Large project

Up to DKK 700,000.

GUIDANCE NOTE:

* Number of pages: The application text (excluding the summary) must not take up more than 10 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/CSP-materials>
* All text written in *italics* are meant to assist 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.

|  |  |
| --- | --- |
| Danish organisation |  |
| Partner organisation(s) |  |
| Title of the project |  |
| Amount applied for |  |
| Country(ies) |  |
| Period and # of months |  |
| If re-submission or in continuation of a previous project, please insert journal number |  |

# Executive Summary

* *Write a short summary of the project 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 project 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 project in relation to the purpose of the Civil Society Fund.*
* *Describe how the project 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 project takes place in (context analysis). This can be social, cultural, economic, environmental, or political conditions. Focus on the conditions that are most relevant to the project.*
* *Describe what local needs the project will address (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 explain how this will affect the pro**ject.* 
  1. Learning from previous collaboration
* *Describe how results and learning from previous collaboration and interventions have shaped the project.*

# *If the project is a continuation of a former project, 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.*

# The partnership (Criterion 2)

* 1. For each Global South Partner
* *Describe the partners’ experiences, capacities, and resources of relevance to the project. This can e.g., be the partners’ experiences with the specific focus of the project or relevant networks or collaborations.* 
  1. For each Danish organisation
* *Describe the Danish organisation’s experiences, capacities, and resources of relevance to the project. This can e.g., be the partners’ experiences with the specific focus of the project, or relevant networks or collaborations.* 
  1. Development of the project
* *Describe how the project has been developed between the partners. This can e.g. be related to how your respective knowledge of the specific focus has complemented each other in the development of the project, who has initiated the project, and/or how the process of developing the project has been.*
  1. Partner strengthening
* *Describe how this project will help build stronger organisations and partnerships. Consider aspects such as capacity building, developing new skills, or creating opportunities for shared learning and knowledge exchange.*

# STRATEGY (criterion 3)

* 1. Project strategy
* *Describe the strategy of the project. Describe what you expect the activities and outputs will lead to, and how this will contribute to achieving the outcomes of the project.*
* *Describe how and why the project strategy works with capacity development, strategic deliveries, and advocacy, cf. the Development Triangle. If strategic deliveries and/or advocacy are not included in the strategy, it must be justified.*
  1. Project design
* *Describe the outcomes, outputs, and activities of the project. You can e.g. use a results frame, Logical Framework or Theory of Change if it is meaningful to the partners. The below format can be used, but it is not compulsory. 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.*

|  |  |
| --- | --- |
| Impact (long-term): | |
| Outcome 1: | |
| Outcome indicators and means of verification: | |
| Outputs | Activities |
| Output 1.1 | Activity 1.1.1  Activity 1.1.2  Etc. |
| Output 1.2 | Activity 1.2.1  Activity 1.2.2  Etc. |
| *Add more rows as needed* |  |
|  | |
| Outcome 2: | |
| Outcome indicators and means of verification: | |
| Outputs | Activities |
| Output 2.1 | Activity 2.1.1  Activity 2.1.2  Etc. |
| Output 2.2 | Activity 2.2.1  Activity 2.2.2  Etc. |
| *Add more rows as needed* |  |
| *Add more outcomes, if appropriate* |  |
|  | |
| Cross-cutting activities (i.e., *activities that pursue several of the outcomes*) | Activity X.1.1  Activity X.1.2  Etc. |

* 1. Roles and responsibilities
  + *Describe which partner (and any other actors, where relevant) is responsible for the different parts of the project.*
  1. Sustainability
* *Describe how you expect the project will contribute to sustainable improvements for the target groups.* 
  1. Monitoring and evaluation
* *Describe how you will monitor the project. Explain how you will explore (methods and approaches) and follow up on your experiences and the changes you are contributing to. Use your indicators and means of verification to outline your planned monitoring and evaluation.*

# Target groups (Criterion 4)

* 1. Target group characteristics
  + *Describe the composition of the target groups: specify the approximate number of people in your primary target group(s) (the people who will participate in the activities of the project) and secondary target group(s) (the people who will be affected by the activities of the project without having participated in them).*
  + *Describe what characterises the target groups and how they will benefit from the project. Remember to reflect on the composition of the target groups in relation to gender, age, ethnicity and/or other characteristics of relevance.*
  1. Target group involvement
  + *Describe how the target group(s)’ development opportunities/challenges/problems were identified and included in the project.*
  + *Describe how you will ensure continuous contact to and feedback from the target groups during implementation. Remember to describe how you have received, and will receive, inputs from the target groups in the design (e.g. in setting the outcomes and activities) and throughout implementation. This can e.g., be through the local partner’s continuous contact to the target groups, through meetings, a project committee, workshops, or through data- and knowledge collection efforts (monitoring activities).*

# budget and Cost level (criterion 5)

* 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 project 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 project 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 project 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*](mailto:puljer@cisu.dk) *with reference to the approved grant.*
  1. **Community contributions**
* *Describe how local partners, communities and/or target groups support the project — for example with access to shared community resources, volunteer work, material contributions, or financial support. Include any contributions that are not part of the project budget.*

# Popular enGagement in Denmark (optional)

* *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 and/or interest in global development*