



DUF

**INTERNATIONAL
PROJECTS AND
PARTNERSHIPS**

Guidelines for DUF's international pool



Getting started	4
1 The right to democratic participation	6
2 How to create sustainable change	8
The Change Triangle	10
3 Partnerships - Collaboration and anchoring	12
4 Formal requirements and rules	14
Requirements for the Partnerorganisation	18
Cross-cutting requirements for the project	20
5 Eight types of project	22
Partner identification	25
Preparatory study	26
Pilot Project	27
Partnership Project	28
Partnership Development	30
Youth Leader Exchange	32
Network Activity	35
Engagement Activity	36
6 How your project is evaluated	38
7 Approved for funding	42
8 Problemer og uregelmæssigheder	44

GETTING STARTED

DUF's International Pool is all about creating positive change for young people in the world by strengthening democratic youth organisations that provide young people with greater influence in their communities.

DUF's International Pool is all about creating positive change for young people in the world by strengthening democratic youth organisations that provide young people with greater influence in their communities.

Come up with a great idea for an international collaboration project and you are halfway there. Then comes the work of writing the application to make your idea happen. Feel free to seek advice from DUF from the very start.

DUF's International Pool guidelines constitute a tool for kicking off your international project: use them as a reference work.

DUF PROVIDES ADVICE THROUGHOUT THE PROCESS

You are responsible for preparing and formulating your application. But, all the way from your initial idea to the final application, DUF's international consultants are available to provide you with tips and guidance. DUF's international consultants have extensive experience in the field of international project work and project methods. We can provide advice by email or phone – or at a meeting either at the DUF headquarters or at your office. DUF's guidance is specifically for you and based on your needs and experiences. For example, we can help you:

- Find a partner organisation if you do not already have one
- Understand the DUF International Pool Guidelines
- Find out if you are on the right track in terms of the guidelines. For instance, we can help ensure that your project fulfils the pool's objectives and cross-cutting requirements
- Translate your ideas into clear goals with success criteria vis-à-vis the change the project will create
- Draw up a partnership agreement for the collaboration
- Read through the project draft and provide professional feedback before you upload it on duf.dk
- By providing constant advice during the project: e.g. about financial management
- Think about the next step once you have completed a project and need to progress.

APPLICATION DEADLINES AND REQUIREMENTS

- There are four annual application deadlines for DUF's International Pool: 1 February, 1 May, 1 September and 1 November.
- Applications for network activity, partnership development and engagement activity are processed on an ongoing basis. There is no deadline.
- Your application must always be signed by a signatory from both organisations with the exception of applications for a partner identification: in that case, only the Danish organisation needs to sign.
- Always use a standard application form. There is one for each of the eight types of projects.
- All applications must be submitted in English.
- All applications must contain a budget, drawn up in DUF's standard format, visit duf.dk



DUF has devised a number of useful tools to help you embark on your project. All DUF guidelines and tools are available in English and ready to use in your partnership.

DUF's finance manual outlines the formal requirements for the financial management of your project, explaining everything from budgeting to accounting – all part of the financial management of an international project. On DUF's website at duf.dk/nyhed/financial-management-videos you will also find short video guides about using DUF's templates and formats for budgeting, financial management and

reporting. DUF's guide to youth leader exchange is a special tool, targeting anyone considering associating youth leaders with their project.

"The aim of DUFs International Pool is to support the development of strong, democratic youth organizations in the partner countries and to increase young people's participation in and influence on their society"

THE UN GLOBAL GOALS

The Global Goals help create sustainable development in the world. With an international partnership you can help realise them. In general, projects under the DUF International Pool Guidelines help achieve multiple global goals. All projects also help achieve Goal 17: building capacity and promoting partnerships between civil organisations and across national borders.

APPLICATION FORMS AND TOOLBOX

For the helpful tools and application forms, visit duf.dk

1 THE RIGHT TO DEMOCRATIC PARTICIPATION

DUF works to promote the participation of young people in association activities and democracy, and their right to make a mark on society, whether in Denmark or elsewhere in the world.

THE DEMOCRATIC WAY OF LIFE

By drawing on DUF's International Pool, you will help strengthen binding, democratic communities for young people in the partner country. Young people will thereby gain an understanding of what a democratic way of life is and can be – even in societies that do not have a democratic form of government. For young people in many parts of the world, participatory democracy is far from reality.

In large parts of the world, young people under the age of 30 make up the majority of the population. Nonetheless, young people are vastly underrepresented when it comes to decision-making – whether in their countries' formal institutions such as parliaments and district councils or in associations.

DUF firmly believes that the active participation of young people in the democratic processes of associations and other organisations helps democracy evolve. Young people learn to make decisions and take responsibility for themselves and their peers in binding communities, engaged in projects about which they are passionate. DUF also believes that healthy association activities in themselves constitute a boon.

DUF's International Pool backs partnerships between DUF's member organisations and their international partners on the OECD's list of DAC countries. These can be established youth organisations, young people engaged in establishing an independent youth organisation or a young people's division in an existing organisation.

DUF's International Pool enables young people to collaborate with peers in equal, binding partnerships, and supports young agents of change who organise democratically and spur their societies to move in a democratic direction.

THE RIGHTS OF CHILDREN AND YOUNG PEOPLE ARE PARAMOUNT

DUF's rights-based approach to development involves looking at the reasons for young people's lack of participation and influence from a more holistic perspective. Today we know that poverty and inequality are rarely due to lack of resources, but rooted in unequal power structures and discrimination. It is still important to deploy people's own abilities to solve their problems, but, to a greater extent, addressing the underlying causes and social structures that leads to long-term, sustainable solutions to young people's challenges.

In this rights-based approach, participation is paramount. It is all about creating positive, lasting change together with people rather than for a passive target group. We do this through partnerships, in which young people from Danish associations, together with peers from partner countries, determine the framework and goals for the change they wish to create. We thereby help ensure that the young people themselves set the agenda, outline the problems and come up with ideas for solutions, so that future development gets driven by active young people, rather than by initiatives created for them.

In project planning, the rights-based approach focuses on the relationship between rights-holders (e.g. children and young people) and those with responsibility (e.g. public authorities, local leaders, officials and others with the power to make decisions that affect other people's rights). Thereby we can ensure that the authorities, decision-makers and individuals responsible for making sure that rights are not breached are held accountable for fulfilling their obligations – for example, guaranteeing schooling for children or women's right to vote.



THE PURPOSE OF THE POOL

DUF's International Pool aims to boost the organisational power of young people and their opportunities to make a mark on their own communities. Children and young people are stronger when they stand together to tackle the changes they want for their society.

Specifically, this means that all projects supported by DUF's International Pool must contribute to the following overriding aim:

To support the development of strong, democratic youth organisations in the partner countries and to increase young people's participation in and influence on their society"

ROOTED IN HUMAN RIGHTS

In its work, DUF supports the international conventions that ratify a range of rights aimed to give individuals the freedom to live a life free of oppression and exploitation.

These rights are articulated, for example, in the UN Universal Declaration of Human Rights, the UN Convention on the Rights of the Child, the UN Convention on the Rights of Persons with Disabilities, and the CEDAW Convention on the Elimination of All Forms of Discrimination against Women.

DANIDA

DUF's International Pool is funded by Danida under the aegis of the Ministry of Foreign Affairs and is subject to Denmark's development policy.

2 HOW TO CREATE SUSTAINABLE CHANGE

In our view, a project is sustainable when it helps achieve positive, enduring changes for the partner organisation and the target group.

MAKING A DIFFERENCE

All projects must help make a positive difference for children and young people. The larger the projects and amounts for which you apply, the greater the requirements for your project work in terms of contributing to tangible, lasting changes.

In your application, you must set clear goals for the change you want your project to create, and explain how your activities will help you achieve your goals. Therefore, when developing your project together with your partner, you must describe how your project activities will make a difference – for children and young people, for the partner organisation, and for society. In this context, the Change Triangle is a great resource for analysing how your project and partnership can best make a difference.

SUSTAINABILITY

A project is sustainable when the changes that the project creates are maintained or continued once the project support and project activities are over: for example, a new leadership training programme, a membership registration system or lasting improvements for the conditions of children and young people advocacy and protection of interests. Consider how to ensure that the partner organisation will achieve the capacity and resources to maintain or continue the

changes the project creates. You must not place your partners or the target groups in an inappropriate state of dependence after the conclusion of your project. It is also important to be alert to how the surrounding environment and climate will impact the changes you wish to achieve. You must also make sure that your projects will not leave behind a negative environmental/climate footprint in the context in which you will be working.

WHEN IS A PROJECT SUSTAINABLE?

Based on the character, size and objectives of each project, we make an overall assessment of whether it meets the sustainability requirement. For some projects, the most important thing will be to ensure local political support for the project or financial sustainability; for others, it may be important to boost the capacity of the partner to adapt activities in the event of flooding or drought.

In a short-term pilot project, it can be difficult to achieve a long-term effect. In this context, it may be about gleaning valuable experience and getting to know the target group, so that the organisation and partnership can implement the knowledge in their future work.

You could focus on small, clear objectives in each project, and continue to work with the





partner organisation in such a way that new projects will build on previous ones, or that new target groups or objectives get involved along the way.

In larger partnership projects, you must create changes that can live on after you have completed your project and spent your funding. In this context, it is paramount to consider how to tackle some of the risk factors that could damage the robustness of your changes – e.g. climate change and local political conditions.

FROM IDEA TO PROJECT

A project always begins with a thorough analysis of problem and context, so you can create sustainable changes in society. Together with your partner, you could investigate the problems and needs of your target group: e.g. by conducting a problem analysis with the use of the DUF Problem Tree. You can find the tool at duf.dk/problemtree.

When completing your project application, you must describe the long-term change you want

your project to bring about.

The long-term change must be based on the real needs of the target group. In order to have some more specific goals, you must also come up with some subsidiary goals. In the application, these are referred to as 'Project Goals'. For each project goal, you must formulate some success criteria to help you monitor and evaluate your project. Monitoring and evaluation is a way of finding out whether you will create the changes you want your project to achieve.

Implement your activities on an ongoing basis in order to achieve your subsidiary goals. Consequently, by continuously monitoring your project, you can see whether you are on the right track in terms of your activities or whether you need to make adjustments along the way to achieve the long-term change.

REMEMBER – your project will not always go as planned. Reach out to DUF's international consultants if you need to adjust your activities, schedule or budget. For tools to help you design your project, visit duf.dk.

THE CHANGE TRIANGLE

A tool for creating sustainable change and ensuring correlation between your goals and the project activities that will ensure that you achieve your goals.

THE CHANGE TRIANGLE COMPRISES THREE COMPONENTS:

- **CAPACITY-BUILDING AND DEVELOPING THE ORGANISATION**
- **ADVOCACY FOR THE RIGHTS OF CHILDREN AND YOUNG PEOPLE**
- **ACTIVITIES TO FACILITATE THE PARTICIPATION AND INFLUENCE OF CHILDREN AND YOUNG PEOPLE**

The priority of each 'leg' of the triangle can vary: it depends on the specific project, the context, and the competences, values and common visions of your organisations. You do not necessarily have to deploy all three legs in a project, but you must be clear why, in order to achieve your goal, you will prioritise this or that leg of the triangle over others.

ORGANISATIONAL DEVELOPMENT

Organisational development comprises planned processes to create lasting, positive change in the organisation. Examples include working to boost the recruitment and retention of volunteers, to create more equality in the organisations' positions of responsibility, or to make the organisations' decision-making processes more democratic and transparent.

Organisational development is principally a process that involves focusing inward and deploying the internal relationships of the organisation.

EXAMPLES

- Facilitating workshops, in which the partner organisation comes up with a strategy for boosting democracy for its members or an action plan for making the organisation greener.
- Exchanging experiences about how the partner organisation can increase its membership base and attract new volunteers.
- Sparring between partners on how to boost the capacity of the partner organisation to create better activities for children and

young people or practising effective advocacy.

ADVOCACY

Similar to protection of rights, advocacy is a targeted effort to champion or influence a cause with the aim of creating lasting, positive change for a target group. This you can do, for example, on the basis of providing information to the people who make decisions or who influence decision-making processes. Examples of advocacy include working together with school administrators to create better teaching conditions for young people or to boost the influence of pupils on the school, or creating a campaign for young people's right to vote.

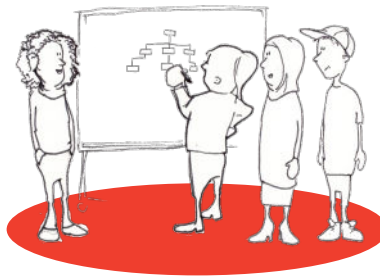
In essence, advocacy is a process that involves looking outward and working purposefully to improve conditions outside the organisation.

EXAMPLES

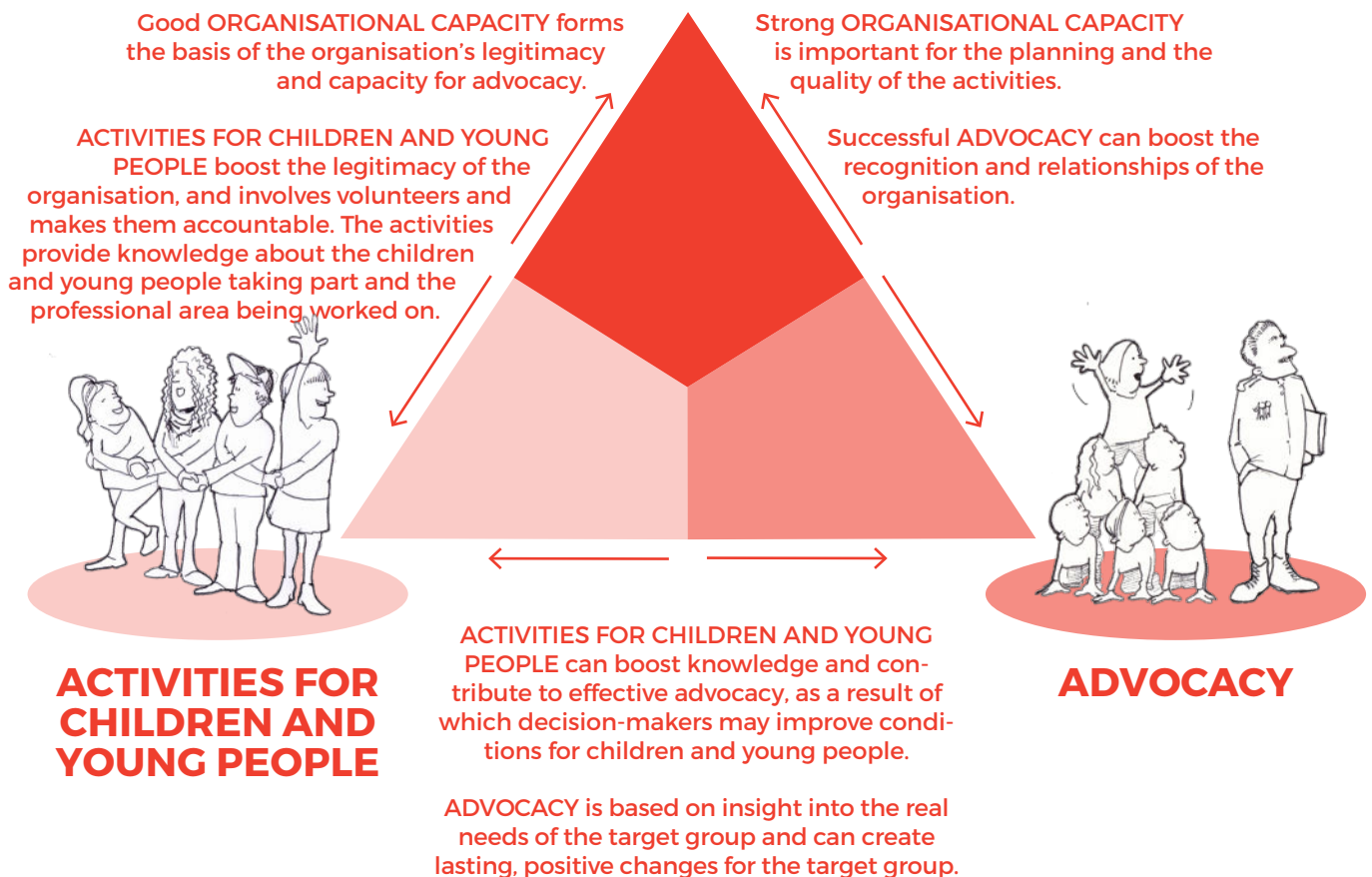
- Influence leaders of the community – e.g. church leaders or school leaders – to support your cause.
- Meeting with politicians at local or national level to influence them to take action on the issue your project is dealing with.
- Creating a campaign that engages the public in a specific issue.
- Contacting journalists and media to get them interested in your message and put it on their agenda.

ACTIVITIES FOR CHILDREN AND YOUNG PEOPLE

Activities for children and young people constitute the contribution of your project to making a difference for a specific target group of children and young people: a difference that underpins the overriding objective of the project. Examples of activities include holding a youth training seminar, setting up climate clubs at universities, trying out new activities at scout meetings, or starting mentoring programmes at local schools.



ORGANISATIONAL DEVELOPMENT



To ensure more lasting changes, the activities must be part of or the basis for working on organisational development and advocacy. That means you cannot base your project solely on activities for children and young people. Your activities for children and young people must be based on the needs of the organisation and the target group. For example, you could devise activities for children and young people that make a difference for them as a target group, while also helping you understand their situation and needs.

You can then use that knowledge to advocate for children and young people to local authorities, and your activities can help you get support and funding from the local community.

Children's and young people's activities are prin-

cipally activities for and with children and young people. Activities may target youth in or outside the organisation.

EXAMPLES

- Teaching, coaching and holding workshops to build knowledge and boost the competencies of children and young people or their leaders.
- Starting a homework café, youth club, scout group, planting trees and creating school gardens etc.
- Organising a seminar which spotlights the participation of children and young people in society, and which children and young people help plan and run.

3 PARTNERSHIPS - COLLABORATION AND ANCHORING

Projects are implemented in partnerships to create long-term, locally rooted change rather than short-term project activities.

For a project to receive funding from DUF's International Pool, it must be implemented in partnership with one or more of DUF's member organisations and one or more partner organisations.

The benefit of a partnership is that the Danish organisation has a partner who knows the local conditions. Thereby you gain direct access to information about the conditions of children and young people, about local volunteer and association culture, and about the challenges of creating equal opportunities for boys and girls, and men and women. You will also gain an organisational friendship that can help develop your own organisation and provide your members with new opportunities for engagement.

THE START OF A GOOD PARTNERSHIP

When building a partnership from the ground up, it is important to consider carefully what can make it strong and viable. A good match is based on thorough reflection and honest discussions about the passion of your organisation and the positive, enduring changes for children and young people you would like to help create.

KNOW YOUR PARTNER

When setting out to find the right partner, it is vital to consider the following:

- How is the organisation managed? Is it democratic?
- Does it have active local volunteers? And do they have any influence on the activities and the organisation?
- How is the organisation funded? Does it have other income, partnerships, and donors?
- How are activities for the organisation's target group organised?

If the partnership is to make sense, your organisations must have something in common on which to base your collaboration. It is also important to look into the organisation of any potential partner.

Use the 3-Circle Model and the Change Triangle as discussion tools in initial partner meetings.

You will find them and other tools in the toolbox at duf.dk

A final crucial element is the principle of the anchoring of the project and awareness of it. This applies to both your organisations:

DUF can only fund projects that are anchored in both organisations. In other words, DUF cannot support partnerships and project groups that have only a minimal connection to DUF's member organisation or the partner organisation.

To ensure ample anchoring in the organisations it is important for the leaders of the organisations to support the collaboration and for as many people as possible to join in the partnership and become aware of the project's activities.

A GOOD PARTNERSHIP

In order to attain the best possible collaboration and results, it is crucial to talk openly about the needs and wishes you each have.

- What values form the basis of your organisations?
- What do you want to gain from the partnership and the project, and what can you learn from it?
- What can you contribute?
- Can you accommodate each other's wishes and needs?



That means you undertake to provide information about the projects and the results you achieve.

You must also investigate how you can learn from the collaboration and actively use it in your organisations.

EQUALITY - A GUIDING PRINCIPLE

Equality is a fundamental principle of good partnerships. Equality means:

- That you as organisations respect each other's views.
- That both parties bring something to the project and the partnership.
- That both parties strive to learn from and evolve through the partnership.
- That both parties have influence on and responsibility for the joint projects.

In other words, this joint influence requirement applies from the moment you start planning your project to its implementation, financial management, monitoring and evaluation.

Therefore, at a very early stage, you must clarify your roles, define what you expect of each other, and decide who will be responsible for what. DUF recommends drawing up a partnership agreement to outline the expectations you both have, and states other important themes: e.g. your shared vision and division of responsibilities.

ADMINISTRATION AND DIVISION OF RESPONSIBILITIES

When a project receives funding from DUF's International Pool, the money is assigned to the Danish organisation, and the Danish organisation is financially and legally liable to DUF. However, the partner organisation must be responsible for implementing the project and managing it together with the Danish organisation.

4 FORMAL REQUIREMENTS AND RULES

If you wish to apply for funding for your project from DUF's International Pool, there are a number of requirements and rules, with which you and your partner must comply.

WHO CAN APPLY?

DUF's member organisations can apply for funding from DUF's International Pool.

As a local group or association in one of DUF's member organisations, you can apply to the pool if your nationwide organisation sanctions the partnership, assumes both ownership of the collaboration and legal and financial responsibility for the projects.

There is no limit to how many times the same organisation can apply for funding, and be awarded funding from the pool. However, within one calendar year, a single DUF member organisation is limited to a maximum grant of DKK 2.5 million.

DUF member organisations can submit a joint application. If you choose to join forces to apply for funding from the pool, the same rules and requirements apply as for individual organisations. All organisations in the partnership must be actively involved in implementing the project.

If you enter into a partnership, you must draw up a partnership agreement or the like. Thereby you will ensure that all parties agree on the division of responsibilities and the terms and principles of the collaboration. One of DUF's member organisations must be responsible legally and financially to DUF. Your applications and other documents must stipulate which organisations are involved in the collaboration.

In principle, all Danish organisations taking part in the collaboration must be members of DUF. If you have a partner in Denmark who is not a member of DUF, you can contact DUF to learn more about your options if you wish to apply for funding together with them.

WHERE IN THE WORLD?

- As a rule, the projects must usually take place in the partner country.
- The projects must take place in countries that are eligible to receive development aid. These countries are stipulated in the OECD list: 'DAC List of ODA Recipients'.
- The pool can support regional activities that involve organisations from several countries in a region; but only if all countries in the region fulfil the above requirements.

PEOPLE RATHER THAN BRICKS

In general, DUF's International Pool supports people rather than bricks and mortar, and applications for funding from the pool should cover the costs of the project rather than the daily operations of the organisation. You can apply for 7% of the project costs for the administration of the project, and DUF encourages partners to discuss how best to distribute the funds among the organisations for larger projects. If there are other specific expenses for administration of the project by the partner organisation, these should be listed in the main budget item: 'Project Funding'.

- In connection with starting up or implementing your project, the pool provides grants for necessary expenses that do not involve ongoing expenses for day-to-day operations. We can also award grants for reasonable additional costs associated with making climate and environmentally conscious choices in the project. We can only fund the purchase of equipment etc. if there are particularly good arguments for this. You must also explain who owns the equipment and how it can still be used after the end of the project.



- We can only fund income-generating activities and social services – e.g. school programmes and medical examinations – if they constitute a minor part of your project and will consider them together with the overriding goal of the project.
- As part of your pilot or partnership project, or youth leader exchange, up to 10% of your total expenditure in the main budget item 'Project Funding' can be earmarked for small projects led by young people: these must be defined, for example by the project's target group, in the course of the project. If this constitutes part of the project, you must submit overall guidelines for the projects, determining the purpose of the projects, the target group, the types of expenses that can be included, and rules for reporting and presentation of accounts. The guidelines must relate to the objectives of the Pool. Remember that as a partnership you must still be able to account for the effects and results of the small projects and keep accounts for them as part of the project.

SPECIAL RULES FOR FUNDING SALARIES IN THE PARTNER ORGANISATION

In youth leader exchanges, and pilot and partnership projects, you can, to a limited extent, apply for funding to cover salary costs in the partner organisation, if the administrative workload and practical coordination of the project or special activities is greater than what can be expected of volunteers.

The need for salary must be justified by the opportunity to support voluntary work and to create better conditions for impact and sustainability both in the activities and in the partnership. You cannot expect to be granted salary costs in several consecutive projects. Salary costs should be seen as an opportunity to build a strong volunteer culture.

- A salary cost in the partner organisation may in principle amount to up to 10% and a maximum of DKK 70,000 of the total expenditure in the main budget item 'Project Funding'. Higher salary costs may be granted in special cases: for example, if your coordination needs are greater due to multiple partners; if you work with a special target group such as children; or if the project takes place in a fragile context that requires special support to enable voluntary engagement.
- If you wish to apply for funds to cover any salary costs in the partner organisation, you must write a detailed job description that clarifies the employee's role and responsibilities.

SPECIAL RULES FOR FUNDING SALARIES IN THE DANISH MEMBER ORGANISATION

In principle, in Denmark any salary costs must always be deducted from the administrative contribution. However, there may be special circumstances that necessitate the funding of salary costs in the Danish member organisation to support volunteer engagement:

for example, if your volunteers are children or very young and require an adult to support the work – for instance, by taking part in project visits.

- If you wish to apply for funding to cover any salary costs in the Danish member organisation, you must write a detailed job description to clarify the role and responsibilities of the employee, what that employee's contribution will be, and the purpose and nature of their contribution. It is important to explain how an employee can help promote voluntary involvement in the project or in the member organisation.
- Any salary costs in the Danish member organisation must be linked to specific activities in the project and must be budgeted under the relevant main budget items in the detailed budget. Funding for salary costs must be distributed in all relevant budget lines, if it applies to several. You must specify the number of hours and estimated hourly rate for working on the task for each activity for which you are applying for funding. This must also be stated in the budget. The audited accounts must state how much was spent on salary under the individual budget lines.
- The calculation of salary costs must be based on the actual salary of the relevant employees and must not exceed the public rates (see, e.g., the Joint Academic Salary Scale of the Danish Employee and Competence Agency), and the salary must not be paid to the employee in advance. It is the duty of the member organisation to make a declaration to the Danish tax authority.

DISABILITY COMPENSATION

In all types of project you can apply for disability compensation to cover additional costs associated with the participation of people with disabilities both among the project's volunteers and in the target group for the project's activities. For example, you can apply for funds to cover international transport, hotels, insurance, vaccination and visas for helpers travelling abroad. You can also apply for support funds to cover any additional costs incurred in enabling your target group to participate in your activities. Disability compensation is an addition to the applicable thresholds for each project type.

REIMBURSEMENT OF INTERNATIONAL EXPENSES IN CONNECTION WITH OPERATING GRANTS

The nationwide organisations that receive operating grants (Danish Lottery Funds) from DUF, can get 75% of the net costs of international activities reimbursed: e.g. meetings, courses, study trips, camps and seminars held either in Denmark or abroad, meeting the requirements of § 26 in DUFs operating Grant rules. You can apply for the reimbursement of net costs directly related to the activity itself. Income such as project grants and participant payments must be deducted from the amount you apply to have reimbursed. You must apply for reimbursement of expenses incurred during the last financial year together with your regular application for operating grants to DUF and must therefore be included in the accounts of the nationwide organisation.

See all reimbursement requirements in DUF's grant rules. Download the grant rules at duf.dk.

DUF DOES NOT FUND

- Study trips
- Exchange stays that are not part of a partnership
- Educational scholarships
- General operations, including party support and missionary activities
- Disaster relief
- Renovation and shipping activities
- Deliveries of equipment and construction projects that are not an essential part of the project.
- Sole proprietorship organisations – i.e. organisations consisting of one person or a family
- Payment of volunteers
- Activities that have already taken place
- Part-financing of major projects and programmes, and EU co-funding. However, projects supported by DUF can be part of a wider range of activities, but must always be carried out independently with independent reporting and accounting.
- Allowances: in special cases, DUF may grant an exemption from this rule. Contact DUF's international consultants if you think there is a reason to be paid a subsistence allowance or similar in connection with your project.



If you have any doubts about whether your organisation can apply for reimbursement of net expenses for international activities, or would like guidance on whether your international activities fulfil the eligibility requirements, you can write an email to tips@duf.dk.

THE OPTION OF PARTNER VISITS AS PART OF LARGE-SCALE PROJECTS

In the context of youth leader exchanges, and pilot and partnership projects, you can apply for funding for meeting partners in the course of the project. You can use this to enable both parties in the partnership to participate in important activities, to attend meetings with the stakeholders that be or to meet up and evaluate the project. The visit can be in the partner country, in Denmark and, under special circumstances, in a third country. In this context it is important to explain why it is necessary.

For all types of project, travel expenses must be kept to a minimum. In other words, travel must be economy class, and the cost of food

and board must be reasonable to the level of prices in the country you are travelling to. Expenses for food must never exceed Danish state rates for subsistence allowance in the country in question. The rates, which you can find on the website of the Employee and Competence Agency, are updated annually. You will find the document 'Cirkulære om satsregulering for tjenesterejse' and the rates in Appendix 3.

In your application, you must always state the case for how partner visits will be fruitful for the project, and show that the costs relate to the purpose and activities of the project, and are reasonable in the light of the project's overall budget, purpose and activities.

If the trip is going to take place in the partner country, please note that right up to the time of departure, it is important to be informed of the Ministry of Foreign Affairs' travel guidance for the country in question, and you must abide by this. Please note that within countries there may also be local areas which you are recommended not to enter.

REQUIREMENTS FOR THE PARTNER ORGANISATION

DUF's Pool funds projects in which member organisations collaborate internationally to promote democracy and youth participation

THE PARTNER ORGANISATION MUST:

- **Be an organised group with democratic governance**

The partner organisation must be an established youth organisation, a youth division in an existing organisation or young people who are in the process of establishing an independent youth organisation. The organisation or youth division must work in accordance with democratic principles and have transparent structures and decision-making processes or – if the organisation is in the process of being established, the main objective of your project must be a realistic goal to create a democratic youth organisation

- **Work without discrimination**

The partner organisation must not discriminate against any particular ethnic, religious, political or other group in society.

- **Target children and young people**

The target group of the partner organisation must be children and young people, who are also given real influence in the organisation – unless the organisation only targets children. The goal of your project can also be to work actively to ensure the influence of children and young people in the organisation.

- **Have the capacity to see the project through**

The partner organization must have the resources to carry out the project's various activities in collaboration with the Danish organisation. If you have any doubts about the partner's capacity to manage the project, consider involving one or more other organisations in the project.

- **Be non-profit**

- **Be based in countries on OECD's list of DAC countries**

COLLABORATION WITH POLITICAL PARTIES AND RELIGIOUS ORGANISATIONS

Party political and religious organisations are obvious partners for many of DUF's member organisations. Working with these actors has many strengths, since they often have a good network and a great opportunity to influence social development.

DUF is obliged to manage its International Pool without favouring particular political opinions or religious creeds.

FUNDING FOR POLITICAL ORGANISATIONS OR PARTIES

Political parties can contribute to the development of collaboration in many areas. For example, they can help promote the development of democratic, pluralistic political systems that are responsible and legitimate, and to pave the way for a democratic political culture and dialogue between citizens and the political system.

Nevertheless, be very careful when choosing a party political organisation as a partner. The political experiences and ideologies with which you are familiar in Denmark cannot necessarily be transferred to political systems and parties in other countries. That means you must analyse the political system in the partner country and examine the ideological standpoint, role and history of the partner organisation in society.

MAKE ABSOLUTELY SURE THAT:

- The organisation or party will: undertake to comply with democratic principles; is able and willing to represent the interests of a

group of citizens; and has a clear political programme.

- The organisation or party undertakes to respect human rights, and to work towards a pluralistic, political system with democratic dialogue between different political beliefs.
- When public campaigns are part of your project, the objective of the campaign must not be to promote a particular political party, so not be the primary aim and content of the campaign. In the context of a campaign for something else, the parties are also free to promote themselves: e.g. by wearing a logo.

DUF's POOL FUNDS:

- Projects that politicise youth and engender political engagement.
- Projects that encourage young people to participate in democracy: e.g. by using their right to vote in elections.
- Organisational development, the focus of which is to boost the relationship of the party with members and involve members in the development of programmes and policy.
- Organisational development, the focus of which is to boost internal democratic structures, transparency and accountability to members and society, so that decisions are made in a member democracy.
- Projects that support the development of a multi-party system.
- Advocacy that does not represent special party political interests, but addresses wider social considerations.
- Cross-political dialogue and collaboration.

DUF'S POOL CANNOT SUPPORT:

- Electoral campaigns and the promotion of a particular party.
- The direct training of electoral candidates for a single party.
- Projects that explicitly favour a particular ethnic or religious group in society.

FUNDING FOR RELIGIOUS ORGANISATIONS

In many countries, religious organisations are key players in the fields of social work and education, and religion can be an important part of young people's identity and social communities. Religious organisations often reach out to different population groups from those that civil society organisations do, and they manage to link the grassroots level with national

and international levels.

Thus, a partnership with faith-based organisations can be very beneficial to you. However, you must be very careful that a potential partner's religious base does not impede the rights-based approach of your project.

PAY SPECIAL ATTENTION TO:

- The religious stance of the organisation and its approach to marginalised groups and development work in the context in question.
- The internal democratic structures of the organisation: e.g. whether young people are able to exert influence and are taken seriously.
- The opportunities for interaction between advocacy and the organisation's social work, and its knowledge and involvement of marginalised groups.

DUF'S POOL FUNDS

- Democratic organisational development: e.g. the involvement of young people and women in the organisation's decision-making processes.
- Advocacy on behalf of young or marginalised groups.
- Non-denominational dialogue and collaboration.
- Dialogue, reconciliation and conflict resolution.

DUF'S POOL CANNOT FUND:

- The promotion of a particular religious denomination or of a particular religious group.

CROSS-CUTTING REQUIREMENTS FOR THE PROJECT

DUF's international work is rooted in three cross-cutting requirements, which your project must integrate into the analysis of the context and into the project design:

- **THE INFLUENCE, PARTICIPATION AND RIGHTS OF CHILDREN AND YOUNG PEOPLE**

- **VOLUNTEERING**

- **GENDER EQUALITY**

THE INFLUENCE, PARTICIPATION AND RIGHTS OF CHILDREN AND YOUNG PEOPLE

Children and young people are the primary target group for DUF's international work. Children and young people constitute a major social resource, which unfortunately often ignored, marginalised or denied influence. Therefore, your project must focus actively on boosting the rights, active participation and influence of children and young people.

- At the organisational level, your project must ensure that children and young people have an influence on the project activities and are actively involved in the planning and implementation of the project, including the organisation's decision-making processes.
- At the societal level, the long-term impact of your project must help strengthen the voice and influence of young people in society in general.

VOLUNTEERING

Volunteering is based on desire, commitment, communities, a sense of responsibility and enthusiasm – and is a vital element in active association activities. A strong volunteer culture helps strengthen the social responsibility and commitment that ultimately form the foundation of a democracy. Therefore, your project must be led by young volunteers. If this is not the case, please explain why this is impossible and how, going forward, the project aims to give them a key role in the project.

- You must describe the local culture of vol-

untarism 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 must also explain what part volunteers play in the organisation and investigate their opportunities to gain influence.

GENDER EQUALITY

Equal opportunities for men and women are an essential element of any democracy. Many societies have unequal power structures that discriminate against citizens on the basis of their gender. There are also different expectations and functions associated with being a boy/man and girl/woman that affect opportunities for participation and influence. This applies particularly to women and girls who are deprived of basic rights, but boys and men can also experience pressures and barriers associated with their gender.

Gender roles and power structures exist in associations, in the labour market, in politics and in the family. That is why you must investigate the barriers that exist for both genders, and in your partnership you must work actively to ensure real and equal opportunities for both genders in the project activities. So, remember:

- To analyse men and women's roles, needs and opportunities to participate and influence – at both the organisational and societal level.
- To account for how your project ensures equal and real opportunities the participation of both genders in the project activities, giving both benefits and influence.
- To explain too how your project helps create equal and real opportunities for both men and women to participate in the work of the organisation and to make an impact in the organisation.



5 EIGHT TYPES OF PROJECT

DUF's International Pool can support eight types of projects at every stage of the partnerships. From initial contact to the completed project.

Overall, the types of projects are designed to support your partnership through all the stages: from making the initial contact and implementing the first small projects to creating a longer-term strategy for your partnership and implementing large-scale projects: e.g. with the attachment of youth leaders.

Four of the types of project – partner identification, preparatory study, pilot project and partnership project – must first be completed and reported to DUF before you can apply for a new project. This will help you to collate the experiences on which to base your next application. You can apply for the other four types of project – partnership development, youth leader exchange, engagement activity and networking activity – alongside pilot and partnership projects.

DUF's recommendation is to devise your partnership and project activities gradually, adapting the scale of the projects to the capacity and experience you each have as an organisation and in your partnership. If your partnership is brand new, it may be a good idea to carry out a pilot

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

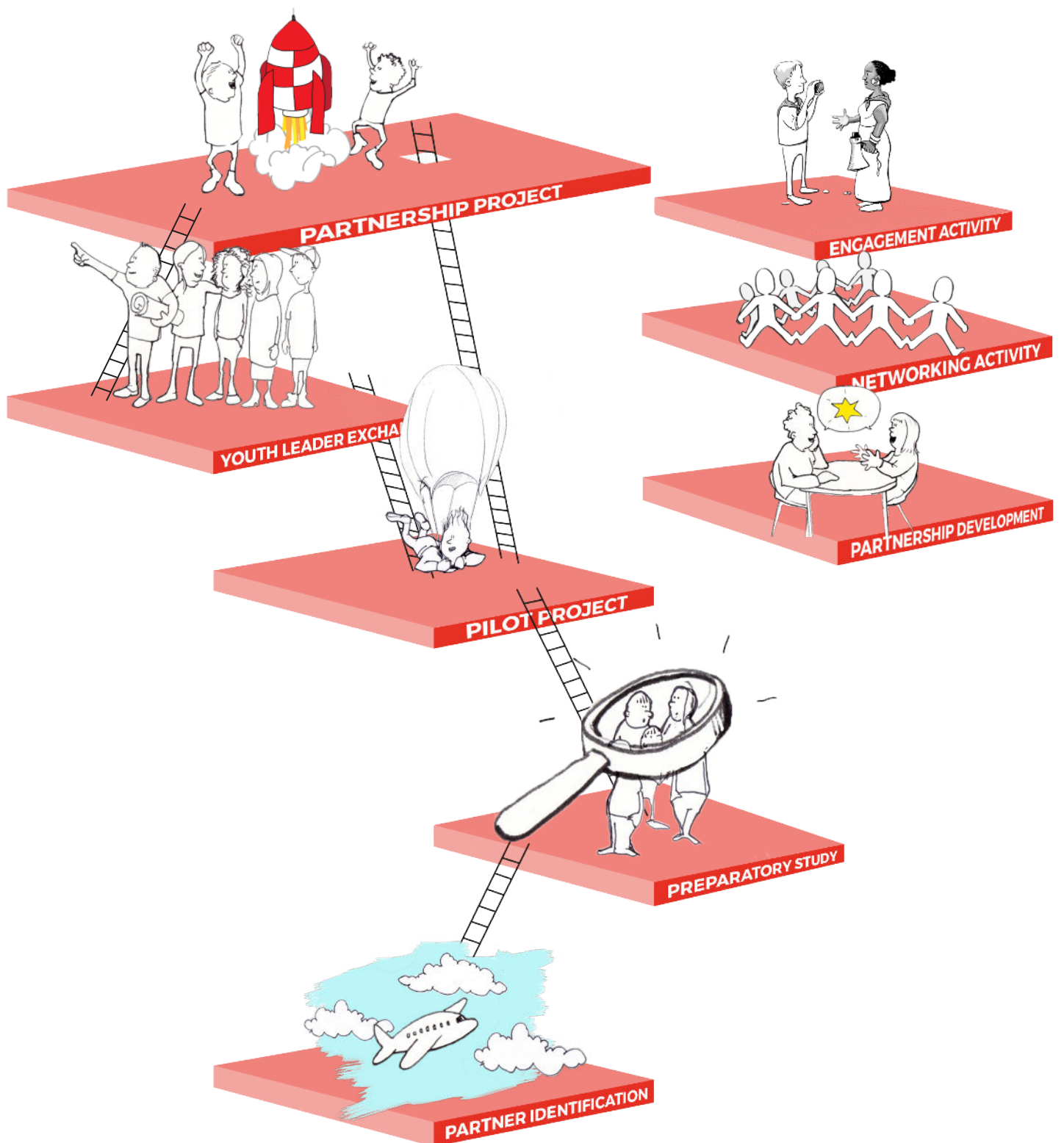
Think about how to make projects work together to create cohesion and progress in your partnership.

EXPERIENCE AND LEARNING

When you apply for funding from DUF's International Pool, your level of experience and the size of the amount for which you are applying will be included in the overall evaluation of your application. So, it is not a prerequisite to have prior experience of international projects to get going.

Going forward, you must utilise the learning and experience you constantly glean from your partnership and project, and it is also a reflection of progress to develop your partnership, become more skilled and thus create greater impact.

TYPE OF PROJECT	MAXIMUM AMOUNT	PURPOSE
Partner identification	DKK 75.000	Find the right partner organisation
Preparatory study	DKK 75.000	Investigate ideas and develop a project
Pilot project	DKK 250.000	Try out a new idea or create a small project
Partnership project	DKK 750.000	Create a large-scale or long-term project
Partnership development	DKK 75.000	Meet one another and develop your partnership
Youth leader exchange	Reasonable and necessary expenses	Associate full-time volunteers with your pilot or partnership project
Engagement activity	DKK 40.000	Educate and engage others in your work
Networking activity	DKK 75.000	Take part in a network activity





FUNDING THE DIFFERENT TYPES OF PROJECT

DUF funds reasonable and necessary expenses related to your project activities.

REMEMBER

You are welcome to apply for smaller amounts than the amount limit specified for the type of project.

When you apply for funding for a project, you must explain why the project costs the amount for which you are applying. You must show what each item in the budget will cover.

DUF's finance manual provides excellent advice on budgeting, while on the DUF website there is also a short video guide to budgeting – visit [dk/nyhed/financial-management-videos](https://dk.nyhed/financial-management-videos). You are also welcome at any time to contact DUF's international consultants for advice.

To read the finance manual, visit dof.dk

INFORMATION MEASURES WILL ENSURE THE ANCHORING OF YOUR WORK

DUF encourages you to incorporate information measures as a natural part of your partnership. You can use up to 2% of your budget for this purpose. This can engender support for your international engagement internally in your own organisation, help promote your organisation externally, and create public awareness of the role of young volunteers in Denmark's development cooperation.

Examples of information measures include: presentations about your project for other children and young people in your organisation, or a strategy for how local media can inform people about your project activities. You can also apply for funding for an information activity in parallel with an ongoing project, with the opportunity to receive a large grant for educating and engaging children and young people in your work. Read more about this type of project on Page 36 and contact DUF's international consultants if you want advice on your external communication.



PARTNER IDENTIFICATION

PURPOSE

Partner identification provides the opportunity for members of the Danish organisation 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 organisation, 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 must, if possible, take place in the expected partner country.

The aim of a partner identification is to help you start an international partnership. It is reflected in the assessment of the application, that you do not necessarily have previous experience writing an application for an international project.

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

- Your expectations for a future partner to ensure a good match.
- The organisations you plan to visit in the partner country. You need to establish 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 Change Triangle as a discussion and analysis tool.

- 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 75,000. 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 must submit a brief report to DUF. This must include a specific financial statement for the partner identification. Reporting and financial statement forms can be found at duf.dk.

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

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.

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.



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. 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. If you have an ongoing partner identification, a pilot project or a partnership project, a report and financial statement must be sent to DUF, before applying for a preparatory study.

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, organisational 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 75,000. 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 found at 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 Change 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. If you have an ongoing partner identification, a preparatory study or a partnership project, a report and financial statement must be sent to DUF, before applying for a pilot project.

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, organisational 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 must 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 must formulate a partnership agreement, and attach it to the application.
 - You need to account for how you plan to ensure that experiences and ideas can be gathered and benefit your organisations and future projects.

FUNDING

Pilot projects can receive funding of up to DKK 250,000 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 the partner country to help coordinate and arrange a larger activity or to conduct a mid-term evaluation.

ADMINISTRATION AND REPORTING

If your project runs for more than 6 month, you must submit a mid term status report to DUF, halfway through the time span of the project. Further you must participate in a meeting with DUFs international consultants.

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 found at duf.dk

Deadline for submitting the reporting and financial statement for the project is 3 months after the pilot project is finished. Further, representatives from both organisations in the partnership, must 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 organisation, e.g. an investigation of men and women's roles in the organisation and an increased effort to involve women in decision processes.
- Capacity building to monitor and manage project finances.
- Building of competencies or knowledge with the target group, e.g. within the area of climate adaptation with the training of youth in drought resistant crops.



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.

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

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.

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.



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 to receive funding for a 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 partnership development have the competences and mandate to develop the partnership and commit the organisations 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 organisations.
- 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 in-

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

- How you intend to meet the goals for the 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. With the exception of the month of July and December, you can expect to have the application evaluated no later than 4 weeks after submitting the application.

Partnership development may receive funding up to DKK 75,000. 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 and budget margin. 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 organisations to cover part of the expenses yourselves.

ADMINISTRATION AND REPORTING

The partnership development needs to be evaluated and you must submit a brief report to DUF. You need to submit a separate financial statement for the partnership development. Forms for reporting and financial statement can be found at duf.dk. 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 partner organization.

In a youth leader exchange, young volunteers from the Danish organisation and the partner organization are affiliated to the partner organisation as full-time "youth leaders". 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 ORGANISATIONS APPLYING FOR YOUTH LEADERS

In order to be eligible for funding for youth leaders, the following requirements for the organisations 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 aim of DUF's international pool. You can find the guideline at duf.dk/retningslinjer.

- The exchange needs to take place in a partnership between organisations 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.

- You must make a partnership agreement which must be enclosed in the project application.
- All youth leaders need to provide a detailed work description, and a draft for a contract must be prepared. Both documents must be enclosed the application as an appendix.
- The exchange must be linked to concrete activities and initiatives in the partnership. A description of the activities and initiatives must be enclosed the application, e.g. this can also be the application for the DUF funded project.
- You need the administrative capacity to host and employ for the youth leaders. Your organisations 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 organisational 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 organisations need to provide at least one project volunteer from the Danish organisation 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 organisation and the partner organisation.
- Youth leaders must work full time (37 hours a week) in the organisation 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 organisation 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. 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 organisation; the rest of their time must be spent in the partner organisation. In special circumstances, you can apply for dispensation from the minimum period for a youth leader exchange, e.g. due to study obligations. Contact DUF's international consultants for more information.

The budget for a youth leader exchange 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 at duf.dk/retningslinjer. In special circumstances where youth leaders from the partner organisation 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. Further, you may consider including expenses for information activities, which the youth leaders, after returning to their home country after the exchange, can use to engage Danish children and youth in your project and partnership. This may help the anchoring of your project in your own organization or inform the broader public about your partnership.

If it is essential for the youth leaders' activities or stay, you can apply for funding for the necessary language teaching. In the application you must state how this will strengthen your work.

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 education 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 organisations, 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 organisations are responsible for the overall monitoring and final evaluation and report on the exchange.

Forms for reporting and financial statement can be found at duf.dk.

The deadline for submitting the reporting and financial statement is 3 months after the exchange is finished. Furthermore, representatives from both organisations in the partnership, must participate in the mandatory evaluation meeting arranged by DUF.



NETWORK ACTIVITY

PURPOSE

Network activities provide an opportunity for the partner organisation 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 organisations 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 organisational 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 organisations. 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 organisation and the partner organisation, 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 75,000. 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 accountancy. 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.

Usually, 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 found at duf.dk.

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 may include a culture meeting, for instance with representatives from a partner organisation visiting Denmark. You can, e.g., apply for funding to develop podcasts, photo exhibitions, talks or film screenings, or activities for your members: Only your imagination sets the limits.

The target group can e.g. be local branches in your organization, education institutions or a media focusing explicitly on children and youth.

REQUIREMENTS

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

- 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 organisations themselves.
- The engagement activity must aim to engage a wider target group in Denmark, by engaging children and youth in themes related to your international partnership or project.

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 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

You can apply for the engagement activity concurrently with ongoing projects in the partnership. The engagement activity can receive grants up to DKK 40,000.

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. You can also apply for 7% of the total project costs to cover administration.

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 found at duf.dk.

Deadline for submitting the reporting and financial statement is 1 month after the activity is finished.



EXAMPLES OF ACTIVITIES

- Podcast inviting different guests to speak about themes related to the international project.
- Photo exhibition portraying the project, which can be exhibited at the Danish organisations national meeting or social media platforms.
- Tour to e.g. Danish Folk High schools where representatives from both organisations engage students in a relevant theme from the joint project.
- Publication of a magazine, produced by the target group of the project, translated into Danish and distributed in Denmark.
- Carry out panel discussions targeting young people at the Peoples meeting in Denmark (Folkemødet) with representatives from both organisations.
- Actives for children in the organisations where they can learn about life in the partner country.

6 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 regarding whether or not your project has been accepted.

DUF'S INTERNATIONAL GRANT COMMITTEE

The committee is appointed by DUF's board for a two year period, and 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.

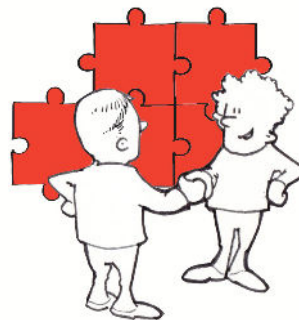
It is important to stress that your application will always be evaluated in its entirety, meaning that lacks in the application may be made up for by stronger aspects. The international grant committee emphasizes the experience level of the partnership, requirements therefore increase with the duration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

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.



THE SIX EVALUATION PARAMETERS



In the evaluation of the application DUFs international grant committee will make an overall assessment of the application based on the six evaluation parameters. In the evaluation the international grant committee will look at the level of experience of the organisations and the amount applied for. This means that even volunteers with little or no experience in international partnerships can get started with DUFs international pool and gain experiences.

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. In the evaluation the grant committee will further more evaluate the need for reasonable additional costs related to choices made to ensure climate- and environmental sustainable decisions made in the project design and the activities. 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. To what extent can the partner organization maintain the changes created by the project when the funding is finished?

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.



PRIORITIZATION OF APPLICANTS

In the case that DUF receives more applications suitable for funding than what can be funded due to insufficient funds in DUFs international pool, DUFs grant committee will prioritize the projects based on a prioritization principle, adopted by DUFs board: The principle is:

In the case of insufficient funds project applications with a strong public anchoring will be

prioritized at the expense of project applications with a weaker public anchoring. The grant committee can also offer a project grant with a smaller funding than the applied amount. It will be up to you as applicants in the partnership to make the assessment as to whether the project can be adjusted to the new financial frame.

Contact DUFs international consultants if you wish to hear more about how to work with public anchoring.

7 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, DUF's Code of Conduct for international projects and activities as well as DUF's financial management 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. It is your responsibility as an organization that your accountant and your partner's (if they have one) are informed about

DUF's guidelines, financial manual and Danida's accountancy instructions. The accountancy instructions, which can also be found in an English, Spanish and French version, can be found at duf.dk.

For projects with grants up to DKK 100,000, 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 100,000 audited externally.

For projects with funding between DKK 100,000 and DKK 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 with a funding above DKK 500,000 the audit instructions for projects above DKK 500,000 must be used. 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 receive the funding. You need to set up a separate project bank account into which the money will be paid. For partnership projects you will be paid 80% of the grant. The remaining 20% will be paid after the midterm status meeting with your consultant at DUF.

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

- 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.

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 financial manual for rules on budget changes.

REQUIREMENTS ON TRANSPARENCY AND OPENNESS 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 found at 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. Remember that you can use the financial 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, which you will be asked to respond to. 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.

8 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 partner 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.

You must immediately contact DUF's inter-

national 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 organisation, 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."

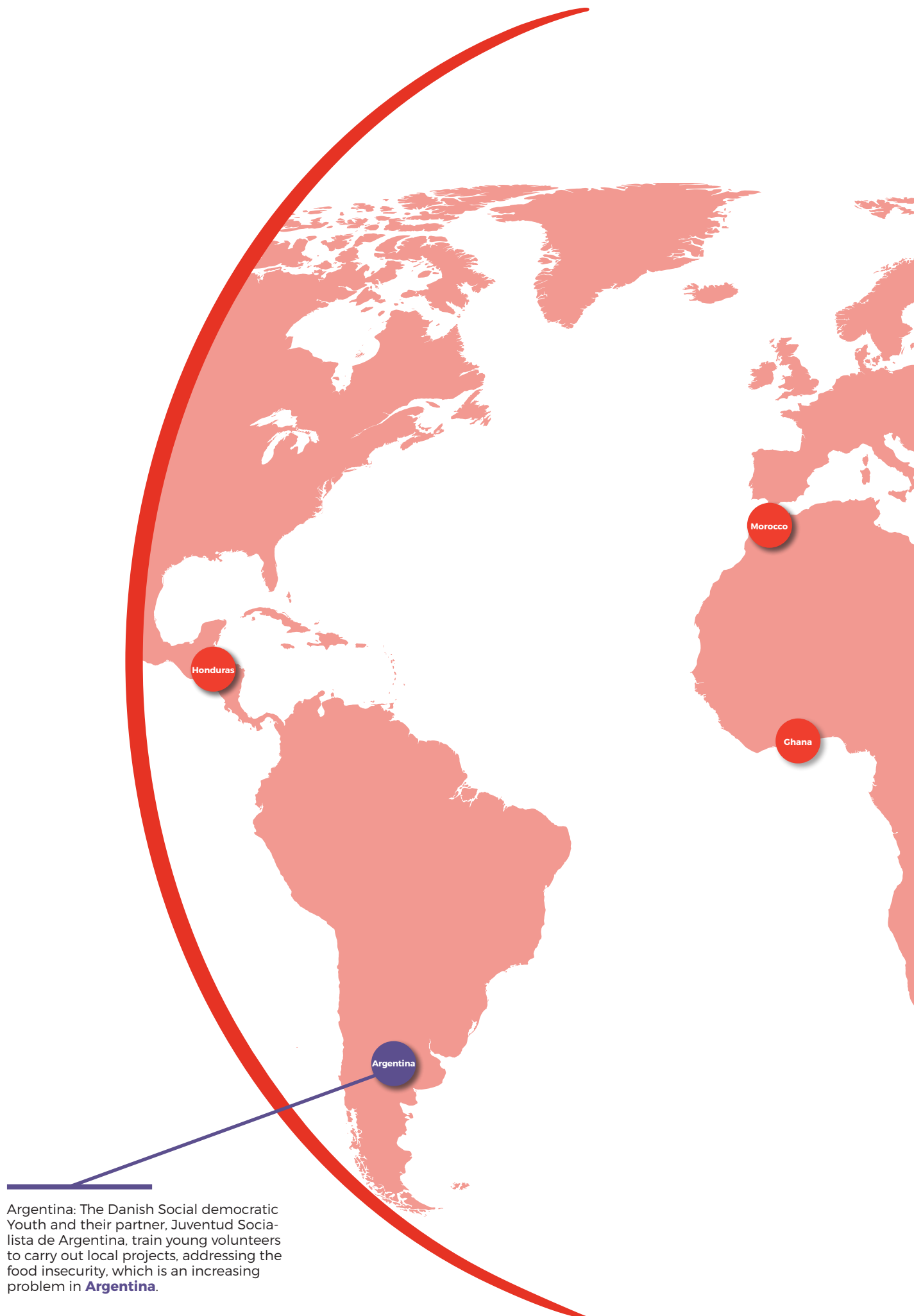
"The parties agree to actively prevent sexual exploitation, abuse and harassment, and to ensure, in the best possible way, that the intervention is carried out in an environment free of all kinds of exploitation, abuse and harassment, sexually or otherwise, especially in the case of particularly vulnerable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

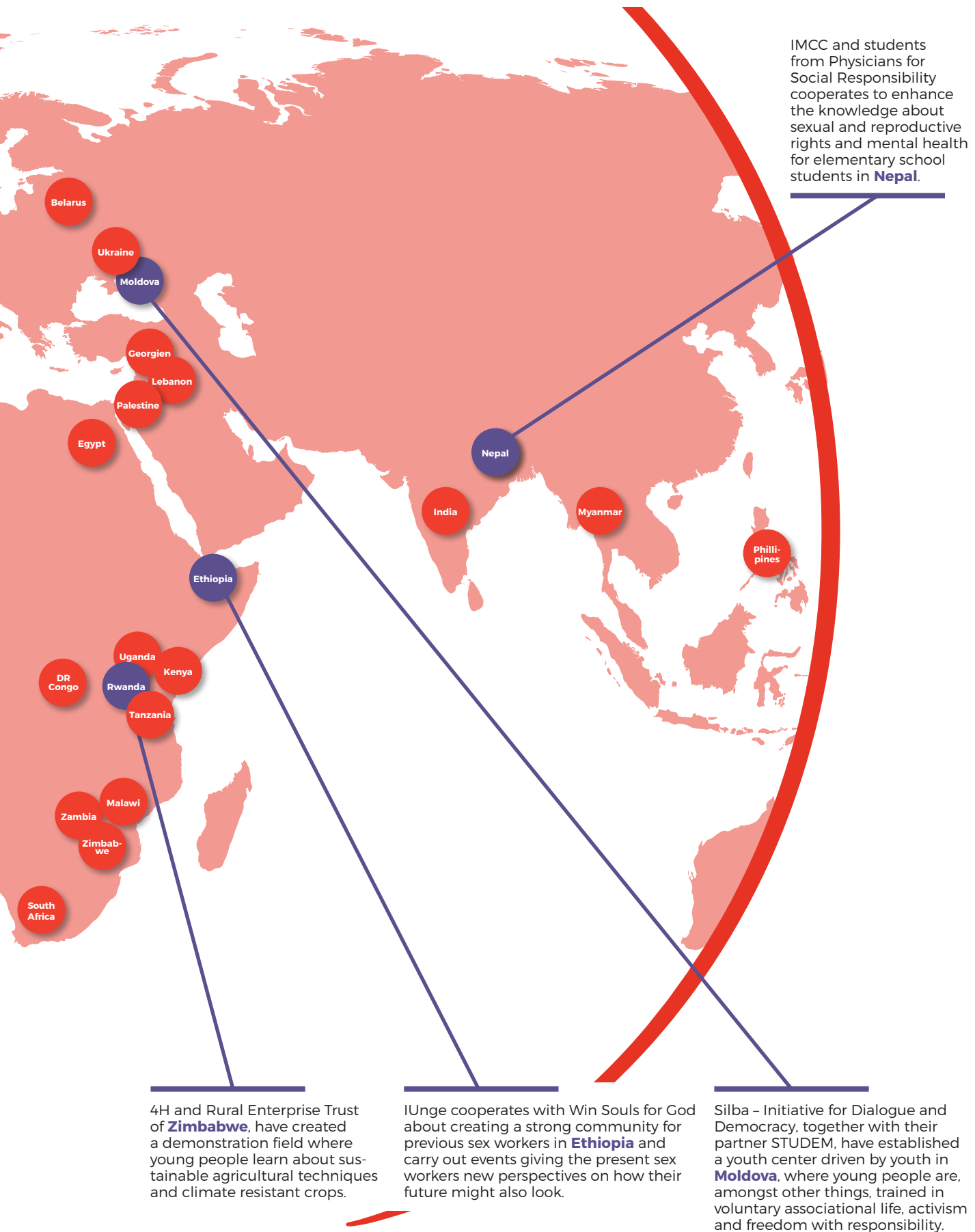
codex can be found at duf.dk. The anti-corruption codex contains a detailed description of the procedures that are initiated in the event of suspected fraud and corruption.





Argentina: The Danish Social democratic Youth and their partner, Juventud Socialista de Argentina, train young volunteers to carry out local projects, addressing the food insecurity, which is an increasing problem in **Argentina**.

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



Editor in Chief

The Danish Youth Council

Editors: The latest edition of these guidelines was carried out in 2024 by Mathias Pedersen and Katrine Christiansen

Design

Illustrations: Karen Leth

Layout: Siri Carslund

Print: Christensen Grafisk

Photos

Cover page: Christer Holte

Page 2: Christer Holte

Page 5: Christer Holte

Page 7: Christer Holte

Page 9: Christer Holte

Page 13: Ida Arentsen

Page 15: Ida Arentsen

Page 17: Christer Holte

Page 21: Christer Holte

Page 24: Patrick Lieberkind

Page 29: Patrick Lieberkind

Page 31: Christer Holte

Page 33: Patrick Lieberkind

Page 37: Ida Arentsen

Page 39: Patrick Lieberkind

Page 41: Ida Arentsen

Page 45: Christer Holte

Page 49: Patrick Lieberkind

DUF – Danish Youth Council

Scherfigsvej 5

DK-2100 København Ø

Tel. +45 39 29 88 88

duf@duf.dk

www.duf.dk

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



