**Application form: Partnership Development**

**Introduction to the project type**

Partnership Development aims at developing and strengthening an already existing partnership.

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

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

* the requirements for Partnership Development (page 37)
* the requirements in regards to the purpose of the pool (page 12-13)
* the three crosscutting requirements (page 18-19).

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 designing an effective Partnership Development 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 instructions and 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 **8 pages** (using Verdana font 10, excl. front page and signatures).

**Obligatory annexes**

* a budget (in DUF’s standard format)
* timeplan
* the program for the Partnership Development

If needed, please attach other relevant information not included 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) |  |
| Partner organization(s) |  |
| Project locality |  |
| Project period |  |
| Amount applied for (max DKK 50.000)\*  |  |

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

**1.1 Summary of the Partnership Development** (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 DUF’s website 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 as well as the capacity to manage an international partnership.*

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

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

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

Please specify the Danish member organization’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 organization have previous experience in managing and implementing international projects?
* Who will be responsible for managing the proposed project within the Danish member organization? (For 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 organization**

* 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 organization’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**

* 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 organization(s) complies with the requirements for partners as stated in the guidelines for DUF’s 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’s history and cooperation. It is important to document that there is an established relationship between the organizations involved. Please also account for how experiences gained in previous projects/cooperation are used in this Partnership Development and forward.

* When and why did the organizations enter into a partnership?
* How will you categorize the partnership’s 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)

**2.9 Perspectives of the cooperation**

* How do you expect the activities of the Partnership Development described in section 4 to strengthen your future cooperation?

*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 Problem analysis**

Demonstrate your understanding of the needs/problems/potentials that are addressed by the Partnership Development.

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

**3.2 Project background and preparatory process**

Describe briefly the preparatory process that has led to the project application.

* Who have taken part in designing the project, and what has been the role of the partner organization and the DUF member organization, respectively?
* Where will the activity take place (Denmark or the partner country) and why?

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| **4. Project description** |

**4.1 Objectives of the Partnership Development**

A Partnership Development 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.

* What are the objectives of the Partnership 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 organizations.

* 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 Development and the selection of participants.

* Who will participate in the Partnership Development, what are their competences and mandate within the organizations?
* How have the participants been selected?

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| **5. 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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| **6. Contact information** |

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| **Basic information about 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 are more than one partner, all organizations must be mentioned. |  |

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| **7. Annexes** |

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| **List of annexes** |
| **Obligatory annexes*** Detailed budget (DUF format)
* Time plan
* Program

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