

FINNISH FUND FOR LOCAL COOPERATION

The Finnish Fund for Local Cooperation (FLC) is a fund managed by the Embassy of Finland in Nairobi. The FLC is a flexible and demand-based instrument of the Embassy that compliments the development cooperation work carried out through the support of Finland in accordance with Finland's development policy.

The development policy has given emphasis to human rights based approach to development which underlines the importance of empowerment, inclusion and participation as it strengthens the application of the principles of ownership, accountability and transparency.

The fund supports initiatives of local Non-Governmental Organizations (NGO's), Community-based Organizations (CBO's), and other institutions in Kenya.

Objectives of the Fund

The objective of the fund is to complement other Finnish development efforts in the field of human rights, democracy and good governance, and strengthen the civil society in particular. The approach is to establish long-term partnerships with a limited number of organizations instead of supporting one-time activities, workshops, seminars etc.

Criterion for Eligibility

- aims are clearly set and progress can be monitored through reporting
- objectives are in line with the FLC strategy
- supplements the Embassy other development sectors and brings added value to them
- the nature of the project or activity makes it possible to register its financing as official development aid (ODA)
- the organization is reliable and capable of implementing the project (including financial management, bookkeeping, competent staff etc)
- Activities proposed should reach a large audience and have potential for a broad impact

The organization(s) in question should have a genuine, credible domestic basis; the proposed programme should not be launched or fully financed by the donor community.

How to Apply

All prospective applicants must provide the following preliminary information on their proposed project:

- **Cover page**

Letter addressed to the Embassy, dated and signed by an official representative of the organization

- **Information on the applicant**

1. Name of the organization
2. Address
3. Telephone
4. Email
5. Director (person in charge)
6. Telephone (office)
7. Telephone (mobile)

8. Description of the organization
9. Official status of the organization (incl. the registration number and date)
10. Location
11. Number of members
12. Number of full-time employees
13. Financing sources of the organization
14. Description of the key activities of the organization

- **Information on the proposed project**

The applicant should provide a full Project Proposal which covers at least the following issues:

1. The reason for launching the project
2. The previous experience of the organization in the same sector and the same theme
3. The existing financing from other agencies
4. The objective of the project
5. The description of the approach: how the project intends to create changes, what methods would be used, how different social groups and interests would be taken into consideration.
6. Description of the activities
7. Target group. The relation of the organization with the target group.
8. Expected results (as concrete as possible)
9. Risks
10. Schedule for the programme and each task
11. Inputs
12. Budget in detail (unit costs included; salary costs detailed; breakdown of costs per year if the project is expected to cover several calendar years; payment schedule unless included in the contract).
13. Description of the personnel involved. The procurement of new personnel. The description of salaries and other benefits (see also annex 2).
14. Monitoring arrangements. Reporting schedule.
15. Auditing arrangements

- **Annex 1: Summary table of total financing for the project**

(amount/currency)

Financing requested from the Embassy of Finland

Financing requested from other sources

Funds already contributed by the Embassy of Finland

Funds already available from other sources

Contribution of the organization

Contribution of the target group

Total

- **Annex 2: The CV's of the key persons**

- **Annex 3: Logical framework table**

- **Annex 4: Latest annual report and financial statement of the organization**

The Fund cannot support

- Activities of political parties, unless the activity is a joint activity of a representative number of political parties
- Activities of unregistered organisations
- Projects in which the beneficiary is a single person or single family

- Serving purely charity purposes
- Finnish beneficiaries

Additional Information

Information on how the grant should be paid, i.e. name of the bank, address and the account number should be provided

The Embassy of Finland reserves the right to accept or reject project proposals. The Embassy has a right to evaluate and audit a project at any time; the organization responsible for the project will then make all required documentation available for the evaluation/audit

The Agreement for paying the grant by the Embassy of Finland has to be signed by an authorized representative of the receiving organization or individual(s).

The accounting of the activities supported is to be ensured. No further funding can be provided to any organization until it has provided an approved accounting report regarding any previous funding.

Further information on requested from:

LCF Office
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Nairobi

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