**Application form: Partnership Project**

**Introduction to the project type**

A Partnership Project is a large project (up to DKK 750.000). A Partnership Project allows you to work strategically with children and youth activities, organizational development and capacity building, and advocacy. A Partnership Project is expected to have a significant impact which will last after the project support has ended.

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

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

* the requirements for Partnership Projects (page 34-35)
* the requirements regarding the purpose of the pool (page 12-13)
* the Change Triangle (page 14-17)
* the three crosscutting requirements (page 18-19).

The application should include a thorough context and problem analysis and a clear and realistic description of how your project addresses the challenges identified.

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 Project in accordance with DUF’s 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.

**About the application**

Please read the instructions and guiding questions under each sub headline carefully. By considering the instructions, 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 **15 pages** (using Verdana font 10, excl. front page and signatures).

**Obligatory annexes**

* a budget (must be done in DUF’s budget format)
* a partnership agreement
* a time plan

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 750.000 DKK) |  |

**1.1 Summary of the Partnership Project** (max 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 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.*

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

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

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

Please make an estimation of the current capacity for entering into an international partnership and cooperating around an international project.

* To what extent does the Danish organization have previous experience in managing and implementing international projects? Please elaborate.
* Who will be responsible for managing the partnership and the proposed project within the Danish member organization? (For example a central governing body, a project group, a local branch) And what will be the division of roles and responsibilities?
* Who will be involved in the project (staff/volunteers) and how?

**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 in the Danish member organization?
* What value do you expect the project and international cooperation to add to your organization?

**The partner organization**

*In the sections below, please specify the partner organization’s experience of international project cooperation – if any - as well as the capacity to manage an international partnership.*

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

Please describe briefly the vision and the work of the partner organization.

* How do the vision and the work of the partner organization relate to the proposed project and the cooperation you are aiming to start?

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

Please make an estimation of the current capacity for entering into an international partnership and cooperating around an international project.

* To what extent does the partner organization(s) have previous experience in managing and implementing international projects? Please elaborate.
* Who will be responsible for managing the partnership and the proposed project within the Danish member organization? (For example a central governing body, a project group, a local branch) And what will be the division of roles and responsibilities?
* Who will be involved in the project (staff/volunteers) 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 20-22)?

**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**

Describe the partnership history and cooperation. Please also account for how experiences gained in previous projects/cooperation are used forward in this project.

* When and why did the organizations enter into a partnership?
* Have you carried out joint activities/projects prior to this application? If yes, which ones?
* How will you categorize the partnership’s capacity to carry out the Partnership Project - in terms of strengths, weaknesses, opportunities, and threats?
* How are the experiences gained in previous projects/cooperation used in this project?

**2.9 Perspectives of the cooperation**

* Explain how the Danish member organization and the partner(s) match and complement each other in regard to experience and competences related to the project you wish to carry out together?

*Please attach your partnership agreement and other documents relevant to the partnership as annexes to the application.*

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| **3. Preparation and analysis** |

**3.1 Description of the 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?
* How has the target group been involved in the development of the project? (Please specify how boys/young men and girls/young women have participated)
* Which specific analyses have been carried out (stakeholder and gender analysis, problem analysis, risk analysis etc.)? How are these reflected in the design of the project?

**3.2 Problem and context analysis**

Briefly describe your understanding of the problems/challenges addressed by the Partnership Project, and the context that influences these.

* What is the main development problem/challenge that the project is expected to address?
* How does the local and national context impact the problem/challenge? What are the underlying (geographic, political, social, and cultural) causes giving rise to the main problem?
* Please briefly describe the political system, the space for organizations to operate freely and the human rights situation, if relevant to addressing the challenge.

How does the problem/challenge influence the situation of:

* children and youth’s rights and possibilities for participation and influence?
* Volunteerism?
* gender equality?
* Please specify if especially vulnerable groups are particularly affected by the problems/challenges?
* How is the partner organization already dealing with these issues or positioned in regards to addressing these issues?

**3.3 Other stakeholders**

* Do other stakeholders (e.g. government or other organizations) address the problem/challenge in the area where you are planning to work? If yes, to what extent do you coordinate or cooperate around your activities?
* Which stakeholders (authorities, persons, organizations) might conceivably have a stake in favour or against the project?

**3.4 Choice and involvement of target group**

Describe the group(s) of people targeted by the Partnership Project. These are the people who will be involved in and affected by the project.

**The primary target group** is defined as the people who will ultimately benefit from the project, e.g. children and youth, who participate in your child and youth activities.

**The secondary target group** refers to those who join in the project implementation, e.g. the volunteers connected to the partner organization or local authorities.

* Who will be the primary and secondary target group of the project? And how are they affected by the development problem identified in your context and problem analysis?
* How are the target groups of the project constituted (number, gender, age, social background etc.)?
* How have the target groups been identified/selected based on your analysis?
* How will the target group be actively involved and/or consulted in the project?
* How is the partner organization’s relationship with the target group?
* Will any other people benefit from or be affected by the project? If yes, who are they and how will they be involved and/or consulted?

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| **4. Project description** |

**4.1 Project strategy**

* How does your project address the problems/challenges analysed in the context and problem analysis?
* What methods and activities will you use to reach your immediate objectives?
* How do you balance strategic child and youth activities, organizational development and capacity building initiatives, and advocacy efforts in order to reach your objectives? And how are the three elements connected and reinforce each other in a way that strengthen your impact? (Please see the Change Triangle on page 14-17 in the guidelines)
* How does the project integrate the three crosscutting requirements:
  + How will the project contribute to gender equality in terms of equal rights and access to participation and influence?
  + How will the project promote voluntary engagement in society among youth?
  + How will the project contribute to strengthen children and youth’s voice, participation, and influence in their organizations and the society?

**4.2 Objectives and success criteria**

Describe the objectives of the Partnership Project. Please make a distinction between the development objective and the immediate objectives.

The **development objective** is the long-term objective with a focus on the societal impact that your project aims to contribute to. This long-term objective may not necessarily be achieved within the project period.

The **immediate objectives** are the changes that realistically can be achieved within the time frame and with the resources of the project.

* Describe in maximum 2 lines the long-term development objective of the project.
* Indicate 1 – 3 immediate objectives that you expect to achieve within the project period.

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| **The long-term development objective of the project** |
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| **Immediate objective 1** |
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| **Immediate objective 2** |
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| **Immediate objective 3** |
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*For further information and concrete examples on how to develop objectives and success criteria, please contact DUF’s international consultants or get useful advice and tools from DUF’s toolbox.*

**4.3 Activities and expected results**

List the main activities and the expected results produced by the activities – in accordance with your project strategy.

Remember that the activities should lead to the expected results which contribute to the fulfilment of the immediate objectives. Formulate the results as concretely as possible (what, where, to whom, when).

It is compulsory to formulate **success criteria** (indicators) for each expected result. Success criterions are quantitative and/or qualitative measure points which you may use to assess if you have achieved your expected results.

* Please categorize the activities, expected results and success criteria in relation to each immediate objective by using the table below

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| **Activities** | **Expected results (outputs)** | **Success criteria** |
| According to immediate objective 1 (delete the text and write objective 1) | | |
| a.  b.  c. |  |  |
| According to immediate objective 2 (delete the text and write objective 2) | | |
| a.  b.  c. |  |  |
| According to immediate objective 3 (delete the text and write objective 3) | | |
| a.  b.  c. |  |  |

*Please attach a detailed time plan for the Partnership Project as annex to the application.*

**4.4 Monitoring and evaluation**

Monitoring and evaluation is important to manage and adjust your project according to the experiences you gain during its implementation.

**Monitoring** is the ongoing observation and recording of the project’s progress: Are the activities running as planned and with the expected results? Is the project on course or do you need adjustments?

**Evaluation** is the systematic examination of the project’s results, impact, relevance and efficiency at key stages during the project: Have you achieved the objectives of your project activities - and have you done the right things to achieve your objectives?

Describe how you will monitor and evaluate the Partnership Project’s activities and objectives.

* How will the project activities and objectives be monitored (when, by who and by which methods)? What will you measure the progress against? (e.g. a baseline)
* How will you ensure regular monitoring of the budget and the financial management (when, by who, and by which methods)?
* How will the project activities and objectives be evaluated (when, by who, and by which methods)? What will you measure the results against? (e.g. a baseline)
* How will you ensure that the lessons learned from the project are documented and being used/integrated in each partner organization and in future cooperation in the partnership?

*If you have planned project visits, please describe the purpose, expected outcome, the timing and the selection of participants for the visits.*

**4.5 Sustainability and phase out**

Sustainability:

* How do you intend to ensure that results of the project endure after the project period?

Phase-out:

* Describe how you intend to ensure that partner organizations or target groups are not left in an unfortunate position of dependency when the project period ends.

**4.6 Risks and challenges**

Many projects operate in difficult development environments where factors beyond your control may seriously delay or prevent the project from meeting its immediate objectives.

Reflect briefly on the major risks that can jeopardize the partnership project. Be concrete and only mention risks that are potential and relevant to the project. How will you attempt to take the risks into account and avoid or handle the risks?

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| **Risk** | **Importance** | **How to avoid or handle the risk** |
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**5. Information activities in Denmark**

To facilitate a better public understanding of the Danish development cooperation and the conditions of youth in other countries it is possible to allocate an amount (maximum 2% of the project support) for information activities in Denmark. DUF highly encourages that you include information activities in your projects. If you have done so, please describe the activities in detail.

* Which activities will be carried out and who is responsible?
* Who is the target group and how will it be reached?
* What are the concrete objectives of your information activities? What messages do you wish to communicate?
* How will your information activities contribute to facilitating better public understanding of how your project deals with a particular development issue and of the conditions of youth in partner countries?

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| **6. Signatures** |

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| I hereby confirm that my organization fully supports this partnership 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 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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| **7. Contact information** |

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| **The Danish applicant organization**   * Organization’s name * Address * Telephone number * 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 number |  |
| **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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| **8. Annexes** |

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| **List of annexes** |
| **Obligatory annexes for all Partnership Projects**   * Budget (DUF format) * Time plan * Partnership agreement   **Other annexes**   * Other annexes list them here... |