**Application form: Partnership Development**

Partnership development activities aim at developing and strengthening an already existing partnership.

Before writing the application, go through the guidelines for DUFs International Pool. Please pay special attention to the requirements for Partnership Development Projects (page 37), 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 16-17). 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 Partnership Development 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 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.

Attach the budget and programme for the partnership development activity, and if needed other relevant information not included in the application form, as annexes.

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| **1.Basic Information** | |
| **Activity information** | |
| Activity title |  |
| Applying DUF member organisation(s) |  |
| Name of Danish project group |  |
| Partner organisation(s) |  |
| Activity locality |  |
| Activity period |  |
| Amount applied for (max 50.000 DKK)\* |  |

*\* Up to 100.000 DKK, if there is 50% self-funding of all expenses exceeding 50.000 DKK*

**Summary of the project** (5-10 lines)

Please prepare a summery that explains the aim of the 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 organisation**

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

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

* How do the vision and the work of the Danish organisation relate to the cooperation you are carrying out in the partnership?

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

Please specify the Danish member organisation’s prior experience of international project cooperation – as well as the capacity to take part in an international partnership.

* To what extent does the Danish organisation have previous experience in managing and implementing international projects?
* Who will be responsible for managing the proposed project within the Danish member organization? (for an example a central governing body, a project group, a local branch.)
* Who (staff/volunteers) will be involved in the project and what are their experiences in managing and implementing international projects?

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

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

**The partner organization**

*Please specify the partner organisation’s experience of international project cooperation as well as the capacity to manage an international partnership.*

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

* How do the vision and the work relate to cooperation you are carrying out in the partnership?

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

* To what extent does the partner organisation(s) have experience in managing and implementing international projects? Please elaborate.
* Who will be responsible for managing the proposed project within the partner organization? (for example, a central governing body, a project group, a local branch.)
* Who (staff/volunteers) will be involved in the project and how?

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

* Please explain how the partner organisation(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?

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

* 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?

**Partnership and cooperation**

**2.8 Previous cooperation**

Briefly describe the partnership history and cooperation. It is important to document that there is an established relationship between the organisations involved. Please also account for how experiences gained in previous projects/cooperation are used in this partnership development project and forward.

* When and why did the organisations enter a partnership?
* How will you categorise the partnerships capacity to cooperate and carry out projects together - in terms of strengths, weaknesses, opportunities, and threats?
* Which joint activities/projects have you carried out prior to this application? (Please be aware that you need to have carried out activities together during the last 2 years to qualify for a Partnership Development project)
* How are the experiences gained in previous projects/cooperation contributing to this partnership development project?

**2.9 Perspectives of the cooperation**

* Explain how the Danish member organisation and the potential partner(s) match and complement each other regarding experience and competences related to the cooperation you carry out or wish to carry out together?

*To demonstrate your commitment to work together and develop the partnership, please attach your partnership agreement and other relevant documents such as a partnership strategy. If you don't have a partnership agreement or a partnership strategy, please attach an annex with your considerations for the development of a partnership agreement.*

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| **3. Preparation and analysis** |

**3.1 Project background and preparatory process**

Briefly describe the preparatory process that has led to the project application.

* How did the idea for a Partnership Development project emerge?
* Who have taken part in designing the project, and what has been the role of the partner organisation and the DUF organisation, respectively?
* Where will the activity take place (Denmark or the country of cooperation) and why?

**3.2 Problem analysis**

Demonstrate your understanding of the needs/problems/potentials that are addressed by the partnership development activity.

* What special needs/problems/potentials motivate the activity and how will these be addressed by the activity?
* What are the underlying causes (organisational, political, cultural etc.) giving raise to the needs/problems/potentials?
* How is the partnership affected by the current situation?

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| **4. Activity description** |

**4.1 Objectives of the partnership development activity**

A partnership development activity should enable an existing partnership to improve and grow and contribute to refining and creating new visions for the partnership. Describe here the main objectives and success criteria of your partnership development activity.

* What are the objectives of the partner development?
* How will you know if you have achieved your objectives (i.e. what will indicate/show that you have accomplished what you set out to do)?

**4.2 Activities, results and time plan**

Which main activities do you plan to do to reach your objectives? List the main activities, the purpose of the activity and their expected results the table below.

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| **Activities** | **Expected results** |
| a) | a) |
| b) | b) |
| c) | c) |

* What is the time frame for the activity?

*Please attach a detailed activity programme as annex. The program should outline the time frame, the purpose of each activity, the methodology and topics of inquiry.*

**4.3 Follow up and learning**

Describe how the results will be sustained in the organisations.

* How will the results (strategies, agreements, etc.) developed during the activities be followed up, integrated and sustained within the partnership?
* How do you ensure that relevant experiences and learning are shared with other members of the organization?

**4.4 Participants**

Describe the composition of delegations to the partnership activity and the selection of participants.

* Who will participate in the partnership development activity, what are their competences and mandate within the organisations?
* How have the participants been selected?

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| **5. Signatures** | |
| I hereby confirm that my organisation 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 organisation. I furthermore confirm that I have the authority to take decisions and sign agreements on behalf of my organisation. | |
| On behalf of the Danish member organisation | On behalf of the Partner Organisation |
|  |  |
| Date/Place | Date/Place |
|  |  |
| Name | Name |
|  |  |
| Position in organisation | Position in organisation |
|  |  |
| Signature | Signature |
|  |  |
| Stamp (optional) | Stamp (optional) |

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| **6. Contact information** | |
| **Basic information about Danish applicant organisation**   * Organisation’s name * Address * Telephone and fax, if any * Email address * Website, if any * Name and address of other DUF member organisations, if any |  |
| **Contact person**   * Name of contact person * Contact person’s address (if different from the organisation’s home address) * Contact person’s email * Contact person’s telephone no. |  |
| **Partner organisation**   * Organisation’s name * Address * Country * Email address * Telephone no. * Website, if any * Name of contact person   If there are more than one partner, all organisations must be mentioned. |  |

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| **7. Annexes** |
| **List of annexes** |
| **Obligatory annexes**   * Detailed budget * Program for activity   **Other annexes**   * List them here... |

*Format updated by DUF: December 2020*