**Application form: Pilot Project**

A pilot project is a small-scale, short project (up to 200.000 DKK) that offers partnerships between DUF member organizations and partner organizations the opportunity to test new types of activities or new ways of cooperation.

Before writing the application, go through the guidelines for DUFs International Pool. Please pay special attention to the requirements for Pilot Projects (page 33), the requirements regarding the purpose of the pool (page 12-13), the change triangle (page 14-15) and the three crosscutting requirements (page 18-19). Your project will be evaluated based on the 6 evaluation criteria (page 46-47). You are welcome to contact DUF for advice on designing an effective Pilot 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.

Include only relevant and necessary information, and make sure that the total application does not exceed **10 pages** (using Spectral front 10, excl. front page and signatures).

Please read the instructions and guiding questions under each sub headline carefully. By following the instructions, 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 time plan, and if needed other relevant information not included in the application form, as annexes. The budget should be done in DUFs budget format.

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| **1.Basic Information** |

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| **Project information** | |
| **Project title** |  |
| Applying DUF member organization(s) |  |
| Name of Danish project group |  |
| Partner organization(s) |  |
| Project locality |  |
| Project period |  |
| Amount applied for (max 200.000 DKK) |  |

**Summary of the preparatory study and the proposed project** (5-10 lines)

Please prepare a brief summery that explains the aim of the pilot project, its main activities and target group.

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.

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| **2. The partners** |

**The Danish member organization**

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

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

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

**2.2 The capacity and experience of the Danish member organization**

Please make an estimation of the current capacity of the Danish member organization for entering an international partnership and cooperating around an international project.

* Does the Danish organization have previous experience in managing and implementing international projects? If yes, please elaborate.
* What will be the division of roles and responsibilities in relation to managing the partnership and project cooperation?
  + Who will be responsible for managing the partnership and the proposed project within the Danish member organization? (For example, a central governing body, a project group, a local branch.)
  + Who will be involved in the project (staff/volunteers/) and how?

**2.3 Learning and anchoring of the project in the Danish member organization**

* How will the experiences and learnings from the proposed project be anchored and reflected at the local or national level in the Danish member organization?
* What value do you expect the project and international cooperation to add to your organization?

**The partner organization**

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

**2.4 Vision and work of the partner organization**

Please describe briefly the vision and the work of the partner organization

* How do the vision and the work of the partner organization relate to the proposed project and the cooperation you are aiming to start?

**2.5 The capacity and experience of the partner organization**

Please make an estimation of the current capacity for entering an international partnership and cooperating around an international project?

* To what extent does the partner organization(s) have previous experience in managing and implementing international projects? Please elaborate.
* What will be the division of roles and responsibilities in relation to managing the partnership and project cooperation?
* Who will be responsible for managing the partnership and the proposed project within the partner organization? (For example a central governing body, a project group, a local branch.)
* Who will be involved in the project (staff/volunteers/) and how?

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

* Please explain how the partner organization(s) complies with the requirements for local partners as stated in the guidelines for 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?
* How will the experiences and learnings from the proposed project be anchored and reflected in the partner organization? What value do you expect the project and international cooperation to add to the partner organization?

**2.7 Learning and anchoring of the project in the partner organization**

* How will the experiences and learnings from the proposed project be anchored in the partner organization?

**Partnership and cooperation**

**2.8 Previous cooperation**

Briefly describe the partnership and previous cooperation, if any.

* When and why did the organizations enter a partnership?
* Have you carried out joint activities/projects prior to this application? If yes, which ones?
* How will you categorise the partnerships capacity to carry out the pilot project - in terms of strengths, weaknesses, opportunities, and threats?

**2.9 Perspectives of the cooperation**

* Explain how the Danish member organization and the partner(s) match and complement each other in regards to experience and competences related to the project you wish to carry out together?

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| **3. Preparation and Analysis** |

**3.1 Description of the preparatory process**

Describe briefly the preparatory process that has led to the project application.

* How did the project idea emerge?
* Who have taken part in designing the project, and what has been the role of the partner organization and the DUF organization, respectively?
* What is being tried out in the pilot project: The type of activity, the methods, the target group, the theme, etc.?

**3.2 Problem and context analysis**

Briefly describe your understanding of the problems/challenges addressed by the pilot project, and the context that influence these.

* What is the main development problem/challenge that the project is expected to address?
* How does the local and national context impact the problem/challenge? What are the underlying (geographic, political, social and cultural) causes giving rise to the main problem? Please briefly describe the political system, the space for civil society organizations and the human rights situation, relevant to addressing the challenge.
* How does the problem/challenge influence the situation of children’s/youth’s rights and possibilities for participation and influence? How are girls/boys and/or young women/young men affected? Please specify if especially vulnerable groups are particularly affected by the problems/challenges?
* How is the partner organization already dealing with these issues or positioned in regards to addressing these issues?
* How is the partner organization working with gender inequalities and differences between women/girls and men/boys in the organisation, on a national level and in the local society?

**3.3 Choice of target group**

Describe the group(s) of people targeted by the pilot project. These are the people who will be involved in and affected by the project.

**The primary target group** is defined as the people who will ultimately benefit from the project, e.g. children and youth, who participate in your children and youth activities. **The secondary target group** refers to those who join in the project implementation, e.g. the volunteers connected to the partner organization or local authorities.

* Who is affected by the development problem identified in your context and problem analysis?
* How has the target groups been identified/selected on the basis of your analysis?
* How are the target groups of the project constituted (number, gender, age, social background etc.)?

**3.4 Involvement of target groups**

* How will the target group be actively involved and/or consulted in the project?
* Will any other people benefit from or be affected by the project? If yes, who are they and how will they be involved and/or consulted?
* How is the partner organization’s relationship with the target group?

**3.5 The role and involvement of local volunteers in the project**

* What will be the role of local volunteers in the project? How will they be involved and to what extent will they be able to influence the project?

**3.6 Considerations about gender equality**

* How will the project work with or address gender inequalities and how will the project contribute to gender equality in the organisation, on a national level and in the local society? See DUFs toolbox for a gender analysis (<https://duf.dk/artikel/toolbox-til-internationale-projekter/>)
* How will you ensure that both boys and girls, young men and young women may benefit from and be able to participate in the project?

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| **4. Project description** |

**4.1 Project strategy**

* How does your project address the problems/challenges analysed in the context and problem analysis? What difference do you expect your project to make?
* What methods and activities will you use to reach your objectives? How do you balance children and youth activities, organizational development and capacity building initiatives, and advocacy efforts in order to reach your objectives?
* How do you ensure that the strategic children and youth activities, organizational development and capacity building, and advocacy initiatives are connected in a way that the three elements reinforce each other and strengthen your impact?
* Describe how gender equality is integrated in your strategy for the project?

**4.2 Objectives and success criteria**

Describe the objectives of the pilot project. Please make a distinction between the **development objective** and the **immediate objectives**. The development objective is the long-term objective with a focus on the societal impact that your project aims to contribute to. This long-term objective may not necessarily be achieved within the project period. The immediate objectives are the changes that realistically can be achieved within the time frame and with the resources of the project.

It is compulsory to formulate **success criteria** (indicators) for each immediate objective. A success criterion is a measurable parameter which you may use to assess if you have achieved your immediate objective.

* Describe in maximum 2 lines the long-term development objective of the project.
* Indicate 1 – 3 immediate objectives that you expect to achieve within the project period.
* For each immediate objective indicate 1-3 specific success criteria (quantitative and qualitative measure points), which will be used to assess to what extent you have reached the objectives.

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| **The long-term development objective of the project** | |
|  | |
| **Immediate objective 1** | **Success criteria** |
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| **Immediate objective 2** | **Success criteria** |
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| **Immediate objective 3** | **Success criteria** |
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*For further information and concrete examples on how to develop objectives and success criteria, please contact the DUF consultants, confer with the DUF toolbox or the CISU guide for the formulation of NGO projects.*

**4.3 Activities and expected results**

List the main activities and the expected results produced by the activities – in accordance with your project strategy.

Remember that the activities and the expected results should contribute to the fulfilment of the immediate objectives. Formulate the results as concretely as possible (what, where, to whom, when). Please categorise activities and expected results in relation to each immediate objective by using the table below:

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| **Activities** | **Expected results (outputs)** |
| According to immediate objective 1 |  |
| a.  b.  c. |  |
| According to immediate objective 2 |  |
| a.  b.  c. |  |
| According to immediate objective 3 |  |
| a.  b.  c. |  |

*Please attach a detailed time plan for the pilot project as annex*

**4.4 Monitoring and evaluation**

Monitoring and evaluation is important to manage and adjust your project according to the experiences you gain during its implementation. **Monitoring** is the ongoing observation and recording of the project’s progress: Are the activities running as planned and with the expected results? Is the project on course or do you need adjustments? **Evaluation** is the systematic examination of the project’s results, impact, relevance, and efficiency at key stages during the project: Have you achieved the objectives of your project activities - and have you done the right things to achieve your objectives?

Describe how you will monitor and evaluate the pilot projects activities and objectives:

* How will you ensure that the lessons learned from the project are documented and being used/integrated by the two partners?
* How will the project activities and objectives be monitored (when, by who and by which methods)?
* How will the project activities and objectives be evaluated (when, by who and by which methods)?
* How will you ensure regular monitoring of the budget and the financial management (when, by whom and by which methods)?
* Who is responsible for communication between the partners?

**4.5 Sustainability and phase out**

Sustainability:

* How do you intend to ensure that results of the project endure after the project period?

Phase-out:

* Describe how you intend to ensure that local partners or target groups are not left in an unfortunate position of dependency when the project period ends.

**4.6 Risks and challenges**

Many projects operate in difficult development environments where factors beyond your control may seriously delay or prevent the project from meeting its immediate objective.

Reflect briefly on the major risks that can jeopardise the pilot project. Be concrete and only mention risks that are potential and relevant to the project. How will you attempt to take the risks into account and prevent or handle the risks?

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| **Risk** | **Importance** | **How to prevent or handle the risk** |
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**4.7 Information activities in Denmark**

To facilitate a better public understanding of the Danish development cooperation and the conditions of youth in developing countries it is possible to allocate an amount (maximum 2% of the project support) for information activities in Denmark. If you have done so, please describe the activities in details.

* How will your information activities contribute to facilitating better public understanding of how your project contributes to dealing with a particular development issue – and improved public understanding of the conditions of youth in the partner countries?
* What are the concrete objectives of your information activities? What messages do you wish to communicate?
* Who is the target group and how will it be reached?
* Which activities will be carried out and who is responsible?

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| **5. Sustainable Development Goals** |

Your project most likely contribute to fulfilling the UNs Sustainable Development Goals, and DUF encourages you work actively with the SDG’s both in the preparation phase as well as in communicative efforts during and following the implementation of your project.

Please cross off 3-5 goals that are relevant to your partnership and your project below:

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| GOAL 1: No Poverty |  |
| GOAL 2: Zero Hunger |  |
| GOAL 3: Good Health and Well-being |  |
| GOAL 4: Quality Education |  |
| GOAL 5: Gender Equality |  |
| GOAL 6: Clean Water and Sanitation |  |
| GOAL 7: Affordable and Clean Energy |  |
| GOAL 8: Decent Work and Economic Growth |  |
| GOAL 9: Industry, Innovation and Infrastructure |  |
| GOAL 10: Reduced Inequality |  |
| GOAL 11: Sustainable Cities and Communities |  |
| GOAL 12: Responsible Consumption and Production |  |
| GOAL 13: Climate Action |  |
| GOAL 14: Life Below Water |  |
| GOAL 15: Life on Land |  |
| GOAL 16: Peace and Justice Strong Institutions |  |
| GOAL 17: Partnerships to achieve the Goal |  |

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| **6. Signatures** | |
| I hereby confirm that my organization fully supports this partnership 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 take decisions and sign agreements on behalf of my organization. | |
| On behalf of the Danish member organization | On behalf of the Partner Organization |
|  |  |
| Date/Place | Date/Place |
|  |  |
| Name | Name |
|  |  |
| Position in organization | Position in organization |
|  |  |
| Signature | Signature |
|  |  |
| Stamp (optional) | Stamp (optional) |

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| **6. Contact information** | |
| **The Danish applicant organization**   * Organization’s name * Address * Telephone and fax, if any * Email address * Website, if any * Name and address of other 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 no. |  |
| **The Partner organization**   * Organization’s name * Address * Country * Email address * Telephone no. * Website, if any * Name of contact person   If there is more than one partner, all organizations must be mentioned. |  |

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| **7. Annexes** |
| **List of annexes** |
| **Obligatory annexes**   * Budget (DUF format) * Project time plan   **Other annexes**   * List them here... |

*Format updated by DUF: December 2020*