# Application Format A for larger projects

*Jan 2021*

**This application format can be used for the following project types:**

* *A: Larger project (maximum 1.000.000 DKK)*

**This Application Format includes:**

1. **Front page with Basic information**

Applicant (CKU member organization and partner organisation), title, type of project, country of implementation, requested financing, summary (in Danish) and signatures.

1. **Application Text**

Description of the proposed project. The Guidelines for the CKU Pool Fund provide assistance for the formulation of the application.

1. **Budget Summary**

The main items of the budget drawn up for the project is in DKK. A separate detailed budget (local currency) should be attached to the application as an Annex A. Kindly note that **separate budget guidelines** are available to provide assistance to the budget formulation.

1. **List of Annexes**

At the end of the application format, a list of submitted annexes should be provided.

**Please note:**

* The seven evaluation criteria in the Guidelines for the CKU Pool Fund determines whether the application is qualified for funding or not.
* The application text should **not exceed 15 pages (larger project)** (Cambria 11, line spacing 1.0) excluding front page and annexes. Applications exceeding the maximum number of pages will not be accepted.
* The application format includes some instructions in italic. These can be deleted before submission.
* The project application should be drawn up between the Danish partner organisation and the partner organisation. Consequently, the application is to **be submitted in English**.
* Annexes excluding the obligatory annexes A, B, C, and D, **should not exceed 30 pages.**

Guidelines for the CKU Pool Fund and Guidelines for budget formulation can be found on the CKU website: <http://cku.dk/projektstoette/cku-puljen>. Formats for annexes and guide to Logical Framework Analysis can be found here: http://cku.dk/projektstoette/cku-puljen/skemaer-og-formater/

**Submission**:

The application form and all annexes are submitted electronically to the handling project consultant.

1. Front page with basic information

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| Reg. no. (To be filled by CKU) |
| CKU- |

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| --- | --- | --- | --- |
| Project Title |  | | |
| Countries/region: |  | | |
| GNI per capita: |  | | |
| Applicant:  CKU member organisation |  | | |
| Applicant:  partner organisation |  | | |
| Total project cost (incl. other and own contributions) | DKK | | (local currency) |
| Amount requested from CKU | DKK | | (local currency) |
| Average spending per year:  DKK | Project period:  (Max. 36 month) Months | | |
| Is this a re-submission?  ( ) No  ( ) Yes, previous date of application? | Is this a project in extension of another project  ( ) No ( ) Yes  Is this a project divided into several phases?  ( ) No ( ) Yes, phase (x) out of (x) phases | | |
| Date of Project start: | | Date of Completion: | |
| What Sustainable Development Goals (SDG’s), if any, is relevant for the application: | | | |
| **Summary** (maximum 10 lines in Danish including brief introduction to objectives, target group and main activities). | | | |
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**Signatures:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date (stamp) Name CKU member organisation**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Name Partner organisation**

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| **Has the member organisation and the partner organization received A or B Project grants from CKU the last two years?** Yes  If yes, provide registration number for the application: CKU-  No  Fill in Annex D about partnership.  If yes, describe if anything, relevant to the application, is new within the partner organization and partnership: |

**A. Application Text**

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| A1. Why is the project relevant?  * What is the overall goal of the intervention and what issues (challenges or opportunities) in the local context makes it relevant?   *(Please describe the relevant social, economic, political conditions as well as any relevant climate-, human rights /or gender related aspects. Describe main development problems the project will address and root causes to the problem. If the project is implemented in a fragile context, describe the fragile context or situation).* |

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| What are the capacities and the legitimacy of the partner organisation in relation to the intervention’s subject, context and target group? |

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| Is the project an extension of another project? Yes  No   * If yes, please describe results achieved and learning from former phases and what new key elements will be introduced in this phase? * If no, please describe the preparation of the intervention |

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| A2: What long-term change will the project bring?  * What long-term change is the project expected to contribute to the poor, vulnerable and marginalised target group(s)? |

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| What are the expected outcomes and key outcome indicators of the project? |

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| --- | --- |
| **Outcome** *(the change expected as an immediate result of the project)* | **Key indicators** *(what will be measured in relation to the set outcome)* |
|  | 1.1  1.2  Etc. |
|  | 2.1  2.2 |
|  | 3.1  3.2 |

*Please attach a full LFA matrix containing outcomes, outputs, indicators and assumptions.*

*Press* [*here*](http://cku.dk/wp-content/uploads/2021/01/Guidelines-for-A-projects.pdf) *to see the guideline for how to fill out a logframe for larger projects.*

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| A3: Who will be part of the intervention? |

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| --- | --- | --- | --- | --- | --- | --- |
| * Stakeholder analysis of key right-holders, duty-bearers and other actors.   *Please describe key stakeholders, their interests and fears concerning the project as well as ability to influence the project issue and involvement in the project.*  *Press* [*here*](http://cku.dk/wp-content/uploads/2021/01/Guidelines-for-A-projects.pdf) *to see the guideline for how to fill out a stakeholder analysis for larger projects.* | | | | | | |
|  |  | Who |  | Interest in/fear of the project | Influence/power related to the project issue/challenge | Involvement in the project |
| **Key stakeholders** |  | | |  |  |  |
|  |  | | |  |  |  |
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NB: *Your strategy for involving the different stakeholders should be reflected further on and unfolded more in detail in the application section A4: How will the project achieve the expected outcome?*

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| * Target group   *Please describe approximate number and general characteristics of the target groups.*  *Press* [*here*](http://cku.dk/wp-content/uploads/2021/01/Guidelines-for-A-projects.pdf) *to see the guideline for how to fill out a target group analysis for larger projects.* | | |
| **Ultimate target group**   * *the larger group of rights-holders (also known as beneficiaries) who will ultimately benefit from the project* | Approximate number of people |  |
| Describe the general characteristics of the group e.g. location, socio-economic, gender and age. |  |
|  |  |
| **Primary target groups**   * *the rights-holders and duty-bearers actively and directly involved in the project activities* | Approximate number of people |  |
| Describe the general characteristics of the group e.g. location, socio-economic, gender and age. |  |
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| **Key human rights issues to be addressed for the primary target group of rights-holders** |  |  |
| **Secondary target group**   * *the people indirectly or directly involved in the project (e.g. duty bearers, other actors etc.)* | Approximate number of people |  |
| Describe the general characteristics of the group e.g. location, socio-economic, gender and age. |  |
| **How has the target group participated in the formulation of the project?** |  |  |

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| A4: How will the project achieve the expected outcome?  * How will the project bring about change for the target group?   *(What key steps and activities will the project take to bring about change? Sum up in what way the partner organisation will work with the stakeholders to achieve the long-term change? Describe how strategic service delivery, capacity building and advocacy is balanced*). |

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| * Unfold how advocacy forms part of the project strategy.   *Please describe advocacy issues to be addressed and how the project will empower right-holders ability to influence their situation and duty bearer’s ability to comply with obligations as well as how the partner organisation will engage with networks and alliances in relation to advocacy?* |

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| Does the project work strategically with SDG’s: Yes ▢ No ▢  *If yes, how do you work strategically with the SDG´s?* |

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| Does the project work strategically with gender: Yes ▢ No ▢  *If yes, how do you work strategically with gender?* |

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| Does the project work strategically with freedom of religion and belief: Yes ▢ No ▢  *If yes, how do you work strategically with freedom of religion and belief?* |

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| Does the project work strategically with development of the partner organisation in terms of legitimacy, institutional sustainability and representativity: Yes  No  *If yes, how do you work strategically with development of the partner?* |

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| * How is the project organised and managed within the partner organisation?   *Please describe the distribution of roles and responsibility of the partner organisation in project implementation. Describe how the target group is involved in the implementation of the project.* |

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| --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | |
| Risk factor | Likelihood | | Impact | | Mitigating actions | |
|  | Rare |  | Insignificant |  |  |
| Unlikely |  | Minor |  |
| Likely |  | Major |  |
| Almost certain |  | Significant |  |
|  | Rare |  | Insignificant |  |  | |
| Unlikely |  | Minor |  |
| Likely |  | Major |  |
| Almost certain |  | Significant |  |
|  | Rare |  | Insignificant |  |  | |
| Unlikely |  | Minor |  |
| Likely |  | Major |  |
| Almost certain |  | Significant |  |
|  | Rare |  | Insignificant |  |  | |
| Unlikely |  | Minor |  |
| Likely |  | Major |  |
| Almost certain |  | Significant |  |

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| * How will the project monitor and document progress? (Describe who will be responsible for monitoring, what methods will be used and with what frequency. Describe also how the project will be evaluated) |

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| * How will the project ensure and foster learning? |

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| A5: Sustainability   * How will the intervention lead to long-lasting improvements for the target group? * *Please describe how the change will be sustained and who will take responsibility to sustain the improvements?* |

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| A6: Public Anchorage  Must be filled in by the CKU member organisation   * How will the project work with public anchorage in the Danish organisation? E.g. through involvement of volunteers or information efforts.   *Please describe the type of public anchorage and how it will be strengthened through the project.* |

# **B. Budget Summary**

Here a summary of the main budget in DKK should be provided. (Budget in local currency should be provided in Annex A

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| --- | --- | --- | --- | --- |
| Main budget items: |  |  | Financing plan | |
|  | Total budget in DKK |  | Of this, from CKU Fund | Of this, from other sources |
|  |  |  |  |  |
| 1. Activities |  |  |  |  |
| 1. Investments |  |  |  |  |
| 1. Local staff |  |  |  |  |
| 1. Local monitoring |  |  |  |  |
| 1. Local administration |  |  |  |  |
| 1. Danish project monitoring visit |  |  |  |  |
| 1. Reviews and evaluation |  |  |  |  |
| 1. Budget margin (min 6% & max 10% of 1-7) |  |  |  |  |
| 1. Project expenses in total (1-8) |  |  |  |  |
| 1. Auditing in Denmark |  |  |  |  |
| 1. Subtotal (9 + 10) |  |  |  |  |
| 1. Administration in Denmark (max 7% of 11) |  |  |  |  |
| 1. Total |  |  |  |  |

|  |  |
| --- | --- |
| Indicate total cost in local currency: | Indicate exchange rate applied: |

*Please note that budget lines 10-13 is only to be filled in if the Danish partner organisation is administrating the project as agreed upon prior to the submission of this application.*

**C. List of Annexes**

**Obligatory Annexes:**

The following annexes **must be submitted** together with the application:

Annex A: Budget and Budget notes

Annex B: Fact sheet about the partner organisation

Annex C: Fact sheet about the Danish partner organisation (if self-administrating)

Annex D: Fact sheet about the partnership

Annex E: Logical Framework Analysis

**Supplementary annexes (max 30 pages excluding annex A, B, C and D):**

|  |  |
| --- | --- |
| **Annex no.** | **Annex title** |
|  |  |
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