



THE LITTLE GUIDE FOR

INTERNATIONAL PROJECTS



Table of contents

DUF's international pool in brief	4
What is a partnership?	6
From idea to project	8
How do you create change?	10
What can you apply for funds for?	12
Project type partner identification	14
Project type preparatory study	15
Project type pilot project	16
Project type partnership project	18
Project type youth leader exchange	20
Project type partnership development	22
Project type network activity	23
Get an overview of your project finances	24
Checklist: Have you remembered it all?	26



DUF's international pool in brief

DUF's international pool focuses on creating positive and concrete change for youths all over the world. This is done by strengthening democratic youth organizations and by giving young people the means to affect their societies.

Why should my organization start a partnership within DUF's international pool?

Through DUF's international pool, youth organizations can help strengthen democratic communities for young people across the globe. In this way, young people may get a better understanding of what democracy entails - even in societies where democracy is not the prevailing form of government.

The pool also supports projects that give young people the opportunity to participate in and influence their societies. This help establish young people as change agents that can affect their societies in a democratic direction.

By doing this, the pool supports projects that strengthens democracy both as a way of life and as a form of government.

When you apply for DUF's international pool, both the Danish member organization, the partner organization, and the project must meet a specific set of requirements. These requirements will be explained briefly in this guide. You can find a more detailed explanation here:

- Guidelines for DUF's International Pool
- Financial Guidelines for DUF's International Pool
- Guide to youth leader exchanges

Find all three documents here: duf.dk/guidelines

A project supported by DUF's international pool will also contribute toward the 17 UN Sustainable Development Goals.



What is a partnership?



DUF's international pool is available for projects in countries on the DAC-list. The DAC-List of ODA Recipients, maintained by the World Bank, lists all the countries that qualifies for official development aid.

All DUF's Danish member organizations can apply for a grant from DUF's international pool if they wish to enter into a partnership with one or more organizations from the global south.

Who can apply to DUF's international pool, and what does a partnership look like?



There are five requirements for a partner organization:

1. It must be an organization or association whose work is based on democratic principles.
2. Its work must not be discriminatory.
3. The organization must have children and young people as its target group.
4. It must have the capacity to see a project all the way through to its completion.
5. It must be a non-profit organization.

Did you know that projects supported by DUF's international pool:

- are developed jointly within your partnership?
- are applied for by the Danish member organization on behalf of the partnership, who is also financially responsible for the project?
- are implemented and managed on a day-to-day basis by the partner organization on behalf of your partnership?



From idea to project



REPORTING AND COLLECTING LEARNINGS

At the conclusion of a project, you must evaluate it to document the changes you have made. You can use the knowledge and learnings gained here in the next phase of your partnership. This may help you continue using the elements of your project that worked well while adjusting the elements that did not work as well.



PROJECT IMPLEMENTATION

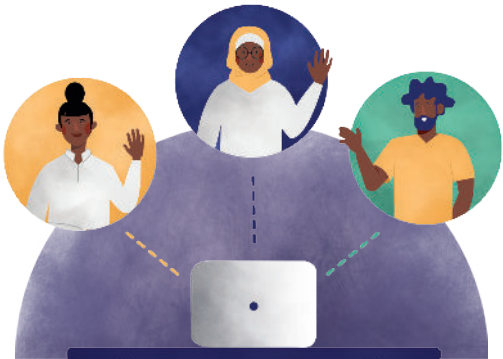
When your application has been approved and the Danish member organization has signed a grant agreement with DUF, the project can begin. You can find a project example on page 16 Project type pilot project.

START



IDEA

Many things happen when you go from idea to application. Here, you will explore the changes you wish to create and the problems you seek to solve.



CONVERSATION WITH YOUR PARTNER

Together, you can explore your target group's problems and needs. You can use DUF's problem tree to help you. Find the problem tree at duf.dk/problemtree.



GUIDANCE FROM DUF

Remember that DUF's consultants are always ready to help you and give feedback on your application during the writing process.



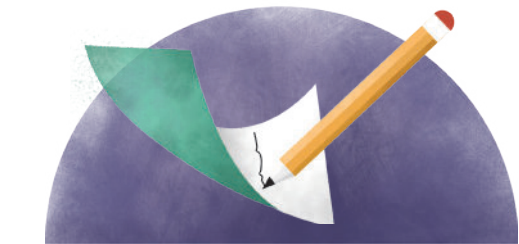
WRITE THE APPLICATION

During the exploration of what your project should be about and who it should create change for, it is important that you collaborate closely with your partner organization. Therefore, it is essential that you write the application together.



APPLICATION IS ASSESSED BY DUF'S GRANTING COMMITTEE

The international granting committee is made up of volunteers representing a wide selection of DUF's membership or organizations selected by DUF's board. The granting committee meets after each application deadline to assess all incoming applications. They then decide whether an application should be approved, conditionally approved, or turned down.



CONDITIONAL APPROVAL: THE APPLICATION IS ADJUSTED AND THE GRANT IS APPROVED

If your application receives a conditional approval or is turned down by the granting committee, you can get help adjusting the application from DUF's consultants so you can reapply. If the project application is turned down, the Danish project group will also be offered a consultation with your consultant and a representative of the granting committee.

How do you create change?

THE CHANGE TRIANGLE

The three elements of the change triangle give value to each other, and by integrating them in your project, you ensure a good balance in your activities.

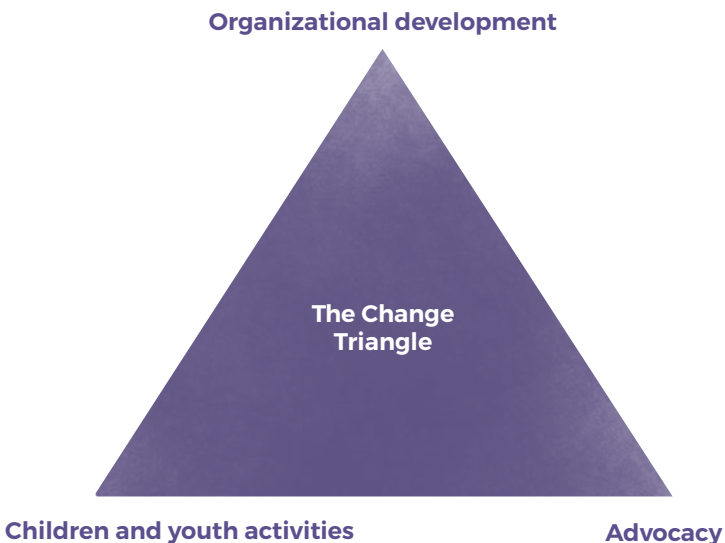


With a good balance, you will increase the likelihood of your project creating lasting, positive change in your organizations, in society, and among the children and youths you work with.

Organizational development can, e.g., be working with recruitment and retention of volunteers, ensuring equality among the organizational roles of responsibilities, or making the decision-making processes of the organizations more democratic and open.

Children and youth activities are specific activities you create during your project. The activities in a project can, e.g., be a seminar on youth training, scouts meetings where you try out new activities, or initiating mentorship courses at local schools.

Advocacy is about actively affecting decisions in society as part of creating change through your project. You can do this by informing those who make decisions or who has influence on the decision-making processes. Advocacy can be collaborating with school management on a better framework for youth-to-youth training or creating a campaign on the electability of young people.



THE CROSSCUTTING REQUIREMENTS

To ensure the change you wish to make lives up to the purpose of the pool, DUF has three crosscutting requirements that must be met by your project.



Children and young people's influence, participation, and rights

Children and young people are an important resource in society, yet, they are often ignored, marginalized, or without influence. For that reason, you must ensure that your project strengthens children and young people's rights, their active participation, and their influence.



Volunteerism

Volunteerism fosters social responsibility and engagement which make up the foundation for any democracy. Therefore, you must make sure your project establishes a good framework for volunteerism and the role of the volunteers.

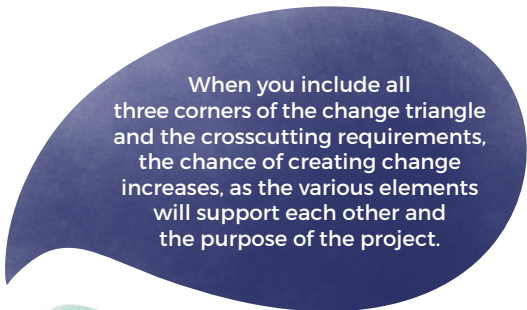


Gender equality

Equal opportunity for men and women is an important element of any democracy which is why you must explore what barriers exists for both genders.



How do we create change for children and young people with our project?



When you include all three corners of the change triangle and the crosscutting requirements, the chance of creating change increases, as the various elements will support each other and the purpose of the project.

What can you apply for funds for?

What project types can we apply for through DUF's pool?

There are seven project types that are usable in various stages of your partnership.

Often, you will start with a **partner identification**, which focuses on getting to know each other's organizations in your partnership and figuring out whether you are a good match.

When you have gotten to know each other, you can start a **preparatory study** where you can develop your project idea together. After a partnership project, you can also apply for a preparatory study and use it to explore the opportunities of opening new avenues for your partnership.

In a **pilot project**, you can test your new project idea on a smaller scale while strengthening your partnership.

With a **partnership project**, you can create a larger project, which again may create larger change in your organizations or in your target group.

You can also strengthen your partnership- or pilot project by getting full time volunteers attached through a three to twelve month **youth leader exchange**.

By applying for a **partnership development**, you get the opportunity to arrange activities that may develop your partnership and renew your partnership's visions.

The partner organization will also be able to get new experiences and knowledge by participating in a **network activity**.



The project type

Partner identifi- cation

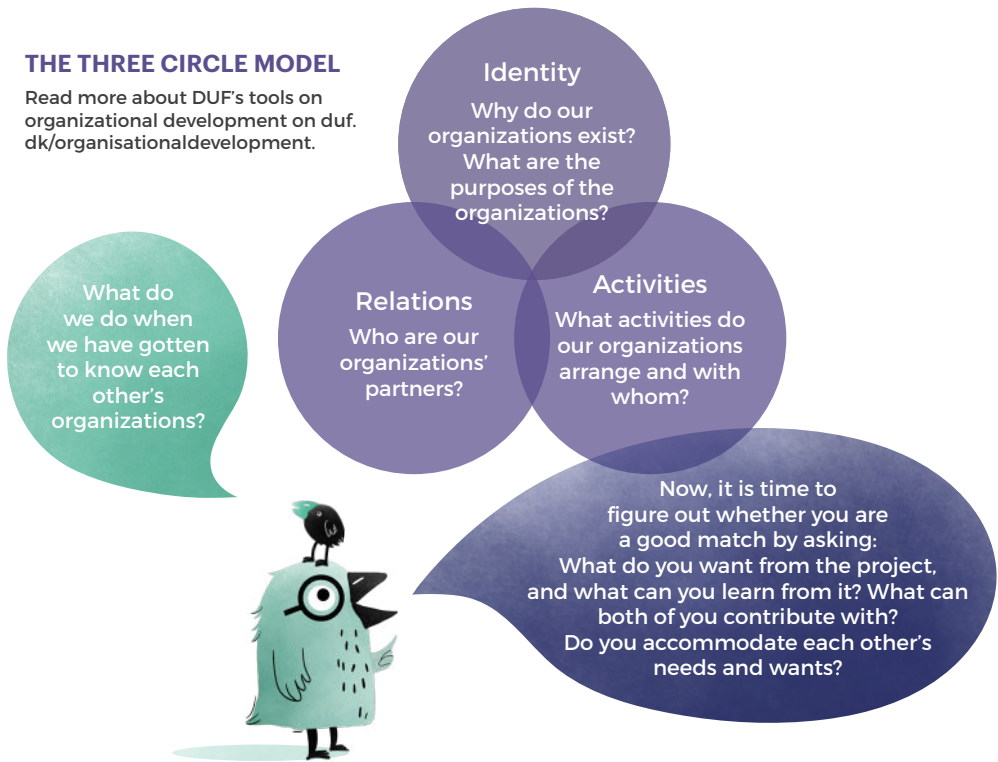
Read more in the Guidelines for DUF's International Pool, page 31.

PURPOSE

During a partner identification, the Danish member organization can meet with one or more potential partners. Here it is important to ask the right questions if you want to get to know each other's organizations and figure out whether you are a good match. You can use the Three Circle Model as a conversational tool.

THE THREE CIRCLE MODEL

Read more about DUF's tools on organizational development on duf.dk/organisationaldevelopment.



Likewise, it is also important to establish an equal partnership. You may do this by discussing what values your organizations have, what roles the volunteers fulfill, how you share the responsibility, and how you make decisions.

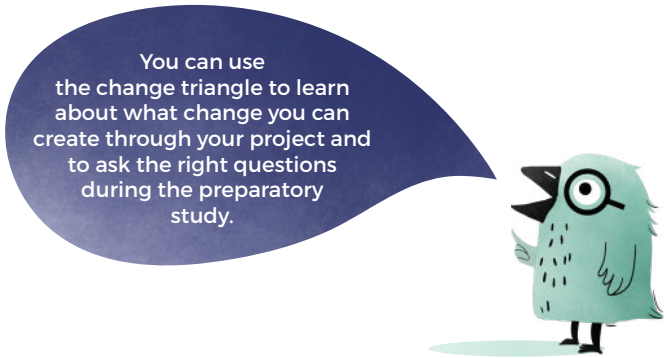
Remember that both the Danish member organization and the partner organization must learn from the partnership. You may want to talk about what your strengths are, and what you can learn from each other.

REQUIREMENTS

Application
+ budget
+ program

PURPOSE

A preparatory study allows you to work on your idea and explore the context of your project. It may also give you the knowledge or tools needed to complete a large project.



Organizational development

How do you relate your project to development and capacity building in the organization?

How can capacity building lead to improved children and youth activities or better advocacy?



Children and youth activities

How will the activities of your project help increase children and youths' participation and influence?

How do the activities of your project support the change you wish to create?

Advocacy

How can you improve children and youths' rights in your project through advocacy?

How can advocacy strengthen the organization's support and capacity?

The project type

Preparatory study

Read more in the Guidelines for DUF's International Pool, page 32.



REQUIREMENTS

Application
+ budget
+ program

Pilot project

Read more in the Guidelines for DUF's International Pool, page 33.

REQUIREMENTS

- Application
- + budget
- + timetable

PURPOSE

A pilot project is a minor project lasting no more than a year. It is useful for new partnerships, but it can also be used by more experienced partnerships to try out new activities and methods or to arrange larger activities such as seminars or scout camps.



PROJECT START

A pilot project can take many forms and shapes, but in this project example, a partnership seeks to strengthen young people's democratic participation at three schools in Kenya. The purpose is to let the students influence the decisions that affect their everyday life at the schools.



The members of the organization in Kenya train volunteers in democratic procedures and elective processes.



The student councils collaborate with their headmaster and teachers on better student-involvement.



The councils ask and listen to the students' needs at their schools. Then, they start up new initiatives.



The new student councils are elected at all three schools.



Elections are held for student councils at the three local schools.



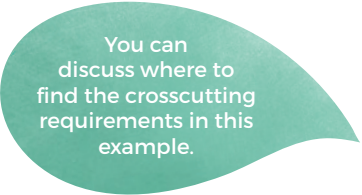
Visiting the project: The Danish partner is invited to a workshop where they exchange experiences on student-involvement.



Evaluations of the councils and the students' experiences of being included in the decision-making process at the schools.



The experiences from the pilot project are used for the application for a partnership project.



The project type

Partnership project

Read more in the Guidelines for DUF's International Pool, page 34.

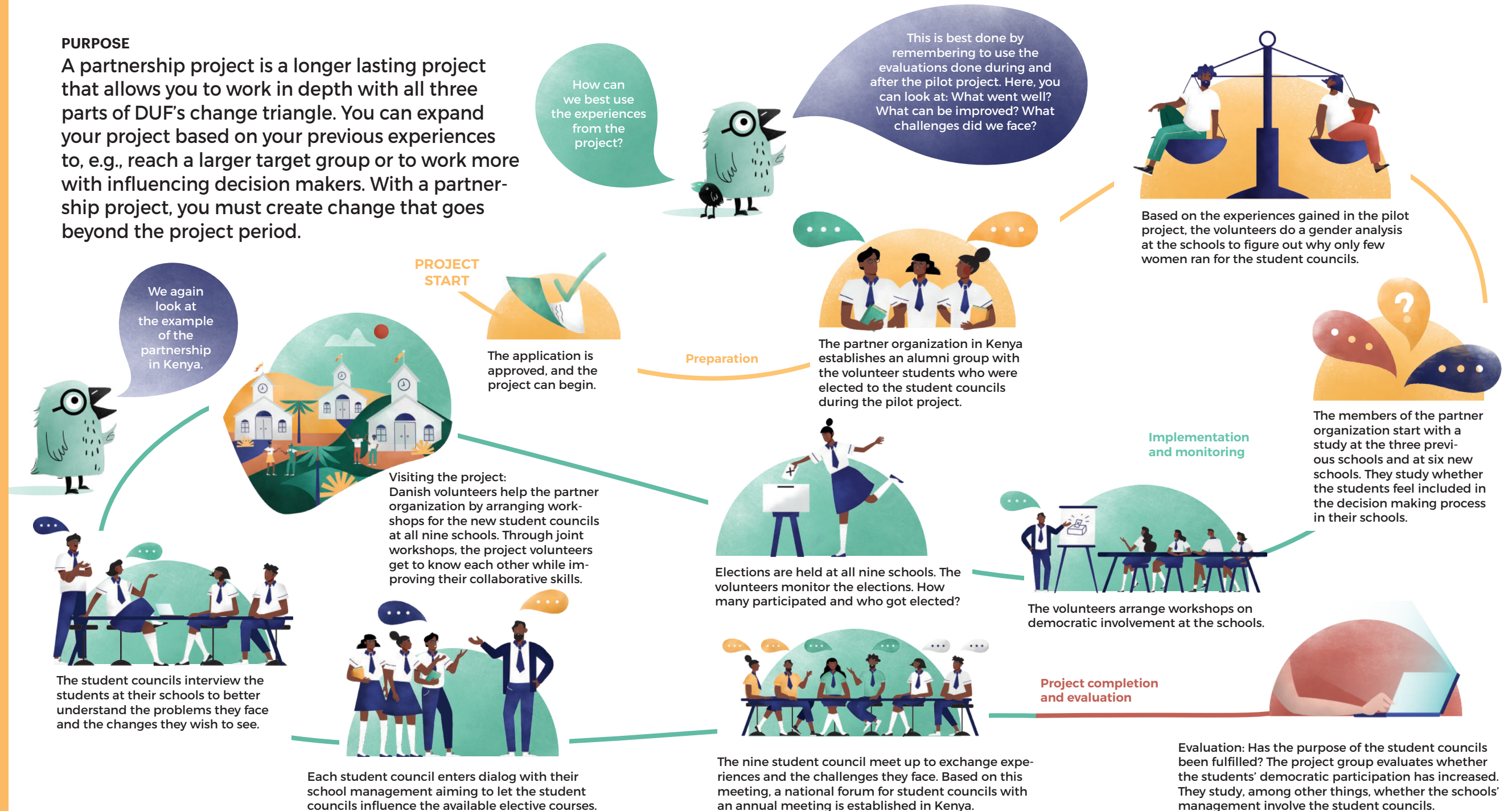
PURPOSE

A partnership project is a longer lasting project that allows you to work in depth with all three parts of DUF's change triangle. You can expand your project based on your previous experiences to, e.g., reach a larger target group or to work more with influencing decision makers. With a partnership project, you must create change that goes beyond the project period.



REQUIREMENTS

- Application
- + budget
- + timetable and plan of implementation
- + cooperation agreement



Youth leader exchange

Read more in the Guidelines for DUF's International Pool, page 38.

- REQUIREMENTS**
- Application
 - + budget
 - + timetable
 - + job description
 - + a draft of the contract

PURPOSE
With a youth leader exchange, you can have fulltime volunteers attached to your project. This allows you to strengthen your collaboration and create a greater sense of partnership.



The first thing to happen is that both organizations select the young volunteers that will work as youth leaders for three to twelve months.



Then, the exchange is kicked off with a meet-up in Denmark where all the youth leaders meet the Danish organization and participate in DUF's youth leader course.



During the youth leader exchange in the partner country, the youth leaders support the partnership and the project through various activities. This could be workshops, gathering knowledge on the target group, or networking activities with relevant decision makers.



At the end of the exchange, the youth leaders evaluate their experiences and learnings together with their organizations. DUF also invites the youth leaders to an evaluation session to ensure a good end to their exchange.

The project type

Partnership development

Read more in the Guidelines for DUF's International Pool, page 37

Why could it be a good idea to apply for partnership development?

PURPOSE

A partnership development is a chance to develop or learn more about your partnership. This can e.g. be to develop or renew your visions, do workshops on project- or financial management, or to create a partnership strategy.



In a partnership development, you can create a partnership agreement with a clear framework for the partnership. See DUF's tool at duf.dk/partnershipagreement.



In case of disagreements in the partnership, it is a good idea to find a solution together. You can use the conflict staircase as a tool.



You can also use the WWF partnership toolbox to reflect on your partnership. See duf.dk/internationaltoolbox

Sometimes, it can be a good idea to stop up and work on your partnership. This could be when you wish to create new visions for the partnership or when you are facing challenges or frustrations in the partnership.

Can you compare a partnership with a friendship?

Yes, you can.
Just like in a friendship, it is a good idea to make decisions and take responsibility together. This can be furthered by working on communicating with and understanding each other and by deciding on the framework of your partnership together.

REQUIREMENTS

Application
+ budget
+ program

PURPOSE

A network activity allows the partner organization the opportunity to participate in networks locally, regionally, or internationally.

When you apply for a network activity, it is a good idea to consider what preparations should be made before departure.

It is also important that you have a plan for how the knowledge you have gained can both benefit the project and the organizations.

The most important part of a network activity is that it helps your project grow through new knowledge or insights in new ways to work. This could be the partner organization participating in the Danish member organization's general assembly to see how democratic general assemblies can be held.

Examples of networking activities...



A general assembly in Denmark where the partner organization participates.



Participating in a large international scout camp.



A professional conference with the partner organization's sister organizations.

During the activity, you will often be taught many new things and get to know many new people.

The project type

Network activity

Read more in the Guidelines for DUF's International Pool, page 40.

REQUIREMENTS

Application
+ budget
+ program

Get an overview of your project finances

As part of a new project, you must make a budget where you indicate how much money you will use on your planned activities. With a realistic and detailed budget, you ensure that you have the necessary funds to see your activities through to the end. See pages 6-13 in the Financial Guidelines for DUF's International Pool.

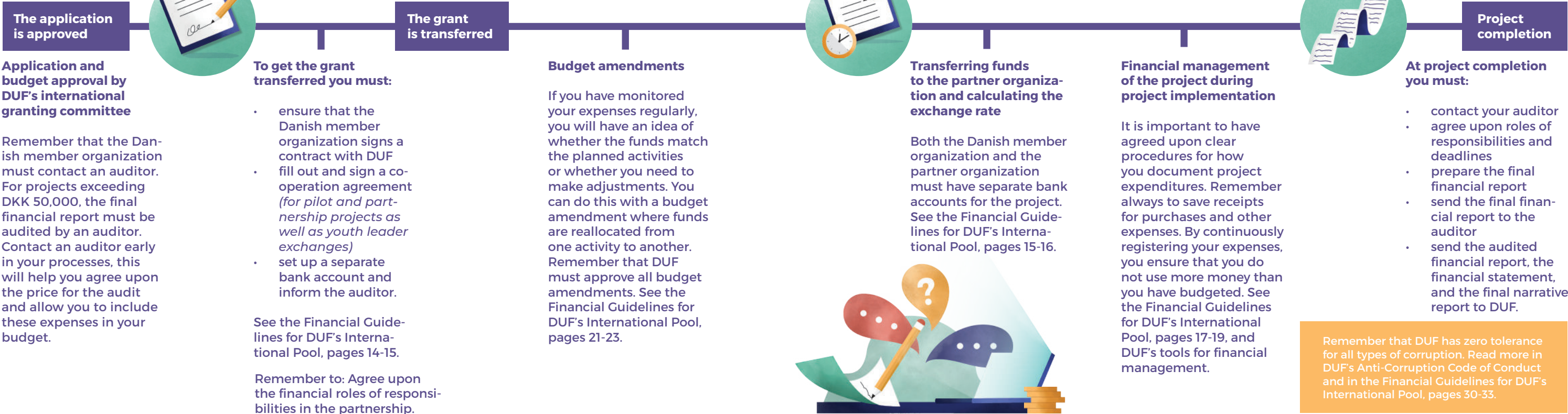
DUF recommends that you read the Financial Guidelines for DUF's International Pool together, and that you write up a document with a division of tasks and responsibilities. It is important to share the responsibility for the project finances between the project partners to ensure the project funds are spent as they should be and to safeguard yourself against suspicions of fraud.

See the Financial Guidelines for DUF's International Pool, page 20.

Activities and finances go hand in hand. For this reason, you should ensure that you have the necessary funds to execute your activities by using a detailed budget. Then, you can adjust the expenses of the project activities through financial management and regularly follow up on the budget. In this way, you can present the financial result of the project through the final financial report.

The final financial report must document the project expenses in comparison to the expected costs when you applied for funds for the project. The purpose of the final financial report is also to prove that your expenses match the purpose of the project.

See the Financial Guidelines for DUF's International Pool, pages 25-29.



Checklist: Have you remembered it all?

You can use DUF's six assessment criteria to ensure your application lives up to the purpose of DUF's international pool.

- 1. Does the project live up to the purpose of DUF's international pool**
 - Remember to check whether you have clearly described how you will create change.
 - How do you involve elements from the change triangle in your project?
- 2. Compare the project cohesion, purpose, and results.**
 - Is there a relevant connection between the context analysis, the project aim, the strategy, and the project activities?
- 3. Are DUF's three crosscutting requirement included?**
 - How do you ensure that children and young people have influence on the project and how do it strengthen their influence in society?
 - How does the project strengthen volunteers' influence and participation in their organization, both in Denmark and in the partner country?
 - How do you ensure equal participation and influence for both men and women in the project activities? How does the project handle unequal power structures between genders in society?
- 4. Does the application prove your capacity to complete the project?**
 - Do you have an equal partnership?
 - Are your application and collaboration expressions of your equal partnership?
- 5. Is the project as cost-effective as it can be?**
 - Review your budget and check if it is detailed and if the expenses are realistic and transparent.
- 6. Have you clearly described the long-term effect of your project?**
 - How do you ensure that the project results will continue after the completion of your project?



Remember to revisit the purpose of the pool: Does your project help the youth organization in the partner country to increase their capacity and influence in their society?



The little guide to international projects
Published: December 2020 by DUF - The Danish Youth Council

Authors: Jonas Sidenius and Charlotte Bernhard
Graphical layout and illustrations: Siri Carlslund
Print: Christensen Grafisk/www.christensengrafisk.dk
Proofreading: Scrivarius/www.scrivarius.dk

What the volunteers say:

'Before the project, I didn't know myself and what I could do. I did things traditionally, just like my uncles, without asking "why?". One of the things the project gave me was the confidence needed to believe in myself and to believe that I'm able to support other youths in my local community and to be a role model for others.'

George, international volunteer in Malawi Red Cross Society Youth through the Danish Red Cross Youth.

'Among volunteers who are not active internationally, an amount of skepticism of development cooperation exist. Basically, it is seen as just going to Africa to hand over a bag of money. But what we do is helping develop democracy and freedom. We show other volunteers in Venstres Ungdom that what we fight for in the liberal Denmark is also what we fight for out in the world.'

August, international volunteer in Venstres Ungdom, the youth organization for the Danish liberal political party.

'Through the project, I have learned much about development cooperation and the challenges you find in a global context. It has given me a better understanding of what it means to be young in a difficult context, and it has also given me insights into my own life and my privileges.'

Clara, international volunteer in the National Union of Students in Denmark.

GOOD TO KNOW

Five annual deadlines:

February 1st, April 1st, June 1st, September 1st, and November 1st.

The Danish member organization uploads the application via duf.dk/soegpuljen.

Remember to use DUF's standard application forms and budget: duf.dk/forms

When you have read this little guide to DUF's international pool, you have gotten an overview of the possibilities within the pool.

In DUF's guidelines you can get more information on projects supported by DUF's international pool. You can also use DUF's toolbox, which can be helpful when you start working on a project. Find all this at duf.dk/internationalpulje.