**Application form: Network Activity**

Network activities allow the partner organizations in the developing countries and your own organization to develop their capacity by participating in professional network activities at a local, regional, or international level.

Network activities can be applied for regularly and you can expect a reply within 4 weeks after the application is handed in to DUF. The months of July and December are excluded from this.

Before writing the application, please go through the guidelines for DUFs International Pool. Please pay special attention to the requirements for network activities (page 37). Your project will be evaluated based on the 6 evaluation criteria (page 42).

You are welcome to contact DUF for advice on planning a fruitful network activity 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 application does not exceed **5 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.

Your partner organization can write the application, but it must be approved and signed by the Danish member organization.

Please attach a detailed budget, a time plan and program for the network activity 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.Introduction** | |
| **Activity information** | |
| Activity title |  |
| Applying DUF member organization(s) |  |
| Name of Danish project group |  |
| Partner organization(s) |  |
| Activity locality |  |
| Activity period |  |
| Amount applied for (max 50.000 DKK) |  |

## Summary of the activity

Please prepare a summery that explains the aim and main content of the network activity and specifies the target group (5-10 lines).

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** |

## 2.1 Vision and work of the partner organization

Please briefly describe the vision and work of the partner organization(s):

* How do the vision and the work of the partner organization relate to the network activity that the organization will participate in?

## 2.2. The capacity, structure, and experience of the partner organization

Please briefly describe the partner organizations capacity, structure, and experience in managing and implementing international projects.

* Please explain briefly how the partner organization complies with the requirements for local partners as stated in the guidelines for the guidelines for DUFs International Pool.
* Who will be responsible for managing the network activity within the partner organization (for example a central governing body, a project group, a local branch)?

## 2.3. The partnership and cooperation

Please briefly describe the partnership and previous cooperation between the DUF member organization and the local partner organization.

* When did the organizations enter a partnership? (Be aware of that you within the last two years you should have carried out activities together)
* Which joint activities/projects have you carried out prior to this application?
* How will you categorise the partnership in terms of strengths, weaknesses, opportunities, and threats?

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| **3. The Network Activity** |

## 3.1 Planning

* How was the activity planned and who has been involved in the planning process?
* What has been the role of the partner organization and the DUF organization, respectively?
* If the activity is being organized by others, e.g. an NGO, university, umbrella organization etc. – please attach the invitation and other relevant information.

## 3.2 Purpose of network activity

Network activities should strengthen and widen the scope of work within the partnership. Please describe below, how the network activity will open possibilities or help to address challenges in the organizations and the partnership?

* What is the purpose of the network activity and how do you expect it to add value to the organizations and the partnership?
* How will the network activity contribute to building capacity in the organizations?
* How will the network activity contribute to developing new joint activities within the partnership and/or with other actors?
* How will the network activity contribute to widening the scope of exerting influence of the local partner?

## 3.3 Activities and time plan

Please list the main activities, their purpose and expected outcomes in the table below.

|  |  |  |
| --- | --- | --- |
| **Activity** | **Purpose** | **Expected Outcome** |
| a) |  |  |
| b) |  |  |
| c) |  |  |

* What is the time frame for the activity?

*Please attach a detailed programme as annex.*

## 3.4 Follow up and learning

It is important that you consider thoroughly how participants leaning will be translated to benefit to the organization.

* How will the participants’ experiences and learning from the network activity be anchored and reflected in the organizations?
* Which concrete activities will be done before and after the network activity to ensure that participant’s experiences and learning are shared with other members of the organizations?
* How is the network activity expected to impact and strengthen the partnership?

## 3.5 Participants

Please describe the participants and the selection process.

* Who will participate in the network activity, what are their competences and mandate in the organization?
* How have the participants been selected?

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| --- | --- |
| **4. Signatures** | |
| I hereby confirm that my organization fully supports this partnership and this 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) |

|  |  |
| --- | --- |
| **5. Contact information** | |
| **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. |  |
| **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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| **6. Annexes** |
| **List of annexes** |
| **Obligatory annexes**   * Detailed budget * Program for the activity   **Other annexes**   * List them here... |

*Format updated by DUF: October 2021*