

# **Sida-SNV Forestry Development Project Forestry Regional Networking**

Guidelines and Application form for Cross border cooperation

## **Cross border cooperation**

The Forestry Development Project Kosovo & regional (2009 – 2013) from Sida and SNV is focusing on private and decentralised forestry. Within this project a deliberate focus is given to regional cooperation and network for forestry. The following objectives are set for the regional private & decentralised forestry strengthening component:

1. Regional Private and decentralised forestry networks exist that effectively exchange and cooperate on joint learning and development of forestry practices and methods and jointly address and advocate relevant private and decentralised forestry issues
2. Regional forestry networks address concrete common issues in finding solutions and support implementation

The project is aiming at capacity strengthening of its partners and has a deliberate aim to strengthen their role and capacity as Local Capacity Builders (LCB) to sustain the service provision in forestry. In the foregoing period a good exchange and sharing was made, resulting in jointly learning and addressing common issues on vocational training in forestry and forestry & rural development. At the end of 2010 a start is made to the establishment of a regional network of forestry associations. Increasingly the associations are involved in service provision to their members and forestry actors. To make the next step in cooperation, the project will further strengthen joint cooperation and LCB work. This will be done through cross border LCB activities from the associations.

Aim of the cross border LCB activities is to share experiences and strengthen capacities between the private and communal forestry organizations from Macedonia, Kosovo and Albania, making use of each others capacities.

Small cross border LCB projects will be funded by Sida-SNV Forestry development project to stimulate regional cooperation and joint learning.

## **Who Can Apply?**

Private and communal forestry associations from Macedonia (NAPFO MK), Kosovo (NAPFO KO) and Albania (NACFP) should be applicants.

- The cross border cooperation could be between 2 or 3 associations.
- Minimal each association should have 1 project.
- Other associations from the region could be involved.

REFORD as regional network of the associations will support in the coordination of the cross border programme with the Sida SNV Forestry Development Project.

### **Activities to be supported**

Projects can be on any selected item related to private and communal forestry linked to the associations. It should have concrete issue with a deliberate outcome. E.g. just an exchange visit seeing work will not be granted. Examples of LCB activities could be a deliberate training provided by one association to others or joint development of a module or forestry practice.

All activities should be completed by **1<sup>st</sup> of December 2011**.

A short report providing the outcomes, lessons learned and financial overview should be provided by 31<sup>st</sup> of December 2011.

### **Size of the grants**

Maximum size of the grant is 1.000€ per organizations.

- Project should include the LCB costs and program costs.
- LCB costs can be for maximum 50€ per day.
- Additional travel costs, per diem and hotel costs can be claimed
- Programme costs are cost needed to implement the activity

### **Grant Applicant information**

Grant applicant data: Name of the organization, address, phone/fax number/e-mail address, name and title of project manager and other significant staff members, particularly those who will be involved in the project, title of the project, start and completion of the project.

### **Project proposal**

The following information needs to be included in the proposals:

- Title
- Cooperating associations (who requests the LCB services and who is providing the service)
- Introduction
- Objective
- Results
- Activities (work plan, timing + budget)

Maximum 3-5 pages

Leading questions in filling the project proposal:

What proposes the applicant to do? The proposal should contain sufficient information what the applicant wants to do and why?  
Who will be affected by this project?  
What will be the concrete outcome effect of the project?

### **Budget of the project**

The grant is 5000 €  
The maximum budget is about 1000 € per project.

The budget should be elaborated in the action plan (LCB, consultants, travel, hotel, and other activities costs). See in the application form.

- The LCB or consultant cost should not exceed 50 euros per day.

The associations are encouraged to provide low costs solutions. The total grant budget is available for the associations and optimum and most efficient and effective use should be made of it.

Please take in consideration that all taxes should be included in the budget of the project.

### **Selection and implementation of the projects**

The deadline for submission of the proposal is: 15 June 2011. Project proposals should be provided digitally to the following addresses:

Reford Centre: [refordcentre@gmail.com](mailto:refordcentre@gmail.com)

SNV: [astavrevska@snvworld.org](mailto:astavrevska@snvworld.org)

Proposals should be provided in English language.

A selection commission will be established with representation of NAPFO KO, NAPFO MK, NACPF AL and REFORD. SNV will provide back up and facilitation support.

The selection commission will make the selection of approved project based on the above mentioned criteria.

Selection and announcement proposed within June 2011.

## Application form

### Sida – SNV Strengthening Sustainable Private and Decentralised Forestry Cross border LCB cooperation of Associations

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Title of the project:

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Name of the organization applicant (English):

Address:

Phone and fax numbers; e-mail address:

Represented by (name, position):

Others involved (name, position):

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Name of the cooperating organization(s):

Address:

Phone and fax numbers; e-mail address:

Main person involved (contact person):

Others involved (name, position):

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Project duration

Start date:

Completion date:

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Total Amount requested (in EUR):

LCB costs:

Travel, hotel cost etc:

Programme costs:

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Applicant Association Name

Name, position

Place, date

Signature of Applicant

Cooperating Association Name

Name, position

Place, date

Signature of Cooperating Association

**Project description (max 2-3 pages)**

- Introduction, background (reason of the project, concrete issue to be addressed)
- Objective
- Results expected and concrete outcome
- Short description of the project activities (activities, steps, location, persons involved)
- Reporting (Indicate when and what will be reported)

**Work plan**

- Work plan and budget (activity details, timing and budget)

EXAMPLE FORMAT:

**Work plan**

No.	Activities	Time schedule	LCB days (person and number of days)	Others involved (only describe who involved, if possible no of participants)	Budget Sida - SNV	Other budget (if any)	Expected result
	Totals						

**Budget Item**

	Contribution from the SIDA-SNV	Contribution from Applicant (if any)	Contribution Other Donors (if any)	Total
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**LCB costs**

Professional Fees (list consultants and LCBs)

Specify days and fees

*Subtotal*

**LCB related costs**

Travel costs for LCB (specify)

Hotel cost for LCB (specify)

Per diem for LCB (specify)

*Subtotal*

**Programme costs**

Specify as per activities

*Subtotal*

***Total***