**APPLICATION**

**B2: MeDIUM-SIZED DEVELOPMENT PROJECT**

**Maximum amount: DKK 3 million**

# Cover page

|  |  |
| --- | --- |
| **Danish applicant organisation** (financially responsible): |  |
| **Contact person** for the project: | Name:  Email address:  Telephone number: |
| **Any other Danish partner organisation(s)[[1]](#footnote-1):** |  |
| **Partner organisation(s) in country of cooperation:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Title:** |  | | |
| **Country(-ies) of cooperation:** |  | | |
| **Time period:** | **Start** date:  Click here to insert a date | **Completion** date:  Click here to insert a date | Total number of months: |
| **Amount applied for:** | **Total amount**:  DKK | **Of which disability compensation:**  DKK | |
| **Signature of applicant organisation’s legally authorised representative:**  The signature **attests to** the Danish organisation’s commitment to the proposed partnership and to this application for a **medium-sized development project**, and confirms that it isin conformity with the Disability Fund’s guidelines, including the financial requirements. It also **confirms** that the signatory legally represents the Danish organisation. | |  |  |  | | --- | --- | --- | | Click here to insert a date. |  |  | | Date |  | Signature of legally authorised representative |   Place Name of representative (block letters) | | |
| **Does this cooperation involve a new partner organisation?** | Yes  No  Indicate the six-digit case number (Danish “HP-no.”), if the cooperation has previously been supported by the Disability Fund: | | |
| **Is this a re-submission?** (I.e. a revised version of a previously submitted application) | No  Yes  Yes  If yes, indicate reference number of previously submitted application: | | |
| **Would you prefer the assessment of your application in:** | Danish  English | | |
| **Have you received advice from DPOD in relation to this application?** | Yes  No | | |
| Which of the Sustainable Development Goals[[2]](#footnote-2) are mainly being adressed in this project?[Tick 2-3 of the boxes below indicating the goals primarily addressed.] Goal no. 1: No PovertyGoal no. 2: Zero HungerGoal no. 3: Good Health and Well-beingGoal no. 4: Quality EducationGoal no. 5: Gender EqualityGoal no. 6: Clean Water and Sanitation  Goal no. 7: Affordable and Clean EnergyGoal no. 8: Decent Work and Economic GrowthGoal no. 9: Industry, Innovation and InfrastructureGoal no. 10: Reduced InequalitiesGoal no. 11: Sustainable Cities and CommunitiesGoal no. 12: Responsible Consumption and Production    Goal no. 13: Climate ActionGoal no. 14: Life Below Water Goal no. 15: Life on LandGoal no. 16: Peace, Justice and Strong Institutions Goal no. 17: Partnerships for the Goals | | | |
| **Synthesis**  (Brief description of the intervention in Danish, max. 200 words. This will be used as a presentation of the project on DPOD’s website.) | | | |
|  | | | |

##### **Guide**

##### **The application is composed of the following parts:**

##### **Cover page**

##### Key information about the applicant(s) and intervention to be funded, as well as the signature of the Danish applicant organisation’s legal representative.

##### **Part I** **Application text**. This must describe:

##### ● Context and problem analysis

##### ● Prior experience which the application is based on

##### ● The strategy and expected change

##### ● Sustainability

##### The application text should be written with sufficient detail to be understood by an outsider without prior knowledge of the context, project or applicant.

##### **All text on grey background is intended as a guide** and **should be deleted** before the application is submitted.

##### **TIP:** You can easily delete all the text on grey background in one go – open ‘home’ (startside) and find styles (typografier) – right click on the style “Heading 5” (overskrift 5) press ‘select all’ (‘vælg alle forekomster’). Now press delete on your keyboard.

##### **Part II** **List of annexes**: Here we ask you to itemise obligatory and supplementary annexes substantiating the application.

##### **Part III** **Checklist**: This last part consists of a ckecklist to be crossed off before submission, to make sure the application is not rejected on administrative grounds.

##### **Please also note that**: the application should **be** **developed in cooperation** between the Danish applicant organisation and its partner(s). All applications must thus be prepared in a language that is shared by the Danish organisation and its partner(s), and subsequently submitted in either Danish or English.

##### **Advice and assistance**: The Guidelines for the Disability Fund, which are available at [handicap.dk/internationalt-samarbejde](https://handicap.dk/internationalt-samarbejde), provide tips on the application process, how to develop a good project, and explanation of the conditions and requirements which apply to each type of application. Moreover, **DPOD’s advisors** are always ready to assist. They can be reached by email at: [ais@handicap.dk](mailto:ais@handicap.dk).

##### **Submission of application:**

##### The application including checklist and obligatory annexes should be emailed to: [ansogning@handicap.dk](mailto:ansogning@handicap.dk)

##### See closing dates for applications at [handicap.dk/internationalt-samarbejde](https://handicap.dk/internationalt-samarbejde).

# I. Application text *(suggested length: max 20 pages[[3]](#footnote-3))*

*The application text must not exceed 20 pages (arial size 11, line spacing 1,0, margins: top 3 cm, bottom 3 cm, right 2 cm, left 2 cm. Sub-questions and explanatory text in grey boxes can be removed. Applications exceeding the page limit will be rejected.*

## 1. What is the context and the problem? *(suggested length: 3-4 pages)*

##### [The purpose of section 1 is to outline the purpose of the project, and to give an overview of the context in which the project will take place, as well as presenting a brief yet targeted problem analysis. Focus should be on information most relevant to understand the issues addressed by the project and the approach you wish to employ. Responses to the questions can be combined, as long as all questions are covered

### 1.1 Purpose of the project

#### What positive change (outcome) will the project seek to bring about within the given project period and budgetary constraints (including organisational development of the partner)?

##### [This change should be phrased as a specific future situation – as it will appear after project completion, in comparison to the situation prior to project commencement. Avoid overly generalistic formulations such as “contribute to fulfilling the rights of persons with disabilitis” or “strengthen the partner organisation”.]

### 1.2 Context of the project

* **Which overall national conditions are relevant in order to understand the context the project will take place within?**

##### [This could cover issues such as freedom of association, the role of civil society or legal, economic, political and cultural aspects.]

#### What are the conditions faced by the disability movement and for persons with disabilities in the country of cooperation?

##### [This includes e.g. how the disability movement is organised and how the partner’s work fits into the wider disability movement.]

#### Which specific challenges will the project address (problem analysis)?

##### [Describe specific conditions and challenges faced by the target group of persons with disabilities or the disability organisation to be supported through this application, including information on the underlying mechanisms that cause or entrench the problem.]

### 1.3 Previous experience and progression

#### Does the Danish organisation – or the partner organisation(s) – have experience with similar projects? If so, what relevant experience and learning underpins this application?

##### [Describe how the proposed project builds upon experience from a previous project phase or from cooperation with other partners, including lessons learned that are relevant to this project (area of intervention, approaches and methods) and in relation to your cooperation and partnership.]

#### How do these experiences and lessons learned feed into the project design, including the way in which it seeks to face potential challenges?

##### [If there has been a midterm review, final evaluation or some other type of systematisation of experiences from former projects with the same partner, what were the main conclusions? Indicate reference number.]

#### Are there any other stakeholders adressing the same issues, other initiatives that can be built upon, or political, economic or other types of change in the pipeline that may contribute to pursuing the project objectives? (Explain)

##### [The purpose of this question is to ensure, that the project builds upon solid knowledge on existing opportunities and initiatives, promotes cooperation or knowledge sharing with other interested stakeholders, as well as avoid duplicating existing initives.]

## 2. The partnership *(suggested length: 2-4 pages)*

##### [The purpose of this section is to identify which relevant experience underpin the proposed project cooperation. It may be relevant to draw not only on experience with partners included in this application, but also on experience and lessons learned from other partnerships]

### 2.1 Capacity and added value of the Danish organisation

#### What does the Danish organisation see as its ‘added value’ / expect to contribute to the project (apart from access to the Disability Fund)? Describe the Danish organisation’s professional and organisatorial capacity.

##### [This could include, experience from the organisational and rights based work in Denmark, particular methods or tools, experience from other partners in the global South, or specific goals that you have accomplished.]

#### How does the application build upon experience from previous phases? To what extent are you incorporating new themes, approaches, strategic partners, etc.?

### 2.2 Capacity and experience of partner(s)

#### On what basis do you consider that the partner(s) has the required experience and capacity to implement the project, and what potential challenges might arise in relation to your partner’s capacity, internal affairs or effectiveness?

##### [Include information on the extent to which the partner has previously been involved in projects of this scope and nature, and how much its current portfolio will be expanded by the addition of this project. The description should be complemented by Annex A “Partner Profile”.]

* **If a capacity analysis has previously been carried out, please describe the main challenges to be addressed and add the capacity analysis under supplementary annexes. If not, will a capacity analysis be part of this project? (explain).**

### 2.3 Contributions, roles and division of responsibilities between the partners

#### Who has taken part in the planning of the project? What has been the roles of the Danish organisation and the partner(s)?

#### How will responsibilities be divided between the Danish organisation, the partner(s) and other potential stakeholders?

#### What are the plans regarding project management in, respectively, the partner organisation and the Danish organisation?

##### [E.g. setting up a joint steering committee, a Danish project committee, employing a project manager etc. If you are applying for funds to cover Danish man hours under budget line 7, a Terms of Reference (TOR) describing the tasks to be carried out by the Danish employee must be submitted along with the application. If you are only applying for a limited amount of Danish man hours, it will suffice to describe the tasks in the application text.]

#### How do you expect the project to help strengthen the partnership and mutual learning?

## 3. What change does the project seek to achieve, for whom and how? *(suggested length: 8-10 pages)*

##### [The purpose of this section is to explain the objectives of the project, i.e., the positive **change** it seeks to achieve for specific target groups, as well as the proposed methods. Emphasis is put on whether the project design appears realistic and whether there is a clear connection between the change you seek and the approaches and methods to be used. Refer to the Disability Fund’s Guidelines’ chapter 2 for more information.]

### 3.1 Target groups (suggested length: 1-2 pages)

##### [Describe the target groups and expected number of people to be covered. Focus on the primary target group, which the project is specifically designed to reach, both rights holders (persons with disabilities) and duty bearers, who will play an important and direct role in achieving the desired change. If you are seeking to strengthen the partner organisation, it should be considered a target group in its own right. Be as precise as possible and distinguish between target groups for different parts of the project.]

#### Who are the rights holders (persons with disabilities) targeted by the project?

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Number of women** | **Number of men** | **Expected total** |
| **Persons with disabilities** |  |  |  |
| **Indicate expected distribution by gender, age, geographical location, or other relevant characteristics** |  | | |

#### Which duty bearers will be engaged (decision-makers, service providers etc.) who will play an important and direct role in bringing about the desired change? (insert more lines if necessary)

|  |  |
| --- | --- |
| **Types of duty bearers** | **Expected number** |
|  |  |
|  |  |
|  |  |
|  |  |

#### Who will be targeted by the organisational development (which structures/positions within the partner organisation)?

|  |  |
| --- | --- |
|  | **Number of persons or local chapters and explanation of who will be targeted** |
| **Secretariat** |  |
| **Governing body** |  |
| **Local chapters** |  |

##### [Note: If several partners are involved with separate interventions and target group(s), they should be described one by one.]

#### In addition to the primary target group described above, is there a secondary target group which will be indirectly affected by /benefit from the project?

##### [Briefly describe the secondary target group and be realistic in your assessment.]

### 3.2 Strategy (suggested length: 4-6 pages)

##### [The strategy should describe the intervention approach, and how and with what methods the project is to be carried out, in order to achieve high likelihood of achieving its objectives and thus achieve the desired change. You are welcome to combine two or more of the following questions into a single reply.]

#### Describe the project strategy and how it will enable you to achieve the desired change (outcomes) described in 1.1., focusing on the course of action (methods and types of activities).

#### Describe the order in which activities will take place.

#### How will the project empower persons with disabilities (and their next-of-kin) to demand their rights, or boost the ability of organisations of persons with disabilities to advocate for change?

#### How will the project affect the insight, knowledge and capacity of duty bearers, to make them more motivated and better equipped to uphold the rights of persons with disabilities?

#### How will the project include other important stakeholders?

### 3.3 Risks and challenges

#### What are the main risks that may delay or prevent the realisation of the project objectives? How will you seek to mitigate these?

### 3.4 Monitoring, documentation and learning

#### Referencing the attached monitoring plan: How will the partner conduct ongoing project monitoring and ensure that the information gathered is used to learn and adjust implementation along the way?

##### [Include i.a.: **How often** will you measure progress towards indicators? **Who** will be responsible for collecting the information? **How** will the information be gathered? (e.g., is it necessary to design simple tools to ensure systematisation of field data for the purposes of feedback on training or other activities?). Also state who will use the information and how. Will the figures be examined, for instance, at quarterly meetings?]

#### Referencing the attached monitoring plan: How will the Danish organisation conduct ongoing project monitoring and ensure that information gathered and lessons learned are systematised and used?

##### [Describe **how often** you expect to be in contact with your partner, **how many monitoring missions** you plan to carry out during the course of the project, and **how you will ensure** that time and resources are allocated to systematise the results, experiences and learning. Who from the partner organisation should take part? (If, for instance, any staff or volunteers from the project district are to join in, this must be budgeted for.]

#### Describe your plans for internal / external midterm review / final evaluation, and at what stage of project implementation this will take place? Also explain, how the learning from the evaluation(s) will be shared in your organisations.

##### [Note that projects costing more than DKK 3 million must be externally evaluated, whereas projects between DKK 1 and 3 million must be subject to an internal evaluation.]

## 4. Sustainability *(suggested length: 1-2 pages)*

##### [The purpose of this section is to ensure that sustainability is included in the project design in order to maximise the likelihood that any change occurring will persist after project completion, i.e., a long-term strategy.]

#### To what extent do you expect the partner organisation to be able to maintain and carry on results and positive changes after project completion?

##### [Note: If the project is a continuation of a previous project, you must describe how you plan to strengthen relations with other stakeholders, advocacy and long term sustainability.]

#### How does the project design seek to promote financial sustainability, including cost-efficiency?

##### [Note: In the case of long-term phased projects, describe how the current phase seeks to prevent partners and target groups from being left in unfortunatete situations of dependency in the event that a grant for a subsequent phase is not approved.]

#### How does this project fit into a longer-term strategy for cooperation between the Danish organisation and the partner(s)?

##### [If the plans regarding future cooperation are not clear, then when and how will this be decided?]

## 5. Budget description *(suggested length: 1-2 pages)*

### 5.1 Budget description

#### Describe the weighting of your budget.

#### If the budget includes Danish man hours related to project activities (budget item 7.5), i.e., technical support to project activities from the Danish organisation, please describe the specific tasks to be carried out, as well as the reason (see DPOD’s “Håndbog for Projekt- og Økonomistyring” for guidelines)

### 5.2 Information in Denmark

##### [You are encouraged to make use of the opportunity to do information work in Denmark. This could involve campaigns, posts on social media, newsletters, and communication targeted at members of your organisation and the general public. To this end, you can apply for an amount of up to 2% of total project costs (budgets items 1-8).]

#### If you apply for funds to cover information work about the project, then please describe which type of activity you will carry out, the target group as well as expected reach and means of action.

# II. Annexes

## 1. Obligatory annexes[[4]](#footnote-4)

1. Up to date ‘Organisation profile’
2. Up to date ‘Partner profile’ (for the partner organisation)
3. Results framework/LFA including a monitoring plan
4. Budget Format B
5. ‘Medansøger på ansøgninger’[[5]](#footnote-5)
6. Evaluation or similar systematisation of experiences from a previous project (only if project exceeds DKK 1 mill.)[[6]](#footnote-6)

## 2. Supplementary annexes

Supplementary annexes should not be submitted with the application but can be listed below. They can be requested by DPOD’s appropriation committee if deemed necessary.

|  |  |
| --- | --- |
| Annex | Annex title |
| G. |  |
| H. |  |
| I. |  |
| J. |  |
| etc. |  |

# III. Checklist

The checklist is an obligatory part of the application with the aim of ensuring that all administrative requirements are met. The checklist is therefore intended as an aid in the application process to avoid having the application rejected due to minor errors or omissions.

## 1. Application

|  |  |  |
| --- | --- | --- |
|  | Yes | Remark |
| All questions in the application form have been answered (**cover page and Part I-II).** |  |  |
| Part I of the application adheres to the **indicated number of pages.** |  |  |
| All **explanatory text** (marked with grey background, italics, and square brackets) has been erased. |  |  |
| A **project synthesis** in Danish has been included on the cover page. |  |  |
| All replies have been written in the font ***Arial size 11****, line spacing 1,0, margins: top 3 cm, bottom 3 cm, right 2 cm, left 2 cm.* |  |  |
| The organisation’s legally authorised representative has **signed** the application on the cover page. |  |  |

## 2. Budget

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes | Remark | |
| The **correct Budget Format (B)** has been used. |  |  | |
| **The budget figure** on the cover page of the application (“Amount applied for”) **mirrors** the total in the Budget Format submitted. |  |  | |
| **Budget Format, spreadsheet 1**: Budget and budget notes: | Yes | Remark | |
| Relevant budget notes have been inserted. |  |  | |
| **Budget Format, spreadsheet 2**: Financing plan: | Yes | Remark | |
| Has been completed |  |  | |
| **Budget Format, spreadsheet 3**: Danish man-hours: | Yes | Remark | |
| If the budget includes Danish man hours under budget line 7.5, these have been described in the application text. |  |  | |
| **Budget Format, spreadsheet 4**: Disability compensation | Yes | | Remark |
| If disability compensation has been applied for, this spreadsheet has been completed. |  | |  |

## 3. Annexes

|  |  |  |
| --- | --- | --- |
|  | Yes | Remark |
| **Obligatory annexes** have been attached – see list in Part II of the application form. |  |  |
| All other relevant **supplementary annexes** have been listed and can be sent on request. |  |  |
| The electronic files of all **annexes have been named in alphabetic order**. |  |  |

1. If more than one Danish organisation participates in the project, the annex “Medansøger på ansøgninger” must be filled out and submitted as part of the application. [↑](#footnote-ref-1)
2. [For information on the UN Sustainable Development Goals, see the Guidelines for the Disability Fund and read more about each goal at [handicap.dk/internationalt-samarbejde](https://handicap.dk/internationalt-samarbejde/handicap-i-udvikling/verdensmaal).] [↑](#footnote-ref-2)
3. If the project is to take place in several countries or involves several partners, max length is extended to 25 pages. [↑](#footnote-ref-3)
4. Templates for most annexes can be found at [handicap.dk/internationalt-samarbejde](https://handicap.dk/internationalt-samarbejde/handicappuljen/) [↑](#footnote-ref-4)
5. Only applicable in case of more than one Danish applicant. [↑](#footnote-ref-5)
6. see the Disability Fund Guidelines for specific evaluation requirements. [↑](#footnote-ref-6)