**Application form: Network Activity**

**Introduction to the project type**

Network Activity allows the partner organization of DUF’s member organization to develop their capacity by participating in professional network activities at a local, regional or, international level.

Network Activity can be applied for regularly and you can expect a reply within 3 weeks after the application is handed in to DUF. The months of July and December are excluded from this.

**Before the application writing**

Before writing the application, please go through the guidelines for DUF’s international pool. Please pay special attention to the requirements for Network Activity (page 40).

Your project will be assessed based on the six assessment criteria (page 46-47).

**Help is always available**

You are welcome to contact DUF for advice on planning a fruitful Network Activity in accordance with DUF’s guidelines. For an explanation of terms used in the application form, please confer with the list of glossary in the guidelines.

**About the application**

Please read the instructions and guiding questions under each sub headline carefully. By considering the questions, you will be able to describe all matters required in the guidelines, though it is not required to answer each question specifically.

Include only relevant and necessary information, and delete the instructions and guiding questions before submitting the application. Make sure that the application does not exceed **5 pages** (using Verdana font 10, excluding the introduction and signatures page).

The partner organization can write the application, but it has to be approved and signed by the Danish member organization.

**Obligatory annexes**

* budget (must be done in DUF’s budget format)
* time plan
* program for the Network Activity

If needed, please attach other relevant information not included in the application form, as annexes. The budget must be done in DUF’s budget format.

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| **1. Basic information** |

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| **Project information** |
| Project title |  |
| Applying DUF member organization(s) |  |
| Partner organization(s) |  |
| Project locality |  |
| Project period |  |
| Amount applied for (max DKK 50.000) |  |

## 1.1 Summary of the Network 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 describe briefly the vision and work of the partner organization.

* 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 and structure of the partner organization

Please briefly describe the partner organization’s structure and capacity in managing and implementing international projects.

* Please explain briefly how the partner organization complies with the requirements for partners as stated in the guidelines for DUF’s international pool (page 20-22).
* 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 describe briefly the partnership and previous cooperation between the DUF member organization and the partner organization.

* When did the organizations enter into a partnership? (Be aware of that 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 categorize 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 member 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

A Network Activity should strengthen and widen the scope of work of the partner organization. Please describe below, how the Network Activity will open up possibilities or help to address challenges in the partner organization and the partnership?

* What is the purpose of the Network Activity and how do you expect it to add value to the partner organization and the partnership?
* How will the Network Activity contribute to building capacity in the partner organization?
* 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 partner organization?

## 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 program as annex to the application.*

## 3.4 Follow up and learning

It is important that you consider thoroughly how the participants’ learning 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 partner organization?
* Which concrete activities will be done before and after the Network Activity to ensure that participants’ experiences and learning are shared with other members of the organization?

## 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** |

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| I hereby confirm that my organization fully supports this partnership and this application, that we have knowledge about DUF’s 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** |

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| --- | --- |
| **Danish member organization*** Organization’s name
* Address
* Telephone number
* Email address
* Website, if any
* Name and address of other DUF member organizations, if any
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| **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
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| **Partner organization** * Organization’s name
* Address
* Country
* Email address
* Telephone number
* 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** |

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| **List of annexes** |
| **Obligatory annexes*** Budget (DUF format)
* Time plan
* Detailed program for the Network Activity

**Other annexes*** List them here...
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