**Application form: Partner Identification**

**Introduction to the project type**

A Partner Identification offers an opportunity for members of the Danish organization to visit one or several potential partners and explore possibilities for setting up a future partnership.

**Before the application writing: analysis and preparation**

Before writing the application, go through DUF’s guidelines for International Projects and Partnerships for DUF’s international pool. Please pay special attention to:

* the requirements for Partner Identifications (page 31)
* the requirements in regards to the purpose of the pool (page 12-13)
* the requirements for the choice of partners (page 20-22).

This application should include thorough considerations on your choice of a potential partner and the perspectives for cooperation in alignment with DUF’s guidelines.

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 Partner Identification visit, choosing a suitable partner and designing a project in accordance to 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 instructions and guiding 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 total application does not exceed **6 pages** (using Verdana font 10, excluding the introduction, and signatures page).

**Obligatory annexes**

* a budget (must be done in DUF’s budget format)
* a detailed program

If needed, please attach other relevant information not covered in the application form as annexes.

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| **1. Basic information** |

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| **Project information** |
| Project title |  |
| Applying DUF member organization(s) |  |
| Potential partner organization(s) |  |
| Country  |  |
| Project period |  |
| Amount applied for (max DKK 50.000) |  |

**1.1 Summary of the Partner Identification** (5-10 lines)

Please prepare a brief summary of the Partner Identification: What is the destination, which organizations are you to meet, what is your expectation on the match between the Danish organization and the potential partner organization(s), and how do you expect the trip will contribute to start a partnership?

The summary will be used as a presentation of the project and is also for official use, e.g. on DUF’s webpage and in publications.

**2. Background**

**2.1 Background for the Partner Identification**

Please describe the background for applying for a Partner Identification.

* How have you established contact to the potential partner(s)?
* How did the idea for the Partner Identification come up and what are you planning to cooperate on with the potential partner(s)?

**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.*

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

Please make a short description of the vision and the work of the Danish member organization.

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

**2.3 The capacity of the Danish member organization**

Please specify the Danish member organization’s prior experience of international project cooperation – if any – as well as the current capacity to enter into an international partnership.

* Does the Danish organization have previous experience in managing and implementing international projects? If yes, please elaborate.
* To what extent does the Danish organization currently have the capacity and the organizational structures necessary to manage an international partnership and cooperation? Please explain.
* Who will manage and implement the Partner Identification?

**2.4 Follow up on the Partner Identification in the Danish member organization**

* How will you follow up on the Partner Identification?
* Who will be main responsible of the follow up of the Partner Identification?
* How will a future project be anchored in the Danish organization (i.e. in a central governing body, a project group, or a local branch).

**The potential partner organization(s)**

*In the sections below, from your present knowledge of the potential partner organization(s), please briefly describe how the vision, the work, the organizational capacity and structures of the partner organization(s) relate to the international cooperation you wish to start. If you do not have the information yet, please state how you intend to inquire into this during the Partner Identification.*

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

* What is the vision of the potential partner organization(s) and what are its primary activities? Pay special attention to how the partner organization’s work encourages youth to engage in society.
* How does the work of the partner organization(s) relate to the international cooperation you are aiming to start?

**2.6 The capacity of the partner organization**

Please specify the potential partner organization’s prior experience of international project cooperation – if any – as well as the capacity to enter into an international partnership.

* Does the potential partner organization(s) have previous experience in managing and implementing international projects? If yes, please elaborate.
* Does the potential partner organization(s) have previous experience in the thematic field of the project you intend to carry out? If yes, please elaborate.
* Who will be responsible for managing and implementing the Partner Identification on behalf of the potential partner organization(s)? Who will be the contact person?

**2.7 The structure and the organization of the partner organization**

* Please explain how the potential partner organization(s) complies with the requirements for partners as stated in the guidelines for DUF’s international pool (page 20-22)?
* 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?

**2.8 Perspectives of the cooperation**

* From your present knowledge of the potential partner organization(s), please explain how the Danish member organization and the potential partner(s) match and complement each other. You are encouraged to consider this in regards to the aim of the international cooperation, the organizations’ visions, values and work, target group, form of organization, level of experience, etc.

**3. Project description**

**3.1 Context analysis**

Please give a brief description of the context of the country, which you are to visit.

The context analysis should focus on aspects of the following, which you expect will be relevant within a future project and partnership.:

* children and youth’s rights, participation, and influence
* young men and women’s rights and participation in society
* volunteer culture

If relevant to your future project and partnership, you are also recommended to briefly describe

* the set-up of the political system
* the space for organizations
* the human rights situation

Please confer with DUF’s toolbox for an example of how to do a context analysis. Find the toolbox on duf.dk/toolbox.

You may also state questions about the context you wish to explore further during the Partner Identification.

**3.2 Purpose**

Please make a description of the expected outcome of the Partner Identification.

* What are your expectations for a future partner and what criteria will be used for the selection of a partner?
* How will you work towards forming of a cooperation? How will you establish an agreement about how you intend to cooperate? (E.g. a draft for a partnership agreement or ideas for a Preparatory Study)

**3.3 Program and activities**

Describe the program of the Partner Identification visit, the activities you are planning to carry out, the questions, and issues you plan to focus on during the visit in order to reach your goal.

* Who will you meet?
* How will each activity contribute to deciding upon your partner and possible cooperation areas?
* Which concrete questions do you expect to have answered during the Partner Identification? Which analyses are you planning to carry out to increase your knowledge of each other’s organizations, expectations, and interest in a cooperation?

*Please attach a detailed program draft and time plan as annexes to the application.*

**3.4 Exploring the match between the Danish organization and the potential partner**

* How do you plan to explore if and how the potential partner organization(s) complies with the requirements for partners as stated in the guidelines for DUF’s international pool (page 18-20)?
* How do you plan to explore how the organizational structure, the work, and cooperation interest of the potential partner organization matches the three crosscutting requirements – children and youth, gender equality, and volunteerism (page 18-19)?

**3.5 Future process**

Describe your plans and ideas for the future process of establishing a partnership beyond the Partner Identification.

Which initiatives are to take place after having finalized the Partner Identification? Who will be responsible for what and what are the time perspectives?

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| **4. Signatures** |

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| I hereby confirm that my organization fully supports this Partner Identification and this project 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 make decisions and sign agreements on behalf of my organization. |
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| Date/Place |  |
|  |  |
| Name |  |
|  |  |
| Position in organization |  |
|  |  |
| Signature |  |
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| Stamp (optional) |  |

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| **5. Contact information** |

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| **Contact information - The Danish member organization*** Organization’s name
* Address
* Telephone number
* Email address
* Website, if any
* Name and address of other co-applicant 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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| **6. Annexes** |

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| **List of annexes** |
| **Obligatory annexes*** Budget (DUF format)
* Detailed program and time plan

**Other annexes*** List them here…
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