

Annex for DUF's international guidelines, effective from June 1st 2017

BACKGROUND

DUF is in the process of revising the Guidelines for the Project Pool and the MENA Pool¹ as DUF from 2018 will merge the current two pools into one called DUF's International Pool. In 2018, the new international pool will cover projects and partnerships in all DAC-countries², which among others include all development countries, the MENA region and EU's neighborhood countries.

Throughout 2017, DUF will still have two international pools. A shared set of revised guidelines for DUF's new international pool will be effective from January 1st 2018.

Some of the changes in the upcoming guidelines will be effective already from now. Thus, this annex describes the new opportunities that DUF member organizations and their partner organizations can incorporate in their international projects from June 1st 2017.

WHERE IN THE WORLD?

From now on, you can also apply for projects in EU's neighborhood countries. Applications for projects with partners in these countries shall meet the same requirements as projects in the MENA region and development countries.

SUPPORT TO COVER SALARY COSTS OF THE PARTNER ORGANIZATION

In pilot projects and partnership projects you can now apply for funding to cover salary costs of the partner organization on a limited scale, in cases where the workload regarding administration, logistic or practical coordination of the project or certain activities is greater than volunteers can be expected to carry out.

Salary costs can only be covered with the purpose of supporting voluntary work and to create better opportunities for ensuring effect and sustainability in the activities and in the partnership. If you want to apply for funding to cover salary costs in your partner organization, it is a requirement that you produce a thorough job description that clarifies the employee's role and responsibilities.

As a starting point, any salary costs in the partner organization must not make up more than 10% of the total project support. Larger salary costs can be granted in special cases, for instance if you have a greater need of coordinating due to several partners or if you work with a special target group like children.

INCREASED OPPORTUNITIES FOR PARTICIPATION OF DANISH VOLUNTEERS

In pilot projects and partnership projects supported by both the Project Pool and the MENA Pool you are now able to apply for funding to allow young Danish volunteers to participate equally with young volunteers from the partner country, when it makes sense in relation to the project. Thus,

¹ http://duf.dk/uploads/tx_templavoila/International_projects_and_partnerships_Guidelines_for_the_project_pool_and_the_MENA_pool_12.pdf

² <http://www.oecd.org/dac/stats/documentupload/DAC%20List%20of%20ODA%20Recipients%202014%20final.pdf>

the Project Pool now offers the same opportunities for the participation of young Danish volunteers as has been offered by the MENA Pool.

You must always argue why the participation of Danish volunteers in project activities is a necessity for the project, how the costs are related to the project's objectives and activities, and that the costs are reasonable, based on the total budget, objectives, and activities of the project.

NETWORK ACTIVITY

All network activities must still meet the normal purpose of network activities: that partner organizations can develop their capacity by participating in professional network activities like congresses, seminars etc.

In addition to the current guidelines for network activities, you are now able to apply for network activities that mainly involves young volunteers from the DUF member organization and the partner organization. This means, that it is not only network activities with participation from other organizations in the South that can be supported. An example of this could be if the partner organization wants to experience and learn from how the Danish member organization conduct its annual assembly or a scout camp, in order to create a broader network, exchange of experience and development of the partner organization's own activities and structures.

Remember, that you still need to describe the objective of the network activity and argue how the activity supports the partnership.

AUDIT

Projects above 50.000 DKK must be audited externally. Projects above 200.000 DKK must be audited externally as well and according to the Danish Ministry of Foreign Affairs' guidelines for projects above 200.000 DKK.³ If you want, you are now able to apply for funds to audit projects of less than 50.000 DKK externally.

RULES FOR CHANGES IN THE PROJECT

From now on, DUF shall not approve the use of the budget margin but you must report it when you hand in the final report at the end of the project.

Remember, that the budget margin only can be used on unforeseen costs within already approved activities and thus the budget margin cannot cover new activities.

In the future, budget headlines less than 25.000 DKK can be increased with maximum 2.500 DKK from other budget lines, while budget headlines above 25.000 DKK can be increased with maximum 10% in order to ensure more flexibility.

Example: If the costs for international transportation turns out to be more expensive than what you have budgeted with due to higher prices for flight tickets, you can add funds to the budget headline for international transport from other budget lines through a redistribution. If the budget headline for international transport is 37.000 DKK in total, as the following example shows, you can increase the budget headline with maximum 10%, which in this case is 3.700 DKK, without any prior approval from DUF.

³ http://duf.dk/uploads/tx_templavoila/Audit_Instructions_06.pdf

	Detailed Budget	Original Budget	Modified Budget
20	International and local transport	DKK	DKK
21	Transport to/from the airport (2 persons x 250 kr. x 2 times)	1.000	1.000
22	Flight tickets (2 persons x 6.000 kr./7482 kr.)	12.000	14.964
23	Local transport, Danish project team (2 persons x 100 kr. x 12 days)	2.400	2.400
24	Local transport, Rwandan project team (8 persons x 100 kr. x 12 days)	9.600	9.600
25	Activity visit (10 persons x 600 kr. x 2 visits)	12.000	12.000
	Sub total	37.000	39.964

If the budget headline for international transport for instance is 18.562 DKK in total, i.e. less than 25.000 DKK, you can only increase the budget headline with maximum 2.500 DKK from other budget lines.

DUF must still approve if you want to move or change salary costs between budget headlines.

If you want to make bigger changes in the budget, DUF still needs to approve this before you use the funds. See the Financial Management Guidelines⁴ for the rules about budget changes.

Applications for projects in the Middle East and North Africa must be uploaded to duf.dk/MENApuljen. Applications for projects in development countries and EU neighborhood countries must be uploaded to duf.dk/projektpuljen.

⁴ http://duf.dk/uploads/tx_templavoila/PUB_2015-12-21_Financial_Management_Guidelines_for_the_Project_Pool_and_the_Mena_Pool_05.pdf