# Application Format (C) for a Feasibility study

*Jan 2021*

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

* *C: Feasibility studies (Appraisal) (maximum 100.000 DKK)*

*The aim of this support opportunity is to clarify important and specific elements in the final stage of project preparation prior to completion of an application. A feasibility study can be carried out in connection to the preparations of a smaller- or larger project, or in connection to the secondment of a professional development worker. The main elements of the project must be available in the form of a concept note prior to applying for feasibility studies. Feasibility studies may be linked not only to the preparation of applications to CKU but also to the preparation of applications to other donors.*

**This Application Format includes:**

1. **Front page with Basic information**

Applicant, title, type of application, country of implementation, requested financing, summary (in Danish) and signatures.

1. **Application Text**

Description of the proposed feasibility study.

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**

Obligatory annexes include Annex A: Budget for activities, Annex B: Fact sheet about the partner organization (can be substituted by information in the draft application), Annex C: Concept note, Annex D: Programme for the feasibility study. If a consultant is engaged please also submit Annex E: CV of any consultant(s) and Annex F: Draft of terms of reference.

**Please note:**

* The application text should **not exceed 5 pages** (Cambria 11, line spacing 1.0) excluding front page and annexes. Applications exceeding the maximum number of pages will not be accepted.
* The description should be drawn up between the Danish partner organization and the partner organisation and consequently is to **be submitted in English**.

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

1. Front page with basic information

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

|  |  |
| --- | --- |
| Project Title |  |
| Type of project application, which the Feasibility study refer to:CKU smaller project: ( ) yes / CKU larger project: ( ) yes / CKU development Worker: ( ) yes Other applications ( ) yes, please elaborate:  |
| Countries /region:  |  | GNI per capita:  |
| Applicant: CKU member organisation |  |
| Applicant: South partner organisation |  |
| Total project cost(incl. other and own contributions) | DKK | (local currency) |
| Amount requested from CKU | DKK | (local currency) |
|  Date of Project start: | Date of Completion:  |
| **Summary** (maximum 10 lines in Danish including brief introduction to objectives, target group and main activities).  |
|  |

**Signatures:**

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

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

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

**Date Name South partner organisation**

**A. Application Text**

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| A1: Partnership and partner organisation |

* Is the partnership between the Danish applicant and the partner organisation known to the CKU Pool and described in another application in the last two years?

Yes [ ]  Please, provide the reference number(s): CKU-

No [ ]

If yes, please describe if anything is new within the partnership or the partner organisation of relevance for the application:

If no, please provide the following information:

**Partnership frame and history**

1. How and when was contact established between the two partners?
2. Which type of cooperation has taken place between the partners so far?
3. Will the planned feasibility study take place within the framework of a partnership agreement/strategy between the partners?

Yes [ ]

No [ ]

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| --- |
| A2: Justification and preparation of the Feasibility study |

* How and when was the idea for a new project discussed and developed?
* Outline the main issues to be clarified/explored and argue for the necessity of a feasibility study.
* Describe the preparatory process of the feasibility study. Who has taken part in planning and what has been the role of the partner organisation and of the Danish organisation?

*Please attach a concept note (Annex C) describing the project that is subject to the feasibility study.*

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| A3: Description of Feasibility study |

* Indicate the objectives and list the expected key outputs of the study.
* State the main working methods (e.g. workshops, focus group interviews and field visits) applied as part of the Feasibility study.
* Who will undertake the Feasibility study? Indicate their position, gender, skills and qualifications/ experiences of relevance to the Feasibility study.
* Who will be responsible for collecting and making use of the findings when the study has been completed?
* Indicate any risks or circumstances that could prevent the study from being carried out as planned.

*Please attach a programme (Annex D) describing the main activities, the key persons to be met/included in the feasibility study and the respective roles of the partner organisation/Danish organization.*

*In case a consultant is engaged in the feasibility study please attach a CV (Annex E) and a ToR (Annex F) for his/her assignment in connection with the feasibility study. Information in section A3 can be included in the ToR together with information regarding timeline, finance and tasks.*

# **B. Budget Summary**

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| --- | --- | --- |
| **Budget summary** |  | **Currency** |
| Indicate the total costs (i.e. including contributions from the CKU Fund, other sources of finance including own contribution) |  | DKK |
| Of this, the CKU Fund is to contribute |  | DKK |
| Specify the amount to be contributed by other sources of finance. List each source:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | DKK |
| Indicate total cost in local currency |  |  |
| Indicate exchange rate applied |  |  |

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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 (workshops, meetings, fees etc.)
 |  |  |  |  |
| 1. International travel cost
 |  |  |  |  |
| 1. Vaccination and insurance
 |  |  |  |  |
| 1. Food and accommodation
 |  |  |  |  |
| 1. Local transport
 |  |  |  |  |
| 1. Other costs
 |  |  |  |  |
| 1. Budget margin (6 - 10% of 1-6)
 |  |  |  |  |
| 1. Project expenses in total (1-7)
 |  |  |  |  |

**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 organization (if not described in the application)

Annex C: Concept note

Annex D: Detailed programme

If relevant:

Annex E: CV of consultant(s)

Annex F: Terms of reference for the feasibility study

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