**Application form: Preparatory Study**

**Introduction to the project type**

A Preparatory Study offers the two partners the possibility of planning a Pilot Project or a Partnership Project in 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 Preparatory Studies (page 32)
* the requirements in regards to 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 planning a fruitful Preparatory Study and designing a 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 **8 pages** (using Verdana font 10, excl. front page, and signatures).

**Obligatory annexes**

* a budget (DUF format)
* a detailed program

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) |  |

**1.1 Summary of the Preparatory Study and the proposed project** (5-10 lines)

Please prepare a brief summery that explains the purpose of the Preparatory Study as well as an outline of the proposed project to be studied. If possible, describe the overall objectives of the proposed 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 – 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.
* What structures are in place in relation to managing an international partnership and project cooperation?

**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 at the national level in the Danish member 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?

* Does the partner organization(s) have previous experience in managing and implementing international projects? If yes, please elaborate.
* What structures are in place in relation to managing an international partnership and project cooperation?

**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)?
* 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 in the partner organization?

**Partnership and cooperation**

**2.8 Previous cooperation**

Describe briefly the partnership and previous cooperation.

* 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 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?

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| **3. The project to be studied** |

Describe briefly the future project, that this Preparatory Study will lead to. Please describe the context and what issues and questions you need to investigate in order to develop the project. (max 1 page)

**3.1 Context analysis**

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, 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

**3.2 Questions to be investigated during the Preparatory Study**

Please list the central themes and concrete questions to be investigated during the study in order to develop your project. If you already now have an idea of the project you want to implement with your partner, please give a preliminary description. The following list of questions can function as inspiration for developing your own questions:

* Describe the main development issues or problem(s) that the future project is expected to address. If possible, explain what cause(s) the(se) problem(s).
* How do you expect your future project to address the(se) problem(s)? How do you see the balance and the synergies among the three sides of the Change Triangle in your project? (i.e. child and youth activities, organizational development, and advocacy)
* Who is affected by the problem(s)? Who will be the target group (boys/girls, young men/young women, students, etc.) of the project and how will the project make a difference to them?
* Describe the target group – if possible, please specify an estimated number of people, their gender distribution, age, and if relevant, their social, ethnic, or other group identity.
* What is the relationship of the target group to the partner organization? Describe the main activities and how you plan to engage the target group in the project.
* How will the project contribute to engaging volunteers and/or strengthen the volunteer culture in the partner organization?

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| **4. The Preparatory Study** |  |  |

**4.1 Objectives and expected results of the Preparatory Study**

Describe the objectives of the Preparatory Study.

* What do you want to achieve by conducting the study?
* What is the expected concrete product of the study?

**4.2 Activities and working methods**

Describe how you plan to carry out the Preparatory Study in order to achieve your objectives. Please also describe how you will explore the questions and issues mentioned in section 3.

* Explain briefly the activities and working methods (workshops, focus group interviews, field visits, etc.) to be applied by the study team. How will the activities ensure that you reach your objectives and respond to the above questions. What will be the expected outcome of each activity?
* State who you will meet up with and why.
* Explain how the project’s target group (boys/girls, young men/young women, students, etc.) will be involved in the Preparatory Study to inform the planning of the project.
* Describe the role and participation of DUF’s member organization and the partner organization in the study process.

*Please attach a detailed program and time frame for the Preparatory Study as annexes to the application.*

**4.3 Composition of the study team**

Demonstrate that the team posesses the competencies and experiences required to carry out the Preparatory Study.

* Who will be involved in the Preparatory Study and the subsequent project? (from the Danish organization and the partner organization, respectively)
* Indicate the team members’ position in their organization, describe their mandate and qualifications of relevance to the Preparatory Study.

Indicate possible plans to draw on local consultant(s), including their qualifications and role/task within the team.

**4.4 The process leading towards development of a project**

Make a brief description of the process leading to the submission of a Pilot or Partnership Project application.

* After the Preparatory Study is carried out, how do you expect to finalize the remaining planning of the Pilot Project or Partnership Project?
* Who will be responsible and what will be the time frame?

**4.5 Risks and challenges**

* Please indicate the circumstances that could possibly prevent the preparatory study and subsequent process from being carried out as planned.
* What will you do to handle or prevent the risks?

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

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| **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 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**   * Budget (DUF format) * Detailed program * Time plan   **Other annexes**   * List them here... |