**How-to fill in the Follow-up Application**

The purpose of the Follow-up Application is twofold. Firstly, it informs the LED Board whether the project implementation is going on as planned and whether major deviations in the project performance occurred or are planned to take place in the next project year. Secondly, the Follow-up Application represents a request for the approval of next year’s budget and serves as basis for requesting funds reallocation and for the approval thereof.

Due to the fact that LED budget is approved by Liechtenstein Parliament annually, the project yearly budgets are approved (and confirmed) on an annual basis.

The document is to be sent to LED Coordination Office first, then after a round of feedback and after all questions are clarified, the document is sent to Head Office by the Country Office representative.

The Follow-up Application is structured in two sections: one that is filled in by the partner organisation and one that is filled in by the LED responsible of the project. The grey sections are filled by the project manager in the LED Head Office.

**Assessment by partner organisation:** *The length of the Follow-up Application is limited to max. 750 words (Calibri 11) for the 5 sections in total.*

Each of the below five questions shall be filled-in by the partner organisation only if applicable. The answers should be coherent across the application. For instance, under-achievements mentioned in questions 1 might translate in lower absorption rate – to be explained in question number 2 caused by challenges faced by the partner – to be mentioned in question number 3. Besides the Follow-up Application and its enclosed documents (Logframe, Budget), the partner organisation shall include in the body of the email a current estimate of the absorption rate.

**1. Content: Comparison planning vs. implementation (significant changes in content)**

This question refers to what happened in the project *up to* the moment of writing this application. The partner organisation should list here the deviations from plans with focus on the most significant changes. The section *is not* a report on progress and should not list achievements. The result indicators’ actual values should be presented in the Logframe/Results Assessment Framework attached to this application. After comparing actual with planned results, the key deviations from planned targets should be outlined here. Any underachievement should be briefly explained. Cancelled events, conducting unplanned activities should be mandatorily mentioned in this section. Minor calendar adjustments such as merging activities, changing the sequence of certain events, optimisation of processes is considered less significant changes, thus, should not be mentioned.

**2. Financial: comparison budget vs. current expenditure (significant changes in financial terms)**

The answer to this question should refer to any significant *underspending* or *overspending*. A low absorption rate should be briefly explained. The rules of acceptable overspending are reflected in the Agreement of Cooperation. In most cases LED’s approval is needed for any spending exceeding 10% per budget heading. Notwithstanding this approval, deviations exceeding 10% should be briefly explained here.

**3. Highlights and challenges in the past project year**

A *highlight* is an important event or project result. The partner organisation could refer here to reached milestones, overachieved targets, crucial events, changes achieved at outcome level. The description of important results should be kept factual and short.

Only challenges relevant for project should be mentioned here. The link between challenges and project performance should be made explicit. Unfavourable changes in the context that affect the project, high drop-out rates from project activities, challenges affecting the quality of project outputs/products, challenges having budgetary consequences could be mentioned here if they occurred in the past year.

**4. Necessary financial/content adjustments for the project year applied for**

The partner organisation is expected to explain and argue for any major changes in the implementation of project activities and use of budgetary resources envisaged for the coming project year. The budget attached to this application should reflect the suggested reallocations in a separate column. In case the project does not need adjustments in the year applied for, this section should only state ‘not applicable’ or ‘no changes planned’.

**5. Further relevant information**

This section should only be filled in if important project information was not covered in the above questions, but the partner organisation believes it is valuable and relevant for the Board to know about. Details should be kept to a minimum.

Date: *insert the date at the moment of signing*

Name, first name: *insert the name of the person in charge of the project*

Function: Signature:

**Assessment By LED:**

|  |  |
| --- | --- |
| Assessment  |  |
| Recommendation to the Board |  |
| Conditions |  |
| Other remarks |  |

*This grey section will be filled in by the LED project manager.*

Date:

Name, first name:

Signature: