**Humanitarian Innovation Programme – Application form for Innovation Lab applications**

Please note that this is a word version of the digital application form for the Humanitarian Innovation Programme call for proposals. The application must be completed in the digital application portal to be considered for funding.

Each section has a character limitation that cannot bee exceeded in the digital portal. This limitation is also stated under each question in this word file.

**Project proposal**

All fields on this page and in the rest of the form must be filled in as long as they are not marked with "optional".

**What is the name of your project?**

The name you choose here will be the name of your application.

60 Characters

**Contact**

Name:

Email:

Phone number:

The results of the call for proposals will be sent to the above registered email address. If you want the results by regular post, please tick the box below.

**Which grant are you applying for?**

Innovation lab grant

Scaling grant

**Where will most of the project be taking place?**

60 Characters

**About the applicant**

Please provide some information about your organisation

**What is the name of your organisation?**

200 characters

**Tell us about the organisation/applicant**

Provide information about your organisation in terms of overall strategy, core activities and the organisation’s engagement in humanitarian operations.

1000 characters

**What type of organisation?**

UN agency

Non-governmental organisation (NGO)

**For organisations that do not have a Norwegian organisation number, please fill in:**

Country:

Full legal name:

Street address:

Postal code and city:

Website:

Date of establishment:

**The challenge and idea**

Read through the questions below before you respond. Your responses to these questions will collectively provide us with a more detailed view of your idea.

**Which humanitarian needs is the innovation project seeking to address?**

(We would like to know more about the problem or challenges that you will address, as this will provide some information on how major or how common the problem is. You do not need to look at the solution here, just the problem.)

3000 characters

**Who will be impacted by the innovation project?**

(We would like to know more about who will be affected by the innovation project.)

1000 characters

**What solutions or concepts will be explored to solve the challenge?**

(Please provide more information about possible solutions or concepts you plan to explore and how these will contribute to solving the identified challenge.)

2000 characters

**How will the private sector contribute to this project?**

(Please explain how you envision that the private sector will contribute to the project.)

2500 characters

**What makes this project innovative?**

(The level of innovation is a criterion that must be met in order to obtain funding.)

1000 characters

**Long-term goals of the idea**

**What are the long-term goals for the project?**

(Please provide some more information about your plans for the project after the two-year funding period.)

800 characters

**What have you done with the idea up to now?**

(This can be activities such as brainstorming, talking to affected people about the challenges they are facing or market research. For scaling projects, it may also be development and pilot testing.)

800 characters

**What do you think is the scaling potential of the proposed innovation?**

(Please share some reflections about which other target groups and contexts that could make use of the innovation and the potential to reach these groups and contexts.)

1000 characters

**Impact and inclusiveness**

Describe the positive impacts.

All projects will be considered along the three dimensions of economic impact, societal impact and environmental impact. This assessment also considers the applicants ability assess and mitigate risks related to human rights, especially related to co-determination, accountability and non-discrimination, women's rights and equality, climate and environment and anti-corruption.

**Describe the humanitarian impact you are seeking to achieve with this project. What will be the direct impact for people affected by humanitarian crises if this project is implemented and scaled?**

(Please consider the impact along the lines of social, economic and environmental variables.

2000 characters

**How will people affected by humanitarian crises be involved throughout the innovation process?**

1000 characters

**Describe how the project will safeguard human rights, especially related to co-determination, accountability and non-discrimination, women's rights and equality.**

2000 characters

**How will the project respect principals of good governance?**

(The applicant should describe how the project follows the principles of good governance and good business practice, including zero-tolerance towards corruption.)

1000 characters

**The team**

**Who will you be working with, and what skills do they bring to the team?**

(Please provide an overview of internal and external resources and expertise that will be included in the project team)

800 characters

**About this project**

**What is the primary objective of this project?**

(Tell us why it is important for the organisation to implement this project.)

500 characters

**What are the success criteria that will indicate when the objective has been reached?**

(Please share in short what your success criteria are and how they will be measured. You may upload your monitoring and evaluation framework below.)

500 characters

Upload Monitoring and Evaluation framework. You may use your organization’s own template.

**What are the planned activities and milestones for the project?**

2000 characters

**What obstacles and risks may you encounter in this project and how will these risks be mitigated?**

Please share what risks and obstacles you may encounter and how you will mitigate these.

2000 characters

**Costs**

The grant can cover up to 100% of approved project costs. Approved project costs include:

* Purchasing of defined deliverables from private sector engagement, including material and technology investment in prototypes for piloting purposes
* Up to 30% of total innovation project costs for personnel dedicated to the project (including external consultants working as core project team members)
* Other expenses related to conducting the needs assessment, market dialogue and field testing, e.g. travel cost and training
* Indirect administration costs. This is stipulated in the organisation's framework agreement with the Norwegian Ministry of Foreign Affairs or agreed by UN member states and usually equals 7 or 8% of the total grant. This should be included in the proposed budget.

Please include all costs to be covered by Innovation Norway. All costs should be specified in Norwegian Kroner (NOK). You may provide further information on your proposed budget in the comments section below. Please note that you can add a maximum of 10 budget rows.

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| Cost description | Cost in NOK |
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Comments to the above costs:

600 characters

Please upload an excel file with the total project budget. You may use your organisation's own template.

**Funding plan**

**Do you have your own funds to inject into the project?**

Yes/No

**Other funding**

Use the button and add sources of funding, such as bank loans, cash contributions or internal funding allocated to the project.

Upload attachments, funding plan (optional)

The files can be up to 10 MB each. You can use pdf, Word, Excel or Open Document.

**Project partners**

Who is contributing expertise and funding to the project?

**Do you have project partners?**

Yes/No

**If yes: Who are the project partners?**

For innovation lab projects, this will be humanitarian partners. For scaling projects this can be other humanitarian organisations and private companies.

(Please provide the name of the partner, the link to the partner's website and a short description of the role of the partner in the project.)

2000 characters