Important information before you start to design your Change Project

Follow the application instructions

When preparing the application for the ITP, make sure you follow the instructions under each heading closely.

Clear mandate from your organisation  
Your ITP Change Project must be aligned with the mandate of your organisation and should lead to improved climate change practices within the organisation and improved deliveries and/or contribute to climate change resilience. It is therefore important that your organisation is involved in the planning process.

Fully financed   
Your ITP Change Project must be fully financed by your organisation or other funding sources or projects. Funds to implement the project cannot be provided from Sida or SMHI. Please adjust the goal and the work plan to fit available resources.

Limited timespan   
Your ITP Change Project has a limited implementation timeframe and the scope should be such that it can be completed within the timespan of this ITP training. The results from the project should be available for presentation at the closing seminar in May/June 2021  
  
Building on previous ITP projects   
New Change Projects that build on previous successful ITP initiatives or form part of a bigger ITP Change Project implemented by several participants are encouraged. If this is the case, the application clearly needs to describe the connection to the earlier programme and who the other actors are.  
  
Approval by your manager   
The Change Project outline submitted as part of your application must be countersigned by your manager. During the start-up seminar you will get support to develop your Change Project outline into a more detailed Change Project plan, which also will need the approval of your manager.

**Change Project outline**

<Title and Name of applicant>

<Name of Organisation>

<Country>

<Email address>

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Approval of Change Project outline

|  |  |  |
| --- | --- | --- |
| Date: <…>  Change project plan approved by: | | |
| Change project outline approved by: | | |
|  |  |  |
|  |  |  |
| <Supervisor’s Nn Nn, title, organization>  <Position> |  | <Nn Nn, title, organization>  ITP309 participant |

# Background and focal problem (max. ½ page)

< Briefly describe the background and broader context of the change project. Define the specific problem that the change project will address and why you and your organisation want to address it. If the change project is part of a bigger project, please refer to the project,. If the change project builds on an earlier change project please refer clearly to that project. Clearly state in which way your change project is connected to and/or affected by climate change issues.>

# Change Project goal (max ¼ page)

< Describe the goal/the objective of the project, i.e. the result you want to see at the end of the project (May/June 2021) together with the expected long-term impact. It must be possible to reach the change project goal within the timeframe of the ITP programme – i.e. seven months>

# Target group (max ¼ page) *< Clearly define the target group for the change project: who is going to use the project results and who is going to benefit from it. How will the change project affect different groups and what measures can be taken to avoid possible negative impacts on certain groups.>*

# Organisational benefits (max ¼ page) *Clearly describe how the results of the change project will benefit and be used in and outside the organisation and how you plan to communicate the results.*

# Resources needed (max ¼ page) *Specify the kind of resources that is needed to implement the project (time, data, funds etc) and describe how the project is financed.*

# Appendices and references *< If relevant, list any documents that supplement or clarify the change project outline. >*

|  |  |
| --- | --- |
| Appendix | Document name |
|  |  |
|  |  |
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