**Application form: Youth Leader Exchange**

**Introduction to the project type**

You can assign youth leaders for a partnership funded by DUF or for partnerships without DUF funding, where the activities are either funded through other means or are performed on a voluntary basis.

The purpose of DUF’s Youth Leader Exchange is to strengthen the capacity of your partnership and to establish a closer cooperation between the Danish member organization and the partner organization.

**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 Youth Leader Exchange (page 38-39). Your project will be assessed based on the six assessment criteria (page 46-47).

*The application must be made in accordance with DUF’s Guide to Youth Leader Exchange, which provides advice for planning, implementing, and evaluating Youth Leader Exchanges.*

**About the application**

Please read the instructions and guiding questions under each sub headline carefully. By considering the 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 **7 pages** (using Verdana font 10, excluding this introduction and signatures page).

**Obligatory annexes:**

* the budget (must be done in DUF’s budget format)
* a time plan
* a draft contract between organizations and youth leaders
* a job description

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 title |  |
| Case number of Pilot/Partnership Project (if already approved) |  |
| Applying DUF member organization(s) |  |
| Partner organization(s) |  |
| Country |  |
| Exchange period in the Danish organization and in the partner organization |  |
| When will the youth leaders attend DUF’s youth leader course (August/September or February/March? |  |
| Number of youth leaders from the DUF member organization and the partner organization |  |
| Amount applied for |  |
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**2. Summary**

Please prepare a brief summary of the Youth Leader Exchange (max 10 lines):

* To which project will the youth leaders be attached?
* What is the aim of the Youth Leader Exchange, and how will the youth leaders benefit the project and the partnership, respectively?

The summary will be used as a presentation of the project and is also for official use.

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| **3. The partners**  |

**3.1 Partnership capacity**

Please describe the capacity of the DUF member organization(s) and the partner organization to host youth leaders.

* What are the strengths and weaknesses of the DUF member organization(s) in relation to hosting and sending out youth leaders? (e.g. related to your experience, the administrative and human resources available, the organizational structures)
* What are the strengths and weaknesses of the partner organization in relation to hosting and sending out youth leaders? (e.g. related to your experience, the administrative and human resources available, the organizational structures)

**3.2 Joint planning of the Youth Leader Exchange**

* How has the Youth Leader Exchange been planned and who has been involved in the process?

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| **4. Work functions of the youth leaders**  |

**4.1 Matrix**

Please make a matrix below that lists:

* The immediate objectives of the project, which the youth leaders will support.
* The main activities supported by the youth leaders, in order to reach the objectives.
* The expected results produced by the activities.

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| **Activities which support the objectives** | **Expected results (outputs)** |
| **According to objective 1 of the project that the youth leaders will support** (delete the text and write objective 1) |
| a.b.c. |  |
| **According to objective 2 of the project that the youth leaders will support** (delete the text and write objective 2) |
| a.b.c. |  |
| **According to objective 3 of the project that the youth leaders will support** (delete the text and write objective 3) |
| a.b.c. |  |

**4.2 Tasks and activities**

Write a description of the youth leaders’ work functions, including:

* How the youth leaders will support the objectives of the project and benefit the partnership.
* What the main tasks and assignments for the youth leaders are (job description).

**4.3 Working hours**

* How many hours will the youth leaders work a week?
* How will the working hours be spread out over the week?
* How will the youth leaders’ time be distributed between the DUF member organization and the partner organization? Be aware of that only 25% of the time can be spend within the DUF member organization.

## 5. Capacity building in both organizations

Please describe how the lessons learnt and the knowledge from the Youth Leader Exchange will be shared and sustained in the organizations.

**5.1 Capacity building in the partner organization**

* How will you ensure that the new knowledge gained by the youth leaders (from DUF’s youth leader course and daily work) will be anchored in and used in the organization during and after the exchange?
* How do you ensure that the results of the youth leaders’ work will be sustained in the organization during and after the Youth Leader Exchange?

**5.2 Capacity building in the Danish member organization**

* How will you ensure that the new knowledge gained by the youth leaders (from DUF’s youth leader course and daily work) will be anchored in and used in the organization during and after the exchange?

## 6. 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. 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?

## 7. Roles and responsibilities

**7.1 Contact person in the DUF member organization(s) and the partner organization**

* Who will be the contact persons? What is his/her role in the project and organization?
* Explain when and how the youth leaders and the contact persons from both organizations will communicate throughout the exchange? (the communication channels)
* What is his/her mandate respectively in regards to making changes in the youth leaders’ job description, prioritization of tasks, and support to the youth leaders in solving the tasks?

**7.2 Social and cultural integration**

* How will you ensure the youth leaders’ social and cultural integration when they are staying in Denmark and in the partner organization’s country?

## 8. Selection of youth leaders

Please describe the selection process of the youth leaders.

* How will you ensure a democratic and transparent selection process?
* What personal and professional competences should the coming youth leader possess?

## 9. Practical arrangements

**9.1 Logistic**

* Will the youth leaders need a working permit or any other formal recognition by the authorities in the host country? If yes, who is responsible for the application?
* Who is responsible for visa, vaccination, insurance, and flight tickets?
* Is it necessary that the youth leaders have specific language competencies?
* Explain how you have set the pocket money rate (in relation to a normal salary, working hours etc.)

**9.2 Accommodation and transportation**

Prior to the arrival of the youth leaders the host organization must have prepared for the necessary logistics of the youth leaders.

* What kind of furnished accommodation is available for the youth leaders (flat, shared house, or individual house)? Are there any special considerations related to gender?
* What is the distance from place of staying to the place of work?
* What means of economy class transportation will be available for the youth leaders?

## 10. Monitoring and evaluation

Describe how you will monitor and evaluate the Youth Leader Exchange.

* How will the Youth Leader Exchange be monitored and evaluated (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)?

## 11. Risks analysis and safety issues

**11.1 Risk analysis**

Sending youth leaders from North to South and from South to North may imply some risks and challenges. Reflect on the major risks that can jeopardize the Youth Leader Exchange. 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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**11.2 Safety issues**

* Are there any specific aspects concerning health and security that the youth leaders should be aware of?
* If there are security issues in the country of work, please indicate how you plan to prepare youth leaders for these issues and how the organizations in the partnership may avoid or handle these security risks.

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| **12. 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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| **13. Contact information** |

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| **Danish member organization*** Organization’s name
* Address
* Telephone
* 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 is more than one partner, all organizations must be mentioned. |  |

## 14. Annexes

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| **List of annexes** |
| **Obligatory annexes*** Draft contract
* Detailed budget (DUF format)
* Time plan
* Detailed job description

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