Large project

*The Neighbourhood Fund*

Up to DKK 700,000.

GUIDANCE NOTE:

* Number of pages: The application text (excluding the summary) must not take up more than 10 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.

|  |  |
| --- | --- |
| 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. half a page, which can be copied directly into vores.cisu.dk).

# Purpose and relevance

* 1. PURPOSE: What are the expected outcomes of the project? How will the project contribute to at least one of the three purposes of the Neighborhood Fund?
	2. RELEVANCE/PROBLEM ANALYSIS: Which specific conditions are relevant to understanding the context that the project takes place in (context analysis)? Which specific challenges will the project address (problem analysis)?

*Describe the specific conditions of that are expected to influence the project. This can be social, economic, environmental, or political conditions. Remember to describe the context for all the thematic areas you will work with in the project. Describe key problems/challenges and priority which of these the project will address.*

*Remember to make it clear how the project is based on local needs.*

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

# The partnership

* 1. Describe the partners’ experiences, capacities, and resources of relevance to the project (this includes the Danish organisation, the partner(s), as well as any other actors).

*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. Describe how you expect the project will contribute to strengthening you as individual organisations and/or your partner relations.

*This can e.g., be if you have included capacity building in the project or that the project will result in new knowledge and mutual learning.*

# STRATEGY

* 1. Describe the outcomes, outputs, and activities of the project. Moreover, describe what indicators (or other formulation of success criteria), including means of verification you have chosen to measure your outcomes.

*This section can e.g., be inserted into a results frame, Logical Framework or Theory of Change if it is meaningful to the partners. The below format can be used, but it is not compulsory.*

|  |
| --- |
| Impact (long-term): |
| Outcome 1:  |
| Outcome indicators and means of verification:  |
| Outputs | Activities |
| Output 1.1 | Activity 1.1.1Activity 1.1.2Etc. |
| Output 1.2 | Activity 1.2.1Activity 1.2.2Etc. |
| *Add more rows as needed* |  |
|  |
| Outcome 2 |
| Outcome indicators and means of verification: |
| Output 2.1 | Activity 2.1.1Activity 2.1.2Etc. |
| Output 2.2 | Activity 2.2.1Activity 2.2.2Etc. |
| *Add more rows as needed* |  |
| *Add more outcomes, if appropriate* |  |
|  |
| Cross-cutting activities (i.e., *activities that pursue several of the outcomes*) | Activity X.1.1Activity X.1.2Etc.  |

* 1. Describe the strategy of the project: what is the connection between your activities, outputs, and outcomes? What approaches and methods will you use to achieve the outcomes and why do you think it will work?

*Consider applying the Development Triangle to describe your strategy.*

* 1. If the project is a continuation of a previous project or collaboration, please describe: what significant results have been achieved so far? Are there challenges carried over from previous project? To what extent does this project include new outcomes, a new strategic approach, or new target groups?
	2. Describe how you expect the project will contribute to sustainable improvements for the target groups.

*Consider what elements of the project you expect will continue after the project has finished. Also describe how the target groups will benefit from the project and how their lives are expected to improve because of the project. For interventions implemented in contexts of conflict and high fragility,* *requirements for sustainable improvements can be waived if sufficiently explained in the application.*

* 1. Describe how you will monitor the project, including how you will explore (methods and approaches) and follow up on your experiences and the changes you are contributing to through the project.
	2. Describe the areas of responsibility and professional contributions to the project on behalf of the partner(s), target groups and other relevant actors.

# Target groups

* 1. Describe the composition of the target group(s): 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)*.

*If useful, make a table. The next question gives you the opportunity for a more in-depth description of the target groups. Were relevant, you should reflect on the composition of the target groups in relation to gender, vulnerability, age-groups or other relevant characteristics.*

* 1. Describe what characterises the target groups. How is the project relevant to the target groups and local needs?

*Remember to reflect on how you have chosen the target groups.*

* 1. Describe the partners’ relations to the target groups.
	2. How does the project respond to local needs and priorities including how has the target group(s) been involved in the design and planning of the project? How will you ensure continuous contact to- and feedback from the target groups during implementation?

*Remember to describe how you have received, and will receive, inputs from the target groups in the design (e.g. in setting the outcomes and activities) and throughout implementation. This can e.g., be through the local partner’s continuous contact to the target groups, through meetings, a project committee, workshops, or through data- and knowledge collection efforts (monitoring activities).*

# Cost level and Community Contribution (max. half a page)

*In this section, you are encouraged to:*

* 1. Briefly explain the composition of key elements in your budget (OBS: only elements that are not explained in the budget notes in the budget format).

*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* *with reference to the approved grant.*
	1. Describe how local partners and/or target groups contribute with knowledge, voluntary work, financial (if any) and/or ‘in kind’ contributions to this project.

*Partners and local communities often contribute with resources (e.g. knowledge, volunteers, in-kind and financial own contributions) that is not part of the budget costs. Describe the relevant resources that partners and local communities contribute.*

# 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 purpose.*

*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).