**Application Form: Partner Identification**

A Partner Identification offers an opportunity for members of the Danish organization to visit one or several potential partners and explore possibilities for setting up a future partnership.

Before writing the application, go through the guidelines for DUFs International Pool. Please pay special attention to the requirements for Partner Identifications (page 31), the requirements regarding the purpose of the pool (page 12-13), and to the requirements for the choice of partners (page 20-23). Your project will be evaluated based on the 6 evaluation criteria (page 46-47).

You are welcome to contact DUF for advice on planning a fruitful partner identification visit, choosing a suitable partner, and designing a project in accordance with DUFs guidelines. For an explanation of terms used in the application form, please confer with the list of vocabulary on the last pages of the guidelines.

This application should include thorough considerations on your choice of a potential partner and the perspectives for cooperation in alignment with the DUF guidelines. Include only relevant and necessary information and make sure that the total application does not exceed **6 pages** (using Spectral front 10, excluding the introduction and signatures page).

Please read the instructions and guiding questions under each sub headline carefully. By responding to the questions, you will be able to describe all matters required in the guidelines. The instructions and guiding questions should be deleted before submitting the application.

**Please attach** the budget and a detailed program, and if needed other relevant information not covered in the application form as annexes. The budget must be done in DUFs budget format.

|  |  |
| --- | --- |
| **1.Introduction** | |
| **Project Information** | |
| Project title |  |
| Applying DUF member organization(s) |  |
| Name of Danish project group |  |
| Potential partner organization(s) |  |
| Country |  |
| Project Period |  |
| Amount applied for (max DKK 50.000) |  |

**1.1 Summary of the Partner Identification**

Please prepare a brief summary of the Partner Identification: What is the destination, which organizations are you to meet, how do the Danish organization and the potential partner organization(s) match each other and how do you expect the trip will contribute to start a partnership?

The summary will be used as a presentation of the project and is also for official use, e.g. on the DUF webpage and in publications.

**2. Background**

**2.1 Background for the Partner Identification**

Please describe the background for applying for a Partner Identification.

* How did the idea for the Partner Identification come up and what are you planning to cooperate on with the potential partner(s)?
* How have you established contact to the potential partner(s)?
* How have you prepared for the visit to the potential partner(s)? Who has been involved in the planning of the Partner Identification?

**The Danish member organisation**

*In the sections below, please specify the Danish member organisation’s experience of international project cooperation – if any - as well as the capacity to manage an international partnership.*

**2.2 Vision and work of the Danish member organization**

Please make a short description of the vision and the work of the Danish member organization.

* How does the vision and the work of the Danish organization relate to the international cooperation you are aiming to start?

**2.3 The capacity of the Danish member organization**

Please specify the Danish member organization’s prior experience of international project cooperation – if any - as well as the current capacity to enter an international partnership.

* Does the Danish organization have previous experience in managing and implementing international projects? If yes, please elaborate.
* To what extent does the Danish organization currently have the capacity and the organizational structures necessary to manage an international partnership and cooperation? Please explain.
* To what extent does the Danish project group currently have the capacity and the organizational structures necessary to manage an international partnership and cooperation? Please explain.
* Who will manage and implement the partnership identification?

**2.4 Follow up on the Partner Identification in the Danish Member organization**

* How will you follow up on the Partner Identification?
* Who will be main responsible of the follow up of the Partner Identification?
* How will a future project be anchored in the Danish organization (i.e. in a central governing body, a project group, or a local branch).

**The potential Partner Organization(s)**

*In the sections below, from your present knowledge of the potential partner organization(s), please briefly describe how the vision, the work, the organizational capacity, and structures of the partner organization(s) relate to the international cooperation you wish to start. If you do not have the information yet, please state how you intend to inquire into this during the Partner Identification.*

**2.5 Vision and work of the Partner Organization**

* What is the vision of the potential partner organization(s) and what are its primary activities? Pay special attention to how the partner organization’s work encourages youth to engage in society.
* How does the work of the partner organization(s) relate to the international cooperation you are aiming to start?

**2.6 The capacity of the Partner Organization**

Please specify the potential partner organization’s prior experience of international project cooperation – if any - as well as the capacity to enter an international partnership.

* Does the potential partner organization(s) have previous experience in managing and implementing international projects? If yes, please elaborate.
* Does the potential partner organization(s) have previous experience in the thematic field of the project you intend to carry out? If yes, please elaborate.
* Who will be responsible for managing and implementing the partnership identification on behalf of the potential partner organization (s)? Who will be the contact person?

**2.7 The structure and the organization of the Partner Organization**

* Please explain how the potential partner organization(s) complies with the requirements for local partners as stated in the guidelines DUFs International Pool (page 18-20)?
* Does the partner organization have members/and or volunteers? What is the role of the members/volunteers in the partner organization and how are they engaged in the organization’s work?

**2.8 Perspectives of the cooperation**

* From your present knowledge of the potential partner organization(s), please explain how the Danish member organization and the potential partner(s) match and complement each other. You are encouraged to consider this regarding the aim of the international cooperation, the organization’s vision, values and work, target group, form of organization, level of experience, etc.
* Please explain how you intend to investigate the match further during Partner Identification.

**3. Project description**

**3.1 Context analysis**

Please give a brief description of the context of the country, which you are to visit. The context analysis should focus on aspects of children’s/youth’s rights, participation and influence; young men and women’s rights and participation in society, gender inequalities and/or differences between women/girls and men/boys in the organization, on a national level and in the local society, and volunteer culture, which you expect will be relevant within a future project and partnership.

Also, you are recommended to briefly describe the set-up of the political system, the space for civil society organizations and the human rights situation, relevant to your future project and partnership. Please check the DUF toolbox for an example of how to do a context analysis and a gender analysis ([www.duf.dk/toolbox](http://www.duf.dk/toolbox))

You may also state questions you wish to explore further during the Partner Identification visit.

**3.2 Purpose**

Please make a description of the expected outcome of the partner identification:

* What are your expectations for a future partner and what criteria will be used for the selection of a partner?
* How will you work towards forming of a co-operation? How will you establish an agreement about how you intend to co-operate? (E.g. a draft for a partnership agreement or ideas for a preparatory study)?

**3.3 Program and activities**

Describe the program of the partner identification visit, the activities you are planning to carry out, the questions and issues you plan to focus on during the visit in order to reach your goal.

* What is the program of the visit? Who will you meet? How will each activity contribute to deciding upon your partner and possible cooperation areas?
* Which concrete questions do you expect to have answered during the Partner Identification trip? Which analyses are you planning to carry out to increase your knowledge of each other’s organizations, expectations and interest in a cooperation?
* List concrete questions

*Examples:*

* *How is the organization structured?*
* *Who is responsible for the decision making?*
* *What is the role of volunteers? and how much influence do they have on project formation and activities?*
* *How do we construct a project/activity in collaboration? and what are the potentials for a fellow project?*
* *How do we want to communicate and how should we divide responsibility?*
* *How do we make a partnership agreement?*
* *How do they work with gender equality, youth-empowerment, and marginalized communities? and how do they utilize a right based approach to development?*

*Please attach a detailed program draft and time plan.*

**3.4 Exploring the match between the Danish organization and the potential partner**

* How do you plan to explore if and how the potential partner organization(s) complies with the requirements for local partners as stated in the guidelines DUFs International Pool (page 18-20)?
* How do you plan to explore how the organizational structure, the work and cooperation interest of the potential partner organization matches the 3 cross-cutting demands – children and youth, gender equality and volunteerism?

**3.5 Future process**

Describe your plans and ideas for the future process of establishing a partnership beyond the Partner Identification.

Which initiatives are to take place after having finalized the Partner Identification? Who will be responsible for what and what are the time perspectives?

|  |  |
| --- | --- |
| **4. Signatures** | |
| I hereby confirm that my organization fully supports this partner identification and this project application, that we have knowledge about the DUF guidelines as well as the financial guidelines and that we are prepared to take on all obligations that an approval of the application will put on us as an organization. I furthermore confirm that I have the authority to make decisions and sign agreements on behalf of my organization. | | |
|  |  | |
| Date/Place |  | |
|  |  | |
| Name |  | |
|  |  | |
| Position in organization |  | |
|  |  | |
| Signature |  | |
|  |  | |
| Stamp (optional) |  | |

|  |  |
| --- | --- |
| **5. Contact Information** | |
| **Contact information - The Danish applicant organization**   * Organization’s name * Address * Telephone number * Email address * Website, if any * Name and address of other co-applicant DUF member organizations, if any |  | |
| **Contact person**   * Name of contact person * Contact person’s address (if different from the organization’s home address) * Contact person’s email * Contact person’s telephone number |  | |

|  |
| --- |
| **6. Annexes** |
| **List of annexes** |
| **Obligatory annexes**   * Budget (DUF format) * Detailed program   **Other annexes**   * List them here… |

*Format updated by DUF: December 2020*