Final Programme Document:

Application Form

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**Introduction**

Danish organisations of persons with disabilities that have submitted “Expression of Interest” (EoI) in April 2024 and have on this basis been assessed as eligible to submit a Final Programme Document, can submit their application for funding by the Danish Disability Fund 2025-2028, by completing and submitting this standard form, together with other mentioned requested documentation.

The Final Programme Application must be filled and submitted to [ansogning@handicap.dk](mailto:ansogning@handicap.dk) no later than 15.09 2024. The Final Programme Document must be submitted as (a) a Word document using the format indicated below for the narrative programme description, and (b) an Excel document for the programme budget, using the DPOD prescribed format and c) Summary of Results Framework. Do not attach documents, which have not been requested (see annex 1).

The requested documentation will serve to determine whether the applied funding for Programme can be recommended for approval (by the Danish Ministry of Foreign Affairs), recommend for approval with recommendations (or conditions), or rejected.

The application consists of four parts:

Part A contains the details of the applicant organisation.

Part B presents the programme’s overall strategic relevance, human rights-based approach, and argues for the relevance of its target groups (suggested length 10 pages).

Part C presents proposed programme: Coherence and relevance of the programme approach; selected target groups and their relevance; the intervention logic, including the balance between development triangle elements, approach to local leadership and to advocacy work; the results framework, MEL systems and approaches to learning; sustainability consideration; budget comments; and popular engagement in Denmark (suggested length 30 pages).

The maximum combined length of Part B and Part C is 40 pages.

Part D contains the signature of the applicant organisation.

PART A: **ORGANISATIONAL DETAILS**

|  |  |
| --- | --- |
| **Applicant information** | |
| Name of applicant |  |
| Address |  |
| E-mail and tel. |  |
| Director/legal representative |  |
| Contact person for this application name, email, telephone |  |
| **Co-applicant/s (if relevant)** | |
| Name of co-applicant |  |
| Address |  |
| E-mail and tel. |  |
| Director/legal representative |  |
| *Please, enclose: Joint declaration of intent or similar, signed by co-applicant and applicant.* | |

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# PART B: OUTLINE OF THE PROPOSED PROGRAMME

*(Suggested length 10 pages using Calibri size 12)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PROGRAMME OUTLINE** | | | | |
| **Proposed programme title** | |  | | |
| **Estimated budget size** | | DKK | | |
| **Programme countries and partners** | Country | | Partners | *No. of years*  *the applicant has been engaged in the county* |
|  | |  |  |
|  | |  |  |
| *Add additional rows if needed* | |  |  |
| **Programme objective:** Summary of the programme's overall objective, including the desired change to which the program aims to contribute. [maximum length 10 lines]. | | | | |
|  | | | | |
| 1. **Programme relevance and context** | | | | |
| * 1. Describe the context in which the programme is to be implemented, including the disability specific issues, needs and challenges that the programme seeks to respond to, as well as relevance to the local priorities and opportunities.   2. Present the main actors and stakeholder that the programme needs to relate to, seek to influence and/or cooperate with.   3. Present potential external risks that could delay or prevent programme implementation, and the mitigation measures that will be used to counter these. | | | | |
| 1. **Target Groups** | | | | |
| * 1. Describe the programme’s main target groups, in terms of size, representation, participation, and contributions, including how the different target groups are expected to benefit directly or indirectly from the intervention. | | | | |
| 1. **Partner Organisations** | | | | |
| * 1. Provide a presentation of the programme partners, focusing on their relevance to the programme, their capacity and their main expected contributions.   2. Present the main findings and conclusions from the organisational partner capacity analyses carried out in preparation for the programme, and the required areas of capacity development (or exchange of competencies in between partner). | | | | |

PART C: **PROGRAMME DOCUMENT AND BUDGET**

*(Suggested length 30 pages using Calibri size 12)*

|  |
| --- |
| 1. **Strategic Focus and Programme Logic** |
| * 1. Present the overall programme objective and expected outcomes.   2. Describe how the proposed programme builds on past experiences from projects and collaboration with partner organisations in the global south; experiences gained, results documented, and lessons learned.   3. Describe the programme strategy in detail, including the approach to: Organisational capacity development, strategic services delivery, empowerment and advocacy work. *\*The programme strategy can be illustrated in the form of a theory of change (TOC), depicting the main causal pathways and assumptions – if this is found useful.*   4. Describe how the programme exercises and contributes to a further strengthening of local leadership, including how the organisational capacity assessments have influenced the programme design and contributes to building local leadership capacity, and how partners will be actively involved in programme development and management?   5. Describe the planned approaches to creating programme synergy, as part of the collaboration and exchange of learning between partners and across countries (including contributions by the applicant – and if relevant other disability organisations).   6. Describe how the applicant organization contributes with added value to the programme, in the form of contributions by members, volunteers and/or leadership. |
| 1. **Results-based Framework, including Monitoring, Evaluation and Learning** |
| * 1. Present a summary results-based framework matrix, coherently connecting the programme objective(s) with outcomes (and related targets, indicators of achievement, means of verification).   2. Describe the plan for the development and management of country level (or individual partner) sub-results frameworks.   3. Describe approaches and systems for monitoring and documenting progress and contributions to outcomes achievement (using milestone targets, indicators and means of verification), and how such systems will be used for mutual analysis, learning, and programme adjustment?   4. Describe the programme’s management set-up: The expected contributions and the sharing of roles and responsibilities of all programme partners (including financial management). |
| 1. **Sustainability** |
| * 1. Describe how the programme approach intends to deliver sustainable results for the target groups and partners, avoiding the creation of situations of dependency (considering relevant aspects of sustainability, such as financial, organisational, technical, environmental, etc.).   2. If there are plans as part of the programme to phase out or exit from partnerships, countries, target groups, etc., explain the reasons for this, including the appropriate strategies for hand-over. |
| 1. **Budget considerations and plans for own funding** |
| * 1. Provide a brief description of the structure of the budget and how its main costs are linked to partners, countries, outcomes. Explain and justify significant cost areas and expenditures (such as investments, staff costs, transport/travel costs, office administration). If relevant. describe plans and approaches to expand and diversify financial sources to fund the programme’s activities, e.g. by increasing own or co-funding (by the applicant as well as by partner organisations). |
| 1. **Engagement and communication in Denmark** |
| 8.1. Describe plans and methods to: a) engage new members, volunteers and/or supporters (and other disability organisations, if possible and relevant) in programme related activities in Denmark and b) communicate to the Danish population about the international development collaboration and the global disability movement. |

# PART D: SIGNATURE

|  |  |
| --- | --- |
| **SIGNATURE** | |
| The applicant solemnly declares that the information and declaration by the applicant in this Programme Application with relating annexes are correct. | |
| **Signature** |  |
| **Name** |  |
| **Title** |  |
| **Place/date** |  |

# Annex 1: Applicants must attach the following documents:

* Programme budget (using the DPOD Excel format)
* Summary results framework
* Management response to EoI assessment
* In case of co-applicants: A joint declaration of intent or similar, signed by co-applicant and applicant.

Applicants may include a Theory of Change (max. 2 pages) with their application.

Other important documents referred to or used as a basis for the application, can be mentioned in footnotes and/or listed at the end of the application, so that they can be requested for, if required.

**Summary of results framework:**

|  |  |  |
| --- | --- | --- |
| **Programme objective** | *[formulation of PROGRAMME OBJECTIVE]* | |
| **Outcome 1** | **Indicator** | **Target (end of programme per country and/or core partner)** |
| Outcome 1.1 *[formulation of outcome]* | *[formulation of indicator]* | * *[formulation of target]* * *[formulation of target]* |
| Add if needed |  |  |
|  |  | |
| **Outcome 2** | **Indicator** | **Target (end of programme per country and/or core partner)** |
| Outcome 2.1 *[formulation of outcome]* | *[formulation of indicator]* | * *[formulation of target]* * *[formulation of target]* |
| Add if needed |  |  |
|  |  | |
| **Outcome 3** | **Indicator** | **Target (end of programme per country and/or core partner)** |
| Outcome 3.1 *[formulation of outcome]* | *[formulation of indicator]* | * *[formulation of target]* * *[formulation of target]* |
| Add if needed |  |  |