

## Bilag 5.1 Retningslinjer for Connect for Global Change

*Bemærk: Nedenstående retningslinjerne er de "globale" retningslinjer, som vedtaget af de elleve partnere i samarbejdet bag Connect for Global Change. Retningslinjerne følger de af EU forhåndsgodkendte 'purpose', 'requirements' og 'selection criteria'. I hvert land vil der være landespecifikke variationer af forståelsesmæssig karakter. CISUs sekretariatet arbejder pt. med oversættelse og med disse specifikationer – og enkelte steder (hvor muligt indenfor de fastsatte rammer) med en simplificering.*



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# Connect for Global Change

*Connect for Global Change seeks to develop an inclusive society where more EU citizens have a sense of co-responsibility to address sustainable development and global challenges. This is done by subgrating small and medium-sized civil society organisations´ global citizenship education and awareness raising projects in eleven EU countries.*

**[Insert country specific introduction]**

## Granting guidelines explained:

Purpose	All actions granted must be in line with the purpose of the support facility; or in other words, the change wanted in the action (project) will be a contribution to the aim of the facility.
Principle	Principles are issues, values, or ethical concerns which actions should not be contradictory to, and which are reflected the assessment criteria.
Requirements	Issues that must be met by an action or by the applicant(s) for the application to be eligible.
Selection criteria/assessment criteria	<p>Actions can live up to these to a lesser or greater extent. Each application is assessed individually based on these criteria, and the final decision is based on looking at the proposal as a whole in view of these including the desired changes, and financial scale as well as the applicant(s) capacity but also, the track record of working with CISU. The larger the budget, the stricter the requirements regarding the capacity of the organisations involved and the desired changes of the action.</p> <p>These criteria will correspond one-to-one with the criteria in the evaluation grid.</p> <p>The actions are scored on each criterion which makes it possible to compare actions between each other in order for us to grant the best actions.</p>

## Purpose

The proposed actions must contribute to the purpose of the support facility which is:

*Empower, engage, and connect EU citizens, and in particular youth and those less sensitive to and less involved with global challenges, to take shared responsibility to create a more inclusive, equal, and sustainable world.*

## Purpose described:

Approaches and methodologies used in the proposed action shall increase awareness, critical understanding, and meaningful engagement in global challenges. The applicant has a responsibility to make it possible for the target group to engage, act, and/or critically reflect on development challenges.

- **Meaningful engagement:** EU citizens must be enabled to engage in a practical manner with the proposed action and contribute to it as a supporter, activist, multiplier or innovator (see the engagement pyramid in the toolkit)

The action is assessed on its ability to motivate the target group to meaningfully engage (move up in the engagement pyramid (see the toolkit) from supporter to the levels of activist, multiplier or innovator).

To be meaningfully engaged means you also have critical understanding of the issues dealt with by the action.

- Promote **critical understanding:** EU citizens must be empowered to take a position and critically reflect on the issues promoted by the action. When critical understanding or thinking is promoted it means that target groups take defensible positions, reflect, analyse, evaluate different ideas and positions. It is demonstrated through the target group's ability to express informed responses and independent thought.

The action is assessed on its ability to motivate the target group to be critically aware of the issues presented by the action.

- **Global challenges** have to be part of the actions if we are **to create a more inclusive, equal, and sustainable world**. Global challenges refer to urgent topics and agendas related to [EU partner countries](#), development cooperation and promoting Sustainable Development Goals. The actions can focus on topics such as social and environmental justice, gender equality and inclusion, or other topics related to the Sustainable Development Goals. The variety of topics is large but they have in common that they are of global relevance.

## Principles

The following principles are seen as the basis for well-designed awareness raising and engagement work and actions.

- **Know your target group of EU citizens:** A thorough knowledge of your target group is a prerequisite for reaching these people with knowledge, and opportunities to act. The action's methods must be adapted to the target group and must be based on knowledge of their local context, and what interests, and motivates them.

In practice, this means that the applicants are assessed on the extent to which the applicants have specific knowledge of the target group, access to it and is expected to be able to include them in the development of the action (assessment criteria 2).

- **Involve the people who it is about:** The proposed action must involve people touched by the impact of the global challenges, as actors, narrators, participants and/or collaborators in a qualified and ethical sense. When involving these people applicants can benefit and develop existing relations with them. Meaning in an equal, constructive, and respectful way. In practice, this means that the application is assessed on the extent to which people and/or actors from the communities impacted by the global challenges have or will have a central role in the proposed action (assessment criteria 3).

- **Cooperate with relevant stakeholders:** Cooperation makes you stronger. Civil society organisations, youth organisations, networks, informal groups, movements, local authorities, educational institutions, etc. should work together, complement each other and through partnerships across disciplines engage more EU citizens.

In practice, this means that it strengthens a proposed action if the applicant is part of a partnership (assessment criteria 3).

- **Be gender transformative:** Proposed actions must take into consideration opportunities for individuals and society to actively challenge gender norms. Promote positions of social and political influence for women and those people affected by intersecting or multiple discriminations, such as racism, LGBTQIA+ phobia, ableism, social class, etc. in communities, and/or address power inequities between people of different gender identities and discrimination from an intersectional gender perspective.

In practice this means that the applicant should describe in the application how the proposed action relates to gender equality and gender transformative, rights-based and/or intersectional approaches in its design, planning and implementation (assessment criteria 4).

- **Be innovative:** Trying something new to improve impact is a good idea. When we experiment and get new ideas, try new ways to do things we can create new results and improve our practices. To be innovative is to improve and make better results.

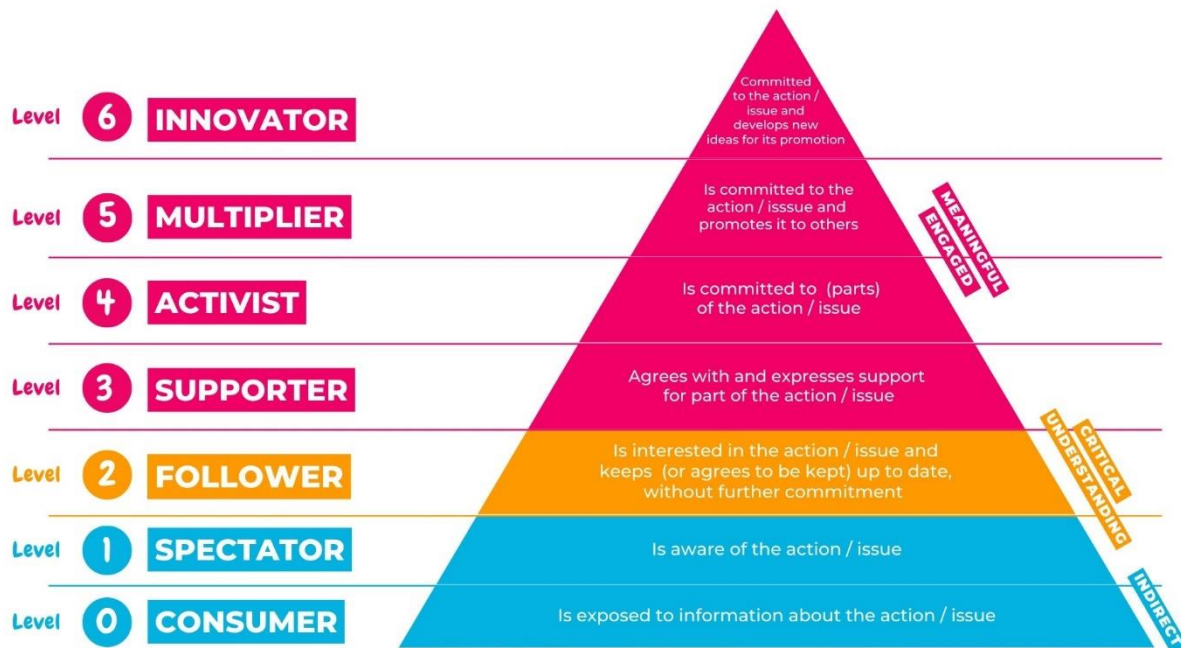
In practice, this means that the applicant must include learnings from completed activities or actions carried out by the applicant(s) to ensure that the action is not a repetition of past activities and to ensure that new ideas are reflected in the objectives and approaches applied.

- **Involve youth:** Youth can be effective change-makers if given proper opportunities to participate and act - and they have the right to be heard and have influence on the development of the world. Involvement of youth is key. Youth is considered to be all people younger than 30 years and older than 15 years. Youth organisations, networks, movements and informal groups are led by younger people and/or are aiming solely at involving people younger than 30 years.

In practice this means that actions involving youth are assessed on the extent to which it is co-created by and/or developed for young people and promotes collaboration with youth entities (assessment criteria 2 and 3).

**Engagement pyramid:**

The applicant must describe in the application how the proposed action takes the point of departure in the Engagement Pyramid and must explain how it moves the target group(s) from one level to the next level in the pyramid.



**People less sensitive and less involved with the global challenges**

The *less sensitive* are identifiable groups in society that possess certain characteristics that either reduce their sensitivity or decrease their involvement in global challenges. The less sensitive and less involved are people who have not taken a position on global development or who have no special knowledge of it. They can easily have a great deal of knowledge about other matters and be deeply engaged in other subjects. And, be neither for nor against global development but their opinion can go either way. Less sensitive are normally part of a larger target group related to age, education level, financial situation, socio-professional field, internet use, political orientation, socio-professional categories, therefore to reach the target group and the less sensitives, it is important to have in-depth knowledge of their interests, values and skills.

Organisations that focus on these target groups should provide an explanation why they consider their target group *less sensitive* and *less involved*.

## What can you apply for? Requirements concerning the action

- Grants can be minimum € 5.000 (excl. admin) and maximum € 26.000 plus 7 % administration
- Grants can cover a maximum of 20% of costs encountered in the countries indicated in EU's Annex M as developing countries and territories
- Grants will be disbursed with 80 % at Action start and the remaining 20%, when the final report has been approved
- **For applications applied for in 2024 and granted in 2025:** Actions should be completed by 31.12.2026 (the latest!)
- **For applications applied for and granted in 2025:** Actions should be completed by 31.5.2027 (the latest!)

**Bemærk:** Vi arbejder med at få lavet en aftale om revision, som potentielt kan have indflydelse på, hvornår indsatser senest skal afsluttes i DK. Overstående er fastsat ud fra et konservativt skøn.

### Eligible and ineligible cost/activities

For example the following costs/activities can be funded (for a full list see Article 14 of General Conditions):

This kind of expenses can be funded	This cannot be funded as direct costs
<ul style="list-style-type: none"> <li>• Expenses related to activities like participation at events, educational activities, community events, campaigns, mobilising of volunteers etc.</li> <li>• Production of communication outputs e.g. learning materials, podcasts, reportages, photos incl. translations and subtitles</li> <li>• Expenses related to participation in network and cooperations with others</li> <li>• Costs of participation of partners from the global south (visa, insurance, travel, lodging, meals)</li> <li>• Fee/salary and travel expenses (including fee for consultants from the global south, fx. from partner organisations)</li> <li>• Salary of internal staff directly relating to the realisation of the action (e.g. coordination and production of materials)</li> <li>• Rent of venue for events</li> </ul>	<ul style="list-style-type: none"> <li>• Activities with fundraising as their primary purpose</li> <li>• Activities that aim at religious conversion</li> <li>• Activities which serve party politics</li> <li>• Administration costs for office, stationery etc. that does not relate directly to the action</li> <li>• In-kind contributions (meaning only actual costs can be covered)</li> <li>• All costs that are not incurred between the starting date and ending date of the action</li> </ul>



<ul style="list-style-type: none"> <li>• Travel (including per diem and insurance)</li> <li>• Equipment essential for the realisation of the action (including renting of equipment and insurance)</li> <li>• Administration costs directly related to the action</li> <li>• Costs related to the verification of expenses: certified copies, costs of mailing original documents (invoices, etc.)</li> <li>• Costs for participation in obligatory capacity building activity in the program</li> </ul>	<ul style="list-style-type: none"> <li>• All costs that are covered by other EU grants</li> <li>• All taxes that can be recovered</li> </ul>
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### Who can apply? Requirements concerning the applying organisations

Actions can include the following actors:

- **Lead applicant:** The lead applicant shall meet the eligibility criteria referred to in the next paragraph. If awarded a grant the grant contract, the lead organisation will become the main interlocutor of CISU. It represents and acts on behalf of the co-applicant(s) (if any) and coordinates the design and implementation of the Action. The lead applicant must sign the “Declaration by the third party” in the application. Read more about the lead applicant’s responsibilities in the Financial and Administrative Guide (available at: [www.cisu.dk](http://www.cisu.dk)).
- **Co-applicant(s):** A co-applicant shall meet the eligibility criteria referred to in the next paragraph. It participates in designing and implementing the Action, and the costs it incurs are eligible in the same way as those incurred by the lead applicant. Co-applicant(s) must sign the “Declaration by the third party” in the application of the application.
- **Associate(s):** Any other organisations/institutions involved in the action. Associates play a real role as a stakeholder in the action but may not receive funding from the grant. Associates do not have to meet the eligibility criteria referred to in the next paragraph. Associates must be clearly mentioned in the application, and have to formally declare their participation (e.g. with a letter of interest) but they do not have to sign the “Declaration by the third party”.
- **Contractors:** Lead applicant and co-applicant(s) are permitted to award contracts. Associates cannot also be contractors in the Action. Contractors are subject to the procurement rules set out in the Practical guide on contract procedures for European Union external action (PRAG) and they must not be indicated in the grant application form, but selected once the grant contract is awarded.

**Bemærk:** Dele af dette vil blive flyttet til forvaltningsvejledning i Dansk udgave

### Lead applicants and co-applicants must

- be a legal person

- be officially existing as a non-profit organisation
- be a Civil Society Organisation (CSO) or an association of CSOs
- have existed for a minimum of one year and be able to present at least one annual report
- have had a turn-over of not more than 75 mio. dkk over the last budget year
- not have the financial, administrative or operational capacity to compete directly for EU funding under this DEAR call for proposals
- have at least 20 members/supporters/volunteers to ensure popular anchorage
- be established in Denmark (Co-applicants may as well be established in all countries indicated in EU's Annex M).
- have the financial, administrative and/or operational capacity to successfully carry out the activities to be financed through the financial support
- not be an applicant or co-applicant in more than one application to Connect for Global Change
- not have received funding from Connect for Global Change before (only relevant for applicants applying in 2025)
- be neither coordinator, co-beneficiary, affiliated entity, associates, contractor nor beneficiary of a subgrant in the frame of the call for proposal under which the Connect for Global Change facility has been financed (Reference: EuropeAid/173998/DH/ACT/Multi), nor have the financial, administrative or operational capacity to compete directly for EU funding under this above call for proposals
- be available to participate in capacity building activities on the following dates <dates>, this entails in-person and online training, coaching and facilitation of peer-to-peer learning among the sub-grantees
- not be in any of the exclusion criteria as defined in the exclusion criteria from the EU as defined in this list: ~~this list~~ paragraph 2.6.10.1.1 of the INTPA Prag of 24th of June 2022

There will be equal access for all eligible civil society organisations regardless of membership of one of the Connect for Global Change partners.

### **Assessment criteria**

*In the assessment, the requirements are always aligned with the size of the grant applied for, the applicant's experience and what the Action seeks to achieve. In other words, the applications are*

*assessed according to the same criteria regardless of the amount of the application, but the requirements for fulfilling the individual criteria increase with the amount.*

*Proposed actions will be assessed as a whole and whilst taking into account the track-record that the lead applicant and co-applicant(s) have with CISU*

*Actions will be assessed upon the following six criteria:*

### 1. Purpose and relevance of the action

To what extent:

- the action contributes to *Empower, engage, and connect EU citizens, and in particular youth and those less sensitive to and less involved with global challenges, to take shared responsibility to create a more inclusive, equal, and sustainable world*
- the action meaningfully engages the target group
- the action increases critical understanding within the target group

Weight 20 %

### 2. Target group(s) (in Denmark)

To what extent:

- the applicant demonstrates specific knowledge of the target group and its access to it
- the applicant includes the target group(s) in the development of the action
- the choice of channels and methods is relevant in relation to meaningfully engage the target group and create critical understanding
- the action will be able to motivate the target group(s) to become meaningfully engaged (move up in the engagement pyramid) and/or become critically aware of the issues presented by the action
- the action reaches a target group defined as 'less sensitive' to the global challenges and/or the action reaches a target group defined as 'youth'

Weight 20%

### 3. Southern Voices/Stakeholders

To what extent:

- the proposed action involves or engages people touched by the impact of the global challenges, as actors, narrators, participants and/or collaborators in a qualified and ethical sense and/or
- the proposed action involves stakeholders that are relevant to the proposed action

Weight 10%

### 4. Coherence

To what extent:

- the activities chosen are relevant and sufficient in order to create the change the proposed action seeks to achieve
- the activities chosen are relevant and sufficient in order to reach the chosen target group(s)

- the activities chosen are taking point of departure in the Engagement Pyramid, and applicant(s) demonstrate how these activities move target group(s) from one level to the next in the pyramid
- the results of the proposed action are measurable
- the results of the proposed action are likely to be put into play even after the end of the action
- the action promotes gender equality through a gender-transformative, rights-based and intersectional approach.

Weight 20 %

### 5. Capacity

To what extent:

- the lead- and co-applicant(s) have the relevant capacity to implement the action related to the purpose, methods and target groups of the action
- the proposed action somehow relates to the aims, activities, mission and/or vision of the applying organisations(s) the lead- and co-applicant(s)
- the lead-applicant, co-applicant(s) and associates have the necessary knowledge and experience to carry out the activities including communication skills and access to relevant channels for the target group

Weight 10%

### 6. Cost effectiveness

To what extent:

- the action's cost level is reasonably related to activities, expected results, and the total budget
- the action's cost level is reasonably related to the number of people in Denmark reached and engaged

Weight 20%

### **How are applications found worthy of support prioritized?**

All applications are rated on the basis of the assessment criteria. If there are insufficient funds to grant all applications found worthy of support, these applications are ranked based on these ratings in order of priority applications. This determines who gets a grant. The weigh of each criterion will be used in the ranking. Read more about the rating system at: [www.cisu.dk](http://www.cisu.dk).

If several applications share the lowest score of the ranking, the grant(s) are given to the application(s) with the lowest requested grant first. This is based on the logic that as many applications worthy of support as possible shall get a grant.

### **Procedure for applying and assessing**

**Bemærk: Nedenstående følger principper defineret i Connect-partnerskabet, men er en beskrivelse af procedurene, som de kommer til at være i Danmark/CISU.**

### **How to apply?**

All applications are submitted via CISU's online portal 'Vores CISU' [our CISU]: [vores.cisu.dk](http://vores.cisu.dk). A Submission Guide as well as application forms and budget formats are available at: [www.cisu.dk](http://www.cisu.dk).

The lead applicant must have made an account in Vores CISU well ahead of the application deadline, typing in basic data on the actions and the applicant(s), in addition to uploading the filled-in application form and budget format – and if relevant, letter of interest (associates only).

The applicant is able to seek advice in connection with the application process. You may do so at: [vores.cisu.dk/public/raadgivning](http://vores.cisu.dk/public/raadgivning).

### When to hand in the application?

**Deadline for submission of your application is: Onsdag den 13.november kl. 12 og** (Insert date)

### What happens during the assessment process and what is the processing time for applications?

Upon receipt your application will be registered, and it will be assessed whether your application fulfils the eligibility criteria as stated in 'Who can apply for a grant?' and 'What can you apply for?'. Please notice that the proposals must be submitted filling in the application form with all the required information and attachments. The attached documents shall contain ALL relevant information concerning the action and no additional annexes should be sent.

Any error and major inconsistency related to the application instruction and the documents required may lead to the rejection of the application. Incomplete applications may be rejected.

Upon submission of the full application, the lead applicant will receive a confirmation of receipt by CISU. Lead applicant is strongly advised not to wait until the last day to submit their full applications-

Any application submitted after the deadline will be rejected.

When during review it will occur that your application does not meet the eligibility criteria it will be administratively rejected. **You will be informed about administrative rejection within two weeks after the deadline.**

Applications that meet the eligibility criteria and are complete will be assessed as a whole upon the assessment criteria by independent assessment consultants. After assessment the assessment consultants pass their recommendation on to the grant committee. The grant committee considers the grant consultants' recommendation and makes the final decision and secure the consistency in ranking of approved applications makes sure that the applications which are ranked highest will receive funding.

After this process has been finalised you will receive notice of the decision of the committee and if the application is approved information about the ranking of your application. **This notice will be sent to you within two months.**

If your application can be funded you will receive a draft grant contract within 2 weeks from the decision date to be signed by your legal representatives.

Applicants cannot communicate with assessment consultants or members of the Grant Committee during the processing of their applications, except when requested to respond to clarifying questions that may be asked by an assessment consultant. The procedures for feedback and complaints are set out in CISU's Code of Conduct, available at: [www.cisu.dk](http://www.cisu.dk).

## Learning Cycle

Organisations who receive a grant will be part of a joint learning cycle together with other grant holders. The learning cycle consists of:

- A start-up seminar where grant holders share strategies and methodologies and identify joint training needs
- <X> in-person trainings where the content is relevant to the purpose of Connect for Global Change (e.g. on constructive communication, use of southern voices or on the global challenges)
- <X> on-line trainings where the content is relevant to the purpose of Connect for Global Change (e.g. on constructive communication, use of southern voices or on the global challenges)
- Expert coaching or peer coaching organised by [name of the partner] with other grant holders
- End seminar where grant holders share experiences with other interested organisations and stakeholders
- And online cross border network event between similar grantees.

Participation in the full learning cycle is obligatory, but free of charge, with two participants per applicant and co-applicant per training.

## PRINCIPLES FOR ADMINISTRATION AND GRANT APPROVAL

The fundamental principles for administration and approval of grants are:

- **Adaptability of requirements.** Each application is assessed individually, and the final decision is based on looking at the proposal as a whole in view of the desired changes, and financial scale as well as the applicant(s) capacity and track record of working with CISU. The larger the budget, the stricter the requirements regarding the capacity of the organisations involved and the desired changes of the action.
- **Transparency and openness in the administration.** This means, among other things:
  - o All assessment criteria and processes are explicit and available to all applicants.
  - o All applicants receive a response spelling out the reasons for the approval or rejection.
  - o All approved applications are publicly available (anonymity can be requested if reasoned).
- **Orderly administration** applying the highest standards of administrative conduct (for instance, ensuring impartiality, making decisions on an informed basis, writing in an understandable manner, complying with deadlines and stating the reasons for decisions as detailed in the guidelines).
- **Clear separation** between the advisory process/the advisers and the assessment process/assessment system. Accordingly, CISU's advisers and the rest of CISU's secretariat are

not in any way involved in the process from the moment the application is submitted until the grant decision is made.

- Optimal **consistency** between the Assessment Committee's decisions and CISU's advisory assistance. This is why the committee is severely informed about the standard for the assessment of applications established in other CISU funds before assessing applications to Connect for Global Change and, also decisions and advisory assistance are checked against each other after the first application round.
- **There is no rigid formula.** Accordingly, there is always room for the assessment system to look at the overall picture in terms of an integrated assessment of applications in view of the purpose of the fund.



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