Capacity aSSESSMENT

Guidance note:

* *NUMBER OF PAGES: the application text 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 can be written in Danish or English according to the needs of the applicant.*

The application must be submitted in Word format.

GUIDANCE on how to submit the application can be found here: [www.cisu.dk/skemaer](http://www.cisu.dk/skemaer).

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

1. Relevance

* 1. What is the overall background and needs for a capacity assessment?

2. The organisation’s expected/desired development

* 1. What are your general expectations to your organisation’s strategic and organisational development?
	2. What expectations do you have to your development cooperation in the coming years? What role are you expecting to have?
	3. What thematic and geographic areas of focus will you have? Are you broadening your focus?
	4. What plans and expectations do you have in relation to project/programme applications in the coming years from the Civil Society Fund and other funding sources?

3. Purpose of the capacity assessment

* 1. What are the most important themes and focus areas needed to be covered in the capacity assessment?
	2. What change are you expecting/hoping that the capacity assessment will contribute to?

4. Organising and follow-up

* 1. Who are expected to participate actively in the assessment?
	2. How will you (incl. the board) follow up on the capacity assessment?