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MEDIUM & LARGE programme

GUIDANCE NOTE:

* Number of pages: The application text must not take up more than 35 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. Executive summary is not part of the 25 pages.
* 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 partnership. 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.
* The bullet points indicate information that we expect you to include. We recommend that you use them as headlines, or you can delete them once you have provided the specific information.
* You can delete this box before you send in the application.

# Programme Matrix

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Danish applicant organisation |  | | | | |
| Title of the intervention |  | | | | |
| Partner organisations (highlight those with previous applicant collaboration) |  | | | | |
| Country(ies) |  | | | | |
| Period and # of months |  | | | | |
| If re-submission or in continuation of a previous intervention, please insert journal number |  | | | | |
| Total amount in Grants from the Civil Society Fund over the past four years. |  | | | | |
| Amount applied for in DKK | Year 1 | Year 2 | Year 3 | Year 4 | **Total** |
|  |  |  |  |  |
| SDGs addressed in the programme |  | | | | |

The following heading and sub-heading serve as guidance for the applicant, while not intended as an exact measure of the structure of the documents or its specific contents.

|  |  |
| --- | --- |
| **Heading**  (Especially relevant to Assessment Criteria) | **Sub headings – supportive questions** |
| Executive Summary *(max. 1,000 characters including spaces, which can be copied directly into vores.cisu.dk)* | * + Which civil society actors are involved in the programme and what are their priorities/strategies?   + Which of the participating organisations’ priorities/strategies have you decided to focus on in this programme?   + How will the programme strengthen the capacity of civil society actors?   + How will the programme contribute to improve the lives of the target groups? |
| Relevance (Criteria 1.1)  (Criteria 1.2) | Purpose & relevance  * + What are the key strategic priorities of each of the implementing partners?   + What is the purpose and relevance of the programme?   + How will the programme contribute to strengthening civil society and civic organising?   + How does the programme align with the principles of the Civil Society Fund?  Context and problem analysis  * + Describe the specific context that is expected to influence the implementation of the programme. This can for example be social, cultural, economic, environmental, legal and/or political conditions.   + Describe the problems and challenges that the programme addresses and how these are interlinked.   + How does the programme address locally identified needs, and concerns?   + Optional: Include a description of fragile context matters if applicable (conflict affected, natural catastrophes affected, a context with political unrest, coup d'état, public safety or an extremely weak civil society) and how they may affect the programme. |
| Partnership Capacity (Criteria 2.1)  (Criteria 2.2)  (Criteria 3.3) | For each Global South partner:  * + Describe the legal nature of the partner, its constituency and how it relates formally to the rightsholders and target groups of the programme.   + Describe the partner’s accountability structures, experiences relevant to program implementation, monitoring and evaluation, financial management and reporting.   + Describe the partners’ overall experiences, strategies and priorities.  For Danish partner(s):  * + Describe the legal nature of the Danish partner(s) and its popular anchorage.   + Describe the Danish partner(s) accountability structures, experiences relevant to program implementation, monitoring and evaluation, financial management and reporting.   + Describe the Danish partner(s) overall experiences, strategies and priorities.  Results and learning  * + Present in a table or bullet points key lessons learned and results achieved as part of past and current programme/project interventions  Partner strategies  * + Summarize which of the partners’ strategic priorities are relevant for the proposed programme. |
| Programme Strategy (Criteria 3.1)  (Criteria 3.2)  (Criteria 3.3)  (Criteria 1.3)  (Criteria 3.4)  (Criteria 3.5) | Programme strategy  * + Describe the programme’s strategy. You can support the description with a Theory of Change illustration – Annex A)   + Describe how the intervention uses the three aspects of the development triangle as presented in the CSF guidelines and its corresponding Tool paper.   + Describe how the methods and approaches relate to each partners strengths and experiences.   + How will the programme facilitate synergy among all partners to achieve program outcomes.  Result framework  * + Describe outcomes as presented in results framework.   + Annex summary of result framework (annex B – use format below) at an outcome level. The result framework must also include indicators and targets.   + Describe key outputs and clusters of activities.   1. Learning from previous cooperation   + Describe how learning(s) from previous cooperation and interventions are integrated into the programme.  Reflection of Global South Partner(s) strategies  * + Based upon 2.1. describe how the Global South Partner(s) strategies are reflected in the programme strategy.  Sustainability  * + Describe the plan to ensure sustainable and lasting changes in the intervention. Include target group and organisational perspective.   + Only for ‘Large Programme’ applications:  How will the programme contribute to sustainable structural changes and global south partners organisational sustainability?  Distribution of responsibilities including budget responsibility  * + Partner roles: Describe for each of the partners their areas of responsibilities and professional contributions to the implementation of the programme.   + Programme management: How will the overall programme-activities and -budget be coordinated? |
| Target groups(Criteria 4.1) (Criteria 4.2) | Target group characteristics  * + Make a quantitative and qualitative description of the primary and secondary target groups e.g. by partner, territory, jurisdiction, country, gender, ethnic group, age, type of rightsholders, or duty bearers who can also be part of the primary target group.  Target group roles  * + Describe how the target groups’ development opportunities/challenges/problems were identified and included in the programme.   + How will the target groups or legitimate representatives participate in or lead the design and planned delivery of the programme? |
| Monitoring, evaluation, accountability, and learning(Criteria 5) | MEL Framework  * + Describe the framework and methods for continuous or periodic monitoring, evaluation (midway, end or ex-post), for guaranteeing accountability between the partners, target groups and CISU, and learning (MEAL).   + Only for ‘Large Programme’ applications:  How does the MEL approach build on the partners experience with learning?  External review  * + Are there any special themes that is expected to be relevant to include in the review (planned for fourth quarter of year 3)?  Evaluation  * + If you plan to undertake an evaluation of the programme, please explain how and whether it will be an internal or external evaluation, or a combination of the two. |
| Managing risks(Criteria 6.1) | Risk management matrix  |  |  |  |  | | --- | --- | --- | --- | | **Risk factor** | **Likelihood** | **Impact** | **Mitigation measures** | | [Insert risk factor] | [‘Almost certain’, ‘Possible’ or ‘Unlikely’? ] | ['Significant', 'Major' or 'Minor'?] |  | |  |  |  |  | | [add more rows if necessary] |  |  |  | |
| Financial sustainbility(Criteria 7.1) | Partners financial sustainability  * + Share processes, strategies and plans of the principal actors in the partnership leading towards the financial sustainability of their respective institutions and their development work. |
| Cost level and community contribution(Criteria 8.1)(Criteria 8.2) (Criteria 8.3) | Cost level  * + Briefly describe the composition of your budget  Financial-administrative responsibilities  * + Explain additional details (compared to chapter 3.5) on how the budget execution and administrative responsibilities are distributed between Global North-South partners and between Global South partner(s), and target groups if relevant.  Partner and target group contributions  * + List the partner(s) and local community(ies) relevant non-financial contributions, such as: lodging, food, human resources, natural resources, land, and community meetings.   + If the programme budget should have relevant co-financing, then describe it (without need to include it in the budget). |
| Popular engagement in Denmark(Criteria 9.1) | Engagement  * + Describe how well defined Danish civil society individuals, groups or organisations are involved up to, during or after the intervention.  Communication  * + Explain the means of communication to be used (news channels, social media, exhibitions, printed matter, theatre, events, or the like). |
| annex A(Criteria 3.1) | * + Theory of Change illustration for proposed programme |
| annex b (Criteria 3.1)  (Criteria 3.2) | * + Summary Results Framework for proposed programme (see format below) |
| annex C (Criteria 8.1)  (Criteria 8.2) | * + Programme budget (format on cisu.dk) |
| annex d (Criteria 2.1)  (Criteria 2.2) | * + Management Response to CISU monitoring visit (format on cisu.dk) |

ANNEX B: Summary Result Framework

*Describe the capacities and strategies of the involved partners.*

*Describe the programme strategy that you choose to work with based upon the context (1.2) and the descriptions of strategies and priorities of Global South Partners (2.1) and description of strategies and priorities of Danish partner partner(s) (2.2).*

*The programme strategy clarifies the intervention logic and key assumptions used to reach the pursued outcomes of the programme in an efficient manner. It describes the causalities and combination of activities leading to specific outcomes that are required and planned for in a certain order to achieve the programme outcomes.*

*You can develop the program strategy by applying a Theory of Change approach.*

Summary Result Framework

|  |  |  |
| --- | --- | --- |
| **Programme objective**  **(impact oriented)** | *[Explain in one sentence the situation the intervention is expected to bring about in support of the purpose of the CSF (strengthening of civil societies to improve lives of people living in poverty in the Global South or actual structural development changes]* | |
| **Thematic Area 1**  *[formulation of theme]* | **Outcome Indicators** | **Target**  **(end of programme)** |
| Outcome 1.1\*  *[formulation of desired outcome]* | *[formulation of indicator]* | * *[formulation of target]* * *[formulation of target]* |
|  | | |
| **Thematic Area 2**  *[formulation of theme]* | **Outcome Indicators** | **Target**  **(end of programme)** |
| Outcome 2.1  *[formulation of desired outcome]* | *[formulation of indicator]* | * *[formulation of target]* * *[formulation of target]* |
|  | | |
| **Thematic Area 3**  *[formulation of theme]* | **Outcome Indicators** | **Target**  **(end of programme)** |
| Outcome 3.1  *[formulation of desired outcome]* | *[formulation of indicator]* | * *[formulation of target]* * *[formulation of target]* |

*\*Normally there is only one outcome for each thematic area, you can add additional outcomes if necessary.*

*\*\*The matrix here is a recommended format, another matrix format can be used if so preferred.*

Key assumptions related to programme strategy (outcome level)

|  |  |
| --- | --- |
| **Related to** | **KEY ASSUMPTION** |
| **Programme Outcome 1** |  |
| **Programme Outcome 2** |  |
| **Programme Outcome 3** |  |

Definitions (partly based on [OECD glossary](http://www.oecd.org/dac/evaluation/2754804.pdf)):

|  |  |
| --- | --- |
| **Programme objective (Impact)** | The intended physical, financial, institutional, social, environmental, or other development results to which a project or programme is expected to contribute. |
| **Outcome** | The short-term and medium-term effects of the engagement’s outputs on the target group/users. For this Results Framework focus is on 'end of programme' outcomes,  whereas 'process' outcomes are not included. Equivalent to 'programme immediate objective'. |
| **Outcome indicator** | Quantitative or qualitative factor or variable that provides a simple and reliable means to measure achievement or to reflect the changes connected to an intervention. |
| **Target** | Level of achievement in relation to an indicator. Target is 'end of programme' targets and can variate from program country/region/partners. |
| **Key assumption** | Key assumption related to ToC/Intervention logic to achieve outcome. At least one (but max two) assumption(s) for each outcome. |