# Application Format (D) for Partnership Activities

*Jan 2021*

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

* *D: Partnership activity (maximum 100.000 DKK).*

*This support opportunity aims to strengthen the overall partnership cooperation between the Danish partner organization and the partner organization through e.g. visits and workshops, where the content of the partnership framework, such as values and goals, can be discussed.*

**This Application Format includes:**

1. **Front-page with basic information**

Applicant (CKU Member organization and partner organisation), title, country of implementation, financing and summary (in Danish) and signatures.

1. **Application Text**

Description of the proposed activity.

1. **Budget Summery**

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 5 pages** (Cambria 11, line spacing 1.0) excluding front page and annexes. Applications exceeding 5 pages will not be accepted.
* The activity description should be drawn up between the Danish partner organisation and the partner organisation. Consequently, the proposal is to **be submitted in English**.
* Obligatory annexes include Annex A: Budget for activities and Annex B program for partnership activity. In addition, relevant annexes could refer to partnership agreements etc.
* CKU has worked out a Partnership Policy for inspiration. The policy can be downloaded from our website at [www.cku.dk](http://cku.dk/wp-content/uploads/2021/01/Partnership_Policy_2017.pdf)

**Submission**:

The application and 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 |  | | |
| Country(ies) of activity: |  | | |
| Applicant:  CKU member Organisation |  | | |
| Applicant:  South partner organisation |  | | |
| Total project cost (DKK)  (incl. own contributions (min 10%) | DKK | | (local currency) |
| Amount requested  from CKU: | DKK | | (local currency) |
| Expected date of start: | | Expected date of completion: | |
| Summary (maximum 10 lines in Danish including brief introduction to the purpose of the activity, participants and main activities/ expected outputs) | | | |
|  | | | |
|  | | | |

**Signatures:**

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

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

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

**Date Name South partner organisation**

1. **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 activities take place within the framework of a partnership agreement between the partners?

Yes

No

**Profile of the member organisation**

|  |  |
| --- | --- |
| History and year of establishment |  |
| Mission, main activities and experience |  |
| Organisational structure  Number of employees  Organogram |  |
| Board  Number of members  Constitution  Election |  |
| General Assembly  Number of members  Description of members |  |
| Volunteers  Number of volunteers |  |
| Collaborators  Strategic partners  Networks  Alliances |  |
| Finance  Donors  Turnover |  |

**Profile of the partner organisation**

|  |  |
| --- | --- |
| History and year of establishment |  |
| Mission, main activities and experience |  |
| Organisational structure  Number of employees  Organogram |  |
| Board  Number of members  Constitution  Election |  |
| General Assembly  Number of members  Description of members |  |
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| Collaborators  Strategic partners  Networks  Alliances |  |
| Finance  Donors  Turnover |  |

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| --- |
| A2: Description of the activity |

**Relevance of the activity**

* Describe in detail the weaknesses and/or development opportunities in the partnership?
* How has the weaknesses/opportunities been identified and who has been involved in preparing the activity?

**Purpose of the activity and expected outcome**

* What is the overall purpose of the activity?
* Describe in detail the planned activities (including the methodologies applied) and their expected outputs.
* How will the partnership activity contribute to strengthening the partnership between the two partners and what changes in the partnership is expected to be observed as a result of the activity?

*Please attach a detailed programme (Annex B) describing the activities for the partnership activity.*

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| A3: Target group and participants |

* Who will take part in the planned activities divided on number, gender and age? Describe in detail how different levels in the partner organisation have been/will be involved in the process and their responsibilities.
* How has the participant(s) been selected considering gender and other relevant aspects such as their strategic position in the organisation, skills etc.?
* If a consultant is engaged as facilitator, please describe his/her main qualifications and key role/task.

*In case an external consultant is contracted please attach a CV and ToR for his/her task in connection with the partnership activity.*

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| A4: Transferring of learning |

* How will the results gained be integrated and sustained in the partnership?
* How will the plans agreed upon and other output of the activity be followed up and who are the persons responsible for the follow up of the partner activity and the continuous cooperation?

# **B. Budget Summary**

|  |  |  |
| --- | --- | --- |
| **Budget summary** |  | **Currency** |
| Indicate the total cost (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:**

Annex A: Budget for activities

Annex B: Detailed programme of the partner activity

**Other relevant annexes for the application:**

|  |  |
| --- | --- |
| **Annex no.** | **Annex title** |
| **1** |  |
| **2** |  |
|  |  |