



Guide for the presentation of humanitarian action projects

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Introduction

This guide explains the logic and structure of the project submission form, with instructions on what information to provide in each section.

The presentation of the projects will be carried out through the webpage seuelectronica.fonsmallorqui.org. Documentation received by e-mail or on paper will not be accepted.

If this is your first time logging in:

1. Click the Register button and fill in the information we ask for:

VAT number:

NAME/SOCIAL NAME

E-mail:

Contact number:

Key:

An e-mail will be sent to the indicated address to confirm registration on the platform.

2. After registration fill out the Profile with the general data and the data of the legal representative.

The legal representative will be the one who will electronically sign the communications with Fons Mallorquí. You will receive a 24-hour valid code, via e-mail, for submitting the request.

The code must be entered on the platform to send any communication and/or document to Fons Mallorquí.

We will ask you to attach documentation to prove legal representation

Documentation to attach for accrediting the legal representative

Document certifying the personality of the applicant as acting on behalf and representing the entity

Sealed statutes

Legal representative's DNI

3. The next step is to go to the projects tab and select Administrative Profile (below you will find the requested documentation) The leading entity and the partner entity must both register on the seuelectronica.fonsmallorqui.org webpage and must present the entity's documentation certificate. The code signature system

will be used to finalize the registration. Validation of documentation may take up to three working days.

4. Until the validation is received, via e-mail, you will not be able to access the project formulation space.

Before starting the registration, consult the website **support tutorial** found on the webpage fonsmallorqui.org

The project application form (Phase2) will open after receiving the validation of the administrative profile of the applicant entity and the partner entity. (Phase 1)

It will not be necessary to fill out the form in one go. You can save the entered information and it will be kept as a draft until the time of sending. Once the request has been sent, it cannot be edited again.

You can find detailed below:

- The information required in phase 1: Administrative profile of the entity
- The information required in phase 2: Project form

Entity's profile

In this section, the entity's information is requested in terms of legal data, description and history of the entity.

Validation of the information will be subject to approval by Fons Mallorquí. Validation of the administrative profile may take up to three working days.

The required information is detailed below:

Description of the entity: Describe your organization and your presence in the territory in a maximum of 500 characters

The last 3 years' budget: Indicate the year and the budget executed by the entity

Interlocution with Fons Mallorquí: Indicate first and last name

Position: Indicate the position of the interlocutor

Telephone: Enter the telephone number of the interlocutor

E-mail : Indicate the e-mail address of the interlocutor

Website: Indicate the address of the entity's website

Social networks: Indicate the name of the entity's profile on social media (Facebook , Instagram, X, YouTube ...)

Documentation to be attached for proving the experience

Cooperation/emergency projects executed in the last two years (Year, project title, budget, grouping with others, results achieved).

Education for Global Citizenship projects executed in the last two years (Year, project title, budget, municipality, country, collaborating entities/partners).

Networking initiatives with other entities and rooting on the territory in the last two years

Entity's documentation	Justification of the entity's registration in the Register of non-governmental development organizations of the Balearic Islands or the competent register
	Number of fiscal identification (VAT number)
	Organization chart (members of the directors' board or board of trustees, and technical structure); number of partners, collaborators and donors; hired personnel's relationship and types of labor relations. If the entity is a public administration: election act of the current political positions.
	Report on the activities and projects carried out in the previous year, detailing the public revenues received. If the entity is a public administration: annual investment plan.
	Formal accreditations issued by the corresponding public bodies regarding the awareness of tax obligations.
	Formal accreditation issued by the corresponding public bodies regarding the awareness of social security obligations.
	Declaration of honour according to the standardized model stating that it meets the requirements of article 10 of the revised text of the Subsidies Law 2/2005 (ANNEX 2).
	Authorization according to the standardized model for compliance to the requirements of the data protection law (ANNEX 3).
Bank certificate.	
Supplementary documentation	The entity's strategic plan
	The entity's gender policy
	Communication plan
	Audit
	Others

Instructions for filling out the form

The form consists of 8 tabs:

- Tab 1: General information
- Tab 2: Context
- Tab 3: Technical formulation
- Tab 4: Schedule
- Tab 5: Logical Framework Matrix
- Tab 6: Budget
- Tab 7: Evaluation and continuity
- Tab 8: Supplementary documentation

The formulation logic that is requested to be applied is that of the logical framework, for more details you can consult:

Flores J. The Logical Framework. Evaluation Series No.1 PARC

http://pdf2.hegoa.efaber.net/entry/content/883/evaluation_series_n_1_LF_PARC.pdf

Tab 1: General information

Title of the proposed initiative: *Title of the project*

Geographical area: *Select from the dropdown the geographical area in which the project is developed*

Country: *Indicate the country*

Zone: *Indicate the province/region*

Municipality: *Indicate the municipality where the project is developed*

Partner entity: *Choose the partner entity previously registered and validated in Administrative Profile. You can search for it in the dropdown by entering the NIF or the legal name.*

The project is presented in consortium: *Only if this is the case, attach the consortium agreement ANNEX 5*

Starting date – Ending date: *The starting date cannot be earlier than April 2024 and the ending date of the project cannot exceed 12 months after the start.*

Project Synopsis: *Provide a very brief summary (maximum 500 a) on the essential elements that characterize the project.*

Action axis to which the project is presented: *Choose the action axis in which the project is framed. Each axis has SDGs associated to it, targets and key indicators prioritized by Fons Mallorquí.*

SDG : *Choose the main SDG that is being worked on in the project. For humanitarian action, there are two ODS and two milestones identified by the Fund:*

ODS 10: Reduction
of inequalities

Milestone 10.7 Facilitate orderly, safe,
regular and responsible migration and
mobility of people, also through the

	<i>application of planned and well-managed migration policies.</i>	
<i>ODS 16. Peace, justice and solid institutions</i>	<i>Milestone 16.1 Significantly reduce all forms of violence and related death rates worldwide.</i>	

Targets are associated with key indicators, you must choose the one that is most suitable for your project from the proposals found in the construction sheet for each indicator and write the indicator in the logical framework matrix, as an indicator of the specific goal. (Tab 4).

Brief description of previous experience in the field of action: Briefly indicate (max. 500 characters) the experience of the entity and the partner entity in the field of action

Tab 2: Context

Summary of the project: Summary of the intervention with max. 2500 characters. The summary must give a concrete and grounded idea of the project. The description must be comprehensible to anyone who wants to understand what the project consists of and contain the key elements explained in a clear and concise manner.

Description of the social, economic, political context with rigorous data: Describe in 3000 characters the characteristics of the municipality where the proposed action takes place, the variables of the social context (number of inhabitants, economic and political information which are most important in the logic of intervention) The description must be based on official data from reliable sources.

Description of the problem and the violation of the rights that underpin the project: Describe with 3000 characters the social and/or economic and/or political problems on which the project is intended to affect and detail the rights that, with their violation, make intervention necessary.

Analysis of the parties involved: Clearly define the different agents who have some involvement or participation in the project. Specify the characteristics of each group and their role in the project, as well as the number of all the people, groups and institutions that contribute to or benefit from the development process, broken down by sex and by the variables that are considered most significant (age, urban/rural population, ethnicity etc.)

Description of the transversal approaches of the project

Gender approach ¹analyze the practical needs of women and the strategic interests of women in the project, differentiating roles and responsibilities, both at the level of diagnosis and at the level of project development.

Human rights approach: the DH approach recognizes the population it accompanies in its development processes as individual and/or collective holders of rights, responsibilities and obligations and not as mere beneficiaries of the project. Describe how this approach is included in the project.

Environmental sustainability approach: describe how the project is oriented towards the preservation of the planet, the climate and biodiversity. This approach is present in specific projects of the climate action axis, but also in actions and practices of other types of projects.

Description of the innovative elements

Describe the innovative elements present in the project.

¹*For more information:

SPA: Catalan Development Cooperation Agency (2016) EGYBDH. Gender and rights - based approach humans https://cooperaciocatalana.gencat.cat/web/.content/continguts/que_fem/egibdh/doc-egibdh-es.pdf

FRE: Agence catalane de coopération au développement (2016) EGYBDH. Approche de genre et basée sur les droits humains https://cooperaciocatalana.gencat.cat/web/.content/continguts/que_fem/egibdh/doc-egibdh-fr.pdf

Cooperation projects are developed in contexts that change and transform rapidly, like the rest of the global world. The local-global challenges always require an evolution in the ways of response and a continuous improvement of the programs.

Incorporating innovation can enhance project outcomes and impact and play a key role in project success and long-term sustainability.

You can innovate by introducing new and creative elements that bring added value to the project, different work methodologies to achieve the same goal, or by replicating a program in a new context/sector. Likewise, it is possible to innovate by incorporating lessons learned in projects already executed, elements of improvement evidenced in evaluations of results and/or impact, etc.

Tab 3: Technical formulation

This tab asks for a detailed explanation of the elements that will make up the planning matrix (Tab 4) The information entered will be collected automatically in the matrix of the logical framework that will serve as a tool for reviewing and checking the horizontal and vertical logic that is required

General objective: It is the higher-level objective to which the project must contribute in the long term. There may be other projects that contribute to the scope of this general objective

Specific objective: Establishes the operational purpose of the project, the situation expected to be reached as a result of the achievement of the results. Specific objectives are formulated with infinitive verbs and must be clear, specific and precise. When defining a specific goal, it is necessary to express what exactly it is that you want to achieve.

Of the intended objective, the description, indicators and sources of verification of the indicators must be indicated. Only one specific objective can be developed.

Expected results: The specific and achievable expected results define the milestones that are expected to be achieved during the implementation of the project. These results must be directly related to the specific objective, be verifiable and measurable. They should be formulated in terms of impact to avoid confusion with the specific objective.

Planned activities Describe all the proposed activities. There is a space to put the statement of the activity and a space with max. 500 characters where the activity to be implemented, the implementation methodology and the agents involved must be described.

The activities must be listed following a coherent logic (order of execution or results to which they are linked).

An approximate start and end date for each activity must be indicated. The information entered will be displayed in the form of a timeline in tab 6.

Indicators

The indicators are essential elements to measure the impact, progress and degree of achievement of the objectives set in the project. They also give us information on how the results achieved contribute to global challenges from the local dimension.

Both quantitative and qualitative indicators must be clear, measurable, verifiable and consistent. They must provide useful and objectively verifiable information and are constructed by answering the following questions:

What is measured?

The variable you decide to measure must be directly related to the result and the objective you want to achieve. Variables of many types can be measured (maternal-child mortality rate, female participation, degree of satisfaction with training...), but we must be able to transform them into measurable elements.

How much is it measured?

You must define how to quantify the change or degree of evolution that you want to evaluate. It is important to establish from what point the result can be considered

achieved. The magnitude must be specific and strictly related to the results to be achieved with the project.

Who is it measured against?

What are the people, resources or elements on which we are going to apply the variable?

First of all, there must be **context indicators** that indicate what the starting situation is in relation to the area of intervention. Second, it is essential to construct **outcome indicators** that specify the degree to which the project's objectives have been achieved and how the situation has progressed in relation to the context indicators. Finally, the Fons Mallorca has identified some **key indicators**, framed in the 2030 Agenda, for each thematic axis. These indicators are linked to the SDGs and the target you have chosen as a priority in tab 1 (*General information*).

The three types of indicators must be consistent with each other and provide data on the evolution and progress of the project.

Context indicators: Context indicators provide information about the environment in which the project is implemented. These indicators help to better understand the socio-economic, political, cultural and environmental conditions that may influence project development and outcomes. Context indicators help set the baseline for understanding and evaluating the project's results and enable a better understanding of the challenges and opportunities associated with its implementation. It is important to select those that are most relevant to the specific project and its area of implementation.

Indicators of the degree of achievement of results: Indicators of the degree of achievement of results are tools for measuring and evaluating progress and the achievement of expected results. These indicators must be specific, measurable and directly linked to the expected results. It is advisable to establish quantitative and qualitative milestones for each indicator, and collect the necessary data on a regular basis to monitor and evaluate progress towards the achievement of the result.

Sources of verification. Verification sources are information resources or tools that are used to collect data and evidence to verify project results and progress. These sources provide objective and reliable information that supports the verification of indicators and claims about the results achieved.

Each expected result has associated activities, indicators and sources of verification.

The information you put in the technical formulation will be used to automatically create the planning matrix (Tab 4).

Tab 4: Planning matrix

The planning matrix provides a clear and structured view of the objectives, expected results, activities and indicators associated with the project.

The matrix has a vertical logic that allows you to examine the causal links from the bottom up in the levels of objectives. The hierarchy must meet internal consistency requirements. Vertical logic is verified by determining the cause and effect relationship of one level of the hierarchy with the next level.

The horizontal logic of the project incorporates the indicators, their verification sources and the associated risks.

Risks are uncertain factors or events that may negatively affect the implementation of the project and the achievement of objectives. The inclusion of risk management is useful in identifying, assessing and managing potential risks that may affect the development of the project.

The table will be partially filled with the information on specific objectives, expected results, indicators and planned activities formulated in tab 4. You will have to specify the risk column and the measures to mitigate their impacts.

Tab 5: Budget

The budget must reflect the costs of each proposed activity and the funding sources (local and external) that provide economic and financial resources.

Total amount of the project:

Contribution of the requesting entity:

Amount requested from the Fons Mallorquí:

Fill in the summarized financial information and attach the itemized budget (ANNEX 4)

The budget is divided into two blocks:

- Direct expenses: they refer to all the costs linked to the implementation of the project
- Indirect costs: they refer to the costs linked to the management of the entity

Budget	
Materials and supplies	Costs of goods, materials and resources linked to the execution and operation of the project. This is usually consumable material (Office supplies, gasoline, etc.)
Local staff	Expenses for staff wages in the country where the project is being carried out and who carry out tasks in its execution. It is necessary to specify the months, the positions and the imputation criterion of the people attached to the project. Expatriate staff are not funded.
Technical and professional services	Expenses related to the hiring of specific services that require specialization in a matter related to the development of the project. This budget line also includes the costs of diagnostics, baselines, evaluations.
Leases	These are expenses linked to the rental of spaces, machinery, essential tools for the execution of the project's activities.
Travel, accommodation and meals	Travel, accommodation and mileage expenses. A list of trips must be attached to justify the mileage. The allowances must specify the details of the activity carried out and the person receiving the allowances must be able to be identified.

	For details review point 4.1 of the bases
legal, notarial or registration expenses	Bank charges relating to transfers i the expenses incurred on account of the project except interest on late payment, bank charges due to mismanagement or legal breaches. Currency exchange charges. Notarial expenses directly related to the project. Documents of transfers received and sent and information on the currency exchange rate must be submitted.
Revolving Funds	Expenses intended to create a fund (economic or equipment) intended to be used and reimbursed periodically.
DIRECT INVESTMENT EXPENSES	
Construction and/or reform of buildings and infrastructures	Expenses related to materials
Personnel directly linked to construction/installation	Expenses of personnel involved in the construction/reform of the infrastructures
Inventoriable equipment and materials	Expenses related to the purchase of resources that are not susceptible to rapid deterioration due to their use. Examples of inventoriable material are furniture, computers, machinery, technical installations, etc.
INDIRECT EXPENSES	They cannot exceed 10% of project costs. They are justified with a responsible statement signed by the entity's legal representative or by presenting the invoices.

Fill in the summary table and attach it (Detailed budget in excel format)

Tab 6: Timeline

You will find a table with the statement of the activities indicated in the previous section. You will have to mark the approximate start date of the activity and its duration. Activities cannot start before April 2024.

Try to be realistic, if the project is approved, this section will be used for follow-up.

Tab 7: Evaluation and continuity

Evaluation

Project evaluation serves to make decisions to improve, modify or stop a project. This may involve modifications to certain aspects of the project during its development (budgetary, methodological, activity changes, etc.).

The assessment serves to check:

Relevance: (Max. 1500 characters) measures the degree to which the objectives and design of the intervention respond to the needs and priorities of the target population, local institutions and administrations, as well as the global agenda. Assessing relevance involves assessing the differences between different priorities and needs. It is necessary to analyze the changes that can be generated in the context to assess to what extent the project can be adapted (has been adapted) to maintain belonging.

Effectiveness: (Max. 1500 characters) measures the degree to which the project achieves or is expected to achieve the objectives and milestones set. The effectiveness of the project is measured by its ability to generate a positive and sustainable impact in the communities where it is developed in the short term and contribute to achieving the objectives set. The constant search for effectiveness is a dynamic process that involves learning, evolution, adaptation and continuous improvement.

Efficiency: measures whether the resources used for the development of the project are provided by the achievement of the objectives. A project is considered efficient when it uses resources prudently and responsibly. This involves avoiding waste, reducing unnecessary costs and agile management of project planning and development.

Impact: refers to the significant and transformative changes and/or results that will occur in the long term as a result of the project. It is the measure of the positive and negative effects that are expected to be generated in the long term.

It describes the methodology that is planned to be used to carry out the evaluation, how data collection will be carried out and which agents will be involved in each aspect.

Continuity

(Max. 2500 characters) Describe how you plan to maintain the sustainability of the results achieved with the project and its link with development.

Analyze key elements that help the sustainability of the project, such as participation and the ownership by local communities, women's participation, capacity building, income generation and economic sustainability and self-sufficiency, the political sustainability.

Tab 8: Attached Documentation

Annex 1: Application

Project communication strategy

Attach the additional documentation necessary to complete the understanding of the project:

- a) District strategic plans ...
- b) Description of alliances: Specify whether the action aims to create synergies with other events, conferences or networks and organizations and whether these are local, national or international.
- c) Commitments of local authorities
- d) Pro-forma invoices
- e) Plans and title deeds in case of construction
- f) Other (Specify)

For more information:

OECD (2023) Applying a Human Rights and Gender Equality Lens to the OECD Evaluation Criteria.

https://www.oecd-ilibrary.org/development/applying-a-human-rights-and-gender-equality-lens-to-the-oecd-evaluation-criteria_9aaf2f98-en