# Application Format (B) for organisational development

*Jan 2021*

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

* *B: Organisational development project (maximum 500.000 DKK)*

**This Application Format includes:**

1. **Front page with Basic information**

Applicants, title, type of project, country (ies) of implementation, requested financing, summary (in Danish) and signatures.

1. **Application Text**

Description of the proposed project. At the end of this application format, an application guide provides assistance for the formulation of the application.

1. **Budget Summary**

The main items of the budget drawn up for the project 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 application text should **not exceed 18 pages** excluding front page and annexes. Applications exceeding the maximum number of pages will not be accepted.
* The project description should be drawn up between the Danish partner organisation and the South partner organisation. Consequently, the project description is to **be submitted in English**.
* Annexes excluding the obligatory annexes (Annex A Budget and Annex B Factsheet about the South partner organization and Annex C Factsheet about the Danish organization (if self-administrating) **should not exceed 30 pages.**

**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:  South partner organisation(s) |  | | |
| Total project cost  (incl. other and own contributions)  DKK | (local currency) | | |
| Amount requested from CKU  DKK | (local currency) | | |
| Spending per year:  (average)  DKK | Project period:  (Max. 24 months)  Month | | |
| Is this a re-submission?  ( ) No  ( ) Yes, previous date of application? | | | |
| Date of Project start: | | Date of Completion: | |
| **Summary** (maximum 10 lines in Danish including brief introduction to objectives, target group and main activities). | | | |
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**Signatures:**

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

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**Date Name South partner organisation**

**A. Application Text**

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| **A1: Applicants and their Partnership (approx. 1-3 pages)** |

1. **Partnership history and its prospects**

* Which type of cooperation has taken place between the partners so far?
* Does the partners have a partnership agreement in place? If so, kindly attach as an annex.
* How will the project applied for develop the partnership?
* What does each partner contribute with (in addition to money)?

1. **Relevance of and motivation for this project cooperation**

* Describe ongoing activities carried out by the South partner organisation. How will this intervention support the south partner organisation’s work and mission?
* In what way has the Christian value-base played a role in designing the intervention?

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| **A2: Organisational Analysis (approx. 3-5 pages)** |

1. Preparation of the intervention

* Who took part in the planning? Describe the role of the South partner organisation and the role of the Danish partner organisation.
* Has an appraisal or other reviews of the organisation been carried out prior to this intervention? If so, how are these findings reflected in the design?
* Describe in which way the board and the management of the South partner organisation has been involved in the formulation of the intervention and expressed their consent.
* In which way has the participants been involved in the formulation of the intervention?

If this is a re-submission:

* What has changed in this application in comparison with the former application?

1. Problem analysis

* Describe briefly the local context of relevance to the intervention.
* Describe the organizational issues and challenges, which effect the local organisation’s ability to accomplish its mission. Submit a SWOT analysis:

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| --- | --- |
| Strength (internally in the organisation) | Opportunities (external) |
| Weaknesses (internally in the organisation) | Threats (external) |

* Based on the SWOT analysis, what are the key areas to address in this intervention?

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| **A3: Description of Intervention (approx. 4-6 pages)** |
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1. **Outcome and indicators**

* Indicate the overall objective for the intervention.
* Indicate the outcomes/ specific processes (no more than three in total), which the intervention is expected to set in motion or complete.
* Indicate the success criteria/ indicators used to measure the achievement of each outcome.

1. State by which **means of verification** information regarding the indicators will be collected.
2. **Participants**
3. Describe the interventions participants according to gender, position in the organisation and if relevant, their ethnic, social, religious or other kinds of identity.
4. Describe and justify the criteria for selecting participants in the intervention.
5. **Activities and outputs**
6. List the activities and expected outputs (e.g. a workshop manual, financial management policy etc.) below:

*Example*:

|  |  |  |
| --- | --- | --- |
| Outcomes | Activities | Outputs |
|  | a.  b.  c. | 1. |
|  | a.  b.  c. | 2. |

1. Provide a preliminary timetable.
2. **Strategy**

* Describe in brief how the intervention will be carried out including a description of the specific activities.
* Describe specific methods and approaches to be applied in the intervention to achieve the outcomes/processes (e.g. methods used in training, facilitation etc.).

*If the project budget includes special inputs and local staff salaries:*

* If the budget anticipates costly inputs in investment, equipment or the like it must be set out why this is relevant to the intervention.
* If the budget includes local staff salaries, kindly explain the role of the staff in the *implementation* of the intervention. Such salaries must be budgeted under activities.
* If international travel is involved, explain why this is important for the intervention.

*NB! In principle, it is not possible to apply for support for local staff salaries in this modality, because such intervention must rely on the South partner organisation’s commitment to contribute with time and staff allocation. This is to ensure the ownership and outcome of the intervention.*

1. **Assumption and Risks**

* List the main assumptions that must hold true for the intervention to achieve its outcomes.
* Indicate any conditions (risks) that may hinder achievement of the intervention or delay implementation significantly. How will you address these risks?

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| **A4: Monitoring and Follow-up (approx. 1-3 pages)** |

1. **Organisation of the intervention**

* How are responsibilities divided between the South partner organisation and the Danish partner organisation?
* How are responsibilities and competencies distributed within the South partner organisation in relation to this intervention?
* Who is expected to be directly involved in the implementation of the project? Describe skills of relevant staff, consultants and volunteers.

*NB!**If consultancy support carried out by local consultants or external consultants (including Danish partner organisations) has been included in the activity budget, kindly specify the terms of the assignment/ support.*

1. **Monitoring and evaluation of outcomes**
   * How will the intervention be locally managed and followed up? (e.g. how will data on the indicators be collected etc.).
   * Explain whether reviews or evaluations have been planned, and when these will be carried out. (e.g. staff assessment etc.)
   * If the Danish partner organisation has planned a project visit briefly describe the purpose of the visit.

*If the Danish partner organisation is administrating and supporting this intervention:*

* How will the Danish partner organisation carry out its monitoring responsibility and ensure that project finances are spent according to plan?

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| **A5: Sustainability and Learning (approx. 1 page)** |

1. **Sustainability**

* Indicate how the results and positive changes of the intervention are expected to endure after the intervention has been completed.

1. **Cross-Cutting learning efforts**

* Explain how experiences gained through the intervention will be collected and used by the South partner organisation and if relevant, the Danish partner organisation.
* If relevant, describe how network and cooperation opportunities would enhance the outcome and impact of the proposed intervention.

# **B. Budget Summary**

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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 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 10) |  |  |  |  |
| 1. Total |  |  |  |  |

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

***Please note that budget lines 9-12 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.***

**Plan for disbursements from the CKU Fund**

|  |  |  |  |
| --- | --- | --- | --- |
| **Year** | 20(XX) | 20(XX) | Total amount |
| **Amount** |  |  |  |

**C. List of Annexes**

**Obligatory Annexes:**

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

Annex A: Budget

Annex B: Fact sheet about the South partner organisation

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

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

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