**Application form: Pilot Project**

**Introduction to the project type**

A Pilot Project is a small-scale, short project (up to DKK 200.00) that offers partnerships between DUF member organizations and partner organizations the opportunity to test new types of activities or new ways of cooperation.

**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 Pilot Projects (page 33)
* the requirements regarding the purpose of the pool (page 12-13)
* the Change Triangle (page 14-17)
* 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 Pilot Project 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 **10 pages** (using Verdana font 10, excl. front page and signatures).

**Obligatory attachments**

* 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.

|  |
| --- |
| **1. Basic information** |

|  |  |
| --- | --- |
| **Project information** | |
| Project title |  |
| Applying DUF member organization(s) |  |
| Partner organization(s) |  |
| Project locality |  |
| Project period |  |
| Amount applied for (max 200.000 DKK) |  |

**1.1 Summary of the Pilot Project** (5-10 lines)

Please prepare a brief summery that explains the aim of the Pilot 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.

|  |
| --- |
| **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 of the Danish member organization for entering into an international partnership and cooperating around an international project.

* Does the Danish organization have previous experience in managing and implementing international projects? If yes, 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 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 partner 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 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 briefly the partnership and previous cooperation, if any.

* 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 Pilot Project - in terms of strengths, weaknesses, opportunities, and threats?

**2.9 Perspectives of the cooperation**

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

|  |
| --- |
| **3. Preparation and analysis** |

**3.1 Description of the preparatory process**

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

* How did the project idea emerge?
* Who have taken part in designing the project, and what has been the role of the partner organization and the DUF member organization, respectively?

**3.2 Problem and context analysis**

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

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

**3.3 Choice and involvement of target group**

Describe the group(s) of people targeted by the Pilot 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 (numbers, gender, age, social background, etc.)?
* How have the target groups been identified/selected based on your analysis?
* How will the target group(s) be actively involved and/or consulted in the project?
* How is the partner organization’s relationship with the target group(s)?
* 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?

|  |
| --- |
| **4. Project description** |

**4.1 Project strategy**

* How does your project address the problems/challenges analysed in the context and problem analysis? What difference do you expect your project to make?
* What methods and activities will you use to reach your 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)

**4.2 Objectives and success criteria**

Describe the objectives of the Pilot 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 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.

|  |
| --- |
| **The long-term development objective of the project** |
|  |
| **Immediate objective 1** |
|  |
| **Immediate objective 2** |
|  |
| **Immediate objective 3** |
|  |

*For further information and concrete examples on how to develop objectives and success criteria, please contact the DUF’s international consultants, confer with DUF’s toolbox or CISU’s guide for the formulation of NGO projects.*

**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

|  |  |  |
| --- | --- | --- |
| **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 Pilot 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 Pilot Project’s activities and objectives.

* How will the project activities and objectives be monitored (when, by who, and by which methods)?
* 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)?
* How will you ensure that the lessons learned from the project are documented and being used/integrated by the two partners in future cooperation?

**4.5 Sustainability and phase out**

Sustainability:

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

Phase-out:

* Describe how you intend to ensure that partners and 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 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 Pilot 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 prevent or handle the risks?

|  |  |  |
| --- | --- | --- |
| **Risk** | **Importance** | **How to prevent or handle the risk** |
|  |  |  |
|  |  |  |
|  |  |  |

**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?

|  |
| --- |
| **6. Signatures** |

|  |  |
| --- | --- |
| 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) |

|  |
| --- |
| **7. Contact information** |

|  |  |
| --- | --- |
| **The Danish member 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 |  |
| **The 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. |  |

|  |
| --- |
| **8. Annexes** |

|  |
| --- |
| **List of annexes** |
| **Obligatory annexes**   * Budget (DUF format) * Project time plan   **Other annexes**   * List them here... |