**application**

**C1: learning and DEVELOPMENT**

**Maximum amount: DKK 200,000[[1]](#footnote-1)**

**Cover page**

|  |  |
| --- | --- |
| **Danish applicant organisation** (financially responsible): |  |
| **Contact person** for the activity[[2]](#footnote-2): | Name:  Email address:  Telephone number: |
| **Any other Danish organisations(s):** |  |
| **Partner organisation(s)** (name and country) |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Title:** |  | | |
| **Country where capacity building /learning will take place:** |  | | |
| **Time period** | **Start** date:  Click here to insert a date | **Completion** date:  Click here to insert a date | Total number of days/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 **capacity development and learning,** 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) | | |

|  |  |
| --- | --- |
| **Have you engaged in project collaboration with the partner organisation(s) within the past two years?** | Yes, with support from the Disability Fund, indicate six digit HP reference number:  Yes, with another sources of finance. Explain:  No |
| **Is this a re-submission?** (I.e. a revised version of a previously submitted application) | No  Yes, last submission was on date/year: |
| **Would you prefer the assessment of your application in:** | Danish  English |
| **Have you received advice from DPOD in relation to this application?** | Yes  No |
| **Synthesis**  (Brief description of the intervention in Danish, max. 150 words. This will be used as a presentation of the capacity development or learning intervention 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:

##### ● Background to the proposed intervention

##### ● Contents of the proposed intervention and follow-up

##### ● Prospects going forward

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

##### For each question, there is an explanatory text or sub-questions written on a pale green background. As in the case of this text, **all text on a pale green background is intended as a guide**. We recommend that you **delete it** before submitting the application. This will make it easier for you to keep track of the actual number of pages in part I.

##### **TIP:** You can easily delete all the text on a pale green 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. This can preferably be done when all text in the application has been written.

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

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

##### **Please also note that**: the application should (to the extent possible) **be drawn up in cooperation** between the partner in the country of cooperation and the Danish applicant organisation. All applications must thus be prepared in a language that is shared by the Danish disability organisation and the partner organisation in the country of cooperation, and subsequently be 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 annexes should be emailed to: [ansogning@handicap.dk](mailto:ansogning@handicap.dk)

##### Applications can be submitted at any time of the year.

**I. Application text** *(suggested length: max 10 pages)*

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

### 1.a Relevance / problem analysis

#### Explain why it is relevant to carry out the planned capacity development. What needs will the intervention address, and where does the idea come from?

##### [Explain the background to the application, including:

##### Specific needs / challenges / opportunities that you have experienced in the partnership, giving rise to the intervention applied for.

##### Relevance to the partnership or existing or upcoming projects.]

### 1.b Experience and current knowledge

#### What knowledge / capacity / experience is already present among participants and participating organisations regarding the topic, methodology, tool, strategy or similar which this intervention focusses on? How will the intervention complement existing capacity?

##### [The response should describe the experience within the Danish organisation, among the partner organisations, the actual participants, and other relevant actors. If the application concerns a volunteer apprentice, please indicate what experience/knowledge the apprentice already has in the field of development cooperation with the existing partner and/or other partners in the South?

##### To avoid wasting resources on obtaining knowledge that already exists, you are expected to provide a fair overview of existing knowledge and experience in the relevant field before submitting this application. More extensive or in-depth ‘mapping’ of knowledge and experience may, however, form part of the actual intervention.]

#### Have the Danish organisation and its partner organisation previously carried out similar capacity development or learning interventions together?

##### [If so, describe the experiences this intervention is based on.]

### 1.c Preparation of application

#### Who has taken part in the planning, and what roles have respectively the Danish organisation and the partner organisation played in the preparation process?

##### [If this is a re-submission, what initiatives or studies have been carried out in response to the rejection of the last application?]

## 2. The intervention *(suggested length: 3-4 pages)*

### 2.a Aim and expected results

#### What is the primary aim of this capacity development- or learning intervention?

##### [The intervention must have a clear and relevant aim/objective that contributes to the partner organisation’s and possibly the Danish organisation’s future work.]

#### How will you know whether the aim has been met? What are the success criteria?

### 2.b Participants

#### Who is going to take part in the intervention from the partner organisation, what is their role in the organisation and in the ongoing or future cooperation?

#### Who is going to take part in the intervention from the Danish organisation, what are their qualifications/background (of relevance to the intervention), and what is their role in the Danish organisation and in the international work of their organisation?

##### [If it involves a new volunteer or a volunteer serving as a topic specialist/consultant, please annex a CV[[3]](#footnote-3)]

#### Will you make use of external consultant(s)? If so, briefly describe the role of the consultant, and the criteria that have been or will be used to select the person(s) concerned (e.g. advertised in an open call).

##### [Annex TOR for the assignment and possibly a CV for the consultant.]

#### Does the activity budget (Budget line 1) include ‘Danish man-hours’?

**Yes  No**

#### If yes, please describe and justify the assignments to be covered by the Danish organisation either in the application or in an annexed TOR. See the rules in force in DPOD’s Financial Management Manual at [handicap.dk/internationalt-samarbejde](https://handicap.dk/internationalt-samarbejde).

### 2.c Activities and methods

#### What preparations will take place prior to the capacity development or learning intervention?

#### Describe the primary methods to be used and activities to take place in connection with the capacity development or learning intervention, as well as the timeframe.

##### [Annex activity programme or TOR for the intervention.]

#### What follow-up will be done after the intervention to help ensure that the new knowledge is used by participants and their organisations?

### 2.d Division of roles and responsibilities between the partners

#### How will roles and responsibilities be divided between the Danish organisation, the partner organisation(s) and possibly other stakeholders, before, during and after the intervention? *(Not applicable in apprentice applications)*

##### [If the intervention involves an external consultant or engagement of a volunteer as a topic specialist(consultant, please attach TOR. If you are applying for funds for Danish man-hours / technical assistance, describe the Danish organisation’s contribution in detail here or attach TOR. If case of a temporary volunteer abroad, who will he/she report to in the Danish organisation and in the partner organisation?]

### 2.e Documentation

#### How do you expect to document the results as measured against the success criteria?

### 2.f 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 1-7).]

#### Are you applying for funds to cover information work in Denmark?

**Yes  No**

#### If yes, briefly describe the kind of information you plan to disseminate about the intervention, your target group, expected reach and means of communication.

## 3. Future prospects *(suggested length 1 page)*

### 3.a Future cooperation

#### How do you expect the intervention to contribute to your current or future (project) cooperation?

**II. Annexes**

##### [In this section list obligatory and supplementary annexes that substantiate the application, including budget with budget notes. Supplementary annexes serve to elaborate the application text. You should therefore remember to refer to your annexes in the actual application, which is also where the main points should be highlighted. Find templates for most of the annexes at [handicap.dk/internationalt-samarbejde](https://handicap.dk/internationalt-samarbejde).]

## 1. Obligatory annexes

1. Activity programme of the intervention
2. Budget Format C

## 2. Supplementary annexes

Supplementary annexes may be, for instance, reports or analyses directly substantiating the objectives and rationale of the project. Please, only include documents that are key to the understanding or the assessment of the planned intervention.

|  |  |
| --- | --- |
| **Annex.** | Annex title |
| C. | TOR, if making use of an external consultant (and possibly CV) |
| D. | CV[[4]](#footnote-4) in case of a new volunteer or use of volunteer as topic specialist/consultant |
| etc. |  |
|  |  |
|  |  |

##### **To all Danish organisations engaged in international cooperation**

##### In addition to the annexes above, all Danish organisations engaged in international cooperation and applying to the Disability Fund must email their latest organisational profile by the end of each year to DPOD at: [ansogning@handicap.dk](mailto:ansogning@handicap.dk). It is the responsibility of the applicant to ensure that DPOD is in possession of an up-to-date version when receiving an application.

# 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 returned 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 pale green background, italics and square brackets) has been erased. |  |  |
| A **synthesis of the intervention** has been written in Danish at the bottom of the cover page. |  |  |
| All replies have been written in the font **Arial, size 11, non-bold**. |  |  |
| The organisation’s legally authorised representative has **signed** the application on the cover page. |  |  |

## 2. Budget

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes | Remark | |
| The **correct Budget Format (C)** 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**: Danish man-hours: | Yes | Remark | |
| If the activity budget (budget line 1) includes Danish man-hours for technical support , then the role of Danish man-hours is well described either in the application or in an annexed TOR. |  |  | |
| **Budget Format, spreadsheet 3**: 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 attached. |  |  |
| The electronic files of all **annexes have been named in numerical order**. |  |  |
| An up-to-date organisational profile has been emailed to DPOD within the past year. |  |  |

1. Please note, that the assessment criteria are lower in a low cost application for a new volunteer needing to learn about the partner and the international work, than what applies to larger and more complex applications for ’Learning and Development’. [↑](#footnote-ref-1)
2. Approved applications are uploaded to DPOD’s international website for the sake of transparency within the Disability Fund and in order to inspire others. If you do not wish your contact details to be published through this channel, please, write so to: [ansogning@handicap.dk](mailto:ansogning@handicap.dk). You may at any time withdraw your consent. [Read more about DPOD’s data protection and privacy policy](https://handicap.dk/om-dh/privatlivs-og-databeskyttelsespolitik). [↑](#footnote-ref-2)
3. Danish identity numbers (CPR) must not appear in CVs. [↑](#footnote-ref-3)
4. Danish identity numbers (CPR) must not appear in CVs. [↑](#footnote-ref-4)