# Application Format (E) for Capacity Development and Network

*Jan 2021*

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

* *E: Capacity Development and Network (maximum 75.000 DKK).*

*This support opportunity aims to strengthen the capacity of the partner organisation including its organisational capacity, institutional sustainability, administration and professional skills of relevance to the development work and vision involved in. The support opportunity can also be used to strengthen mutual learning between two organisations in the South, or e.g. to promote participation in network, where the partner organisation can voice issues of concern for the marginalized groups targeting.*

**This Application Format includes:**

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

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

1. **Application Text**

Description of the proposed activity.

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 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 7 pages will not be accepted.
* The activity description should be drawn up between the Danish organisation and the partner organisation. Consequently, the activity description is to **be submitted in English**.
* Obligatory annexes include Annex A: Budget for activities and Annex B: Programme for training, seminars etc. In addition, relevant annexes could refer to a partnership agreement, consultant CV etc.
* CKU has worked out a Capacity Building Policy for inspiration. The policy can be downloaded from our website [www.cku.dk](http://cku.dk/wp-content/uploads/2021/01/Capacity_Building_Policy_rev_2017.pdf).

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

1. Front page with basic information

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

|  |  |  |  |
| --- | --- | --- | --- |
| Project Title |  | | |
| Country(ies) of activity: |  | | |
| Applicant:  CKU member Organisation |  | | |
| Applicant:  South partner organisation |  | | |
| Total project cost (DKK)  (incl. own contributions) | 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**

**A. Application Text**

|  |
| --- |
| 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 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 |  |
| Volunteers  Number of volunteers |  |
| Collaborators  Strategic partners  Networks  Alliances |  |
| Finance  Donors  Turnover |  |

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

**Relevance of the activity**

* Describe in detail the partner organisation’s capacity gaps (weaknesses and threats) and/or organisational development opportunities of relevance to the application.
* How has the capacity gap/opportunity 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 activity address organisational capacity gaps or make use of development opportunities?
* Describe the changes at individual and organisational level that is expected to be observed as a result of the activity?

*Please attach Annex B programme for trainings, seminars, workshops, meetings or network activities.*

|  |
| --- |
| A3: Target group and participants |

* Who will take part in the planned activities divided on number, gender and age?
* How has the participant(s) been selected?
* If a consultant is engaged as facilitator, please describe his/her main qualifications and key role/task.

*In case a local consultant is contracted please attach a CV and ToR for his/her task.*

|  |
| --- |
| A4: Transferring of learning |

* How will you ensure that the planned activity benefits the organisation and not only the person directly involved?
* How will the results gained be integrated and sustained in the partner organisation?
* How are the results gained expected to impact and strengthen the partnership between the Danish organisation and the partner organisation?

# **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 |
| Of this, specify the amount to be contributed by other sources of finance and/ or by self-funding by the Danish organisation or its local partner, if any |  | DKK |
| Indicate total cost in local currency |  |  |
| Indicate exchange rate applied |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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: Programme

**Other relevant annexes for the application:**

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