



# DUFF

## INTERNATIONAL PROJECTS AND PARTNERSHIPS

Guidelines for DUF's international pool



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# GETTING STARTED

DUF's international pool works to create positive change across the world by strengthening democratic youth organizations that ensure young people's influence on society.

When you have a good idea for an international collaboration, you are already well underway. Now it is time to write your application so that your idea can become reality. You are welcome to seek DUF's advice from the outset.

The guidelines for DUF's international pool provide a tool to help you get off to a good start with your international project, and you can use it as a reference work.

## DUF OFFERS ADVICE THROUGHOUT THE PROCESS

You are responsible for preparing and formulating the application, but you can get advice and guidance from DUF's international consultants throughout the process – from the initial idea to the finished application.

DUF's international consultants have experience with international project work and methods. We can guide you via mail, phone or at an in-house or out-of-house meeting. DUF's guidance is tailored to you, based on your needs and experiences. Among other things, we can help you:

- Find a partner organization if you do not already have one
- Understand the guidelines for DUF's international pool
- Find out if you are moving in the right direction regarding the guidelines. For instance, we can help you ensure that your project lives up to the purpose and cross-cutting demands of the pool
- Transform your ideas into clear-cut goals with success criteria for the change which the project aims to create
- Draw up a partnership agreement for the collaboration
- Read your project draft and provide professional sparring once before you upload it to [duf.dk](http://duf.dk)
- Provide ongoing advice during the project, e.g. regarding financial management
- Consider your next move when you have finished the project and want to move on.

## APPLICATION DEADLINES AND REQUIREMENTS

- There are five annual application deadlines for DUF's international pool: 1 February, 1 April, 1 June, 1 September and 1 November.
- Applications for network activities are processed on an ongoing basis and there is no application deadline.
- The deadline for engagement activities is 1 September.
- Signatures on applications by an authorized person from both organizations must be scanned in and attached to the completed form – with the exception of a partnership identification, which only the Danish organization needs to sign.
- Remember to always apply via a standard application form. There is one for each of the eight project types, and they can be downloaded via [duf.dk](http://duf.dk).
- All applications must be submitted in English, except application for partnership identification, which can be submitted in Danish.
- All applications must include a budget drawn up in DUF's standard form, which can be downloaded via [duf.dk](http://duf.dk).



DUF has developed some useful tools to get on with your project. All DUF's guidelines and tools are available in English so that they can be used for partnerships. They can be downloaded via [duf.dk](http://duf.dk).

In DUF's finance manual, you will find the formal requirements for the financial management of your project, and you can learn about budgets and accounts, which are part of the financial management of an international project.

DUF's guide to youth leader exchange is a specific tool for those of you who consider using youth leaders on your project.

*"The aim of DUF's international pool is to support the development of strong, democratic youth organizations in the partnership countries and increase young people's participation in and influence on society."*

#### **APPLICATION FORMS AND TOOLBOX**

- You can find useful tools and application forms via [duf.dk](http://duf.dk)

# 1 PROMOTING A DEMOCRATIC WAY OF LIFE

## DUF works to promote young people's participation in associations and democracy.

When DUF saw the light of day in 1940 – back then under the name Dansk Ungdomssamvirke (the Danish Youth League) – it happened as a reaction to the authoritarian tendencies that were emerging in large parts of Europe. The founders wanted to show that despite their political differences, they had something in common: they wanted to maintain and develop democracy.

The aim was to inform, engage and train young people to become democratic citizens, and it was in voluntary communities that they saw a foundation for strengthening young people's knowledge about and involvement in democracy.

Today, more than 80 years later, DUF is still working to promote young people's participation in association activities and democracy – both in Denmark and the world around us. DUF's vision is a world in which children and young people can develop mutually committed communities, acquire a democratic worldview and gain influence on the societies they are part of. DUF's ambition is that more young people across the world find a voice and participate in strong communities from which they can influence their society in a peaceful, sustainable and democratic direction.

### DEMOCRATIC EDUCATION

Through DUF's international pool, your association can contribute to strengthening mutually committed, democratic communities for young people across the world. This will develop young people's understanding of a democratic way of life – also in societies where the form of government is not democratic. In large parts of the world, young people's democratic influence is a dream rather than a reality.

Young people under 30 make up the population majority in large parts of the world; nevertheless, young people are strikingly underrepresented where decisions are made. This applies to formal national institutions, parliaments, district councils and association activities.

In DUF's view, democratic education takes place when young people take an active part in associations and other organizations. They learn to make decisions and take responsibility for themselves and others in committed communities with projects they are passionate about. At the same time, DUF believes that strong associations in themselves give a democratic edge.

DUF supports young people's global societal involvement through international partnerships. DUF provides advice and offers training and education that can strengthen your international collaboration, and you can apply for funding from DUF's international pool for projects between Danish member organizations and partners listed on the OECD DAC country list. On OECD's website, you can find the DAC country list by searching for: "DAC List of ODA Recipients"

### YOUTH ORGANIZING AND INFLUENCE

DUF's international pool aims to strengthen young people's opportunities to form organizations and influence their societies. Children and young people are stronger when they stand together to create the change they dream of in their societies.

In practice, this means that all projects funded by DUF's international pool should contribute to the overall aim:

### DANIDA

DUF's international pool is financed by Danida under the Ministry of Foreign Affairs and subject to Danish development policy.

*“The world’s largest generation of children and young people ever is a huge resource for sustainability and lasting change. Therefore, it is vital that development work takes place with and by young people, rather than just for young people. [...] We want to work for young people’s co-determination and impact on their future.”*

Denmark’s strategy for development cooperation, 2021: The World We Share

**To strengthen the development of strong democratic youth associations in the partnership countries and increase young people’s involvement in and influence on their society.**

DUF’s international pool supports partnerships between DUF’s member organizations and their international collaboration partners. These may be already established youth organizations or

young people who are working to establish an independent youth organization or a youth section of an existing organization.

DUF’s international pool provides the opportunity for young people to collaborate with peers in equal, mutually committed partnerships, as well as supporting the change agents influencing young people’s societies in a democratic direction.



# 2 THE RIGHT TO PARTICIPATION AND INFLUENCE

DUF works for children and young people's rights – in particular the right to participation and influence in society – both in Denmark and globally.

The rights-based approach focuses on the reasons behind young people's lacking participation and influence, based on a holistic perspective. By working with the underlying reasons and societal structures, we ensure more sustainable and long-term solutions to young people's challenges.

The rights-based approach focuses on participation: creating lasting, positive change together with others, rather than only for a passive target group.

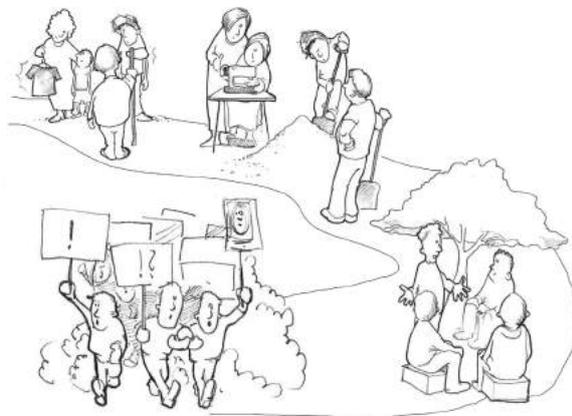
This means that we, through partnerships where young people from Danish associations together with the partnership countries, define the framework and goals for the change they want to create together.

Through this, we contribute to supporting young people in setting their own agenda, describing their problems and coming up with solutions, ensuring that future development is driven by young people rather than merely through efforts for young people.

## HOLDERS OF RIGHTS AND RESPONSIBILITY

The rights-based approach focuses through project planning on the relationship between rights holders (e.g. children and young people) and

those in charge (e.g. public authorities, officials and others who have the power to make decisions that impact the rights of others). In this way, we can ensure that the authorities and individuals that are responsible for honouring rights are held responsible for living up to their obligation – e.g., ensuring children's rights to schooling and women's right to vote.



## A FOCUS ON HUMAN RIGHTS

The starting point for the rights-based approach is the system of human rights that was formulated after the end of World War II. The international conventions are rooted in a number of rights that afford the individual human being with the freedom to live a life without oppression and exploitation. The rights are recorded in UN's universal declaration of human rights, UN's convention on the rights of the child, UN's convention on the rights of persons with disabilities and the CEDAW convention on elimination of all forms of discrimination against women.

## HISTORICAL PERSPECTIVE

Development work has transitioned from providing direct services, for instance building schools or ensuring clean water, to focusing on making people self-supporting and capable of solving their own problems. Today, we know that poverty and inequality are seldom due to lack of resources, but rather rooted in unequal power structures and discrimination. However, it remains important to work with people's own ability to solve their own problems.



# UN'S GLOBAL GOALS

In DUF, we work with UN's 17 global goals which were implemented in 2017 and continue until 2030. The global goals contribute to creating sustainable development across the world.

Through our international effort, DUF works towards realizing the global goals. The guidelines for DUF's international pool illustrate that all projects funded by DUF contribute to meeting four global goals in particular:

- Goal 5 focuses on achieving equality between the genders, e.g. by ensuring men and women's participation and equal opportunities for leadership at all levels of decision processes and society in general.
- Goal 10 focuses on reducing socially caused inequality and ensuring equal opportunities for all, e.g. by including everyone – regard-

less of age, gender, disability, race, ethnicity, origin, religion, economic or other status – in social and political decisions.

- Goal 16 focuses on supporting peaceful, just and inclusive societies. This can be ensured, e.g., through responsive, participant-based and representative decision processes at all levels.
- Goal 17 focuses on strengthening partnerships for the future, e.g. by capacity-building and promotion of partnerships between organizations in civil society and across borders.





17 PARTNERSHIPS FOR THE GOALS

1 NO POVERTY

11 SUSTAINABLE CITIES AND COMMUNITIES

GOOD HEALTH AND WELL-BEING

SUSTAINABLE DEVELOPMENT GOALS

1

1

# 3 CREATING SUSTAINABLE DEVELOPMENT

A project is considered sustainable when it contributes to creating positive and lasting change for the partnership organization and target group.

## MAKING A DIFFERENCE

All projects have to contribute to creating positive change for children and young people. The larger the project and grant you apply for, the larger the requirements for your project's contribution to concrete, lasting change.

Your application should set clear goals for the change you want to create through your project, as well as explaining how your activities will contribute to reaching your goal. When you develop your project together in the partnership, you therefore need to describe how your project activities make a difference for children and young people, the partner organization and society at large. The development triangle is a useful tool to analyse how your project and partnership can make the greatest difference.

## SUSTAINABILITY

A project is sustainable when the change your partnership facilitates is maintained or continued after the project funding and activities have ceased. This could be via a member recording system, a new leader training programme or lasting improvements for children and young people through advocacy and protection of interests. You should consider how to ensure that your partner organization can build the capacity and resources to maintain or continue the changes achieved through the project.

Neither your collaboration partners nor the target groups can risk finding themselves in an undesirable position of dependence when the project is finished.

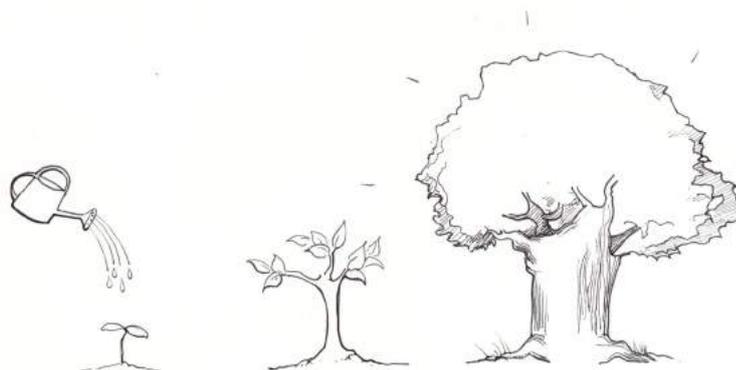
## WHEN IS A PROJECT SUSTAINABLE?

Whether a project lives up to the requirement of sustainability is evaluated comprehensively in relation to the character, extent and goals of the individual project. For some projects, financial sustainability will be the most important factor, while for others it will be more important to ensure political support for the project.

It can be difficult in a short-term pilot project to achieve a long-term effect. Here, instead, focus may be on gathering useful experience and getting to know the target group, so that this knowledge can become part of future work in the organization and partnership.

You can choose to focus on small, manageable goals for change in each project and continue collaboration with your partner organization, where new projects build on previous ones or new target groups or goals are incorporated along the way.

In more comprehensive partnership projects, you need to create change that can live on after the project is finished and the funding used up.





## FROM IDEA TO PROJECT

A project always begins with a thorough problem and context analysis, ensuring that you can create sustainable change in society. Together with your partner, you can investigate the problems and needs of your target group, e.g. by performing a problem analysis using DUF's Problem Tree. You can find the tool at [duf.dk/problemtree](http://duf.dk/problemtree).

In the application, long-term change is termed the "long-term development objective". Long-term change should start out in the actual needs of the target group. In order to define more specific goals, you also need to formulate some partial goals. In the application, these are termed "immediate objectives". Each partial goal must include some success criteria that will help you monitor and evaluate your project.

Monitoring and evaluation are tools to establish whether you indeed create the change you want to achieve with your project.

Your activities are the measures you implement on an ongoing basis to achieve your partial goals. They help you monitor your project and know if you are moving in the right direction with your activities or you need to make adjustments to achieve your long-term objectives.

**REMEMBER:** projects do not always turn out as planned. You can contact DUF's international consultants if you need to adjust your project activities or budget and want some advice. You can find tools for your project design via [duf.dk](http://duf.dk).

When you complete your project application, you need to describe the long-term change you wish to contribute to with your project.

# THE DEVELOPMENT TRIANGLE

A tool to create sustainable change and ensure cohesion between your goals and the project activities employed to reach your objectives.

The development triangle consists of three components:

- **CAPACITY BUILDING AND ORGANIZATION DEVELOPMENT**
- **ADVOCACY FOR THE RIGHTS OF CHILDREN AND YOUNG PEOPLE**
- **ACTIVITIES THROUGH WHICH CHILDREN AND YOUNG PEOPLE CAN GAIN INFLUENCE.**

The weighing of the three angles of the triangle may vary depending on the concrete project, context and your organizational competences, values and shared visions. You do not necessarily have to work with all angles in one project, but you need to consider why you prioritize some aspects over others in reaching your goal.

## **ORGANIZATION DEVELOPMENT**

Organization development consists of planned processes aiming to create lasting, positive change in the organization. You may for instance work to strengthen recruitment and retention of volunteers, increase equality in the chain of responsibility or strive to ensure that organizational decision processes become more democratic and transparent.

Organization development is primarily a process where you turn your gaze inwards and work on internal conditions in the organization.

## **EXAMPLES**

- Facilitating workshops in which the partner organization develops a strategy to strengthen member democracy.
- Exchanging experiences on how the partner organization can increase its membership base and attract new volunteers.
- Sparring in the partnership on how to strengthen your partner organization's capacity to create better activities for children and young people or perform effective advocacy.

## **ADVOCACY**

Advocacy can be compared to the protection of interests and is a targeted effort to promote or influence an issue with the purpose of creating lasting positive change for a target group. This may, for instance, be achieved through information work targeting decision-makers or others who influence decision processes. Advocacy may also involve collaboration with school managements to ensure more influence for pupils on their school, or a campaign on young people's right to vote.

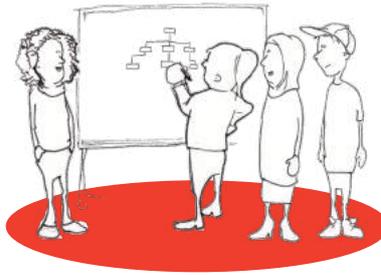
Advocacy is first and foremost a process in which you turn your gaze outwards and put in a determined effort to improve conditions outside your organization.

## **EXAMPLES**

- Influencing leaders of local communities, e.g. church leaders or school management, to back up your cause.
- Arranging meetings with local or national politicians to influence them to act on the issue your project addresses.
- Developing a campaign to engage the public in a specific issue.
- Contacting journalists and media to make them interested in your message and put it on their agenda.

## **ACTIVITIES FOR CHILDREN AND YOUNG PEOPLE**

Activities for children and young people are your project's contribution to making a difference for a specific target group in relation to the overall purpose of the project. These activities may be a seminar for youth training, scout meetings to test new activities or new mentor courses at local schools.



## ORGANIZATION DEVELOPMENT

A strong ORGANIZATIONAL CAPACITY is important for the planning and quality of activities.

Good ORGANIZATIONAL CAPACITY provides a basis for the legitimacy of the organization and ability to conduct advocacy.

ACTIVITIES FOR CHILDREN AND YOUNG PEOPLE strengthen the legitimacy of the organization, include volunteers and give them responsibilities.

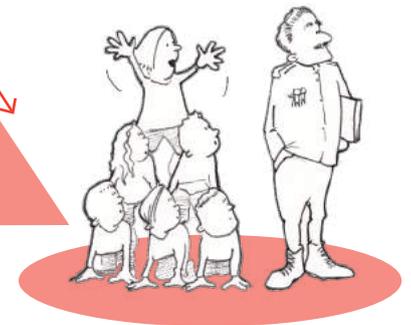
Successful ADVOCACY strengthens the recognition and relations of the organization.

The activities provide knowledge about the children and young people who participate and the professional field in which the project takes place.



## ACTIVITIES FOR CHILDREN AND YOUNG PEOPLE

ACTIVITIES FOR CHILDREN AND YOUNG PEOPLE strengthen knowledge and contribute to effective advocacy, leading to decision-makers improving the conditions for children and young people.



## ADVOCACY

ADVOCACY builds on insight into the target group's actual needs and contributes to generating lasting positive change for the target group.

To ensure sustainable change, the activities need to form a starting point for working with organization development and advocacy. Therefore, you cannot base your project on activities for children and young people alone. The activities should revolve around the needs of the organization and target group. You may for instance organize activities for children and young people to generate change for them as a target group, at the same time as acquiring an understanding of their situation and needs.

You can use this knowledge to speak up for children and young people towards local authorities, and your activities can contribute to gaining support from the local community.

Activities for children and young people may target and involve young volunteers in the organization or children and young people outside the organization.

### EXAMPLES

- Teaching, training and workshops to build knowledge and competences among children and young people as well as their leaders.
- Homework clubs, youth clubs, scout groups, etc.
- Seminars that focus on children and young people's participation in society, where they contribute to planning and conducting the seminar.

# 4 PARTNERSHIPS - COLLABORATION & PUBLIC SUPPORT

Projects are organized in partnerships to ensure sustainable, locally supported change rather than short-term project activities.

In order for a project to receive funding through DUF's international pool, it needs to be organized in a partnership between one or more DUF member organizations and one or more partner organizations.

The benefit of a partnership is that the Danish organization has a collaboration partner that knows the local conditions. In this way, you gain direct access to information about the conditions for children and young people, the local volunteer and association culture and the current challenges for creating equal opportunities for boys and girls, men and women. At the same time, you develop an organizational friendship that will help you develop your own organization and provide new opportunities for your members to get involved.

## A GOOD PARTNERSHIP KICK-OFF

When you build a partnership from scratch, it is important that you consider what can make it strong and durable. A good match rests on careful consideration and honest discussion about

what you as organizations are passionate about and what positive lasting change you want to contribute to creating for children and young people. If the partnership is to make sense, your organizations need to have something in common as a basis for your collaboration. Further, it is important that you investigate how a future partner is organized.

Use the circular model and the Development Triangle as discussion tools during the initial partnership meetings. You can find these and other tools in the toolbox via [duf.dk](http://duf.dk)

## ANCHORING

One final, important element is the principle of public support and knowledge of the project, which applies to both organizations:

DUF only funds projects that have support in both organizations. This means that we do not fund partnerships and project groups that are only minimally tied in with DUF's member organization or the partner organization.

## KNOW YOUR PARTNER

When you are looking for the right partner, it is important to consider the following:

- How is the organization managed? Is it democratic?
- Does it engage active, local volunteers? Do they have influence on the activities and organization?
- How is the organization funded? Does it have other sources of income, partnerships and donors?
- How are activities organized for the organization's target group? Who organizes the activities?

## A GOOD PARTNERSHIP FIT

In order to achieve the best possible collaboration, it is vital that you talk openly about your respective needs:

- What values do your organizations build on?
- What are you hoping to gain from the partnership and project, and what can you learn?
- What can you bring to the table?
- Do you meet each other's needs and wishes?



In order to ensure broad support in the organizations, it is important that the respective managements endorse the collaboration and that as many people as possible become involved in the partnership and gain knowledge about the project activities. Therefore, you are also required to inform us about your projects and the results you achieve.

You also need to investigate how you can learn from the collaboration and use this knowledge actively in your organizations.

#### **EQUALITY - A CENTRAL PRINCIPLE**

Equality is a central principle for good partnerships. Equality implies that:

- You as organizations respect each other's views
- Both parties contribute to something in the project and partnership
- Both parties want to learn and develop in the partnership
- Both parties have influence on and responsibility for shared projects.

The requirement of shared influence applies from the planning phase of your project all the way to its implementation, financial management, monitoring and evaluation.

Therefore, you need at an early stage in the partnership to define what your respective roles are, define what you expect of each other and who is responsible for what. DUF recommends that you draw up a partnership agreement including your mutual expectations and other important topics like shared vision and distribution of responsibilities.

#### **ADMINISTRATION AND DISTRIBUTION OF RESPONSIBILITIES**

When a project receives funding from DUF's international pool, the money is granted to the Danish organization, which answers financially and legally to DUF. However, the partner organization must have responsibility for implementing the project and administrating it together with the Danish organization.

# 5 FORMAL GRANT RULES AND REQUIREMENTS

When you apply for DUF's international pool, there are a number of requirements and rules that you and your partner need to live up to in order to be eligible for funding.

## WHO CAN APPLY?

DUF's member organizations can apply for funding from DUF's international pool. As a local group or association, you can apply for funding if your central organization approves the partnership, claims ownership of the collaboration and takes on legal and financial responsibility for the projects.

There is no limit to how many times the same organization can apply for and receive funding from the pool.

DUF member organizations can submit an application together. If you choose to submit a shared application, the same rules and requirements apply as for individual organizations. All organizations in the partnership need to be involved in implementing the project.

If you form an extended partnership, you need to develop a partnership agreement or similar. In this way, you ensure that all parties agree on the distribution of responsibilities and the conditions and principles for the collaboration. One of DUF's member organizations must take on legal and financial responsibility towards DUF. It must appear from your applications and other documents who your partnership organizations are.

All Danish organizations that are part of the collaboration must in principle be members of DUF.

If you have a collaboration partner in Denmark that is not a member of DUF, you can contact DUF to inquire about your options to applying for funding together with them.

## WHERE IN THE WORLD?

- Projects should usually take place in the partner country.

- Projects must take place in countries that are eligible to receive development aid. These countries are listed on the OECD's "DAC List of ODA Recipients".
- The pool can fund regional activities that include organizations from several countries in the same region, but only if all countries in the region meet the above requirements.

## HUMANS AT THE CENTRE

Generally, DUF's pool places humans at the centre and would rather fund the costs of the individual project than the daily operations of the organization. You can apply for 7% of the project expenses for administration of the project in the Danish member organization. Funding for administration of the project in the partner organization is budgeted under the main budget post "Project funding".

- In connection with the start-up or implementation of your project, the pool provides funding for necessary expenses that differ from ongoing expenses for daily operations. Procurement of equipment can only be funded if there are weighty arguments. You also need to account for who owns the equipment and how its use can continue after the project is finished.
- Income-generating activities and services, e.g. school courses and medical examinations, can only receive funding if they are a minor part of your project and instrumental to the overall purpose.

## SPECIFIC RULES FOR FUNDING TOWARDS WAGES IN THE PARTNER ORGANIZATION

In pilot and partnership projects, you can apply for funding to cover wages in your partner organization to a limited extent, if the workload in



connection with administration, practical coordination or special activities is larger than what can be expected of volunteers.

The need for wages must be backed up by the opportunity to support voluntary work and create better conditions for the effect and sustainability of the activities and partnership. You cannot expect to receive payroll cost funding for several consecutive projects. The wages should be viewed as an opportunity to build a strong volunteer culture.

- Payroll costs in the partner organization can normally not exceed 10% of the total expenses for the main budget post "Project funding". Larger expenses for wages can only be granted in special circumstances, e.g. if you have an extensive need for coordination due to several partners or work with a special target group such as children.
- If you want to apply for funding to cover payroll costs in the partner organization, it is a requirement that you formulate a de-

tailed job description that makes clear the employee's role and areas of responsibility. Funding for wages fall under the general budget but not under the main budget post "Project funding".

#### **SPECIFIC RULES FOR FUNDING OF WAGES IN THE DANISH MEMBER ORGANIZATION**

Any wages in Denmark should in principle be deducted from the administration funding. However, there may be special circumstances in which payroll costs are needed in the Danish member organization to support the involvement of volunteers, for instance if your volunteers are children or very young and need a person of age to support the work - e.g. during participation in project visits.

- If you apply for funding to cover payroll costs in the Danish member organization, you are required to develop a detailed job description specifying the employee's role and areas of responsibility, what they contribute and the purpose of their contribution.

#### **OECD**

You can find the OECD country list at the OECD website. The list is updated continuously. Search for: "DAC List of ODA Recipients".

- Any payroll costs in the Danish member organization need to be connected to specific activities in the project and recorded under the relevant main budget lines in the detailed budget. Funding for wages must be distributed among the relevant budget lines if there are more than one. Hours and estimated hourly wage need to be stated for each activity you apply for, and this must appear from the budget. The audited financial statement must include how much money has been spent on wages under the individual budget lines.
- The actual payroll costs cannot exceed Danida's rates and wages cannot be paid in advance. It is the Danish member organization's responsibility to report tax liability to Danish SKAT.

### FUNDING FOR DANISH VOLUNTEERS

Your options to apply for funding for Danish partners' travel expenses depend on what project type you engage in.

It applies to all project types that travel expenses have to be kept as low as possible. This means that you have to travel on economy class and that your expenses for board and lodging should be reasonable compared to the price level in the country you travel to. Travel expenses can never exceed the Danish state allowances for the country in question.

If you are involved in pilot or partnership projects, you can apply for funding to ensure that young Danes can participate on an equal footing with young people from the partner country, if it makes sense in relation to the project. You need to argue how Danish presence is rewarding for the project, that the expenses are relevant to the project purpose and that the expenses are reasonable in relation to the overall budget, purpose and activities of the project. DUF

recommends that organizations contribute to their Danish members' travel expenses.

### DISABILITY COMPENSATION

All project types can apply for disability compensation to cover additional expenses in relation to the participation of persons with disabilities. You can for instance apply for funding to cover international travel expenses, hotel, insurance, vaccination and visa for helpers on travels abroad.

### REIMBURSEMENT OF INTERNATIONAL EXPENSES IN CONNECTION WITH OPERATING GRANTS

The national organizations that receive operating grants (Danish Lottery Fund) from DUF can be reimbursed for 75% of their net expenses to international activities, e.g. meetings, courses, study trips, camps and seminars held in Denmark or abroad.

You can apply for reimbursement of the net expenses that are directly connected to the activity. Earnings like project funding and participant fees must be deducted from the amount you apply to have reimbursed - meaning that the national organization will always pay 25% itself. Reimbursement for the expenses you have had in the most recent financial year must be applied for together with your common application for operating grants and therefore be included in the accounts of the national organization.

See all requirements for reimbursement in DUF's grant rules, which can be downloaded via [duf.dk](http://duf.dk).

If you are unsure whether your organization is eligible to receive reimbursement of net expenses for international activities, or you need advice about whether your international activities live up to the requirements, you can contact DUF's Lottery Fund administration.

### DUF DOES NOT FUND

- Study trips
- Exchanges that are not part of a partnership
- Education stipends
- General operations including political party funding and missionary work
- Disaster relief
- Renovation and posting activities
- Equipment delivery and building projects that are not central parts of the project
- One-person organizations, i.e. organizations consisting of one person or family
- Wages for volunteers
- Activities that have already taken place
- Partial funding of larger projects and programmes or EU collaborative funding. However, projects funded by DUF may constitute partial elements of a series of activities, but must always be implemented independently, with independent reporting and financial statement.
- Allowances: In special cases, DUF can make an exemption from this rule. Contact DUF's international consultants if you believe that you are eligible to receive allowances or similar in connection with your project.



## REQUIREMENTS FOR THE PARTNER ORGANIZATION

- **An organized group with democratic management**  
Your partner organization has to be an association, union or institution that works on the basis of democratic principles, with transparent structures and decision processes. This entails that the organization management cannot be beyond democratic control. Your project also has to work actively with democratic organization development.
- **Non-discriminatory work**  
Your partner organization cannot discriminate against a specific ethnic, religious, political or other group in society.
- **Children and young people as the target group**  
Your partner organization needs to have children and young people as its target group and offer them actual influence in the organization, unless the target group is children only. Your project also has to work actively on ensuring children and young people's influence in the organization.
- **Capacity to implement the project**  
You need to choose a partner organization that has the resources to implement the

various project activities in collaboration with you. If you doubt your partner's capacity to manage the project, you may consider involving one or several other organizations.

- **Non-profit work**
- **Belonging in a country included on the OECD DAC country list**

## COLLABORATION WITH POLITICAL PARTIES AND RELIGIOUS ORGANIZATIONS

Party political and religious organizations may be suited collaboration partners for many of DUF's member organizations. There are many benefits of working with these actors because they often have good networks and opportunities to gain influence on society.

DUF is obligated to manage the international pool without favouring specific convictions or denominations.

## SUPPORT FOR POLITICAL ORGANIZATIONS OR PARTIES

Political parties may contribute to developing society in many ways. For instance, they can contribute to promoting the development of democratic, pluralistic political systems that are

responsible and legitimate, and to paving the way for a democratic political culture and dialogue between citizens and political system.

Nevertheless, you have to stay on your toes when you choose a party-political organization as your partner. Political experiences and ideologies from Denmark cannot necessarily be transferred to political systems and parties in other countries. Therefore, you need to analyse the political system in your partner country and investigate your partner organization's political stance, role and history in society.

#### **BE ESPECIALLY AWARE THAT:**

- The organization or party needs to abide by democratic principles, have the ability and will to represent the interests of a group of citizens and have a clear political programme.
- The organization or party is obligated to respect the human rights and work for a pluralistic political system with democratic dialogue between different political views.
- When public campaigns are part of your project, the campaign cannot aim to promote a specific political party, and therefore this cannot be the main purpose of the campaign. In connection with a campaign for something else, parties are allowed to promote themselves, i.e. wear badges.

#### **DUF'S POOL FUNDS:**

- Projects that politicize youth and encourage political involvement.
- Projects that encourage young people to participate in democracy, e.g. by exercising their right to vote.
- Organization development focusing on strengthening the party's relation to its members and involving them in developing programmes and policy.
- Organization development focusing on strengthening internal democratic structures, transparency and responsibility towards members and society, ensuring that decisions are made in a member democracy.
- Projects that support the development of a multi-party system.
- Advocacy that does not represent specific party political interests but broader societal matters.
- Cross-political dialogue and collaboration.

#### **DUF'S POOL DOES NOT FUND:**

- Election campaigns and promotion of a specific party.
- Direct training of candidates for a specific party.
- Projects that explicitly favour a specific ethnic or religious group in society.

#### **FUNDING FOR RELIGIOUS ORGANIZATIONS**

In many countries, religious organizations are central players in social work and education, and religion can be an important part of young people's identity and social communities. Religious organizations often reach other population groups than secular civil society organizations, and they have the ability to connect grassroots level with international levels.

Partnerships with faith-based organizations may therefore present many advantages. However, you should be careful that the foundation for a religious partner does not get in the way for the rights-based approach to your project.

#### **BE ESPECIALLY AWARE OF:**

- The religious stance of the organization and its approach to marginalized groups and development work in the relevant context.
- The internal democratic structures in the organization, including young people's opportunity to gain influence and be taken seriously.
- The opportunities for interplay between advocacy and the organization's social work, knowledge about and inclusion of marginalized groups.

#### **DUF'S POOL FUNDS:**

- Democratic organization development, including the inclusion of young people and women in organizational decision processes.
- Advocacy on behalf of young people or marginalized groups.
- Inter-religious dialogue and collaboration.
- Dialogue, reconciliation and conflict resolution.

#### **DUF'S POOL DOES NOT FUND:**

- Promotion of a specific faith or religious group.



# CROSS-CUTTING REQUIREMENTS FOR THE PROJECT

DUF's international work rests on three cross-cutting requirements which your project needs to integrate in the analysis of context and project design:

- **CHILDREN AND YOUNG PEOPLE'S INFLUENCE, PARTICIPATION AND RIGHTS VOLUNTARISM**
- **GENDER EQUALITY**
- **CHILDREN AND YOUNG PEOPLE'S INFLUENCE, PARTICIPATION AND RIGHTS**

## **CHILDREN AND YOUNG PEOPLE'S INFLUENCE, PARTICIPATION AND RIGHTS**

Children and young people constitute a significant social resource that is sadly often overlooked, marginalized or kept away from influence. Therefore, your project should focus on actively strengthening children and young people's rights, active participation and influence.

- At the organizational level, your project has to ensure that children and young people have influence on the project activities and are included actively in the planning and implementation of the project, including organizational decision processes.
- At the societal level, the long-term effect of your project needs to contribute to strengthening young people's voice and influence in society at large.

## **VOLUNTARISM**

Voluntarism builds on pleasure, involvement, communities, responsibility and passion, and is the main component in an active association culture. The purpose of promoting a culture of voluntarism is to support the social responsibility and involvement that ultimately forms the basis of a democracy.

- You need to describe the local culture of voluntarism in your partner organization and society, and how your project can contribute to involving and engaging volunteers in both Denmark and your partner country.
- You also need to explain what part volunteers play in the organization and investigate their opportunities to gain influence.

## **GENDER EQUALITY**

Equal opportunities for men and women are a significant element in any democracy. Many societies have unequal power structures that discriminate citizens based on gender. At the same time, there are different expectations and functions linked to being a boy/man and girl/woman, which impact opportunities for participation and influence. This is particularly evident for women and girls who are deprived of fundamental rights, albeit boys and men can also experience pressure and barriers linked to their gender.

Gender roles and power structures can be found everywhere: in associations, workplaces, politics and families. It is therefore important that you investigate the existing barriers for both genders, and you need to work actively through your partnership to ensure real and equal opportunities for both genders in the project activities.

Remember to:

- Analyse men and women's roles, needs and opportunity to participate and gain influence – both at an organizational and societal level.
- Account for how your project ensures real and equal opportunities for both genders to participate in, benefit from and influence the project activities.
- Account for how your project contributes to creating real and equal opportunities for men and women to take part in the organizational work and gain influence in the organization.





3 GOOD HEALTH AND WELL-BEING

10 SUSTAINABLE DEVELOPMENT GOALS

PARTNERSHIPS FOR THE GOALS

16 PEACE, JUSTICE AND STRONG INSTITUTIONS

# 6 EIGHT TYPES OF PROJECT

DUF's international pool supports eight types of project in all phases of the partnership – from initial contact to finished project.

Overall, the project types are designed to support your partnership in all phases from you establish the initial contact and organize the first small-scale projects to you develop a more long-term strategy for your partnership and organize large-scale projects, for instance affiliating youth leaders.

Four of the project types – partner identification, preparatory study, pilot project and partnership project – need in principle to be finished before you can apply for a new project.

Four of the project types – partnership development, youth leader exchange, engagement activity and network activity – can be applied for concurrently with pilot and partnership projects.

DUF recommends that you build up your partnership and project activities gradually, and adapt the scope of the projects to the capacity and experience of your organizations and partnership. If your partnership is completely new, it may be a good idea to organize a pilot project

so you can get to know each other and the context before you embark on large-scale partnership projects. When you have completed the first projects together, it is important that you think beyond the individual project and consider a long-term strategy for your collaboration.

Consider how you can get the individual projects to play together to ensure cohesion and progress in your partnership.

## EXPERIENCE AND LEARNING

You should use the learning and experience you acquire through your partnership and project to move forward; they are signs of progression and will help you develop your partnership, improve and increase your impact.

**REMEMBER:** when you apply for funding through DUF's international pool, the requirements for the professional quality, effect and sustainability of projects always increase the larger the grant you apply for.

PROJECT TYPE	MAX AMOUNT	PURPOSE
Partner identification	DKK 50,000	Find the right partner organization
Preparatory study	DKK 50,000	Investigate ideas and develop a project
Pilot project	DKK 200,000	Test a new idea or develop a small-scale project
Partnership project	DKK 750,000	Develop a comprehensive or long-term project
Partnership development	DKK *50,000	Meet up and develop your partnership
Youth leader exchange	Fair and necessary expenses	Affiliate full-time volunteers to your pilot or partnership project
Engagement activity	DKK 20,000	Inform others about your work and get them involved
Network activity	DKK 50,000	Participate in a network activity

\* Application can be made for up to DKK 100,000 DKK if at least 50 percent of all expenses above 50,000 DKK are self-financed.



**PREPARATORY STUDY**  
Look into ideas and develop a project



**PILOT PROJECT**  
Test a new idea or develop a small-scale project



**PARTNERSHIP PROJECT**  
Develop a comprehensive or long-term project



**NETWORK ACTIVITY**  
Both organizations can take part in network activities



**YOUTH LEADER EXCHANGE**  
Affiliate full-time volunteers to your pilot or partnership project



**PARTNER IDENTIFICATION**  
Identify the right partner organization



**ENGAGEMENT ACTIVITY**  
Inform others about your project and get them involved



**PARTNERSHIP DEVELOPMENT**  
Meet up and develop your partnership





Finally, both the Danish member organization and the partner need to account for their capacity to implement the project. Remember to distinguish between the experiences of the project volunteers and the organization when writing your application.

Even though you have a long-term strategy, each project application is independent and separate. Therefore, you cannot usually start new project activities in the same partnership before current activities are finished and you have reported to DUF. Only then will you have gained the experience needed to write your next application.

### FUNDING OF THE DIFFERENT PROJECT TYPES

DUF funds reasonable and necessary expenses in connection with your project activities.

#### REMEMBER

- You can apply for smaller amounts than the upper limit stated for the project type.
- When you apply for funding for a project, you need to account for why the project will require the amount of funding you apply for. You need to show what the individual budget posts cover.
- You can get advice on budgeting from DUF's finance manual and our international consultants.

**You can find the finance manual via [duf.dk](http://duf.dk).**

### INFORMATION EFFORTS ENSURE SUPPORT FOR YOUR WORK

DUF encourages you to incorporate information activities as a natural part of your partnership. You can spend up to 2% of your budget for this purpose. Information includes ensuring support for your international involvement internally in your organization, promoting your organization externally or raising awareness about young volunteers' role in Danish development work.

Information activities may be in the form of talks about your project to children and young people in your organization, at educational institutions, etc., or a strategy for how to get local media to bring information about your project activities. Contact DUF's international consultants if you are looking for advice on your external communication and information activities.



# PARTNER IDENTIFICATION

## PURPOSE

Partner identification provides the opportunity for members of the Danish organization to meet one or more potential partners and investigate the potentials and basis for establishing a future partnership. Here, it is important to look into the structure, values and visions of the organization, and match the expectations of your partnership and project ideas.

Partner identification is the first step if you have not previously carried out project activities and do not have a permanent partnership. If you have not already contacted a partner country, DUF can help you with ideas.

## REQUIREMENTS

Partner identification takes place in the expected partner country.

In order to receive funding, your application needs to clarify and describe:

- Your expectations for a future partner to ensure a good match.
- The organizations you plan to visit in the partner country. You need to have contacts in advance.
- How you expect the visit to lead to the establishment of a partnership. You need to enclose a detailed programme in which you describe the activities and methods you plan to use in the meeting with potential partners. For instance, you can use the development triangle as a discussion and analysis tool.

## EXAMPLES OF ACTIVITIES

- Meetings with potential partner organizations. Workshops and discussions to look into the expectations regarding partnership, project capacity and ideas.
- Meetings with other relevant organizations and institutions that can provide insight into the conditions in the partner country, e.g. in relation to voluntarism and equality. Other organizations can also shed new light on the work of a potential partner organization.

- How you plan to inquire into and gain knowledge about the cross-cutting requirements: volunteer culture, gender, equality and young people's position in the organization and local community.
- What concrete product the journey aims for. This may be, e.g., ideas for shared projects or a partnership agreement.

## FUNDING

Partner identification can receive a maximum grant of DKK 50,000. The funding covers the travel expenses of up to three people travelling from Denmark.

Funding covers travel expenses on economy class (internationally and locally), insurances, visa, board and lodging during the travel and necessary vaccinations. You can also apply for 7% of the total project expenses to cover administration.

## ADMINISTRATION AND REPORTING

The partner identification needs to be evaluated, and you have to submit a brief report to DUF. This must include a specific financial statement for the partner identification. Reporting and financial statement forms can be downloaded via [duf.dk](http://duf.dk)

Deadline for submitting the reporting and financial statement is one month after the partner identification is finished.

## DUF RECOMMENDS:

If you have not previously organized projects under DUF's international pool, we recommend that you arrange a meeting with one of DUF's international consultants before you apply. Here, you can discuss future opportunities to receive project funding from DUF's pool and the requirements for your future partner.

Use the toolbox – it contains tools to facilitate the initial partnership discussions. You can find the toolbox at [duf.dk/toolbox](http://duf.dk/toolbox).



# PREPARATORY STUDY

## PURPOSE

A preparatory study provides an opportunity for you to develop and prepare a pilot project or partnership project together.

If you have a partnership, you can apply for funding for a preparatory study that will help you identify shared ideas for a project and analyse the needs and context that form your point of departure for the project. You may also benefit from applying for a preparatory study if you want to develop a timeline for the project or clarify the possibility of affiliating youth leaders to your project.

A preparatory study aims to provide you with the knowledge and tools enabling you to develop and complete an application for a large-scale project together.

A preparatory study can be a good idea in newly formed partnerships where you wish to develop your first larger project, but also in more experienced partnerships if, for instance, you are embarking on new activities or working with new target groups.

## REQUIREMENTS

To be eligible for funding, your application needs to clarify and describe:

- The questions your preparatory study aims to answer. Here, you should remember to look into the local context in relation to children and young people's rights, voluntarism and gender equality.

- How you plan to investigate the relationship between advocacy, organization development and activities for children and young people in your project.
- A detailed programme for the preparatory study and the process leading to a project application.

## FUNDING

Preparatory study can receive funding up to DKK 50,000. You can receive funding to cover travel expenses for up to three people travelling from Denmark to the partner country and back, or vice versa.

Funding covers travel expenses on economy class (internationally and locally), insurances, visa, board and lodging during the journey and necessary vaccinations. You can also apply for 7% of the total project expenses for administration.

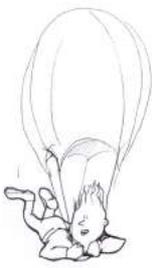
## ADMINISTRATION AND REPORTING

The preparatory study needs to be evaluated and a brief report must be submitted to DUF. You also need to submit a specific financial statement for the preparatory study. Reporting and financial statement forms can be downloaded via [duf.dk](http://duf.dk)

Deadline for submitting the reporting and financial statement for the journey is 1 month after the preparatory study is finished.

## EXAMPLES OF ACTIVITIES

- Workshops in the partnership and for the target group to develop context and problem analysis and analyse the opportunities for creating change. DUF recommends that you use the Development Triangle to discuss goals and activities for the project.
- Visits to relevant organizations and institutions to gather background knowledge about context, themes, approaches, etc.
- Meetings with the board and project management group of the partnership organization to establish plans, e.g. regarding the financial management.
- Writing workshops where you develop a project application together.



# PILOT PROJECT

## PURPOSE

Pilot projects give you an opportunity to collaborate on a small-scale project, test new ideas and strengthen the relations in your partnership. With a pilot project, you can test how you will be able to work together on a larger project. The pilot project also provides an opportunity to adjust your collaboration and test activities before you embark on a large-scale partnership project. Finally, pilot projects can be a new form of activity – a new way of working together on a small-scale activity like a seminar.

## REQUIREMENTS

To be eligible for funding, a pilot project needs to meet the following requirements:

- You need to describe how your project contributes to meeting the purpose of the pool.
- Your application needs to account for how advocacy, organization development and activities for children and young people interact and are weighted in the concrete project.
- The three cross-cutting requirements: children and young people's rights, voluntarism and gender equality have to be integrated in the project analysis, and it should appear how you plan to contribute to solving the problems you have identified.
- Your project description must include clear goals and measurable success criteria.

- A timeline for the project needs to be enclosed with the application.
- You need to account for how you plan to ensure that experiences and ideas can be gathered and benefit your organizations and future projects.

## FUNDING

Pilot projects can receive funding of up to DKK 200,000 for coherent activities spanning up to one year. You can also apply for 7% of the total project expenses to cover administration. As part of the pilot project, you can affiliate youth leaders, just as you can apply for project visits. For instance, you can apply for funding to cover visits to Denmark or for the partner country to help coordinate and conduct a mid-term evaluation.

## ADMINISTRATION AND REPORTING

You need to evaluate the pilot project together in the partnership and submit a brief report to DUF. You also need to submit a specific financial statement for the pilot project. Reporting and financial statement forms can be downloaded via [duf.dk](http://duf.dk)

Deadline for submitting the reporting and financial statement for the project is 3 months after the pilot project is finished. Further, Danish representatives need to participate in a compulsory evaluation meeting arranged by DUF.

## EXAMPLES OF ACTIVITIES

- Further development of tested teaching with a new target group or a new training manual, e.g. a role model course for young people with disabilities. Here, focus should be on gathering experiences.
- Capacity building in relation to advocacy activities, e.g. a campaign about young people and sexual and reproductive health.
- Workshops and exchange on democratic and transparent structures in the partner organization, e.g. an investigation of men and women's roles in the organization and an increased effort to involve women in decision processes.
- Capacity building to monitor and manage project finances.
- Investigation into collaboration potentials and initiation of a network between children and youth organizations with shared interests.



# PARTNERSHIP PROJECT

## PURPOSE

A partnership project is a more comprehensive and long-term effort that provides opportunity to focus on advocacy, activities for children and young people and organization development. Here, you can use your experiences from a pilot project to reach a larger target group, initiate more wide-ranging organizational change or work systematically on influencing decisionmakers. With a partnership project, you aim to create change that is sustainable beyond the project period.

## REQUIREMENTS

To receive funding for a partnership project, the following requirements need to be met:

- You need to formulate clearly how your project contributes to meeting the purpose of the pool.
- You need to enter into a partnership agreement which must be enclosed in the project application.
- You need to conduct a thorough analysis of the involved organizations' capacity and development potentials, a context analysis and a problem analysis that point towards the project goals and activities.
- The three cross-cutting requirements – children and young people's rights, voluntarism and gender equality – must be addressed in the context and problem analysis when you develop the project goals and activities.
- The project description needs to contain clear goals and measurable success criteria.
- You need to describe the balance between advocacy, activities for children and young people and organization development in your project.
- You need to develop a detailed timeline and plan for the project implementation.
- You need to account for how you intend to gather experience and learning to ensure that the project will be sustainable and have an effect beyond the project period.

REMEMBER that the requirements increase with experience and grant. The requirements for the project application increase with the duration of the project and grant size, just as the partnership's experience and capacity are included in the evaluation.

## FUNDING AND TIMELINE

Partnership projects can receive grants up to DKK 750,000. You can also apply for 7% of the total project costs to cover administration. If you apply for the maximum amount, you need to consider the capacity and resources as well as experience of the partnership.

Partnership projects may have a maximum duration of three years.

As part of the partnership project, you can affiliate youth leaders and apply for project visits. For instance, you can apply for funding to cover visits to Denmark or the partner country to help coordinate and conduct large-scale activities, mid-term evaluations, follow-up on the financial management or planning of the next project phase.

## ADMINISTRATION AND REPORTING

Halfway through the partnership project, you must submit a mid-term status to DUF and take part in a meeting with DUF's international consultants.

When the project is finished, you need to evaluate it together in the partnership and submit a brief report to DUF. A separate financial statement for the project must be enclosed. Forms for mid-term evaluation, final report and financial statement can be downloaded via [duf.dk](http://duf.dk)

Deadline for submitting the reporting and financial statement is 4 months after the project is finished. In addition, Danish representatives for the project group are obligated to take part in an evaluation meeting arranged by DUF.



### EXAMPLES OF ACTIVITIES

- Implementing and gaining support for activities for children and young people in the partner organization, e.g. a large-scale teaching programme for vulnerable children and young people or their leaders.
- A targeted and systematic effort to improve the conditions for children and young people, e.g. through advocacy, addressing politicians, school managements or others.
- Extensive organization development efforts, e.g. seminars and workshops, aiming to build democratic structures in the local groups of the partner organization, or capacity building to monitor and manage your project finances in general.



# PARTNERSHIP DEVELOPMENT

## PURPOSE

Partnership development provides an opportunity to organize activities that develop and give new visions to an existing partnership.

You may for instance apply for funding for a vision seminar or a partnership workshop that you can use to develop a partnership agreement, a strategy for developing the partnership, etc. Partnership development may take place in Denmark or the partner country.

## REQUIREMENTS

To be eligible for partnership development, you need to meet the following requirements:

- You need an active partnership. This entails that over the last two years, you have conducted activities together – either with funding from DUF's international pool, CISU, Danida or equivalent – or funded the activities yourselves.
- The partnership activities must fall within DUF's guidelines, and you need a basis and concrete plan for developing the partnership.
- The composition of delegations should ensure that the participants in the project have the competences and mandate to develop the partnership and commit the organization to future collaboration. This means that you are welcome to involve new volunteers in the activity, but that you must also ensure participation from centrally positioned people in the organizations.
- You cannot apply for funding for activities that are only part of an already existing project, for instance project visits or evaluation activities; nor can you apply for funding for a specific preparatory study under this project type.

Further, partners need to have agreed on and described the following, which must appear from the application:

- How the activity will strengthen your partnership and contribute to development.
- Goals for your partnership development and your concrete outcome expectations – for

instance, a partnership agreement, work plan or future strategy.

- How you intend to meet the goals for partnership development. You need to enclose a detailed programme for your activities, including a description of methods, research questions and follow-up.

## FUNDING

You can apply for partnership development concurrently with current project activities in the partnership.

Partnership development may receive funding up to DKK 50,000. You can apply for up to DKK 100,000 if you fund min. 50% of all expenses exceeding DKK 50,000. This means that the pool covers 100% of the first DKK 50,000 and up to 50% of the remaining amount. The pool can fund a partnership development with up to DKK 100,000.

Funding is given to necessary and reasonable expenses in connection with the activity, travel expenses on economy class (internationally and locally), insurances, visa, board and lodging, necessary vaccinations, information efforts in Denmark, evaluation, budget margin and accountability. You can also apply for 7% of the total project costs for administration.

There is no upper limit to how many people can take part in the activity. If you apply for funding to cover travel costs for more than three people from Denmark, DUF encourages your organizations to cover part of them yourselves.

## ADMINISTRATION AND REPORTING

The partnership development needs to be evaluated and you must submit a brief report to DUF. You are also encouraged to enclose a partnership agreement or other outcome of the activity. You need to submit a separate financial statement for the partnership development. Forms for reporting and financial statement can be downloaded from [duf.dk/skemaer](http://duf.dk/skemaer).

The deadline for submitting the reporting and financial statement for the activity is 1 month after the project is finished.



# YOUTH LEADER EXCHANGE

## PURPOSE

The purpose of DUF's youth leader exchange is to strengthen the capacity in your partnership and create closer collaboration between the Danish organization and the partnership organization.

In youth leader exchange, young volunteers from the Danish organization are affiliated to the partner organization as full-time "youth leaders" over a period of time – and vice versa. The youth leaders' task is to support your pilot or partnership project and the concrete activities in the partnership.

There are two ways to affiliate youth leaders:

- You can affiliate youth leaders to a partnership funded by DUF.
- You can affiliate youth leaders to partnerships without funding from DUF, where the activities are funded by other means or carried out on a voluntary basis. Regardless, the youth leaders need to live up to the purposes of DUF's pool.

The work tasks for youth leaders may vary according to their competences, the character and purpose of the project and the duration of the exchange.

## REQUIREMENTS FOR ORGANIZATIONS APPLYING FOR YOUTH LEADERS

In order to be eligible for funding for youth leaders, the following requirements for organizations must be met:

- You need to complete the application for youth leader exchange together and in accordance with DUF's guidelines for youth leader exchange, and the programme must contribute to meeting the purpose of DUF's international pool. You can find the guidelines at [duf.dk/retningslinjer](http://duf.dk/retningslinjer).
- The exchange needs to take place between partnership organizations that know each other and have conducted activities together. If the youth leaders are affiliated to a DUF-funded project, there are no requirements regarding the duration of the partnership. If the partnership is not funded

by DUF's international pool, it must have existed for min. two years before youth leaders can receive funding.

- All youth leaders need to provide a detailed work description, which must be enclosed as an appendix.
- The exchange must be linked to concrete activities and initiatives in the partnership.
- You need the administrative capacity to host and employ for the youth leaders. Your organizations are responsible for managing the exchange, including lodging, work arrangements and other practicalities.
- As collaboration partners, you need the human capacity (work group, project leader or other) to define and distribute work tasks as well as ensuring clear communication and decision procedures for the youth leaders.
- The youth leaders must not be subject to sole responsibility for an activity or project or be sole responsible for wide-scale organizational changes.
- Your application needs to stipulate how the youth leaders' knowledge and competences will be integrated into the Danish organization and the partner organization after the exchange.
- At least two days before the beginning of the youth leader course, the Danish host must meet and introduce youth leaders to the Danish organization and partnership.
- The organizations need to provide at least one project volunteer from the Danish organization with knowledge about the partnership to partake in DUF's partnership day in connection with DUF's compulsory youth leader course.
- Each youth leader must have access to sparring and guidance during their entire stay.

## REQUIREMENTS FOR SELECTING YOUTH LEADERS

In order to receive funding for one or more youth leaders, the following requirements regarding the youth leaders' role and function must be met:

- Youth leaders must be between 18 and 30 years old.
- You must affiliate youth leaders from both the Danish organization and the partner organization.
- Youth leaders must work full time (37 hours a week) in the organization during the exchange period and the youth leader work must be their primary occupation. In special circumstances, e.g. study obligations or other secondary occupation, youth leaders from the partner organization can receive dispensation to work part-time as youth leaders (min. 25 hours).
- Youth leaders cannot be employed in the organizations.
- Youth leaders must be selected on a transparent basis.
- All youth leaders must, before the exchange, take part in a compulsory youth leader course, arranged by DUF, where they will be trained in international project management, conflict resolution, dialogue, international partnerships, etc. The course is held biannually. If you have applied for a visa six weeks before the course in Denmark but are turned down, you can apply for dispensation to go forward with the exchange if you provide documentation for the date of your visa application.
- Youth leaders must be able to speak and understand English.

## FUNDING AND TIMELINE

You can apply for funding for youth leaders for a period of 3-12 months. You can apply for funding for up to 8 youth leaders per youth leader exchange.

Each youth leader cannot work more than 25% of the time in the Danish organization; the rest of their time must be spent in the partner organization. In special circumstances, you can apply for dispensation from the minimum period for a youth exchange, e.g. due to study obligations. Contact DUF's international consultants for more information.

The budget for a youth leader covers reasonable costs of board and lodging, international travel expenses (from and to the host country on economy class), local travel expenses to and

from work, travel expenses to DUF's youth leader course and visa, vaccinations, insurance and accountancy.

In addition, the budget covers pocket money according to the current country rates, which are available via [duf.dk/retningslinjer](http://duf.dk/retningslinjer). In special circumstances where youth leaders from the partner organization have received dispensation to work part-time (min. 25 hours), the pocket money must be regulated in accordance with the weekly hours. Pocket money is not funded in connection with holidays or during DUF's youth leader course. DUF covers all expenses in connection with the course.

Finally, up to 7% of the total project costs can be applied for to cover administration.

You can apply for funding to organize activities during the youth leader exchange that supplement the project to which they are affiliated. The activities cannot have a new purpose but only supplement the project.

If it is absolutely essential for the youth leaders' activities or stay, you can apply for funding for the necessary language teaching.

In some cases, a youth leader exchange can be eligible for credit transfer at Danish educational institutions as a kind of internship. It is your responsibility to contact your institution if you wish to look into the possibilities of accrediting the youth leader exchange in connection with your course. Be aware that your educational institution will probably need to approve the youth leader exchange before you leave.

## ADMINISTRATION AND REPORTING

You need to submit a joint report from the two involved organizations, where the youth leaders' own evaluations are enclosed as appendices.

Monitoring and evaluation take place at two levels: youth leaders need to complete an independent evaluation of the exchange, while the collaborating organizations are responsible for the overall monitoring and final evaluation and report on the exchange.

Forms for reporting and financial statement can be downloaded via [duf.dk/skemaer](http://duf.dk/skemaer).

The deadline for submitting the reporting and financial statement is 3 months after the exchange is finished.



# NETWORK ACTIVITY

## PURPOSE

Network activities provide an opportunity for the partner organization or both partners to develop their capacity by taking part in professional network activities at local, regional, national or international level. Network activities may for instance be professional meetings, congresses, seminars, conferences or knowledge exchange seminars, and you can participate in network activities in your own country or abroad.

## REQUIREMENTS

The following requirements need to be met to receive funding for network activities:

- You need to have an active partnership, meaning that within the last two years, you must have conducted activities together, either with funding from DUF's international pool, CISU, Danida or equivalent, or funded by the organizations themselves.
- Partnership activities must live up to the purpose of the pool.

Further, the partnership needs to clarify and describe the following, which also needs to appear from the application:

- The purpose of the network activity and how participation increases the partner organization's - and possibly the Danish organization's - professional or organizational capacity, as well its possible contribution to new collaboration between the partnership and other players.
- How the participants in the network activity intend to convey knowledge and learning to their organizations. You can also apply for funding to disseminate knowledge about the activity in the partner organization.

You need to enclose a description of and programme for the activity in the application.

Participants in the network activity must represent the Danish organization and the partner organization, and you need to describe how you plan to ensure that the participants can contribute to meeting the purpose of the activity.

Network activities can be applied for on an ongoing basis, and you can expect a reply no later than 4 weeks after submitting the application to DUF, excluding July and December.

## FUNDING

A network activity can be funded with up to DKK 50,000. The pool can fund the participation of up to three people.

Funding covers travel expenses (locally and internationally), insurances, visa, board and lodging, vaccinations, participant fee if relevant, pocket money during stays abroad and accountability. Expenses for board and lodging cannot exceed the government-regulated daily allowance for the country in question. You can also apply for 7% of the total project costs to cover administration.

As a rule, only one network activity can be funded per partnership per year. You can apply for funding for a network activity concurrently with ongoing project activities in your partnership.

## ADMINISTRATION AND REPORTING

The network activity needs to be evaluated and a short report must be submitted to DUF. You must also submit a separate financial statement for the network activity. Forms for reporting and financial statement can be downloaded via [duf.dk/skemaer](http://duf.dk/skemaer).

The deadline for submitting the reporting and financial statement is 1 month after the network activity is finished.



# ENGAGEMENT ACTIVITY

## PURPOSE

The purpose of the engagement activity is that you, based on your knowledge about and experience from the local context and international development work, can inform and involve more children and young people in Denmark.

The engagement activity may be in the form of written material, talks, sound, images, theatre or other forms of expression and can include a culture meeting, for instance with representatives from a partner organization visiting Denmark. You can, e.g., apply for funding to develop podcasts, photo exhibitions, talks or film screenings. Only your imagination sets the limits.

## REQUIREMENTS

To be eligible to receive funding for an engagement activity, the following requirements must be met:

- The engagement activity must be linked to an active partnership, meaning that you must have conducted activities with funding from DUF's international pool within the last two years.
- The engagement activity must aim to engage a wider target group in Denmark than in the member organization's own support base.

In the partnership, you need to clarify and describe the following, which should appear from the application:

- The purpose of the engagement activity, including why the activity is relevant, who the target group is and what change you aim to create.
- How your knowledge and experience from your collaboration can be brought into play in the engagement activity.

Engagement activities can be applied for once a year – the deadline is 1 September.

## FUNDING

You can apply for the engagement activity concurrently with ongoing projects in the partnership. The engagement activity can receive grants up to DKK 20,000.

Grants cover necessary and reasonable expenses in connection with the engagement activity, including any travel expenses on economy class (internationally and locally), insurances, visa, board and lodging, necessary vaccinations, evaluation and budget margin. If you apply for funding to cover the travel expenses of more than two people from the partner organization, DUF encourages your organizations to cover part of them yourselves.

## FUNDING CANNOT BE GRANTED TO

- The general communication of member organizations to their support base, e.g. newsletters, social media and website.
- Collections and activities that primarily target fundraising for the member organization, PR campaigns or campaigns of a political nature.
- Administration of activities.

## ADMINISTRATION AND REPORTING

The engagement activity must be evaluated, and you need to submit a brief report to DUF, including a separate financial statement. Report and financial statement forms can be downloaded via [duf.dk/skemaer](http://duf.dk/skemaer). Deadline for submitting the reporting and financial statement is 1 month after the activity is finished.



# 7 HOW YOUR PROJECT IS EVALUATED

When you apply for DUF's international pool, there are a number of requirements and rules that you and your partner need to live up to in order to be eligible for funding.

This chapter goes over the process from you submit your application until we inform you of whether you have received the grant. This description of the evaluation parameters will give you an idea of what DUF's secretariat and international grant committee emphasize when processing your application.

## DUF'S PROCESSING OF APPLICATIONS

When DUF receives your application, you will get a receipt via e-mail. Subsequently, one of DUF's international consultants will go over the application and write a professional evaluation to the international grant committee, which has the authority to approve the grant.

The committee meets up four weeks after each application deadline to process the submitted applications and evaluate whether the projects are eligible for funding. The committee's decision is final.

After the committee meeting, you will receive a written reply in the form of either a grant or refusal letter with the committee's comments on the application and advice for moving forward.

No later than six weeks after the application deadline, you can expect a reply from DUF

## GET HELP IF YOUR APPLICATION IS TURNED DOWN

If your application is turned down, you will be offered a counselling meeting with one of DUF's international consultants, where you have the opportunity to receive further comments on the rejection and discuss the possibilities of adjusting the project so you can move on with your partnership.

regarding whether or not your project has been accepted.

## DUF'S INTERNATIONAL GRANT COMMITTEE

The committee is appointed by DUF's board and refers to it. It consists of representatives from DUF's member organizations. In accordance with DUF's common rules regarding incapacity, a member of the committee must not be present when an application from their own member organization is being processed.

## HOW THE APPLICATION IS EVALUATED

The committee bases its evaluation on six different parameters rooted in the described purpose and requirements of the pool.

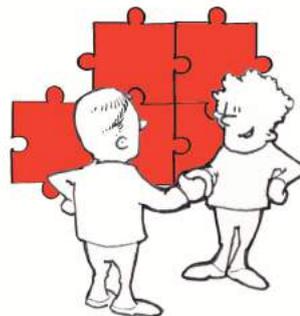
It is important to stress that your application will always be evaluated in its entirety, meaning that lacks in the application may be made up for by stronger aspects. The international grant committee emphasizes the experience level of the partnership, requirements therefore increase with the duration of the project and the funding applied for, just as experiences and capacity will be included in the evaluation.

## PRIORITIZATION OF APPLICANTS

If DUF's international pool cannot fund all projects, we prioritize project applications that are deemed to have strong public support at the expense of project applications with weaker public support. The prioritization principle only applies if there are not sufficient funds in the pool.



# THE SIX EVALUATION PARAMETERS



## 1 DOES THE PROJECT FALL WITHIN THE PURPOSE OF THE POOL?

Initially, DUF's international grant committee will evaluate whether the project falls within the purpose of the pool.

Does the project contribute to strengthening the capacity of youth organizations and their ability to gain influence on their societies? This also entails whether the project contributes to increasing young people's influence on and part in the development of democratic organizations and societies in the partner countries.

## 2 COHERENCE, RELEVANCE AND RESULTS OF THE PROJECT

The project is evaluated on the basis of the interplay between organization development, activities for children and young people and advocacy in relation to meeting the project goals. Here, it is important that the project is conceptually strong and shows coherence between context and problem analysis, goals and overall strategy and activities.

The committee also evaluates the choice of target group, relevance for the target group, relationship between target group and partner organization and inclusion of the target group in the project.

## 3 ARE THE CROSS-CUTTING REQUIREMENTS MET?

This evaluation focuses on whether the project lives up to the cross-cutting requirements of the pool. To what extent does the application analyse the conditions for children and young people's influence, voluntarism and gender equality? How do the analytical conclusions link to the project goals and activities?

## 4 CAPACITY AND EQUAL PARTNERSHIP

Here, the committee focuses on whether the partnership has the capacity and needed experience in the professional for the project to achieve its goal. Is there cohesion between the project and the daily work of the organization? Is the collaboration and distribution of responsibility based on an equal partnership, and to what degree do children and young people have influence on the decisions in the organization? Have both organizations contributed to the project design?

## 5 COST EFFICIENCY

Here, the committee evaluates whether the project costs are reasonable in relation to the scope of the target group and project, expected results and extent of the voluntary effort. The committee also evaluates whether the budget is transparent and accounts in detail for what the individual budget posts cover.

## 6 SUSTAINABILITY AND LONG-TERM EFFECT OF THE PROJECT

Here, the committee evaluates the plans for completing the project and the likelihood that the project will generate lasting results and improvements for the target group - changes that will last when the project funding stops.

The evaluation emphasizes how the partnership gathers learning and experience over the course of the project, ensures the effect of the project and contributes to the development of future projects.

The sustainability of the project is evaluated in relation to its character, scope and objectives.



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# 8 APPROVED FOR FUNDING

## When you receive a grant from DUF, you have to meet a number of formal requirements.

When you have been approved for a grant, you need to sign a contract with DUF and revisit the administrative project requirements, which you are obligated to meet in relation to DUF and – ultimately - Danida.

### **BEFORE PROJECT START: SIGN THE CONTRACT**

Before you can receive funding for your project, the Danish organization needs to sign a contract with DUF.

The contract and application must be signed by a person from the Danish organization who is authorized to sign.

The reason for this is that the Danish organization which is a member of DUF takes on legal and financial responsibility for the project funding and its correct use. By signing the contract, the organization becomes obligated to:

- Implement the project in accordance with the aim described in the grant application and live up to DUF's guidelines, the anti-corruption clause passed by the Danish Ministry of Foreign Affairs, DUF's anti-corruption codex and the finance manual.
- Ensure that the partnership organization is familiar with and lives up to the same requirements and guidelines.

Before you create your budget and upload your application to duf.dk, you must have an agreement in place with an accountant to audit the financial statement.

### **FINANCIAL MANAGEMENT AND ACCOUNTANCY**

DUF's finance manual goes over all requirements for budgets, financial management and accountancy. You are obligated to ensure that:

- The financial procedures are adequate and secure
- You conduct responsible, continuous internal financial management

It is your responsibility as an organization that your accountant and your partner's (if they have one) are informed about DUF's guidelines, finance manual and Danida's accountancy instructions.

The accountancy instructions can be downloaded via duf.dk and are available in English.

For projects with grants up to DKK 50,000, accountancy can be carried out by a non-professional accountant or financial manager who works in your organization. You can also apply for funding to have projects up to DKK 50,000 audited externally.

For projects with funding between DKK 50,000 and 500,000, the financial statement must be approved by a registered accountant and live up to the Danish Ministry of Foreign Affairs' guidelines for projects under DKK 500,000. For projects over DKK 500,000, the accountancy instruction for projects over 500,000 must be followed. See more at duf.dk.

Remember to allocate funds for accountancy in your budget, no matter if you choose to use DUF's accountant or someone else.

### **GRANT PAYMENT**

When you have signed the contract and returned it to DUF, you will be paid 80% of the granted amount. You need to set up a separate project bank account into which the money will be paid.

For grants up to DKK 50,000, the entire amount will be paid out at the beginning of the project.

- Bookkeeping and accounts are in accordance with the requirements.

You can ask DUF's international consultants for advice and guidance for financial management and accountancy during your project.

## **DURING THE PROJECT**

When you have received the grant, you can begin implementing your project, starting out from the partial plans you have described in your application.

It is a requirement that your partner organization is responsible for the day-to-day project implementation, but the Danish organization is main responsible for monitoring the progress and finances of the project.

The application is your guideline, but you cannot count on everything playing out exactly as planned in practice. DUF recommends that you monitor the project implementation on an ongoing basis, allowing you to decide if adjustments are needed and to gather relevant knowledge which you can use for the remaining project period or later on in the partnership.

Pilot and partnership projects need to submit a midterm status to DUF halfway through the project period and take part in a meeting with DUF's international consultants. The midterm evaluation form can be found at [duf.dk](http://duf.dk).

## **RULES FOR CHANGING THE PROJECT**

- If significant changes are necessary in relation to the original project plan and budget, you must contact DUF to have them approved.
- If you want to make budget changes, DUF must approve these before you use the funds. Remember that the budget margin can only be used for already approved activities. The budget margin cannot cover new activities or wages. See the finance manual for rules on budget changes.
- Transparency and openness are a requirement during the project.
- You are obligated to contact DUF immediately if you suspect any irregularities or misuse of power or means in connection with the project implementation.

- DUF can request information at any time regarding the budget or accountancy status of your project.

## **BY THE END OF THE PROJECT**

When the project is finished, you need to arrange a joint evaluation and submit a brief report to DUF. The report is completed in a standard form which can be downloaded via [duf.dk](http://duf.dk).

Together with the report, you need to submit the financial accounting for the project as well as a financial statement.

The financial accounting and financial statement are completed in DUF's standard forms which can be found via [duf.dk](http://duf.dk). Remember that you can use the finance manual and receive advice regarding finances and accountancy.

## **FINISHING THE PROJECT**

When DUF has received your report and financial statement, you will get a confirmation of receipt via e-mail. Subsequently, DUF's international consultants will go over the documents and check that all requirements are met. We may have further questions regarding the report or financial statement. Usually, you can expect to hear from us within 30 days.

When the project report and financial statement have been approved, you will receive a letter of conclusion with comments on the final report and financial statement. After this, any due funding will be paid out or you will be asked to return unused funds to DUF.

Partner identification, preparatory study, partnership development and network activities will now be concluded.

For pilot projects, partnership projects and youth leader exchanges, the final conclusion of the project will not take place until volunteers from the project group have participated in one of DUF's biannual compulsory evaluation meetings. See dates for the meetings at [duf.dk/arrangementer](http://duf.dk/arrangementer).

# 9 PROBLEMS AND IRREGULARITIES

A grant comes with responsibilities. The funding needs to be spent suitably, and as a Danish organization, you have a great responsibility to protect your partnership organization, volunteers and, especially, any employees against errors and corruption.

If you have any reason to suspect that corruption or other irregularities, such as theft or fraud, take place during the project, you must contact DUF immediately. We will then provide confidential guidance on how to report your suspicion to DUF, and how to address the issue – or, in the worst-case scenario, terminate the collaboration.

In cases of suspected corruption or other irregularities in connection with a grant from DUF's international pool, DUF is obligated to report this to the Danish Ministry of Foreign Affairs.

DUF works actively to prevent offensive behaviour and ensure that international projects are safe and non-discriminatory for everyone, regardless of gender, sexual orientation, race, ethnicity, age, disability, religion and faith. This also means that DUF has a zero-tolerance stance towards offensive behaviour, including harassment, exploitation and abuse of a sexual or other nature. DUF expects that all partnerships work actively to prevent that any offense takes place.

If you have any reason to believe that co-volunteers, project employees or members of your target group have been exposed to offensive behaviour, we urge you to contact DUF's counselors or submit an anonymous report via [duf.dk](mailto:duf.dk).

You must immediately contact DUF's international consultants if you suspect that grave irregularities are taking place on your project. DUF's international consultants also offer advice on what you can do to prevent misuse of finances and power.

When you sign a contract with DUF, the Danish member organization, as the receiver of the grant, assumes responsibility for complying with the corruption clause stipulated by the Danish Ministry of Foreign Affairs:

*“No offer, payment, consideration or benefit of any kind, which could be regarded as an illegal or corrupt practice, shall be made - neither directly nor indirectly - as an inducement or reward in relation to tendering, award of the contract, or execution of the contract. Any such practice will be grounds for the immediate cancellation of this contract and for such additional action, civil and/or criminal, as may be appropriate. At the discretion of the Danish Ministry of Foreign Affairs, a further consequence of any such practice can be the definite exclusion from any tendering for projects, funded by the Danish Ministry of Foreign Affairs.”*

*“The parties agree to actively prevent sexual exploitation, abuse and harassment, and to ensure, in the best possible way, that the intervention is carried out in an environment free of all kinds of exploitation, abuse and harassment, sexually or otherwise, especially in the case of particularly vulnerable groups.”*

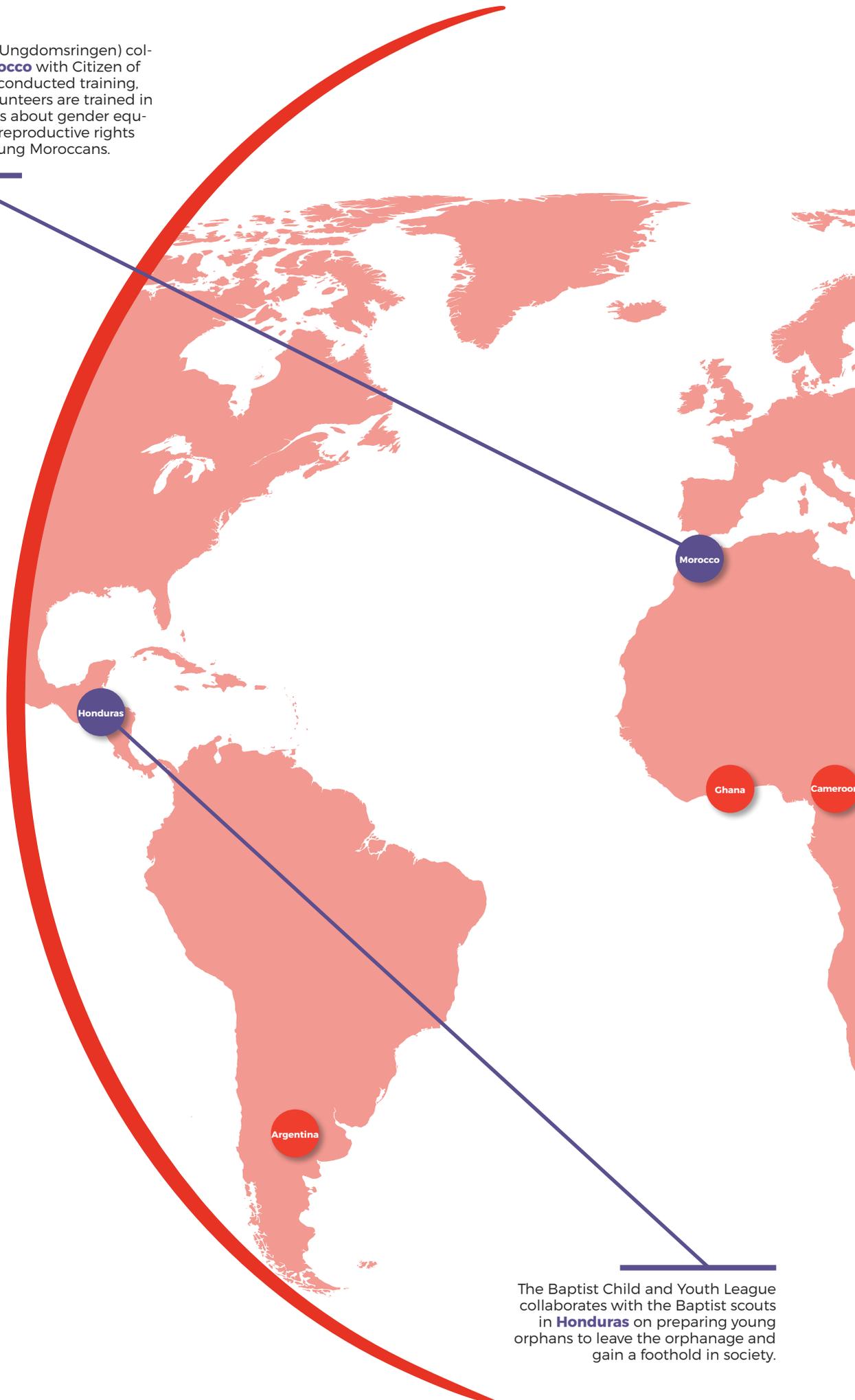
## DUF'S ANTI -CORRUPTION CODEX

Before you start your project, the involved parties must be informed about DUF's anti-corruption codex to which all grants from DUF's international pool are subject. The anti-corruption codex can be downloaded via [duf.dk](http://duf.dk).

The anti-corruption codex contains a detailed description of the procedures that are initiated in the event of suspected fraud and corruption.

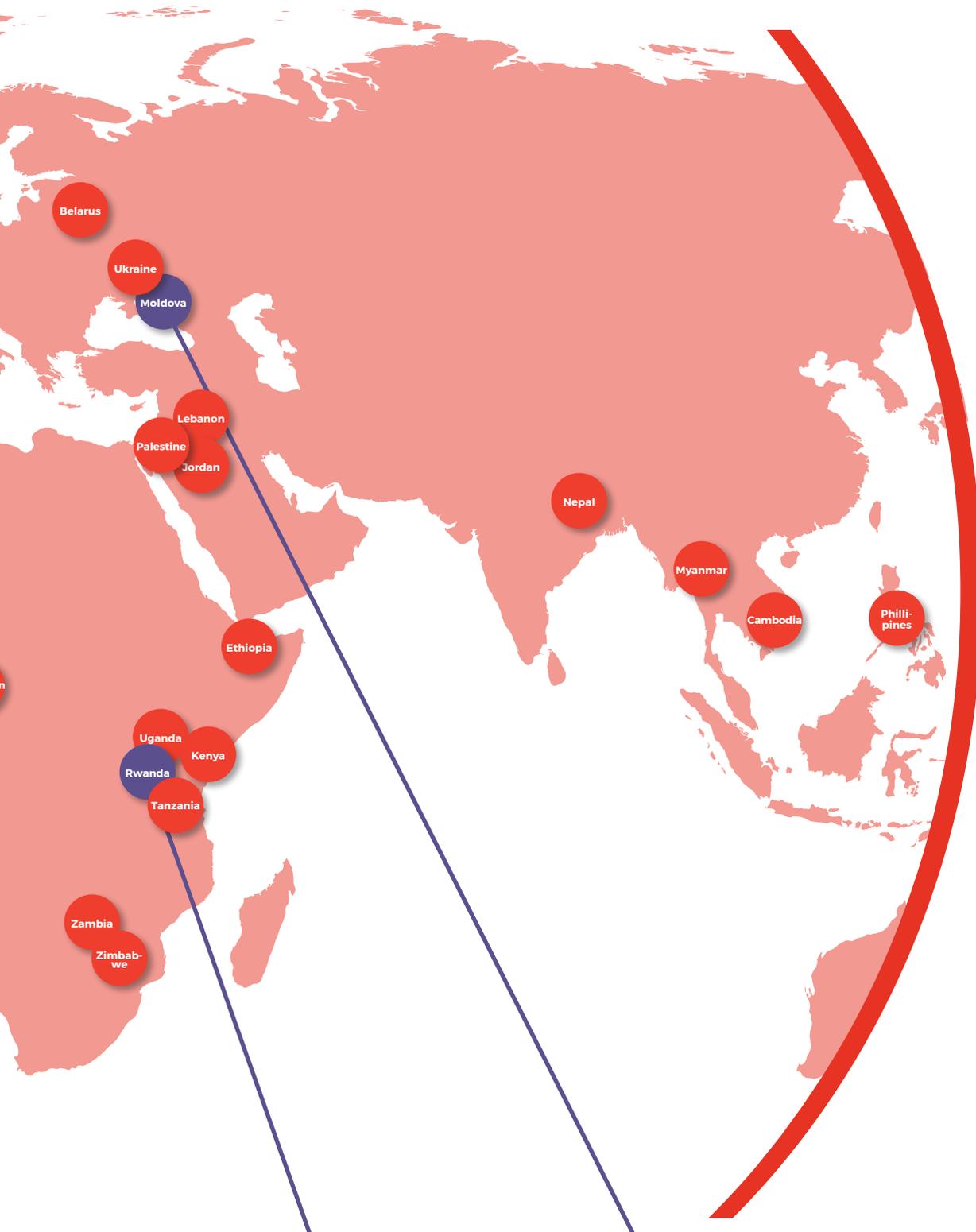


The Youth Ring (Ungdomsringen) collaborates in **Morocco** with Citizen of Street on youth-conducted training, where young volunteers are trained in raising awareness about gender equality, sexual and reproductive rights and rights for young Moroccans.



The Baptist Child and Youth League collaborates with the Baptist scouts in **Honduras** on preparing young orphans to leave the orphanage and gain a foothold in society.

# DUF ENGAGES YOUNG PEOPLE IN ASSOCIATIONAL LIFE AND DEMOCRACY ACROSS THE WORLD



IMCC has, in collaboration with **Rwandan** medical students, developed methods for conducting sex education that are now being introduced into the public school system by the authorities.

Silba – Initiative for Dialogue and Democracy – has, in collaboration with CREED, established a youth centre driven by young people in **Moldova**, where other young people are trained in the subjects of civil society, volunteer culture, freedom with responsibility, etc.

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International Development, Danish Youth Council

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DUF is an umbrella and interest organisation including 80 national children's and youth organisations. We work to promote children and young people's participation in associational life and democracy.

See and download the guidelines at [duf.dk](http://duf.dk)

