small programme

DKK 700,000 – DKK 4,000,000

GUIDANCE NOTE:

* Number of pages: The application text (excluding the summary) must not take up more than 25 pages (Calibri, font size 11, line spacing 1.0, margins: top 3 cm, bottom 3 cm, right 2 cm and left 2 cm). Applications exceeding this length will be rejected.
* Language: The application text must have been drawn up in cooperation between the local partner(s) and the applicant Danish organisation. Accordingly, there must be a document available in a language of relevance to the local partner. The actual application, however, can only be submitted to CISU in Danish or English.
* The application must be submitted in Word format.
* Guidance on submission of applications is available at <https://cisu.dk/en/CSP-materials>
* All text written in *italics* are meant to assists you in developing the application and should be deleted before uploading it to Vores CISU.
* You can delete this box before you send in the application.

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| --- | --- |
| Danish applicant organisation |  |
| Title of the intervention |  |
| If re-submission or in continuation of a previous intervention, please insert journal number |  |
| Is the intervention likely to affect Indigenous Peoples (IP), their communities or territories?*See* [*https://cisu.dk/en/CSP-materials*](https://cisu.dk/en/CSP-materials) *for more information about Free, Prior, Informed Consent (FPIC)* | Yes[ ]  | No [ ]  |
| If yes, choose the applicable situation(s): [ ]  The legitimate representative IP authority(ies) have signed the front page as Global South partner(s).[ ]  Documentation of programme specific or general consent declaration is attached under supplementary annexes.[ ]  An initial Free, Prior, Informed Consent (FPIC) process will be conducted within the programme itself. |
| Partner organisation(s) (highlight the one(s) you have previously collaborated with) |  |
| Country(ies) |  |
| Period and # of months |  |
| Total amount in grants from the Civil Society Fund over the past four years. |  |
| Amount applied for in DKK | Year 1 | Year 2 | Year 3 | (Year 4) | (Year 5) | **Total** |
|  |  |  |  |  |  |

#  Executive Summary

* Write a short summary of the programme proposal (max. 1,000 characters including spaces, which can be copied directly into vores.cisu.dk). The summary should, as a minimum, include a brief overview of what outcomes the programme will contribute to, how it will improve the lives of the target groups, and what partners are involved.

# Relevance (Criterion 1)

1. Purpose and relevance
* Describe the purpose and relevance of the programme in relation to the purpose of the Civil Society Fund.
* Describe how the programme aligns with the principles of the Civil Society Fund. You can emphasise one or more principles, but make sure to include all in the description.
	1. Context and problem analysis
* Describe the specific conditions that are relevant to understanding the context that the programme takes place in (context analysis). This can be social, cultural, economic, environmental, or political conditions.
* Describe the locally identified needs and concerns that the programme addresses and how these are interlinked (problem analysis).
* If you work in a context affected by fragility (conflict, natural catastrophes, political unrest, public safety, or an extremely weak civil society), you should analyse and describe the fragility thoroughly and how this will affect the programme.
	1. Learning from previous collaboration
* Describe how previous, related interventions have affected the target groups and civil society in a positive way.
* Describe how results and learning from previous collaboration and interventions have shaped the programme.
* If the intervention is a continuation of a former intervention, please describe the changes you have made to your outcomes, how you have adjusted your strategy, or have included a new or extended target group.

# Partners (Criterion 2)

1. For each Global South partner (if the partner has a limited role, a less detailed description is sufficient)
* Describe the organisational structures of the partner, its constituency and how it relates to the target groups of the programme.
* Describe the partner’s capacity to manage the program (accountability structures, and systems relevant to program implementation, monitoring and evaluation, financial management and reporting). Remember to clarify if the partner has a budgetary responsibility, i.e. receives funds directly from the Danish partner (cf. CISUs requirements for financial management).
* Describe the partner’s overall experience, strategies and priorities. Focus on the elements that are most relevant to the programme.
	1. For each Danish partner (if the partner has a limited role, a less detailed description is sufficient)
* Describe the organisational structures of the Danish partner and constituency.
* Describe the Danish partner’s capacity to manage the program (accountability structures and systems relevant to program implementation, monitoring and evaluation, financial management and reporting).
* Describe the Danish partner’s overall experience, strategies and priorities. Focus on the elements that are most relevant to the programme.

# Strategy (Criterion 3)

1. Programme strategy
* The programme strategy should clarify the intervention logic and key assumptions used to reach the outcomes of the programme. It should describe the causalities and combination of clusters of activities and outputs leading to specific outcomes that are required and planned for in a certain order. Outcomes are formulated as the change that you hope to see in for example people’s living conditions, policies and/or policy enforcement, or target groups and/or stakeholders’ behaviour, practice or actions.
* Describe how and why the programme strategy works with capacity development, strategic deliveries, and advocacy, cf. the Development Triangle.
	1. Result framework
* Present a result framework at an outcome level. You can use the matrix below, but other formats can be used, if preferred. The framework must include outcomes, outcome indicators, targets, Means of Verification, outputs and clusters of activities.

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| **Impact** | *[Explain in one sentence the overall, long-term desired change in society that the programme is envisioned to contribute to]* |
|  | **Outcome Indicators and Means of Verification** | **Target** **(end of programme)** |
| Outcome 1*[formulation of desired outcome]* | *[formulation of indicator]* | * *[formulation of target]*
* *[formulation of target]*
 |
| Output 1.1.Output 1.2 |
| Clusters of activities |
|  | **Outcome Indicators and Means of Verification** | **Target** **(end of programme)** |
| Outcome 2*[formulation of desired outcome]* | *[formulation of indicator]* | * *[formulation of target]*
* *[formulation of target]*
 |
| Output 2.1Output 2.2 |
| Clusters of activities |
|  | **Outcome Indicators and Means of Verification** | **Target** **(end of programme)** |
| Outcome 3*[formulation of desired outcome]* | *[formulation of indicator]* | * *[formulation of target]*
* *[formulation of target]*
 |
| Output 3.1Output 3.2 |
| Clusters of activities |

* 1. Strategic priorities
* Describe how the programme strategy builds on the partners’ respective strategic priorities, strengths and experience (mentioned in section 2).
* Describe how the programme will ensure synergy between partners and a collective direction towards the shared programme impact.
	1. Sustainability
* Describe how the programme will contribute to create lasting and sustainable improvements for the target group.

# Target groups (Criterion 4)

1. Target group characteristics
* Make a quantitative and qualitative description of the primary and secondary target groups e.g. by partner, country, territory, gender, ethnic group, age, type of rightsholders, or duty bearers who can also be part of the primary target group. If useful, make a table to organise the quantitative information.
	1. Target group involvement
* Describe how the target group(s)’ development opportunities/challenges/problems were identified and included in the programme.
* Describe how the target group(s) have been and will be involved in the programme cycle (design, development and prioritisation of activities, implementing activities, monitoring progress and managing funding). Remember to reflect on how you have ensured that the target group(s) are well represented in the partnership and the programme.
* If the programme is likely to affect Indigenous Peoples, their territories, or communities then explain how their involvement adheres to the principles of Free, Prior, and Informed Consent (FPIC) (see <https://cisu.dk/en/CSP-materials> for more on FPIC). If the FPIC process is part of the programme itself, then make sure to describe a) the FPIC steps already taken and b) the best possible description of the Indigenous Peoples’ decision-making structures as well as include the FPIC programme activities in the budget.

# 5. Monitoring, evaluation, accountability, and learning (MEAL) (Criterion 5)

1. MEAL framework
* Describe the framework and methods for continuous or periodic monitoring and evaluation to ensure learning and accountability between the partners, target groups and CISU. The framework should support the collection of data against the indicators (or similar) defined in the result framework. Make sure that there is coherence between the programme strategy and the concepts used in the MEAL framework.

# 6. Managing risks (Criterion 6)

1. Risk management matrix
* To fill out the risk management matrix below, you begin by identifying the main risks that could affect the programme. These may relate to political changes, environmental factors, social dynamics or risks of harassment, exploitation, or abuse against target groups, employees or others involved in the programme. Each risk should be clearly described, explaining what the risk is and how it could impact the programme. Next, assess the likelihood of each risk occurring. Then evaluate the potential impact the risk would have on the programme if it were to happen.
* Once risks are assessed, outline mitigation measures—specific actions the programme will take to reduce either the likelihood of the risk occurring or its impact. These can include both preventive steps and plans for how to respond if the risk materialises.

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| **Risk factor** | **Likelihood** | **Impact** | **Mitigation measures** |
| [Insert risk factor] | [‘Almost certain’, ‘Possible’ or ‘Unlikely’? ] | ['Significant', 'Major' or 'Minor'?] |  |
|  |  |  |  |
| [add more rows if necessary] |  |  |  |

# 7. Cost level and community contribution (Criterion 7)

1. Budget description
* Explain the composition of key elements in your budget: This can e.g., be in relation to:
	+ If you include substantial **payroll costs**, briefly describe what the employees are expected to do. If payroll costs are included for the Danish organisation, you must also describe why Danish personnel are best positioned to undertake these tasks.
	+ If you have included **larger investments**, please explain the added value of the investments in relation to the achievement of the outcomes.
	+ If you are applying for a programme in a **fragile context** and higher expenses for strategic services, investments, and security measures are necessary, you can explain the necessity of such expenses here.
* If the programme includes **supplementary financing**, you need to explain if the supplementary financing is a prerequisite for implementing the activities. You also need to explain if the supplementary financing is secured at the time of submitting the application or if it is considered realistic to raise the funds. If the programme is dependent on the supplementary financing, CISU can only give definitive approval of the application when the applicant documents that the supplementary financing has been secured. Documentation of this can be sent to puljer@cisu.dk with reference to the approved grant.
* Describe how the roles and responsibilities of the partners are reflected in the budget.
	1. Community contributions
* Describe how local partners, communities and/or target groups support the programme — for example with access to shared community resources, volunteer work, material contributions, or financial support. Include any contributions that are not part of the programme budget.
* Describe how the partners will work towards financial sustainability of their respective organisations and their work. This can include strategies for community philanthropy, donor diversification, income generating activities or other ways of ensuring financial sustainability.

# 8. Popular engagement in Denmark (Criterion 8)

* Describe which target group(s) you plan to reach with the information and engagement activities in Denmark.
* Describe your choice of approaches, methods and activities and how you expect them to strengthen the target group’s understanding of- or interest in global development.