



# **Guidelines for the Freedom of Religion or Belief Window**

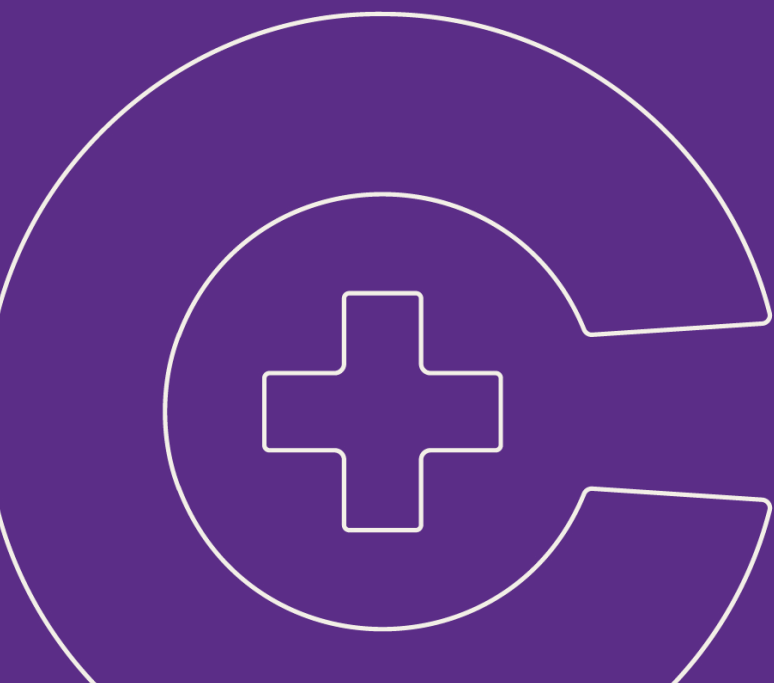
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**Chapter 1**

# **Framework for the FoRB Window**



The Freedom of Religion or Belief Window is open for applications from all Danish civil society organizations in collaboration with their Southern partners working on Freedom of Religion or Belief (FoRB). The FoRB Window is managed by the Center for Church based Development (CKU) and funded by the Ministry of Foreign Affairs.

CKU is an umbrella organization for church-based organizations collaborating with faith-based partner organizations worldwide on development. Learn more about CKU at [www.cku.dk](http://www.cku.dk).

The FoRB Window is subject to the current strategies and priorities of the Ministry of Foreign Affairs for FoRB, as well as Denmark's Development Strategy 'The World We Share'<sup>1</sup>, and guidelines for the administration of grant funds from the Ministry of Foreign Affairs. This means that the processing of applications for the FoRB Window also emphasizes a human rights-based approach and that development efforts contribute to achieving the UN Sustainable Development Goals.

The FoRB Window is subject to the Ministry of Foreign Affairs' current strategies and priorities for FoRB, which includes a focus on intersectionalities between FoRB and the Sustainable Development Goals, as well as Denmark's development policy strategy. In addition, the FoRB Window is subject to guidelines for the administration of grant funds from the Ministry of Foreign Affairs for pooled funds schemes and networks. This means that in the processing of applications for the FoRB window, emphasis is placed on a human rights-based approach, and that the FoRB efforts promote the achievement of the UN's Sustainable Development Goals.

The Ministry of Foreign Affairs' efforts for freedom of religion or belief are based on four fundamental principles, which also apply to the FoRB Window:

#### Universal

The right to freedom of religion or belief is a fundamental right equal to other human rights. It is not a special human right but a universal human right designed to protect everyone.

#### Inclusive

The protection of the right to freedom of religion or belief is broad; encompassing both the right to believe and the right not to believe. This means that religious individuals, believers, atheists, agnostics, and humanists are all covered by the right to freedom of religion or belief.

#### Preventive

In some contexts, restrictions and limitations on an individual's right to freedom of religion or belief can serve as an early warning to the international community that other human rights may be at risk, prompting early action to safeguard all human rights.

#### Indivisible

Freedom of religion or belief is a fundamental human right that is equal and indivisible from other human rights, including, for example, the right to freedom of expression and women's rights<sup>2</sup>.

## **1.1 Aim of the FoRB Window**

The overall aim of the FoRB Window is to fund projects that increase respect for, protection, and promotion of freedom of religion or belief for target groups affected by current or potential rights violations. The specific objectives of the FoRB Window are:

*To support Danish civil society organizations and their international partners in promoting FoRB, with a focus on locally led and rights-based development processes.*

*To create a framework for popular engagement in Denmark, encouraging Danish civil society organizations and their supporters to actively participate in promoting FoRB as part of Danish development assistance.*

## 1.2 Key Concepts and Development Principles of the FoRB Window

### **Freedom of religion or belief – A Fundamental Human Right**

Human rights form the basis for a rights-based approach. These are categorized as political and civil rights, such as freedom of speech, religion, assembly, and association, and socio-economic and cultural rights, such as the right to education and health.

Freedom of religion or belief is part of the overall complex of rights. FoRB refers to the human right expressed in Article 18 of the Universal Declaration of Human Rights:

*Everyone shall have the right to freedom of thought, conscience, and religion. This right shall include freedom to have or to adopt a religion or belief of his choice, and freedom, either individually or in community with others and in public or private, to manifest his religion or belief in worship, observance, practice and teaching.*

FoRB is thus a fundamental human right for everyone, including both believers and non-believers. The state has a responsibility to respect, protect, and promote FoRB for all.

This includes:

#### **1. Freedom to have, choose, change, or leave a religion or belief.**

This right must never be limited and is sometimes called the internal freedom of religion or belief.

#### **2. Freedom to manifest a religion or belief.**

Everyone has the freedom to practice their religion or belief alone or together with others, publicly or privately. The right to practice or manifest may in some circumstances be limited. The right to manifest is many-faceted and includes rights for both individuals and communities, who together practice their religion or belief.

The following ways of practicing one's religion or belief are internationally recognized:

- » **Holding worship services or otherwise gathering around a religion or belief, as well as building, establishing, and maintaining premises for this purpose.**
- » **Establishing religious, humanitarian institutions and charitable institutions.**
- » **Producing, acquiring and using articles and materials relating to the rites or customs of a religion or belief, including to follow a particular diet.**
- » **Writing, publishing, and disseminating relevant publications.**
- » **Teaching a religion/belief in suitable premises, as well as establishing theological institutions.**
- » **Seeking and receiving financial and other contributions.**
- » **Educating, appointing, or electing religious leaders and teachers.**
- » **Observing and celebrating religious holidays and days of rest.**
- » **Communicating both with individuals and society about religious matters at the national and international levels, including criticizing or discussing a religion.**
- » **Displaying religious symbols, including wearing religious clothing.**



### **3. Freedom from coercion.**

FoRB entails freedom from coercion that prevents people from having or adopting a religion or belief. Threats, violence, discrimination, and criminal sanctions are prohibited. Freedom from coercion also applies to an individual's freedom to choose the form of practicing their religion or belief.

### **4. Freedom from discrimination.**

It is forbidden to discriminate against anyone based on religion or belief. The prohibition applies to discrimination against both theistic, atheistic, traditional, and non-traditional beliefs, as well as minority religions and new religious convictions. The state must actively act to prevent and eliminate such discrimination in society.

### **5. Parent's rights, children's rights.**

Parents have the right to provide their children with religious and moral education in accordance with their own beliefs. This should be done in a manner compatible with the child's evolving capacity to make decisions for themselves. The practice of a religion or belief must not harm the child's physical or mental health or development. Every child has the right to access education on matters of faith and religion in accordance with their guardians' wishes and should not be compelled to participate in religious or belief education against the guardians' wishes, taking the child's best interests into account.

### **6. The right to conscientious objection.**

The right to be a conscientious objector is part of freedom of thought, conscience, and religion, as confirmed by the European Court of Human Rights in a 2011 ruling. Other forms of conscientious objection, such as to abortion, contraceptives, and assisted dying, as well as to marriages between individuals of the same gender, are recognized by many states, while others do not consider these to be part of freedom of thought and religion.

### **7. Employers and employees.**

Employers should demonstrate reasonable flexibility regarding employees' beliefs and the need to practice their religion in the workplace. What is considered reasonable varies significantly among different types of employers, workplaces, and industries, as well as in relation to various forms of religious practice<sup>3</sup>.

## **Human Rights-Based Development**

CKU considers a rights-based approach fundamental to development cooperation. Development efforts grounded in a rights-based approach aim, in the long term, to change the structures and root causes that create inequality and poverty. The work is based on the principle that all individuals are born free and equal, with an equal right to development and opportunities. Therefore, every person is considered a rights-holder. While it is the formal duty of authorities ('duty-bearers') to respect and protect the rights of citizens ('rights-holders'), informal actors, such as religious leaders, also play a role.

It is a shared commitment to promote development and justice among all people, as everyone possesses the same fundamental and inalienable human rights. CKU supports projects within all human rights domains and acknowledges that they often mutually influence and condition each other. With an awareness of the universality of human rights, CKU has, over the years, particularly focused on addressing discrimination and inequalities people experience due to their religion or belief—or lack thereof.



Rights-based development is built on a set of principles. For CKU, the following four principles are crucial:

1

## **Participation**

Ensuring that rights-holders are included and have a say in decisions and processes that affect their lives.

2

## **Accountability**

Promoting responsible, inclusive, and transparent institutions, bodies, and authorities.

3

## **Non-discrimination**

Combating human rights abuses and discriminatory treatment of marginalized and vulnerable groups.

4

## **Empowerment**

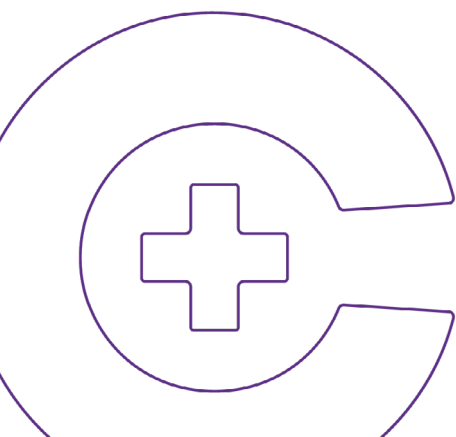
Enhancing the opportunity, capacity, and ability of marginalized and vulnerable groups to promote their own development<sup>6</sup>.

## **Civil society – the key to development**

Civil society is a collective term for popular groups and interest communities in society that go beyond family relations and are neither part of the public sector (the state) nor the private sector (the market). It can include religious communities and their local groups, professional associations, youth movements, interest groups, cooperative movements, lobbying groups, and similar entities.

Civil society organizations play a vital role in development processes, especially in countries with social inequality, limited resources, and weak institutions. Groups in civil society often work to improve living conditions for marginalized population groups and promote a more just distribution of society's resources. They constitute an important counterbalance to the state and the market, holding them accountable for their actions and priorities. At the same time, civil society is also an important collaborator and partner in finding solutions to development challenges and violations of FoRB.

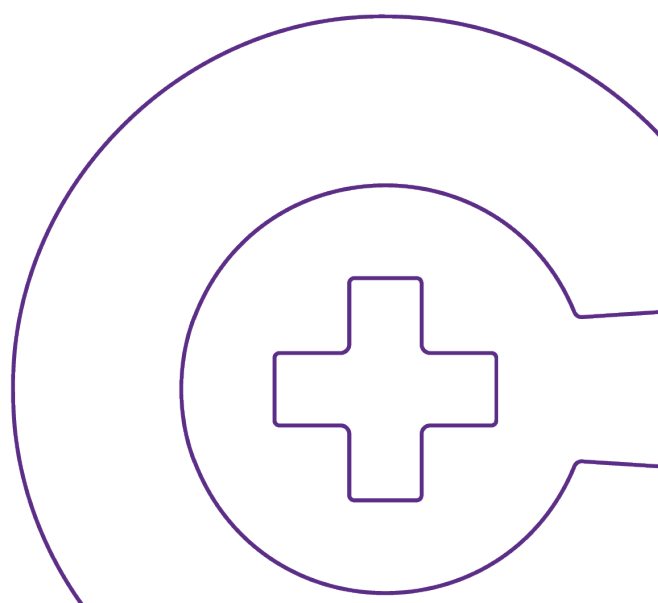
The operational space of civil society is often limited in contexts with numerous FoRB violations. The preventive and more long-term FoRB interventions under the FoRB Window are therefore expected to contribute to an increase in civil society's operational space in the specific context and contribute to the achievement of human rights and the UN Sustainable Development Goals.





## Sustainable Development Goals

CKU acknowledges a national and global responsibility regarding the Sustainable Development Goals towards 2030, including the fundamental principle of 'leave no one behind.' Despite globally limited prospects of achieving the Sustainable Development Goals as hoped for, the goals still provide a useful framework for the crucial work of sustainable development. The FoRB Window supports FoRB projects related to all UN Sustainable Development Goals and emphasizes that efforts should benefit the most marginalized, including the poor, oppressed, discriminated, and persecuted groups, to ensure that they are not left behind.





# The Development Triangle

The Development Triangle is a model, which describes three key elements and their mutual connection in the planning of development projects; Strategic services, capacity development and advocacy. These three elements are described and illustrated below in the model. The weighting of these three elements will naturally depend on the context, issue, and purpose of the specific project.

## Strategic services

Strategic Services encompass tangible inputs that can serve for leveraging project goals. While these services may be necessary, they alone do not ensure lasting and sustainable development. However, by investing in inputs such as training for the target groups, building relationships across religious and faith-based divides or protecting minorities, access to the target groups, legitimacy in the local community, and a foundation for capacity building of local partners can be achieved.

## Capacity Development

Capacity development broadly encompasses organizational capacity within the partner organization, enhancing its competencies, organization, legitimacy, and impact in society to strengthen development work among poor and marginalized target groups.

Capacity development can also be targeted towards networks and platforms through which the partner, along with other stakeholders, can promote human rights agendas and contribute to creating lasting

results. Finally, capacity building can also be directed towards the target groups, where project participants are organized and empowered to directly influence the fulfillment of their rights and thus drive their own development.

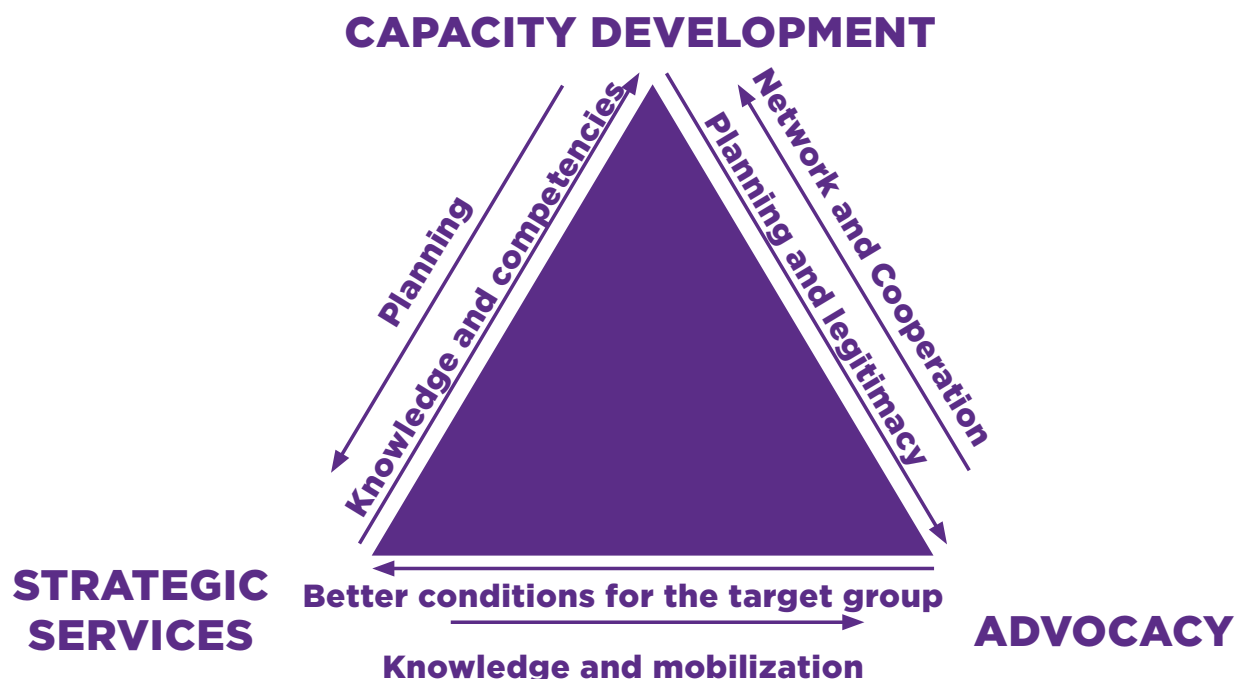
Capacity development could include training employees or volunteer leaders and other resource persons in documenting violations of freedom of religion or belief (FoRB), rights-based approaches, or strengthening the organizational work of partners. Capacity development for the target groups could involve education in human rights, establishing local groups to monitor and address FoRB violations, and more<sup>4</sup>.

## Advocacy

Advocacy is an organized process with the aim of influencing formal and informal decision-makers, such as authorities and religious leaders, to change policies, practices, or behaviors in favor of poor and marginalized groups.

Activities can include training courses for authorities, dialogue meetings with authorities, mobilizing the local population to create a common agenda against those in power, and establishing networks with a focus on advocacy<sup>5</sup>.

Advocacy activities must be included in applications for FoRB projects exceeding 500,000 DKK (TA- and TF-projects), while it is not mandatory for projects under 500,000 DKK (TB-projects).



## Fragile Project Contexts

The Danish development strategy 'The World We Share' emphasizes that poverty is increasingly concentrated in so-called 'fragile countries.' In these contexts, there is a need to intervene to strengthen capacity and resilience to prevent and handle crises. The FoRB Window can support initiatives in countries marked by fragility. Fragility in a context can be understood through five dimensions: Political, social, economic, climate and environmental, and security-related fragility.

When working in fragile contexts, it is important to describe this thoroughly in the context analysis and strategy sections of the project application. This will be considered in the assessment of the application, where greater flexibility will be given in relation to the following points:

- Greater opportunity to include strategic service delivery in a project. Services can be an important tool to create space for civil society organizations to work on sensitive issues such as the protection of vulnerable groups and rights.
- Greater flexibility regarding the requirement for the project to include advocacy activities.

## Phased projects

It is possible to apply for multiple phases to achieve a long-term development effort. In phased projects, the planned phases must be detailed in the sustainability section of the application. Applications for subsequent phases must always be based on documented results and lessons learned from the previous phase, justifying the need for another project phase and thereby clarifying the development expected in the new phase.

In development efforts within fragile contexts, progress is not always linear, as external factors can impact the course of the project. Consequently, planning multiple phases in fragile contexts may involve greater unpredictability. In cases of regression in development between phases of multi-phase projects in fragile contexts, it is essential to describe the achieved results and explain the external factors in the context that may have negatively influenced the outcomes of the previous phase.

It should be noted, however, that applications for phased projects cannot be pre-approved; each phase must be applied for separately, similar to standalone projects.

Furthermore, it should be noted that organizations with a Strategic Partnership Agreement with Danida cannot apply for phased projects in the FoRB- Window, but are expected to integrate follow-up phases into their SPA- agreement with the Ministry of Foreign Affairs.

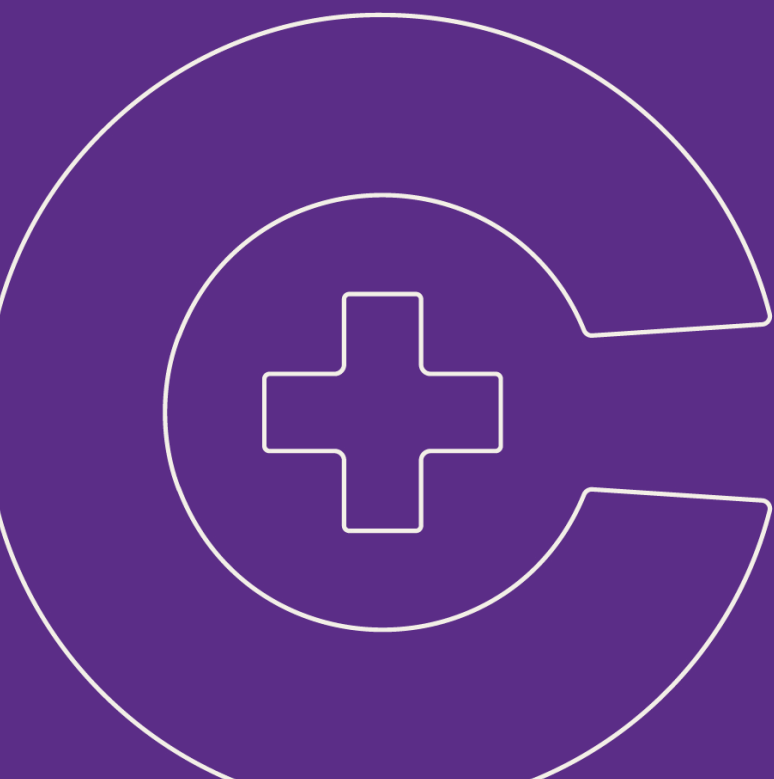
## 1.3 Popular Support and Engagement in Denmark

Denmark's development strategy emphasizes that development cooperation should be organized to ensure popular engagement in Denmark. CKU also emphasizes that FoRB initiatives are connected as much as possible to the grassroots of Danish civil society organizations. This can be done in various ways, including involving volunteers and providing information.

The FoRB Window supports awareness activities in Denmark through a separate modality (see Chapter 4.3 in the Danish version of the FoRB Window Guidelines). It is important that the valuable knowledge and experience gained by Danish organizations in promoting freedom of religion or belief are communicated widely—not only to their own constituencies. This helps ensure broad public support for freedom of religion or belief as part of Danish development aid. Additionally, it creates potential for future engagement, encouraging more Danes to become actors in development cooperation, contributing to greater freedom of religion or belief, and ultimately, the achievement of the UN Sustainable Development Goals.

## **Chapter 2**

# **Conditions for Applying to the FoRB Window**



## 2.1 Requirements for the Danish civil society organization

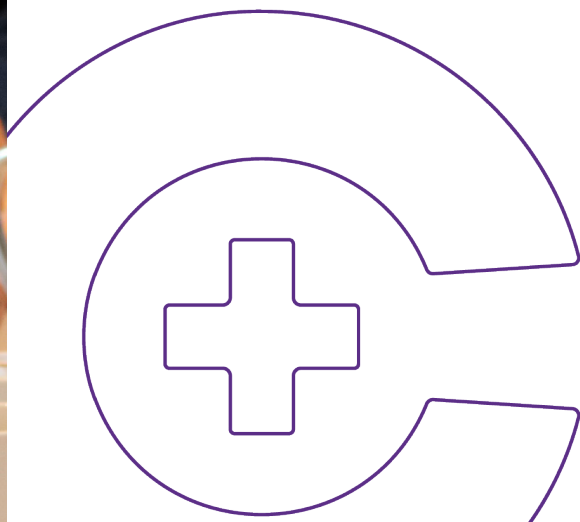
### Formalities

- » Applicants are private entities with legal domicile and activities in Denmark.
- » The chairman or the majority of board members must be Danish citizens or foreigners with a permanent residence in Denmark, unless dispensation is granted by the Ministry of Foreign Affairs (UM).
- » Applicants have approved statutes of their organization.
- » Applicants have prepared accounts, including the organization's annual accounts, subject to auditing.
- » Applicants have at least 25 contributing members or supporters, unless it is an umbrella organization, in which case the requirement must be fulfilled by at least one of the umbrella organization's members.



### Organizations can apply for more than 500,000 kr. when they:

- » have been in existence for at least one year.
- » have at least 50 contributing members or supporters, unless it is an umbrella organization, in which case the requirement must be fulfilled by at least one of the umbrella organization's members.





This includes both faith-based and non-faith-based organizations, as well as organizations with strategic partnership agreements with the Ministry of Foreign Affairs.

In addition, there are several prerequisites for support through the FoRB Window, which the Danish organization will be assessed on during the application process:

#### Embedding FoRB efforts in the organization

It is important that FoRB projects and activities are rooted in the organization. There must be support and endorsement from the organization for the particular intervention a grant is sought for. The application can be prepared by volunteers, but the board or secretariat of the applying organization must take full responsibility for the application and any subsequent grant.

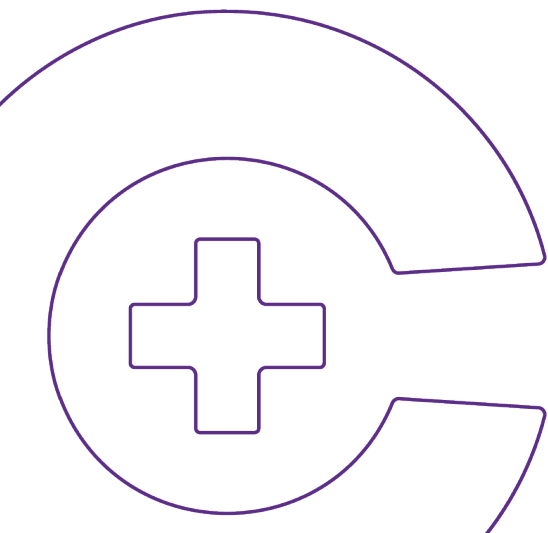
#### Popular Support and Engagement

The organization strives for a strong and enduring popular engagement in Denmark. This can, for example, be achieved through information activities that promote awareness and support for FoRB initiatives within the organization's local community and the broader population. Volunteers also contribute to popular support of Danish development assistance through their functions as resource persons in field work or in organizational roles within committees or project groups. Therefore, CKU recommends actively engaging volunteers in international development cooperation.

#### Capacity and Human Resources

The organization has the capacity to carry out the intended FoRB initiative and takes full responsibility for applications and grants under the FoRB Window.

In this regard, it is a good idea, prior to submitting an application to the FoRB Window, for the Danish organization to have thoroughly read the '[FoRB Window Administration Guide](#)' (only available in Danish) so that it is familiar with the related responsibilities and tasks.





## 2.2 Requirements for the Southern Partners

### Formalities

- » Initiatives should be located in countries listed on the OECD's Development Assistance Committee's (DAC) list of developing countries, including countries in the upper and lower middle-income categories. Refer to DAC's list [here](#): DAC List.
- » The Southern partner should be part of civil society in the respective country, and the leadership should be locally rooted. However, initiatives can also include direct collaboration with other stakeholders such as informal organizations, authorities, research and educational institutions, or the private sector.
- » The Southern partner is not listed on the UN's or EU's terrorist lists, which are regularly updated. It is the responsibility of the Danish organization to ensure this.



In addition, there are a few prerequisites that will also be evaluated in the application process regarding the Southern partner and the partnership:

- » **Capacity and human resources**  
The Southern partner has the capacity to implement and monitor the development project. It is primarily their responsibility to carry out local activities.
- » **Partnership**  
There is an active and equitable partnership between the Danish organization and the partner, where common goals, activities, and exchange visits can be accounted for.

If applying for over 500,000 DKK, it is required to provide documentation of experience in implementing activities or projects supported by the CKU fund or similar donors.

- » **Joint application process**  
It is assumed that the application is prepared collaboratively between the Danish organization and the partner and submitted by the Danish organization.



## **Chapter 3**

# **Scope of Support from the FoRB Window**



## 3.1 What Support can Be Applied For?

The FoRB Window provides support for the following types of modalities:

### Modalities for Development Projects:

- » TA-project (between DKK 500,000 and DKK 2,000,000).
- » TB-project (up to DKK 500,000).
- » TF Co-Financing Project (between DKK 500,000 and DKK 1,000,000).
- » TG Emergency Intervention (up to DKK 200,000)

### Modalities for Activities:

- » TC Feasibility Study (up to DKK 50,000).
- » TE Capacity Development and Learning (up to DKK 50,000/150,000)

### Modality for Strengthening Engagement, Popular Support, and Information in Denmark:

- » TI Information (up to DKK 50.000).

There are biannual deadlines for applications over DKK 200,000, while for applications under DKK 200,000, there are ongoing application deadlines. See application deadlines [here](#).

The FoRB Window's modalities are further elaborated in chapter 4.

CKU manages other open funds and support opportunities, including the GLOBUS Fund, Reimbursement of School Fees, and a complementary learning project in which organizations and their partners can participate. Read more in chapter 7.

## 3.2 How Are Funds Allocated?

The overall budget of the FoRB Window is determined annually in the national finance act.

CKU's board approves the grant budget annually, allocating funds among different modalities and across the fixed application rounds for the year. Additionally, the board sets an annual grant ceiling for organizations, along with a limit on the number of applications that can be submitted within each modality per organization. This information is communicated on the website at the end of the year, ensuring clarity on the framework for the following year, allowing organizations to plan their applications accordingly.

Furthermore, the FoRB Window's guidelines specify financial limits for each modality; more details can be found in chapter 4.



## 3.3 Assessment Criteria and Principles

All applications undergo a comprehensive assessment based on five main assessment criteria, which are elaborated with sub-criteria under each modality in chapter 4:

1. Partnership and Capacity
2. Relevance and Purpose
3. Target Group and Stakeholders
4. Intervention
5. Sustainability

For TA and TB projects exceeding 200,000 DKK, a scoring system, LEADS, ranging from 1-5 points is applied to all criteria.

LEADS stands for:		Score	The score is given, when there is:
L	Little action/evidence	1	Weak indication that supports the criteria
E	Some Evidence	2	Some indication that supports the criteria
A	Action taken	3	Indication that supports the criteria
D	Developed	4	Solid indication that supports the criteria
S	Sustainable	5	Comprehensive indication of implementation and/or indication of an established approach/system in supporting the criteria

It is assessed to which extent the application meets each of the criteria listed below. The assessment takes into consideration the amount applied for, the experience and capacity of the applicant and partner, the context in which the project is planned as well as the overall purpose of the application. See further assessment principles below.

In the event, where there are more approved projects than can be granted within the FoRB Window's budget, projects with the highest point scores are prioritized for approval.

Other modalities are exempt from point scoring and are granted if approved and if funds are available.

### Assessment Principles

#### Application Assessed as a Whole

Each application is assessed based on a set of sub-criteria, and decisions are made through an overall evaluation where weaker aspects may be balanced by stronger ones.

#### Alignment with Requirements

Each application is individually assessed, and the assessment relies on a comprehensive judgment, considering the goals, budget, and context of the proposed intervention, as well as the partners' capacity and size. The larger the amount requested, the higher the expectations. Similarly, experienced organizations will face higher expectations compared to smaller and newer organizations.

#### Track Record

In assessing an organization's capacity under criteria 1, consideration will also be given to their previous handling of grants through the FoRB Window and CKU Fund, where relevant.

# **Chapter 4**

## **Modalities of the FoRB Window**



## 4.1 FoRB Projects

### Modality TA: FoRB Projects between DKK 500.000 and DKK 2.000.000

A TA-project aims to increase respect for, protection, and promotion of FoRB for target groups affected by current or potential FoRB violations. The project is implemented in collaboration between a Danish civil society organization and a partner in the Global South and may also involve other strategic actors, such as human rights organizations, local authorities, or networks, to create sustainable and lasting results for a broader target group.

A FoRB project typically consists of three components that need to be balanced – strategic services, capacity development, and advocacy (see chapter 1).

You can apply for DKK 500.000 - 3.000.000 in support of TA projects.

#### What can be applied for?

- » Interventions to promote freedom of religion or belief, preferably in connection with the UN Sustainable Development Goals<sup>7</sup>.
- » Projects addressing one of the prioritized tracks in [Denmark's strategy for religious freedom](#) can be supported.
- » CKU recommends external evaluations after each project to gather results and insights.
- » Support cannot be sought for initiatives with the goal of proselytism (recruiting new followers to a belief) or spreading a partisan political message.
- » Support cannot be sought for projects exclusively benefiting members of one religious community.
- » Support cannot be sought for emergency aid.

Project budgets can include	Project budgets cannot include
<ul style="list-style-type: none"><li>» Expenses for activities and local salaries related to projects.</li><li>» Investments necessary to carry out projects.</li><li>» Partners' administration and management related to the initiative.</li><li>» Auditing – both locally and in Denmark.</li><li>» Expenses for monitoring the project.</li></ul>	<ul style="list-style-type: none"><li>» Isolated equipment deliveries, cars, buildings, and land.</li><li>» Operating costs for, for example, schools, FoRB networks, or similar. However, support is provided for the startup of new activities in connection with a project with the expectation that operating costs will decrease during the project period.</li></ul>

Additionally, please refer to the FoRB Window's budget guidelines and if necessary, seek further guidance from the CKU secretariat.

## Who can apply?

All Danish civil society organizations in collaboration with their Southern partner who meet the requirements for applying to the FoRB Window (see chapter 2). In addition, it is required that experiences in implementing activities or projects supported by the FoRB Window, CKU fund, or equivalent donors can be documented. For SPA organisations, it is only possible to apply for one project phase in the same context, as the expectation is that the follow-up to this may be integrated into their own SPA agreement with the Ministry of Foreign Affairs.

## How is the application assessed?

CKU's Grant Committee assesses the application based on five assessment criteria and sub-criteria:

### 1. Partnership and Capacity

1.1 The Danish organization has relevant experience and professional capacity to manage the project, and there is organizational support for the project.

1.2 The Southern partner has relevant experience and organizational and professional capacity to implement the project.

1.3 The project is relevant in relation to the partners' collaboration history.

### 2. Relevance and purpose

2.1 The project's purpose and approach align with the principles and guidelines of the FoRB Window and the MFA's strategy and priorities for FoRB.

2.2 The project is relevant in the context and (if applicable) builds on results, learning and recommendations from previous projects.

2.3 The application demonstrates insight into the specific problems addressed including issues connected to FoRB.

### 3. Target group and stakeholders

3.1 The composition, size and selection of target groups and stakeholders (e.g. age, gender, religion and social affiliation) are relevant to the project.

3.2 The target groups have been involved in the preparation of the project and have had an impact on the content.

3.3 The partner organization demonstrates holding legitimacy in relation to the target groups.

## 4. Intervention

4.1 There is logical coherence in the results framework of the project and outcomes, outputs, and indicators are clearly formulated and measurable.

4.2 The strategy is clearly described, relevant and includes an appropriate balance between advocacy, capacity building and services.

4.3 The risk assessment takes factors that may hinder the achievement of the project's goals into account and includes relevant adaptation strategies.

4.4 The responsibilities, professional contributions, and organization of the partners and their strategic collaborating partners are clearly described and appear relevant.

4.5 There is an appropriate plan for and approach to monitoring, learning, and documentation of results.

4.6 The budget is well-founded and commensurate with the activities and the expected results of the project.

4.7 The distribution of costs for administration, travel and salary is fair.

## 5. Sustainability

5.1 It is likely that Southern partners and target groups are not left in a relationship of financial dependency and results can be sustained after the project ends.

5.2 It is likely that the project will contribute to lasting improvements of the target groups' right to Freedom of Religion or Belief.





## Modality TB: FoRB Projects up to DKK 500.000

Under this modality, there are two application options:

1. Smaller TB-projects up to DKK 500,000. The purpose, like larger projects, is to increase respect for, protection, and promotion of Freedom of Religion or Belief for target groups affected by current or potential violations. Danish organizations and/or partners with less experience in FoRB projects are suitable applicants, as fewer requirements are placed on project elements such as advocacy.
2. Innovative TB-projects up to DKK 500,000. The purpose is to test new methods that can enhance existing development cooperation. For example, adding a FoRB element to existing work with promoting women's rights, peace and reconciliation, or climate change adaptation. There are higher requirements for documentation and experience and fewer requirements for aspects such as the size of the target group.

You can apply for DKK 200,000-500,000 in support of TB-projects in the two annual application rounds, while applications for smaller B-projects under DKK 200,000 can be submitted throughout the year.

### What can be applied for?

- » Promotion of Freedom of Religion or Belief - preferably in connection with the UN Sustainable Development Goals<sup>8</sup>.
- » Projects addressing one of the prioritized tracks in Denmark's strategy for religious freedom<sup>9</sup>.
- » Grants cannot be sought for initiatives with wholly or partially the goal of proselytism (recruiting new followers to a belief) or spreading a partisan political message.
- » Grants cannot be sought for projects exclusively benefiting members of one religious community.
- » Grants cannot be sought for emergency aid.

Project budgets can include	Project budgets cannot include
<ul style="list-style-type: none"> <li>» Expenses for activities and local salaries related to projects.</li> <li>» Investments necessary to carry out projects.</li> <li>» Partners' administration and management related to the initiative.</li> <li>» Auditing – both locally and in Denmark.</li> <li>» Expenses for monitoring the project.</li> </ul>	<ul style="list-style-type: none"> <li>» Isolated equipment deliveries, cars, buildings, and land.</li> <li>» Operating costs for, for example, schools, FoRB networks, or similar. However, support is provided for the startup of new activities in connection with a project with the expectation that operating costs will decrease during the project period.</li> </ul>

Additionally, please read the CKU's budget guidelines and if necessary, seek further guidance from the CKU secretariat.

## **Who can apply?**

All Danish civil society organizations in collaboration with their Southern partner who meet the requirements to apply for the FoRB Window (see chapter 2).

## **How is the application assessed?**

CKU's Grant Committee assesses the application based on five assessment criteria and sub-criteria:

### **1. Partnership and capacity**

1.1 The Danish organization has relevant experience and professional capacity to manage the project, and there is organizational support for the project.

1.2 The partner organization has relevant experience and organizational and professional capacity to implement the project.

1.3 The project is relevant in relation to the partners' collaboration history.

### **2. Relevance and purpose**

2.1 The purpose and approach of the project align with the principles and guidelines of the FoRB Window and the MFA's strategy and priorities for FoRB.

2.2 The project is relevant in the context and (if applicable) builds on results, learning and recommendations from previous projects.

2.3 The application demonstrates insight into the specific problems addressed including issues connected to FoRB.

### **3. Target group and stakeholders**

3.1 The composition, size and selection of target groups and stakeholders (e.g. age, gender, religion and social affiliation) are relevant to the project.

### **4. Intervention**

4.1 There is logical coherence between the goals, expected results, and specific activities of the project

4.2 The strategy is clearly described and relevant in regard to the project's goals and target groups.

4.3 The responsibilities, professional contributions, and organization of partners are clearly described and appear relevant.

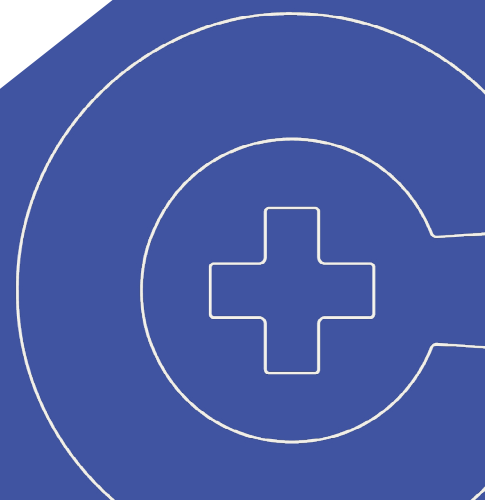
4.4 There is an appropriate plan for and approach to monitoring and result collection.

4.5 The budget is well-founded and measures up to the activities and the expected results of the project.

4.6 The distribution of costs for administration, travel, and salary is fair.

## **5. Sustainability**

5.1 It is likely that Southern partners and target groups are not left in a relationship of financial dependency and results can be sustained after the project ends.



## Modality TF: Co-financing project between DKK 500,000 and DKK 1,000,000

A co-financing project aims to contribute funding to larger applications to other institutional donors than the Ministry of Foreign Affairs with requirements of self-financing (e.g., EU). The purpose is to support partners in expanding their funding base. Co-financing can only be sought for projects which purpose aligns with the FoRB Window's objectives.

Co-financing can constitute a maximum of 25 percent of the total program or project budget.

You can apply for DKK 500,000-1,000,000 in support of a TF Co-financing project.

### What can be applied for?

- » Larger national, regional, or global interventions within the promotion of Freedom of Religion or Belief.
- » Project tenders explicitly mentioning Freedom of Religion or Belief as part of the purpose.
- » The portion of the budget covered by the FoRB Window must align with the CKU's budget guidelines and application guidelines.

### Who can apply?

All Danish civil society organizations in collaboration with their Southern partner who meet the requirements to apply for the FoRB Window (see chapter 2). Additionally, it is required that experiences in implementing activities or projects supported by the FoRB Window, CKU fund, or similar donors can be documented.

Each organization can submit a maximum of one application per year for this modality.

### How is the application assessed?

CKU's Grant Committee assesses the application based on fewer assessment criteria than TA projects, assuming that the main donor handles the overall assessment of the project. It will therefore always be a condition for granting co-financing that the development project is approved by the main donor.

### 1. Partnership and capacity

1.1 The Danish organization has relevant experience and professional capacity to manage the project, and there is organizational support for the project.

1.2 The partner organization has relevant experience and organizational and professional capacity to implement the project.

1.3 The project is relevant in relation to the partners' collaboration history.

### 2. Relevance and purpose

2.1 The purpose and approach of the project align with the overall purpose, principles, and guidelines of the FoRB Window.

### 3. Application to the main donor

3.1 The application is assessed to have realistic chances of approval from the main donor in terms of its quality and alignment with the funding framework.

3.2 The main donor's application procedures and guidelines are compatible with the FoRB Window's modality for co-financing.

### 4. Budget

4.1 The portion of the project funded by CKU is in accordance with the FoRB Window's guidelines.



## Modality TG: Urgent Interventions DKK 200,000

The purpose of an urgent intervention is to support groups currently facing documented Freedom of Religion or Belief violations or who are at imminent risk of facing such violations. It requires more consideration of the 'do no harm' principle and a sustained presence in the context, allowing for potential follow-up on the emergency intervention.

You can apply for up to DKK 200,000 in support of an urgent intervention lasting up to 12 months. Applications for an urgent intervention can be submitted throughout the year.

### What can be applied for in an urgent intervention application?

- » Security measures around holy sites and religious buildings.
- » Psychosocial support and trauma treatment for those affected by current violations.

- » Dialogue meetings with local authorities or religious leaders.
- » Legal assistance for individuals or groups facing charges due to faith or belief.
- » Media campaigns addressing current Freedom of Religion or Belief violations and advocating for respect for Freedom of Religion or Belief.
- » Funding cannot be applied for initiatives with the explicit or partial goal of proselytism (recruitment of new followers to a belief) or the dissemination of a partisan political message.
- » Funding cannot be sought for outright emergency relief but rather for acute protective or preventive measures.

Project budgets can include	Project budgets cannot include
<ul style="list-style-type: none"> <li>» Expenses for activities and local salaries related to projects.</li> <li>» Investments necessary to implement projects.</li> <li>» Partners' administration and management related to the intervention.</li> <li>» Auditing – both locally and in Denmark.</li> <li>» Expenses for monitoring the project.</li> </ul>	<ul style="list-style-type: none"> <li>» Isolated equipment deliveries, cars, buildings, and land.</li> <li>» Operating costs for, for example, schools, FoRB-network, or similar. However, support is provided for the start-up of new activities in connection with a project, with the expectation that operating costs will be reduced during the project period.</li> </ul>

### Who can apply?

All Danish civil society organizations in collaboration with their Southern partner, meeting the requirements to apply to the FoRB Window (cf. Chapter 2).

### How is the application assessed?

CKU's Grant Committee assesses the application based on five assessment criteria and sub-criteria:

#### 1. Partnership and capacity

1.1 The Danish organization has relevant experience and professional capacity to manage the project, and there is organizational support for the project.

1.2 The partner organization has relevant experience regarding urgent interventions, and organizational and professional capacity to implement the project.

1.3 The project is relevant in relation to the partners' history of collaboration.

#### 2. Relevance and purpose

2.1 The purpose and approach of the project align with the principles and guidelines of the FoRB Window and the MFA's strategy and priorities for FoRB.



2.2 The project is based on a relevant and documented description of the context and acute situation related to current or potential FoRB-violations.

### **3. Target group and stakeholders**

3.1 The composition, size and selection of target groups and stakeholders (e.g. age, gender, religion and social affiliation) are relevant to the project.

3.2 The partner organization demonstrates holding legitimacy in relation to the target groups.

### **4. Intervention**

4.1 There is logical coherence between the goals, expected results, and specific activities of the project.

4.2 The risk assessment takes factors that could negatively affect the target groups into account (do-no-harm) and includes relevant adaptation strategies.

4.3 The responsibilities, professional contributions, and organization of partners are clearly described and appear relevant.

4.4 There is an appropriate plan for and approach to monitoring and documentation of results, including assessing the extent of coordination with other actors.

4.5 The budget is well-founded and commensurate with the expected results of the intervention.

### **5. Sustainability**

5.1 It is likely that Southern partners and target groups are not left in a relationship of financial dependency and results are followed up after the project.



## 4.2 Activities

### Modality TC: Feasibility Studies

The purpose of a feasibility study is to clarify specific elements in the development of a project application in collaboration between the Danish organization and the Southern partner. The application should include a concept note or a draft project proposal for the FoRB Window and a budget estimate for the project idea.

You can apply for up to DKK 50,000 in support of a feasibility study.

#### What can be applied for in a feasibility study application?

- » Funding can be sought to clarify crucial elements in project preparation. The study can include understanding the context through data collection, mapping, and analysis of key stakeholders, clarifying collaboration opportunities with stakeholders, addressing best possibilities related to strategy or methods to be tested. Additionally, a feasibility study can explore new thematic initiatives where partners need to gather expert knowledge on specific project elements before submitting the application.
- » However, support is not provided for identifying new partners.
- » Funding is not allocated for the actual writing process of an application to the FoRB Window.
- » Moreover, it does not cover preliminary investigations related to applications targeting funds or donors other than the FoRB Window.
- » In principle, support is not granted for preliminary investigations related to a subsequent phase project. This is based on the assumption that the conclusion of the first phase includes evaluation and experience gathering, providing an opportunity to explore conditions for the next phase.

#### Who can apply?

All Danish civil society organizations in collaboration with their Southern partners that meet the requirements for applying to the FoRB Window. (cf. chapter 2).

#### How is the application for feasibility assessed?

CKU's Grant Committee assesses the application based on five assessment criteria and sub-criteria:

##### 1. Partnership and capacity

1.1 The feasibility study and the project in planning are relevant in relation to the partners' collaboration history.

1.2 The partners have relevant experience and organizational and professional capacity to carry out a project of the size outlined in the application.

##### 2. Relevance and purpose

2.1 The purpose of the feasibility study and the project in planning align with the overall purpose and guidelines of the FoRB Window.

##### 3. Target group and stakeholders

3.1 Participants in the feasibility study have relevant qualifications to the specific assignment and to the project in planning.

##### 4. Intervention

4.1 The feasibility study (selected methods and activities) will contribute to completing a project application.

4.2 The budget for the feasibility study is justified.



## Modality TE: Capacity Development and Learning

The purpose of the activity is to build the professional competence of Southern partners in human rights and Freedom of Religion or Belief (FoRB) and to strengthen networks and knowledge exchange that mobilizes the international community to respect, protect, and promote FoRB.

The purpose of the activity can also include capturing and documenting learning from implemented FoRB-funded projects in collaboration between the Danish organization and two or more Southern partners working within the same theme.

It is assumed that the activity is prepared in close collaboration with the involved partners to ensure local ownership.

You can apply for up to DKK 150,000 in support a capacity development and learning activity but only up to DKK 50,000 if there are three or fewer primary participants.

### What can be applied for?

- » You can apply for support for courses held in the partner countries in the Global South, and in special cases, in Denmark.
- » You can apply for support for the partners' participation in relevant national, regional, and international networks, conferences, seminars, and workshops, as well as for exchange activities with other organizations working on Freedom of Religion or Belief (FoRB) or for study visits. If it is particularly relevant to the ongoing or future project collaboration of the partners, the Danish organization may participate in the activity.

- » You can apply for support for capacity and organizational development processes for the Southern partner, focusing on areas such as:
  - Development of monitoring, evaluation, or financial systems.
  - Implementation of strategic processes, leadership development, and organizational structure.
  - Establishment of institutional sustainability, including a strategy for a diversified funding base.
  - Integration of a rights-based approach in the organization
  - Learning processes with a clear focus on future projects within freedom of religion or belief.
- » Support can be sought to cover consultant expenses if the aforementioned processes need to be facilitated by a consultant. This requires a clear expressed need for consultancy assistance from the Southern partner. The purpose and process are planned in close collaboration between the partners to ensure local ownership and a fruitful collaboration. If a Danish or other foreign consultant is involved, there must always be a well-justified argument that the competencies needed to address the task cannot be found locally. Additionally, the deployment cannot exceed six months, which can be divided into multiple short-term interventions within a two-year period.
- » Support is not provided for activities that constitute a natural part of a project, including, for example, monitoring visits or evaluation activities that should be financed under the respective project.

### **Who can apply?**

All Danish civil society organizations in collaboration with their Southern partners who meet the requirements to apply for the FoRB Window (cf. Chapter 2).

### **How is the application assessed?**

CKU's grant committee assesses the application based on five assessment criteria and sub-criteria:

#### **1. Partnership and capacity**

1.1 The proposed activity is relevant in relation to the partners' collaboration history.

1.2 The partners have relevant experience and organizational and professional capacity to carry out the activity.

#### **2. Relevance and purpose**

2.1 The purpose of the activity aligns with the overall purpose and guidelines of the FoRB Window.

2.2 The activity is relevant and addresses the issues and capacity needs primarily identified among the partner(s) in the Global South.

#### **3. Target group and stakeholders**

3.1 The composition, number and selection of participants (e.g. their position in the organizations) are relevant to the activity.

#### **4. Intervention**

4.1 There is logical coherence between the activity's purpose, expected results, and specific activities.

4.2 The responsibilities, professional contributions, and roles of the partners are clearly described and appear relevant.

4.3. The budget for the activity is justified.

#### **5. Sustainability**

5.1 It is likely that the results of the activity will be sustained and utilized by the partners after the conclusion of the activity.



## **Chapter 5**

# **Application and Approval Process**





## 5.1 How to Apply?

All applications are submitted through CKU's [application portal](#). An organization can create a draft and invite co-applicants and Southern partners to collaborate on the application. The Danish initiator of the application is always responsible for submitting the application.

Guidelines can be found at [CKU's website](#).

Applications under DKK 200,000 can be submitted throughout the year. CKU aims to process them as quickly as possible, usually within four weeks. As a general rule, all approved applications receive funding, provided there is sufficient grant budget within the allocated amount for these applications.

There are two annual deadlines in mid-April and mid-October for applications exceeding DKK 200,000. The processing time for these applications is typically around eight weeks. FoRB projects are scored and prioritized based on the highest scores within the available grant budget. However, TF projects are exempt from scoring and are prioritized if approved.

CKU project consultants are available for guidance throughout the application process. Please contact CKU well in advance of the application deadline.

## 5.2 Screening of Applications

Once CKU has received the applications, an administrative screening of the application material is conducted to check whether formalities comply with conditions for applying to the FoRB Window (chapter 2), and whether the submitted application material is complete.

In case of incomplete application material, the organization will be contacted a few days after the application deadline to have the opportunity to submit documents or fulfill other minor administrative requirements within a two-day deadline.

The screening may also lead to administrative rejection if the basic conditions for applying to the FoRB Window are not met. Applications above DKK 200,000 are furthermore sent for screening to the Ministry of Foreign Affairs as well as to other funds in Denmark.



## 5.3 Assessment of Applications and Decision on Approval

If the application meets the formal requirements, it is then assessed based on the guidelines and the assessment criteria of the FoRB Window corresponding to each modality.

Applications under DKK 200,000 are assessed by a CKU consultant who prepares a written assessment note sent to CKU's external grant committee for decision. The application is decided upon by one committee member and, in some cases, in consultation with the chairperson.

Applications above DKK 200,000 are assessed by external consultants, who also prepare a written assessment note sent to CKU's external grants committee for decision. These applications are decided upon at a joint grants committee meeting. Point scoring is applied to applications above DKK 200,000 due to competition for grant funds.

If the external consultant requires additional information during the processing of the application, the applying organization is contacted directly. The organization typically has a five-day deadline to respond to the questions. This may concern, for example, the lack of specification of budget lines and notes, uncertainty about possible external funding, or the lack of specification of specific target groups.

### The grant committee can make the following decisions:

- » The application is approved and is granted.
- » The application is approved with conditions and is granted.
- » The application is approved but is not granted due to lack of funds.
- » The application is not approved.

All responses may be accompanied by advice.

The grant committee informs the CKU secretariat of the decision, after which the response is communicated to the Danish organization.

If approved applications above DKK 200,000 achieve the same score, and there is not enough budget to grant all applications with the same score, either none or all of these will be granted (April application round) or pre-approved with the condition of the approval of the Finance Act (October application round). The decision will be discerned by a principle that as many as possible will be able to get a grant and yet the budget for the coming application round cannot be too exhausted.

Applicants who have been granted projects with attached conditions must work to fulfill the conditions within 14 days. The project cannot start until the conditions are met. Documentation regarding conditions should be submitted via the application portal and will be approved by the external consultants.

The grant committee consists of six external members appointed by the CKU board based on recommendations from the CKU secretariat. All members are recruited through public announcements. Collectively, the grant committee makes decisions on project applications to the CKU fund and the FoRB Window. Therefore, the committee has expertise in all the overarching themes covered by both the CKU Fund and the FoRB Window.





## 5.4 Re-application Based on Rejection

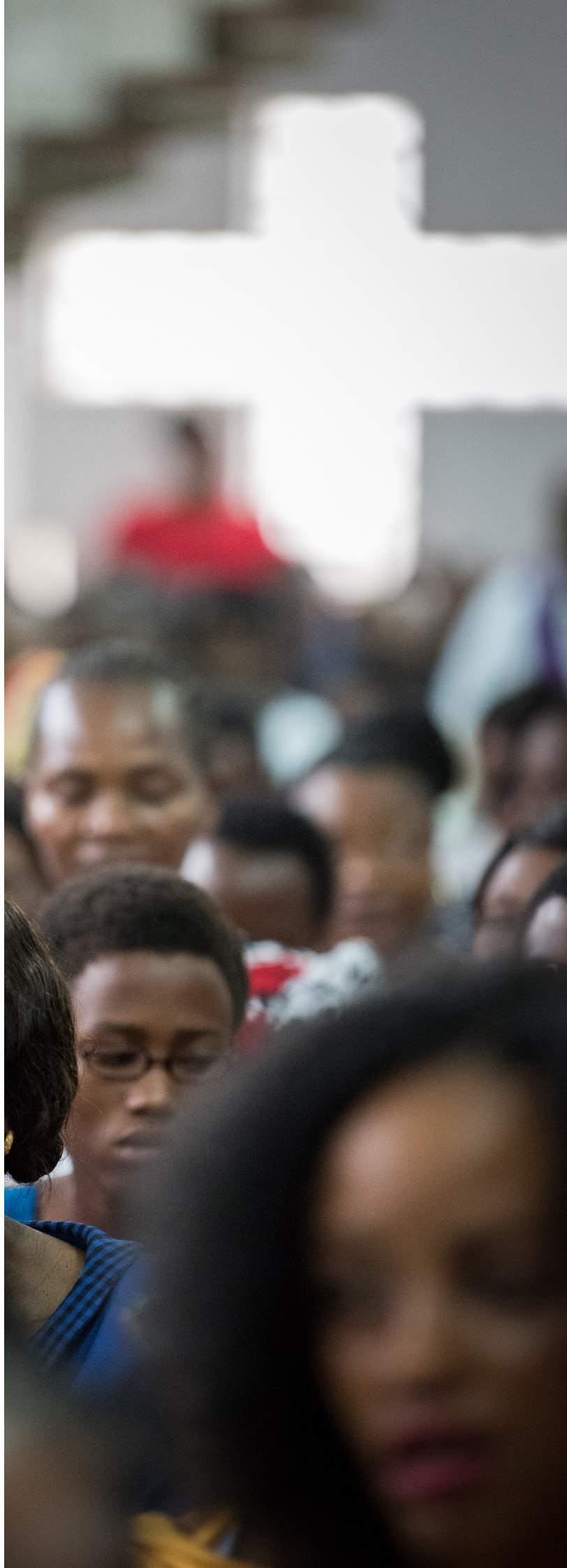
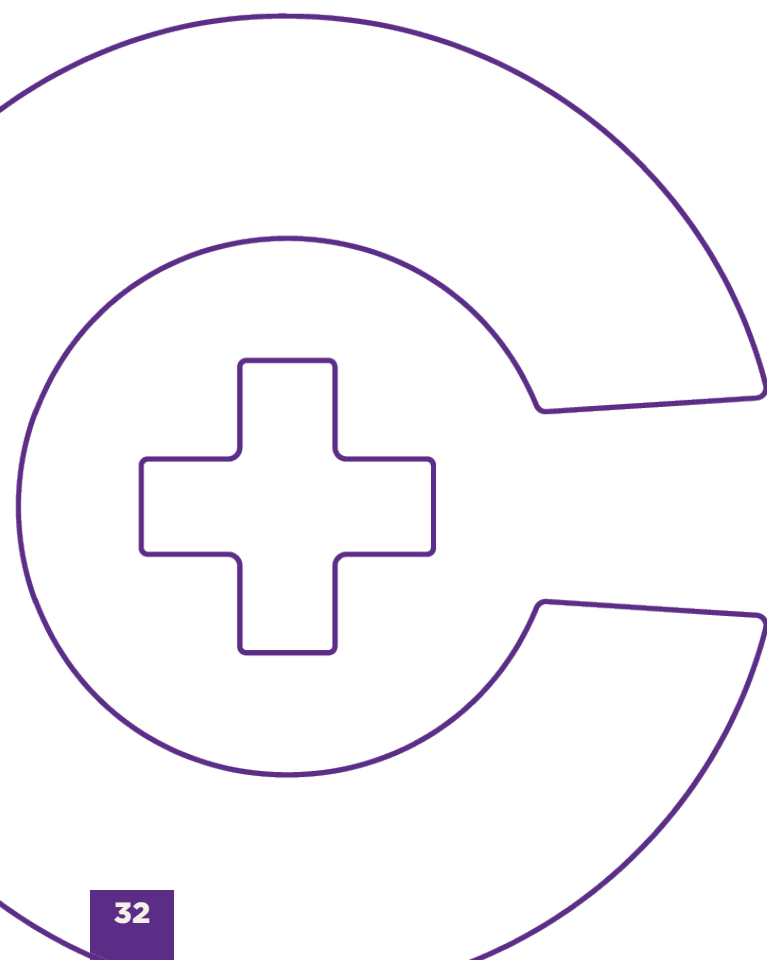
It is possible to re-apply to the CKU Fund after a rejection. CKU encourages that the application be improved based on the recommendations in the assessment note and based on advice and guidance from the CKU secretariat. Please contact the CKU secretariat well in advance of the application deadline to ensure time to discuss the advice with the partner organization and to adjust the application accordingly.

In connection with a re-application, a cover letter must be included, explaining what has been changed in the reapplication. If there are specific reasons for rejection in the assessment note, the cover letter should explain how they have been addressed.

The application must be submitted in both a track-changes version and a readable version.

## 5.5 Feedback and Complaints

It is not possible to complain about a specific decision on an application, but one can file a complaint about the processing of the application case [here](#).



## **Chapter 6**

# **When the Application is Approved**





Once the project is formally approved, the applicant organization will receive a contract for signing, along with several useful documents. CKU adheres to the Ministry of Foreign Affairs' Audit Instructions for grants [over DKK 500,000](#) (Modalities TA and TF) and [under DKK 500,000](#) (Modalities TB, TC, TE, TG, and TI). For more information on audit requirements, please refer to the [administration guidelines](#) (only available in Danish) on CKU's website.

## 6.1 Project Administration

The Danish organization is responsible for ensuring that the grants are managed in accordance with the rules and the basis on which they were granted.

The Danish organization is responsible for:

- » Ensuring that the funds are used to achieve the purposes and implement the activities described in the application.
  - » Preventing corruption and misuse of funds.
  - » Bearing the responsibility for project funds that cannot be satisfactorily accounted for.
  - » Ensuring that financial procedures—both internally and with the Southern partner—are secure, and that there is proper internal control. This includes ensuring that bookkeeping and accounting adhere to good accounting practices. It implies that both the project and your own organization should undergo auditing.
- » The staffing of positions is done through open job advertisements and transparent selection procedures, except for appointments as part of rotation.
  - » Having or developing a 'safeguarding policy' that prevents and responds to sexual abuse, exploitation, and abuse of power, etc. (refer to CKU's policy).
  - » The Danish organization is also responsible for ensuring that the Southern partner has a complaint procedure that protects project partners and target groups.
  - » Reporting significant issues and irregularities in projects to CKU immediately.
  - » Submitting status reports, final reports, ToR for evaluations, evaluation reports, and project accounts to CKU in accordance with the agreed-upon deadlines.



## Chapter 7

# **Additional Support Options through CKU**





## 7.1 GLOBUS Fund

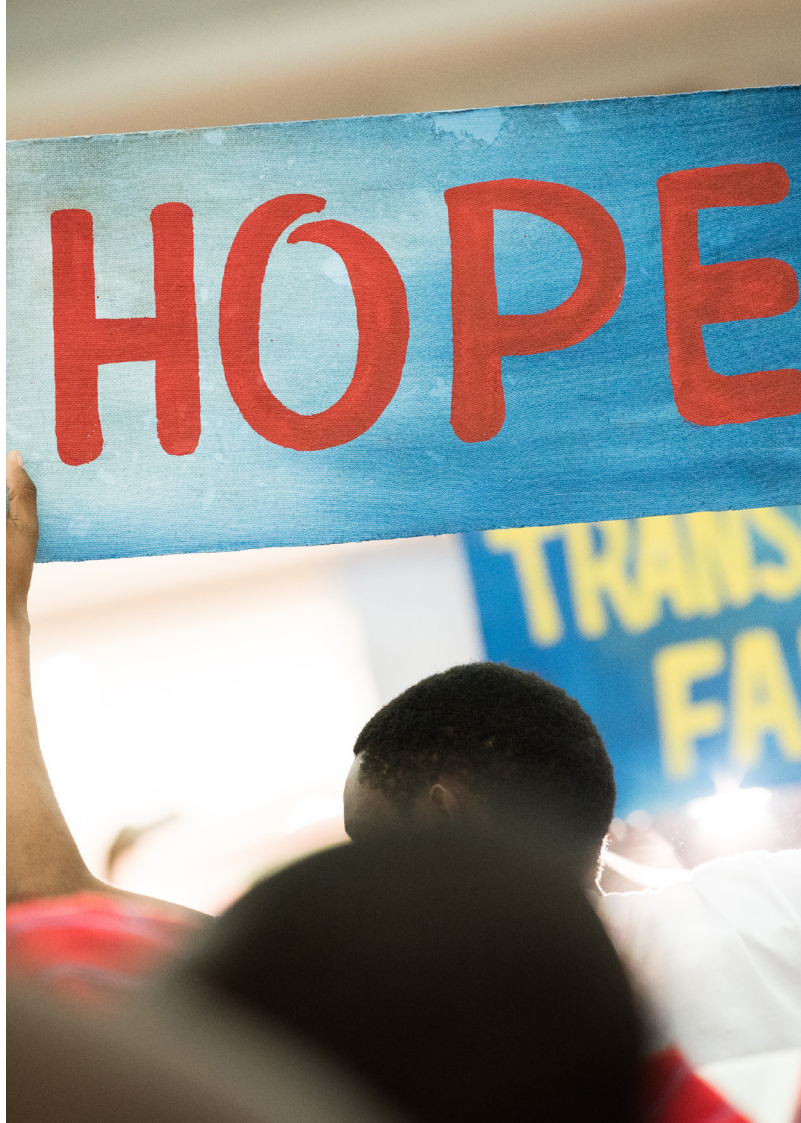
GLOBUS Fund supports collaboration between Danish civil society organizations, Danish educational institutions, and partners in the Global South to engage Danish students in international development cooperation and the UN Sustainable Development Goals. Support can be sought for educational exchanges as well as equipment deliveries organized around a purpose that promotes sustainable development in the Global South and engagement in Denmark.

Learn more at: [www.globuspuljen.dk](http://www.globuspuljen.dk).

## 7.2 Reimbursement of School Fees

You can apply for partial reimbursement of school expenses for children of those deployed in development and humanitarian work through private organizations.

Learn more [here](#).



## 7.3 Learning Initiatives and FoRB Ressources

Since 2020, CKU has been running a Global Learning Project on Freedom of Religion or Belief in collaboration with various Danish organizations. The project aims to generate insights for the applicant community regarding FoRB. Danish organizations are invited to participate in the learning project where it aligns with the organization's strategy and collaboration with partners in the Global South. Out of the Global Learning Project, a Reference Group for Freedom of Religion or Belief has emerged, and all current and potential grantees under the FoRB Window are welcome to participate. The Reference Group meets approximately twice a year. If interested, organizations can contact the CKU secretariat.

More information about FoRB can be obtained on the online platform [www.forb-learning.org](http://www.forb-learning.org), co-created by CKU in collaboration with the Nordic Ecumenical Network for Freedom of Religion or Belief (NORFoRB). The platform provides references to a wealth of additional resources.



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## Endnotes

- 1 [https://um.dk/en/-/media/websites/umen/danida/strategies-and-priorities/udviklingsstrategi\\_uk\\_web.ashx](https://um.dk/en/-/media/websites/umen/danida/strategies-and-priorities/udviklingsstrategi_uk_web.ashx)
- 2 <https://um.dk/en/foreign-policy/office-of-the-special-representative-for-freedom-of-religions-or-belief>.
- 3 <https://www.smc.global/wp-content/uploads/documents/A-Quick-Guide-to-Religious-Freedom.pdf>
- 4 <http://www.cku.dk/videnscenter/alle-ressourcer>
- 5 [www.cku.dk/videnscenter/alle-ressourcer/](http://www.cku.dk/videnscenter/alle-ressourcer/)
- 6 [www.cku.dk/videnscenter/alle-ressourcer/](http://www.cku.dk/videnscenter/alle-ressourcer/)
- 7 <https://www.humanrights.dk/publications/freedom-religion-belief-sustainable-development-goals>
- 8 <https://www.humanrights.dk/publications/freedom-religion-belief-sustainable-development-goals>
- 9 <https://um.dk/en/foreign-policy/office-of-the-special-representative-for-freedom-of-religions-or-belief>.