description and the latest Annual Audit report for the applicant organisations. The Concept note should be filled in electronically no later than **1 December 2023** and the links to the forms can be found on our website [here](#).
- 2) **Programming process: End of Dec 2023 or beginning of January 2024**, applicants will be given notice whether they are invited to take part in the development of a new programme – step two of the programming process – which will take place in dialogue with responsible Programme Managers at Palme Center possibly in the form of a regional Programming Workshop during **January-March 2024**.
- 3) **Application: 1 October 2024**, deadline for submitting a full Application and detailed budget which should be based on the outcome of the Programming workshops in step 2. Instructions and templates for the Application will be published on our website before **1 September 2024**.

- 4) **Organisational assessment and audits** will take place during the fall of 2024. During this step, the Palme Center's Programme Managers and responsible Controllers will visit the applicant organisations to conduct organisational assessments and/or contract an external auditor to conduct system-based audits. The purpose of this is to assess whether the applicant organisations have the appropriate systems in place to manage the funds and what capacity development support is needed.

After you have submitted your application and budget, we will start the process of dialogue and assessment and will get back to you with a final decision during **the end of 2024**.

Signing of agreements and the start of the programme will be in **the beginning of 2025**.

For questions contact the responsible Programme Manager or the CSO Grant Coordinator. Contact information can be found on our website [here](#).