#

small programme

DKK 700,000 – DKK 4,000,000

GUIDANCE NOTE:

* Number of pages: The application text 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. Executive summary is not part of the 25 pages.
* 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 [www.cisu.dk/CSP-materials](https://www.cisu.dk/CSP-materials)
* All text written in *italics* are meant to assists you developing the application and should be deleted before uploading it to Vores CISU.
* The bullet points indicate information that we expect you to include. We recommend that you use them as headlines, or you can delete them once you have provided the specific information.
* You can delete this box before you send in the application.

# Programme Matrix

|  |  |
| --- | --- |
| Danish applicant organisation |  |
| Title of the intervention |  |
| Is this the first, second or third Small Programme application (x) | 1 |  | 2 |  | 3 |  |
| Partner organisations (highlight those with previous applicant collaboration) |  |
| Country(ies) |  |
| Period and # of months |  |
| If re-submission or in continuation of a previous intervention, please insert journal number |  |
| 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** |
|  |  |  |  |  |  |
| SDGs addressed in the programme |  |

#  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), including:*

* + Which civil society actors are involved in the programme and what are their priorities/strategies?
	+ Which of the participating organisations’ priorities/strategies have you decided to focus on in this programme?
	+ How will the programme strengthen the capacity of civil society actors?
	+ How will the programme contribute to improve the lives of the target groups?

# Relevance (Criteria 1)

*Describe the purpose and relevance of the program and relate this to the context in which the programme is implemented.*

## Purpose & relevance

* + - What are the key strategic priorities of each of the implementing partners?
		- What is the purpose and relevance of the programme?
		- How will the programme contribute to strengthening civil society and civic organising?
		- How does the programme align with the purpose and principles of the Civil Society Fund?

## Context and problem analysis

* Describe the specific context that is expected to influence the implementation of the programme. This can for example be social, cultural, economic, environmental, legal and/or political conditions.
* Describe the problems and challenges that the programme addresses and how these are interlinked.
* Optional: Include a description of fragile context matters if applicable (conflict affected, natural catastrophes affected, a context with political unrest, coup d'état, public safety or an extremely weak civil society) and how they may affect the programme.

# Partnership Capacity (Criteria 2)

*Describe the capacities and strategies of the involved partners.*

## For each Global South partner:

* Describe the legal nature of the partner, its constituency and how it relates formally to the rights holders and target groups of the programme.
* Describe the partner’s accountability structures, experiences relevant to program implementation, monitoring and evaluation, financial management and reporting.
* Describe the partners’ overall experiences, strategies and priorities.

## For Danish partner(s):

* Describe the legal nature of the Danish partner(s) and its popular anchorage.
* Describe the Danish partner(s) accountability structures, experiences relevant to program implementation, monitoring and evaluation, financial management and reporting.
* Describe the Danish partner(s) overall experiences, strategies and priorities.

## Partner strategies

* Summarize which of the partners strategic priorities are relevant for the proposed programme.

# Programme Strategy (Criteria 3, 4.2, 8.1-2)

*Describe the programme strategy that you choose to work with based upon the context (1.2) and the descriptions of strategies and priorities of Global South Partners (2.1) and description of strategies and priorities of Danish partner partner(s) (2.2).*

*The programme strategy clarifies the intervention logic and key assumptions used to reach the pursued outcomes of the programme in an efficient manner. It describes the causalities and combination of activities leading to specific outcomes that are required and planned for in a certain order to achieve the programme outcomes.*

*You can develop the program strategy by applying a Theory of Change approach.*

## Programme strategy

* Describe the programme’s strategy.
* Describe how the intervention uses the three aspects of the development triangle as presented in the CSF guidelines and its corresponding Tool paper.
* Describe how the methods and approaches relate to each partners strengths and experiences and facilitate synergy among partners to achieve program outcomes.

## Result framework

Present a result framework at an outcome level. This must also include indicators and targets.

* Describe key outputs and clusters of activities after the description of the result framework.

Summary Result Framework

|  |  |
| --- | --- |
| **Programme objective** **(impact oriented)** | *[Explain in one sentence the situation the intervention is expected to bring about in support of the purpose of the CSF (strengthening of civil societies to improve lives of people living in poverty in the Global South or actual structural development changes]* |
| **Thematic Area 1***[formulation of theme]* | **Outcome Indicators** | **Target** **(end of programme)** |
| Outcome 1.1\**[formulation of desired outcome]* | *[formulation of indicator]* | * *[formulation of target]*
* *[formulation of target]*
 |
|  |
| **Thematic Area 2***[formulation of theme]* | **Outcome Indicators** | **Target** **(end of programme)** |
| Outcome 2.1*[formulation of desired outcome]* | *[formulation of indicator]* | * *[formulation of target]*
* *[formulation of target]*
 |
|  |
| **Thematic Area 3***[formulation of theme]* | **Outcome Indicators** | **Target** **(end of programme)** |
| Outcome 3.1*[formulation of desired outcome]* | *[formulation of indicator]* | * *[formulation of target]*
* *[formulation of target]*
 |

*\*Normally there is only one outcome for each thematic area, you can add additional outcomes if necessary.*

*\*\*The matrix here is a recommended format, another matrix format can be used if so preferred.*

## Learning from previous cooperation

* Describe how learning(s) from previous cooperation and interventions are integrated into the programme.

## Reflection of Global South Partner(s) strategies

* Based upon 2.1. describe how the Global South Partner(s) strategies are reflected in the programme strategy.

## Sustainability

* Describe how the intervention will contribute to create lasting and sustainable improvements for the target group.

## Distribution of responsibilities including budget

* Describe for each of the partners their areas of responsibilities and professional contributions to the implementation of the programme.

# Target groups (Criteria 4)

*The total size of both the primary and the secondary target group need to be calculated. If useful, make a table to organise the information. It is requested to report on real numbers by the end of Programme.*

*Include your considerations behind the identification of the legitimate rightsholders making sure they are not a manipulated or illegitimate representation of the target group.*

*An ideal scenario for ownership purposes and Locally Led Development would be that the rightsholders themselves play the lead role.*

## Target group characteristics

* Make a quantitative and qualitative description of the primary and secondary target groups e.g. by partner, territory, jurisdiction, country, gender, ethnic group, age, type of rightsholders, or duty bearers who can also be part of the primary target group.

## Target group roles

* Describe howthe target groups’development opportunities/challenges/problems were identified and included in the programme**.**
* Explain to what extend the rightsholders or their legitimate representatives form part of the target groups and how they are represented in the partnership?
* Describe how the rightsholders have been and will be involved in the programme cycle (design, development and prioritisation of activities, implementing activities, monitoring progress and managing funding).

# Monitoring, evaluation, accountability, and learning (Criteria 5)

*It is recommended always to include at least the primary target groups in the MEAL system. The MEAL 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 outlined programme strategy and the concepts used in the MEAL framework.*

* + Describe the framework and methods for continuous or periodic **monitoring**, **evaluation** (midway, end or ex-post), for guaranteeing **accountability** between the partners, target groups and CISU, and **learning** (MEAL).
	+ If you plan to undertake an evaluation of the programme, please explain how and whether it will be an internal or external evaluation, or a combination of the two.

# Managing risks (Criteria 6)

*The most inherent risks of harassment, exploitation, or abuse against target groups, employees, volunteers, or others involved in the intervention should be considered.*

*If, when listing the potential risks, you identify one risk you are unlikely to be able to mitigate effectively or one that could jeopardize the overall feasibility of intervention (a killer assumption) then it should be addressed effectively ahead of submitting the application or as a part of the programme strategy and activities themselves.*

*List the potential events that are assumed to not happen but could cause an extraordinary challenge for the programme implementation and jeopardize the pursued outcomes, if not mitigated. Suggest mitigation measures, which are not necessarily included in the intervention logic, for each one of these risks in the matrix below.*

* Risk management matrix

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

# Financial sustainbility (Criteria 7)

*Financial diversification allows for Civil Society Actors to uphold activities and plan for long-term strategies for effective implementation of their priorities and strategies.*

*Make sure to think beyond funding by the Civil Society Fund.*

* Share processes, strategies and plans of the principal actors in the partnership leading towards the financial sustainability of their respective institutions and their development work.

# Cost level and community contribution (Criteria 8)

*Include a justification If the programme has substantial payroll costs/Danish staff with an added value, larger investments, higher expense level than normal due to a fragile context of implementation or alike.*

## Cost level

* Briefly describe the composition of your budget

## Financial-administrative responsibilities

* Explain additional details (compared to chapter 3.6) on how the budget execution and administrative responsibilities are distributed between Global North-South partners and between Global South partner(s), and target groups if relevant.

## Partner and target group contributions

* List the partner(s) and local community(ies) relevant non-financial contributions, such as: lodging, food, human resources, natural resources, land, and community meetings.
* If the programme budget should have relevant co-financing**,** then describe it *(without need to include it in the budget)*.

# Popular engagement in Denmark (Criteria 9)

*Up to a maximum of 2% of the total budget can be used on the programme’s information and dissemination activities in Denmark while concrete popular involvement can be considered a part of the overall intervention if it has a strategic function.*

*Direct and innovative relationship building between Global North and South non-partner civil society organisations and individuals is welcomed but not expected.*

*Describing popular engagement could mean more details about active role of CSOs or groups, as outlined in chapter 3.6-distribution of responsibilities or 3.1-programme strategy, or as audience to information shared by the partnership for consciousness building or even behaviour change in favour of the programme’s development objective.*

* Describe how well defined Danish civil society individuals, groups or organisations are involved up to, during or after the intervention.
* Explain the means of communication to be used (news channels, social media, exhibitions, printed matter, theatre, events, or the like).