Annual Target Group sheet

*Please always download the latest version of this format from the DPOD homepage before you start your report*

**PROJECT GRANTS B2, B3**

**To BE SUBMITTED ANNUALLY ON 15TH OF MARCH**

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| --- |
| **Front page** |

|  |  |
| --- | --- |
| **Date** of submitting this report |  |
| **Disability Fund ref. no.** |  |
| **Danish organisation** (primary grant holder) |  |
| **Other Danish partners(s)** (if relevant) |  |

|  |  |
| --- | --- |
| **South partner(s)** (names) |  |
| **Country(ies)** |  |

**Explanation**

**PURPOSE of the Target Group Sheet:** The Target Group Sheet is part of the documentation on your project. The information also feeds into DPOD’s annual results report aimed at the back donor - Ministry of Foreign Affairs of Denmark – and others interested in the work of the Fund.

**TIME PERIOD covered:** The Target Group Sheet covers the previous year, **from 1st of January to 31st of December**. Therefore, **the reporting should only include last year’s target groups** (with the exception of newly started projects – see below).

**WHO should submit:**

**Projects initiated in Q4:** Should *not* submit a Target Group sheet, as these projects are in very early stages. In these cases, the first Target Group sheet should cover the first full year as well as Q4 of the start-up year.

**Projects expected to be completed in Q1 (or later that year):** Must submit a Target Group sheet, to ensure that the information can be included in the annual results report.

**WHAT should be filled out?** Questions may not all be relevant to all projects, it depends on the type of interventions you are implementing. Only provide information relevant to this project and partnership supported by the Danish Disability Fund.

**WHERE can you get help to fill it out?** At the end of this document, you will find more detailed instructions. Please consult them step by step when filling out the sheet.

**If the project involves several / many partners:** Normally only one results sheet is to be submitted per project grant and per partner country. However, for B3 grants with several partners, you may choose to submit more.

# Target groups reached (last year only)

*[The aim of this report is to get a brief overview of how many were reached by your project interventions in the past year, and what type of intervention they were reached by. Only include the* ***PRIMARY target group*** *– i.e. those* ***directly*** *reached by the project interventions. In order to capture all target groups that you may, or may not, be working with, we have divided this annex into four parts;*

1. *South partner organisation*
2. *Rights holders (members, persons with disabilities and their immediate family)*
3. *Duty bearers*
4. *Citizens.*

*Please only fill out information relevant to this project. In addition, there are also a few questions more related to your organization and membership in general.]*

## 1. South partner(s) structures

|  | **Total** (2022) |  | **Total** (2023) | **Female**(2023) | **Male**(2023) | **Don’t know**(2023) |
| --- | --- | --- | --- | --- | --- | --- |
| # of members |  |  |  |  |  |  |

1. **Members - How many members have you got (last year)**
2. **Local branches** (last year)

|  | **Total** **#**  | **Level**(province, region, district, other) | # s**upported through project**  |
| --- | --- | --- | --- |
| Does Southpartner have **local branches**  |  |  |  |
| Were any of these **established in the latest year**? |  |  |  |

1. **South partner representatives reached in relation to organizational development activities** (past year) (see note [[1]](#endnote-1) below)

|  | **Total** | **Female** | **Male** | **Briefly specify the main interventions** |
| --- | --- | --- | --- | --- |
| Board members |  |  |  |  |
| Secretariat |  |  |  |  |
| Local leaders  |  |  |  |  |
| Other ie (Helpers, translators etc.) |  |  |  |  |
| Other |  |  |  |  |

1. **Sources and diversification of funding**

| **National level**  |
| --- |
| **Sources of income - past year** | **Yes/no or #**  | **% of total income**  | **Is there anything new compared with last year** |
| Branch or member fees  |  |  |  |
| Government support  |  |  |  |
| Danish partner |  |  |  |
| Other funding partners/donors |  |  | *# of other funding partners:**Names of other funding partners?* *Were any of them first time supporters?* *(pls. remove questions and replace with your answer)* |
| Income generating business  |  |  |  |
| Fundraising events |  |  |  |
| Other (please specify) |  |  |  |

## 2. Rights holders/members (persons with disabilities and/or their immediate family)

Indicate how many **rights holders / members** were reached **last year** across all project initiatives. Please see the instructions at the back for how to calculate this.

1. **Number of persons with disabilities reached last year** (please see instructions [[2]](#endnote-2)and *[[3]](#endnote-3)*) (*only fill in the white fields not the dark blue*)

|  | **Total** | Breakdown of total**By SEX** | Breakdown of total**By AGE** (estimate) |
| --- | --- | --- | --- |
| Fe-male | Male | Don’t know | Youth (0-29) | Adults (30-64) | Older(65+) | Don’t know/  |
| **Persons with disabilities** (Total #) |  |  |  |  |  |  |  |  |
| (Unique #) |  |  |  |  |  |  |  |  |

Please check that:

* Women + men + don’t know = Total
* Children + youth + adults + don’t know = Total

Age: We do not expect you to know the precise age of participants, but ask you to make an estimate of which of these three broad age categories they belong in*.*

1. **Number of immediate families reached last year** (*Only enter data here if the project has engaged in activities specifically targeting families/caretakers. You should not count individuals but the number of households that have been directly affected by or involved in the project.*

|  | **TOTAL #** | **Unique #** |
| --- | --- | --- |
| **Families /households** (not individuals) **reached in the past year** |  |  |

*(See same explanations as for table g on persons with disabilities reached).*

1. **Key activities for your members** (persons with disabilities or immediate families)

**Below Is a list of possible activities that the project may or may not have supported in the past year. Please tick the relevant ones.**

| **Possible activities supported through project - past year** | **Y/N** | **# PWDs** | **# Families** | **Brief explanation (if relevant)** |
| --- | --- | --- | --- | --- |
| Peer groups |
| Loans and savings groups |  |  |  |  |
| Sports groups |  |  |  |  |
| Other types of peer groups |  |  |  |  |
| Income generating activities (IGA) |
| IGA in groups  |  |  |  |  |
| IGA – individual level |  |  |  |  |
| Other types of IGA |  |  |  |  |
| Training and other empowerment of members |
| Orientation and mobility training (blind) |  |  |  |  |
| Sign language training |  |  |  |  |
| Knowledge of own/ family members disability |  |  |  |  |
| Knowledge of rights |  |  |  |  |
| Other type of training  |  |  |  |  |
| Access to social services |  |  |  |  |
| Other  |  |  |  |  |
| Advocacy and awareness raising activities  |
| Involved in advocacy at national level |  |  |  |  |
| Involved in advocacy at local level |  |  |  |  |
| Celebration of International- or other disability Day |  |  |  |  |
| Other |  |  |  |  |

## 3. Dutybearers

1. **Key duty bearers targeted or collaborated with in the past year** *(decision-makers / public administration / service providers / other organisations). (Please see instructions in note [[4]](#endnote-4) below)*

|  |
| --- |
| Below is a list of potential duty bearers you may have influenced/collaborated with or actively targeted in the past year. **Please tick the relevant ones and add information on** others not mentioned in the list. **Only mention key duty bearers** you have interacted with. For each main duty bearer **please mention what you are seeking to achieve/collaborate** on:  |
| **National level** | **Yes/ no** | **Which** | **On which issue** |
| Parliament |  |  |  |
| Ministries |  |  |  |
| Other public institutions |  |  |  |
| National Disability Council |  |  |  |
| Institute of Human Rights |  |  |  |
| Service providers |  |  |  |
| Other organisations |  |  |  |
| Other |  |  |  |
| Was there a particular achievement in your advocacy work last year that you are proud of?: |

|  |  |
| --- | --- |
| **Local level**  |  |
| Do you know roughly how many of the local branches supported through the project have been involved in advocacy and /or awareness raising work in the past year? |
|  |
| Who do they typically address locally in the advocacy work and on which issues? |
|  |
| Was there a particular achievement in the advocacy work locally last year that you are proud of? |
|  |

## 4. Citizens

Did the project involve the general population (e.g. through awareness raising)?

***Table h: Community members and general citizens reached*** *(Please see instructions in [[5]](#endnote-5) below)*

|  |  |
| --- | --- |
| **Interventions that target a specific group of people** (typically in the local community or environment of persons with disabilities)Indicate the main interventions last year:  | Number reached (estimate) |
|  |  |

***Table i: Awareness raising aimed at the general population***

**Did you engage in any broad information campaigns or other initiatives targeting the general public**

|  |
| --- |
| Below is a list of potential **types of media or other initiatives targeting the general public** that you may have engaged in last year. Please tick the relevant ones and add information on others not mentioned in the list.  |
| Type of intevention | At which level (national, regional, local)  | Brief explanation |
| TV  |  |  |
| Radio |  |  |
| Newspaper |  |  |
| Magazines |  |  |
| Social media |  |  |
| Other |  |  |

# Explanation (please remove this last section before submitting)

1. **South partner(s) structure**

Activities targeted at anyone who plays a part in running the organisation, including staff (paid or unpaid), board members and leaders of local branches. Activities that target members more broadly, should be covered under rights holders. [↑](#endnote-ref-1)
2. **Number of rights holders / members**: In this table you must provide **as accurate figures as possible** of how many persons with disabilities (or immediate families) you reached in total through the project activities last year.

Count the number of persons with disabilities (or families) that have participated in each activity and add them up so that you get a total of how many have participated across all member activities supported through the project. **Here are some examples**:

Here are some examples:

	* **Self-help groups (including loan and saving groups, sports groups, etc.)**: Count the number of people involved in the groups. Do not count how many times they met during the year or how many came to each meeting, just the total number of active members in the groups, as it is the membership or participation in a group that is the key issue.
	* **Training sessions**: Count the number of people who have participated in the different types of training. If a fundraising training course runs over 3 days, you should not count the participants three times, as it was the same course they participated in. But if you run two different types of training with different content and purpose – e.g. an advocacy training and later a fundraising training – then count the participants of both trainings, even if it was the same people who participated in both trainings, as the two trainings were two different interventions.
	* **Member activities**: If a local branch organises recurring activities / support for the same group of specific members as part of a long-term initiative, the participants should only be counted once, as it is the same activity. But when it comes to one-off activities such as a general meeting, a parade or a social event, count the participants of each event.**Immediate family**: If your project supports families of persons with disabilities, and the support involves different types of interventions, count the number of participating families in each type of intervention. But remember you are counting families/households - not individuals. [↑](#endnote-ref-2)
3. **Unique rights holders:** The same person often benefits from several project interventions and is therefore counted several times in the ‘total’ number above. BUT here we ask you to estimate how were reached if you only count the same person (family) once.

For example, if you had a total of 200 persons with disabilities participating in project supported activities, but only 73 different people had been involved, then you would report 200 as the Total number and 73 as the unique number reached. For unique just provide *an estimate*. [↑](#endnote-ref-3)
4. **Duty bearers**:

The purpose is not to mention everyone you were in contact with last year, but to outline the most important duty bearers targeted with (some level of) support from the project last year – i.e. those you collaborated with, entered into substantial discussions with or otherwise sought to have a real influence on.

This might take place at the **local level** with **service providers** such as schools, health clinics, sign language courses, etc., or **local officials** (district officers) or **decision-makers** (politicians). It may also be at the **national level**, e.g. collaboration/dialogue with a relevant ministry or a public agency, organisations and institutions. Alternatively, you might engage with **private sector actors** that have a responsibility to right holders by virtue of national laws or policies, and thereby have an obligation they must fulfil. [↑](#endnote-ref-4)
5. **Citizens**:

The **first category** of interventions are those **aimed at a specific group of citizens**, typically in the local community or immediate environment of persons with disabilities. These can be people who receive awareness training, are involved in disability clubs, or benefit from awareness raising activities aimed at a small specific audience such as theatre performances, school visits etc., with the intention of making these citizens ambassadors or opinion leaders in the local community, or seeking to change their behavior towards persons with disabilities and/or their families.

The **second category** are interventions **aimed at the general public** – typically through the use of various types of **media including social media**. The purpose is typically more general information and attitudinal change. In these cases, it is much harder to measure how many you reach, we therefore do not ask for numbers on how many you reach but ask for brief information on each intervention supported through the project.

**If you have any questions, you are always welcome to contact DPOD** [↑](#endnote-ref-5)