**Application form: Preparatory Study**

A preparatory study offers the two partners the possibility of planning a pilot project or a partnership project in cooperation.

Before writing the application, go through the guidelines for DUFs International Pool. Please pay special attention to the requirements for Preparatory Studies (page 32), the requirements in regards to the purpose of the pool (page 12-13), the change triangle (page 14-17), 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 planning a fruitful preparatory study 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.

Include only relevant and necessary information, and make sure that the total application does not exceed **8 pages** (using Spectral front 10, excl. front page and signatures).

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 included in the application form, as annexes. The budget must be done in DUFs budget format.

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| **1.Basic Information** |

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| **Types of projects** | | |
| Type of project to be subsequently applied for: | Pilot Project |  |
| Partnership Project |  |

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| **Preparatory Study information** | |
| Project title |  |
| Applying DUF member organization(s) |  |
| Name of Danish project group |  |
| Partner organization(s) |  |
| Preparatory Study locality |  |
| Preparatory Study period |  |
| Amount applied for (max 50.000 DKK) |  |

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

Please prepare a brief summery that explains the purpose of the preparatory study as well as an outline of the proposed project to be studied. If possible, describe the overall objectives of the proposed 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 into 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 structures are in place in relation to managing an international 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.)

**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 national level in the Danish member 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 into an international partnership and cooperating around an international project?

* Does the partner organization(s) have previous experience in managing and implementing international projects? If yes, please elaborate.
* What structures are in place in relation to managing an international 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.)

**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 16-19)?
* 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?

**2.7 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**

Describe briefly the partnership and previous cooperation.

* When and why did the organizations enter into a partnership?
* Have you carried out joint activities/projects prior to this application? If yes, which ones?
* How will you categorise the partnership 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. The project to be studied** |

**3.1 Description of the project to be studied**

Describe briefly the future project, that this preparatory study will lead to. Please describe what issues and questions you need to investigate in order to develop the project. (max 1 page).

* Give a brief description of the context of the country, which you are to visit. Focus on the aspects of children’s/youth’s rights, participation and influence; men and women’s participation and rights; and volunteer culture, which you expect will be relevant within a future project and partnership. If relevant to your project please also briefly describe the political system, the space for civil society organizations and the human rights situation, relevant to your future project. See the DUF toolkit for context analysis.
* Describe the main development issues or problem(s) that the future project is expected to address. If possible, explain what cause(s) these problem(s).
* How do you expect your future project to address these problems? How do you see the balance and the synergies among the three sides of the change triangle in your project? (i.e. children and youth activities, organizational development and advocacy)
* Who is affected by the problems? Who will be the target group (boys/girls, young men/young women, etc.) of the project and how will the project make a difference to them?
* Describe the target group – if possible, please specify an estimated number of people, their gender distribution, age and if relevant, their social, ethnic or other group identity.
* What is the relationship of the target group to the partner organization? Describe the main activities and how you plan to engage the target group in the project.
* How will the project contribute to engaging volunteers and/or strengthen volunteer culture in the partner organization?
* Describe how you will study various aspects of gender inequalities that are present in the context and/or differences between women/girls and men/boys - and how the project will contribute to gender equality on organisational level, national level and in the local society? See DUFs toolbox for a gender analysis ([www.duf.dk/toolbox](http://www.duf.dk/toolbox))

**3.2 Questions to be investigated during the preparatory study**

Please list the central themes and concrete questions to be investigated during the study in order to develop your project.

* What concrete questions and issues are to be clarified during the preparatory study? (e.g. “What is the target groups own problem analysis, needs assesment and interest in engaging in relation to the project?” or “What causes the problem you are intending to address and in which area will it be most effective to focus your project activities in order solve the problem?”)
* Make a list of the concrete questions

*Examples:*

* *Who will be our target group? And what problems do the target identify as the main issue for them not participating in youth activities?*
* *How can the partnership help engage young people in activities in their local communities*
* *How will we select the participating members, while ensuring gender equality and diversity?*
* *What activities will be conducted throughout the project period?*
* *What will be the role of the project group, the local/national board and the secretariat?*
* *How can the project support the organizational development of both organizations?*
* *How will we make sure that the outcome will be anchored in the local communities and in our organization?*
* *How can we - as Danish partner organization - ensure that the lessons learned will provide the grounds for a long and stable partnership?*
* *How do we want to communicate and how should we divide responsibility?*

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| **4. The preparatory study** |  |  |

**4.1 Objectives and expected results of the preparatory study**

Describe the objectives of the preparatory study

* What do you want to achieve by conducting the study?
* What is the expected concrete product of the study?

**4.2 Activities and working methods**

Describe how you plan to carry out the preparatory study in order to achieve your objectives. Please also describe, how you will explore the questions and issues mentioned in section 3.

* Explain briefly the activities and working methods (workshops, focus group interviews, field visits, etc.) to be applied by the study team. How will the activities ensure that you reach your objectives and respond to the above questions. What will be the expected outcome of each activity?
* State who you will you meet up with and why?
* Explain how the project’s target group (boys/girls, young men/young women, etc.) will be involved in the preparatory study to inform the planning of the project.
* Describe the role and participation of the DUF member organization and the partner organization in the study process.

*Please attach a detailed programme and time frame for the preparatory study as annex.*

**4.3 Composition of the study team**

Demonstrate that the team posesses the competencies and experiences required to carry out the preparatory study.

* Who will be involved in the preparatory study and the subsequent project?
* Indicate the team members’ position in their organization, describe their mandate and qualifications of relevance to the preparatory study.

Indicate possible plans to draw on local consultant(s), including their qualifications and role/task within the team.

**4.4 The process leading towards development of a project**

Make a brief description of the process leading to the submission of a pilot or partnership project application.

* After the preparatory study is carried out, how do you expect to finalise the remaining planning of the pilot project or partnership project?
* Who will be responsible and what will be the time frame?

**4.5 Risks and challenges**

* Please indicate the circumstances that could possibly prevent the preparatory study and subsequent process from being carried out as planned.
* What will you do to handle or prevent the risks?

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| **4. 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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| **5. 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 are more than one partner, all organizations must be mentioned. |  |

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

*Format updated by DUF: December 2020*