**APPLICATION**

**C2: COURSE AND NETWORKING ACTIVITY**

**Maximum amount: DKK 200,000**

|  |
| --- |
| Cover page |

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| --- | --- |
| **This is an application for:** | A course  A networking activity |
| **Danish applicant organisation** (financially responsible): |  |
| **Contact person** from the Danish organisation[[1]](#footnote-1): | Name:  Email address:  Telephone number: |
| **Any other Danish partner organisation(s):** |  |
| **Partner organisation(s)** (name and country)**:** |  |

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| --- | --- | --- | --- |
| **Title of course or networking activity:** |  | | |
| **Organisation / course provider** hosting the activity**:** |  | | |
| **Country** where the course or networking activity will take place: |  | | |
| **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 legal representative:**  The signature **attests to** the organisation’s commitment to the proposed partnership and to this application for a **course or networking** activity, and confirms that it is in conformity with the Disability Fund’s guidelines, including the financial requirements. It also **confirms** that the signatory legally represents the organisation. | |  |  |  | | --- | --- | --- | | Click here to insert a date. |  |  | | Date |  | Signature of legally authorised representative |   Place Name of representative (block letters) | | |

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| **Have you engaged in project collaboration with the partner 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 |
| **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 background and objective of the intervention, max. 150 words. This will be used as a presentation of the course or networking activity 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

##### ● Follow-up to the proposed intervention

##### 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.

II. Application text *(suggested length: max 7 pages)*

## 1. Background *(suggested length: max 1 page)*

*[The purpose of courses and networking activities is to build relevant professional capacity and experience in the field of development work within the Danish- or partner organisation]*

### 1.a Relevance

#### Explain why it is relevant for the partner organisation to take part. Which needs will be met, strategic priorities pursued or new opportunities taken?

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

##### Specific needs/challenges experienced in the partnership, which the partner’s participation in the course/activity will seek to address.

##### New development opportunities linked to the partner’s participation in the course/activity.

##### Relevance to the partner organisation’s strategic priorities or ongoing or upcoming projects.]

#### Does the Danish- or partner organisation have previous experience of attending a similar course or networking activity?

##### [If so, describe how you have made use of that experience in this application.]

## 2. Course / networking activity *(suggested length: 2-3 pages)*

### 2.a Aim and results

#### What is the aim of taking part in the course/networking activity - what do you expect the participants and their organisations to gain from it - and how do you expect the activity to contribute to your current or future (project)cooperation?

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

### 2.b Participants

##### [The aim of this section is to explain how the participants have been selected and to justify their qualifications and relevance to the activity]

#### Who is going to attend the course/networking activity from the partner organisation, and how have they been selected (according to which criteria)? What is their role in their organisation and in ongoing or upcoming cooperation?

##### [Annex CVs2 for course participants.]

#### If there will be participation from the Danish organisation please explain who will participate, their role in the Danish organisation and involvement in ongoing or future international development work?

##### [Annex CVs[[2]](#footnote-2) for course participants.]

#### 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 The course / networking activity

#### What preparatory activities will take place before the course or networking activity?

#### Describe the course or networking activity (aim, target group, number of participants, content/activities, methods used, timeframe etc.)

##### [Please also annex a course description and/or programme for the networking activity]

#### Has any follow-up been planned (by the organiser)?

**2.d Roles**

#### Explain the roles of the participants before, during and after the activity (if not already covered above).

### 2.e Documentation of results

#### How will you follow up on the success criteria with your partner after the course or networking activity?

### 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. Embedding *(suggested length: max 1 page)*

### 3.a Embedding of new knowledge

#### How do you expect participants to make use of their new knowledge / inspiration /skills when they return to their organisations?

#### How will you seek to ensure that knowledge gained by participants during the course/activity becomes embedded in their organisations (and not just within participants as individuals)?

#### What are your plans for the future collaboration and how do you expect this activity to benefit that collaboration? (Be as precise as possible)

##### [You are welcome to describe specific activities.]

**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. CVs[[3]](#footnote-3) of course participants
2. Course description / programme for networking activity
3. 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: |
| D. |  |
| E. |  |
| etc. |  |
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|  |  |

##### **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**

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| --- | --- | --- |
|  | 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 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. 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-1)
2. Danish identity numbers (CPR) must not appear in CVs. [↑](#footnote-ref-2)
3. Danish identity numbers (CPR) must not appear in CVs. [↑](#footnote-ref-3)