SMALL project

Up to DKK 150,000.

GUIDANCE NOTE:

* Number of pages: The application text (excluding the summary) must not take up more than 6 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/CSP-materials](https://www.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 (# 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 project.*

# 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.*

# Description of the project (criterion 3)

* 1. Project strategy
* *Describe how the activities and expected outputs will contribute to achieving the outcomes of the project. Describe how and why the strategy works with capacity building and, if relevant, strategic deliveries and advocacy.*

3.2 Roles and responsibilities

* + *Describe which partner (and any other actors, where relevant) is responsible for the different parts of the project.*

# The target groups (criterion 4)

**4.1 Target group characteristics**

* 1. *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).*
  2. *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 relevant characteristics.*

# 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.*

# 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.*