SMALL project

*The Neighbourhood Fund*

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 assists you 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 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 |  |

Summary

Please write a short summary of the purpose of your project and main activities, as well as the intended change resulting from the project? (max. 1,000 characters/approx. which can be copied directly into vores.cisu.dk).

1. Purpose and relevance
	1. PURPOSE: What is the expected outcome of the project? How will the project contribute to at least one of the three purposes of the Neighborhood Fund?
	2. RELEVANCE: Describe the specific conditions that are relevant to understanding the context that the project takes place in?

*This can be social, economic, environmental, or political conditions that affect the project.*

*Describe how the project is based on locally identified needs.*

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

1. The partnership
	1. Describe the partners’ experiences, capacities, and resources of relevance to the project (this includes the Danish organisation and the partner(s)).

*This can e.g., be the partners’ experiences with the specific focus of the project, 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 project 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 project, who has initiated the project, and/or how the process of developing the project has been.*

1. Strategy
	1. Describe how the activities and expected outputs will lead to the purpose of the project.

*Describe what you expect the activities will lead to and how this will contribute to achieving the purpose of the project. Consider applying the Development Triangle to describe your strategy.*

* 1. Describe the partners’ (and any other actors, where relevant) areas of responsibilities in the implementation of the project.

*Describe who is responsible for the different parts of the project.*

1. Target group
	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. How is the project relevant to the target groups and local needs?

*Reflect on the composition of the target groups in relation to gender, age, vulnerability and/or other characteristics of relevance.*

1. Cost level (max. half a page)

*After completing the budget and the budget notes, there might be a need for an elaborated description or justification of the proposed costs or expenses (e.g., relatively high payroll costs, special investments or extraordinary cost because of working in fragile context). This can be done in this section.*

1. Project-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 purposes.*

*If information funding is included, 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).