CITIZEN PARTICIPATION INTERVENTION

Up to DKK 500,000.

GUIDANCE NOTE:

* *NUMBER OF PAGES: The application text 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 [www.cisu.dk/skemaer](http://www.cisu.dk/skemaer) (the website is presented in Danish, but many documents are also available in English, French and Spanish.)

All questions must be answered (except for section 5, which is voluntary). All text written in *italics* is text to help you develop your application. Consider it as good advice that you can choose to use. All italic text should be deleted before the application is uploaded to Vores CISU.

NB: DELETE THIS GUIDE BOX WHEN YOU ARE READY TO SEND IN YOUR APPLICATION.

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

Summary

Please write a short summary of the purpose of your intervention and main activities (max. 1,000 characters/approx. half a page, which can be copied directly into vores.cisu.dk).

1. Purpose and relevance
   1. What is the purpose of the intervention? What challenges will you address? How will the intervention contribute to strengthening civil society and civic organising?
   2. If the intervention is an extension of a previous intervention, please describe: what significant results have been achieved so far? What are (still) the biggest challenges? To what extent does this intervention include new outcomes, a new strategic approach, or new target groups?
   3. Describe the context of the intervention through a problem- and context analysis.

*Describe the conditions of the area of the intervention that are expected to influence the intervention. This can be social, economic, environmental, or political conditions. Remember to describe the context for all the thematic areas you will work with in the intervention.*

*Remember to make it clear how the intervention is built on local needs.*

*If you work in a context affected by fragility, you should analyse and describe the fragility thoroughly and how this will affect the intervention.*

1. The partnership
   1. Describe the partners’ experiences, capacities, and resources of relevance to the intervention (this includes the Danish organisation, the partner(s), as well as any other actors).

*This can e.g., be the partners’ experiences with the specific focus of the intervention, your knowledge of the context, or relevant networks or collaborations. There is no need to repeat the general information about the partner already provided in CISU’s application system, Vores CISU.*

* 1. Describe how the intervention has been developed between the partners.

*This can e.g., be related to how your respective knowledge of the specific focus have complemented each other in the development of the intervention, who has initiated the intervention, and/or how the process of developing the intervention has been.*

* 1. Describe how you expect the intervention will contribute to strengthening you as individual organisations and/or your partner relations.

*This can e.g., be if you have included capacity building in the intervention or that the intervention will result in new knowledge.*

1. Target groups
   1. Describe the composition of the target group(s): specify the approximate number of people in your primary target group(s) *(the people who will participate in the activities of the intervention)* and secondary target group(s) *(the people who will be affected by the activities of the intervention without having participated in them)*.

*If useful, make a table. The next question gives you the opportunity for a more in-depth description of the target groups. Feel free to reflect on the composition of the target groups in relation to gender or other characteristics of particular relevance.*

* 1. Describe what characterises the target groups. How is the intervention relevant to the target groups and local needs?

*Remember to reflect on how you have chosen the target groups.*

* 1. Describe the partners’ relations to the target groups.
  2. How have you included the target group in the planning of the intervention and how will you ensure continuous contact to- and feedback from the target groups during implementation?

*Remember to describe how you have received, and will receive, information from the target groups throughout implementation. This can e.g., be through the local partner’s continuous contact to the target groups, through meetings or workshops, or through data- and knowledge collection efforts (monitoring activities).*

1. Description of the intervention
   1. Describe the outcomes, outputs, and activities of the intervention. Moreover, describe what indicators (or other formulation of success criteria) you have chosen to measure your outcomes.

*This section can e.g., be inserted into a results frame, Logical Framework, or Theory of Change if it is meaningful to the partners.*

* 1. Describe the strategy of the intervention: what is the connection between your activities, outputs, and outcomes? What approaches and methods will you use to achieve the outcomes and why do you think it will work?
  2. Describe how you will monitor the intervention, including how you will explore (methods and approaches) and follow up on your experiences and the changes you are contributing to through the intervention.
  3. Describe the partners’ and any other actors’ areas of responsibilities and professional contributions to the implementation of the intervention.
  4. Describe how the intervention will contribute to creating lasting and sustainable improvements for the target groups.

*Consider what elements of the intervention you expect will continue after the intervention has finished. Also describe how the target groups will benefit from the intervention so that they will be better positioned by the end of the intervention.*

1. Cost level (max. half a page)

*In this section, you are encouraged to briefly explain the composition of your budget (remember also to fill in the budget format with thorough budget notes). 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 an intervention 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 intervention 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 intervention 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. Intervention-related information work in Denmark

*Information work in Denmark is not a requirement, but an option, which applicants are encouraged to make use of. A maximum of 2 % of the activity budget (budget line 8) can be applied for such purpose.*

If information funds are applied for, the following points should be reflected upon:

* 1. The purpose of the information work.
  2. The target groups of the information work.
  3. The means of communication to be used (social media, printed matter, theatre, events, or the like).