

**Guidelines for
Danmission fund for MENA-DK
interreligious dialogue initiatives
– projects and partnerships**

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Background

As part of the program, *Cross cultural and multi faith dialogue - Promotion of peace-building, social cohesion and mutual understanding through inter religious dialogue*, Danmission supports projects and partnerships aiming at an **enhanced role of interreligious dialogue as an integral factor on promoting mutual understanding, social cohesion and peace-building within and between Arab and Danish societies**. The program is financed by Danish Arab Partnership Program under the Danish Ministry of Foreign Affairs.

Aim

The aim is to support projects and partnerships between actors in Denmark and MENA (priority will be given to Syria, Lebanon, Jordan and Egypt) striving to *enhance the role of interreligious dialogue as an integral factor on promoting mutual understanding, social cohesion and peace-building* and that are complying with at least one of the following objectives:

- Religious actors, leaders and civil society actors are supporting and engaging in dialogue and management of religious, political, cultural and ethnic diversity through networking activities, dialogue, capacity building and lobby activities
- Young leaders are fostering reconciliation, integration and political participation through interfaith initiatives and new knowledge, skills and opportunities on multi faith dialogue
- Religious leaders and civil society are jointly engaged in diminishing religious tensions and sectarian violence in Syria
- Religious and multi faith based organizations engage in partnerships across religious, cultural and geographical borders

Method, target group and areas of support

All projects and partnerships should include actors from both Denmark and MENA, and ensure both Muslim and Christian involvement. The projects should aim at creating long-lasting partnerships that go beyond the project period. Activities may take place in MENA or Denmark.

The variations of initiatives that may be supported are manifold and may include partner identification, partnership developments, trainings, conferences, media and art initiatives and they may be targeting children, youth, elderly, leaders, marginalized etc., as long as it complies with the objectives. They may be local, national, regional and international. It is possible to apply for support for participation in regional and international partner meetings for the MENA organization.

Cross principles

In order to get support, all projects and partnerships have to elaborate on **gender, youth and good governance** in order to ensure that any inequalities or injustices related to social structures, power distribution and age are considered on a structural and practical level in order to empower all participants and organizations as change makers.

Partners

The following criteria form the basic conditions to get support from the fund. The organization, platform, network or religious group/institution:

- has a sector or thematic focus (incl. expertise) that coincides with the fund's objectives
- complies with necessary standards of financial management and operation
- is legally registered, ensures good governance and is built on transparent decision-making and has enforced appropriate by-laws/constitution
- is legal according to EU, UN and Danish regulation

All projects must be carried out in a partnership between at least one Danish and one MENA partner. Danmission may also support own initiatives from the strategic fund on same conditions as stated in this concept note with a MENA partner, but Danmission is not necessarily involved in all partnerships and project implementation funded under the reserve.

The partners must appoint a main Project Carrier that has the responsibility towards Danmission for reporting, auditing and follow up. All partners involved must have influence on and responsibility for planning, implementation, monitoring and evaluation of the activities. Sharing of responsibility has to be lined out in the application and has to reflect the equality in the partnership.

To build a strong partnership is considered a value by itself. That is why the partners must have something in common around which they cooperate, and all partners involved must contribute to and gain something from the cooperation. It is considered a strength when the projects are in line with the organizations values and core working areas, and thereby can be embedded and contribute to the organizations daily work. That will by theory increase the expected outcome of the projects.

A partnership cannot consist of individuals in this terminology. That is also why as many persons as possible should take part in and benefit from the activities, incl. the public at large.

Funds

The funds allocated for the pool are 2013: 250.000 DKK, 2014: 900.000 DKK, 2015: 700.000 DKK, 2016: 500.000. The money will be distributed according to the following proportions:

- 2013: all funds reserved for smaller projects, between 10.000 DKK and 75.000 DKK each
- 2014-2016: 25% reserved for smaller projects, and 75% will be distributed to larger projects between 75.000 DKK and 500.000 DKK each

All applications should be in English.

Assessment criteria

Applications will be assessed according to seven criteria. They are:

- Does the project contribute to reaching the overall objective of supporting an enhanced role of interreligious dialogue as an integral factor on promoting mutual understanding, social cohesion and peace-building within and between Arab and Danish societies?
- Does the project match one or more of the specific objectives of the fund?
- Is there a clear link between the relevance of the project and the expected results?
- What is the relevance, capacity and level of partnership e.g. shared ownership, including an assessment of the size of the project and the experience of the applying organizations? Initiatives supporting long-term relations and partnerships are prioritized
- Does the expected outcome correspond to the cost of the project?
- Small-scale organizations, locally driven initiatives and rural outreach will be prioritized
- Are principles and formal requirements met?

Deadlines

2014: February 1st and September 1st

2015: February 1st and September 1st

Requests for smaller projects can be applied at any time.

Applications will be assessed within 4 to 6 weeks upon receiving all documents related to the application.

Granting procedures and reporting

Smaller projects will be assessed by Danmission's MENA team involving relevant expertise. Larger projects will be assessed by Danmission's dialogue advisory board. Applications over the amount of 150.000 DKK will be presented to MFA and will depend on approval from the MFA before finally granting funds.

To apply for financial support, please fill out the application and attach relevant documents incl. a declaration of cooperation and a detailed budget. No application may exceed the size of 20 pages incl. attached files. Application and budget format is provided.

Administrative guidelines

The amount granted shall be used solely for the implementation of the project as described in approved application and in accordance with the budget, which is determinative for size and extent of the project. All projects follow the DANIDA General Guidelines for Grant Administration Through Danish Civil Society Organizations.

Administration fee has to be specified or documented by the organization. The following general expenses are considered to be calculated as part of the administration fee:

- expenses of running costs for the organizations' offices
- expenses concerning staff performing normal administrative tasks for example: drawing up applications, reporting, budgetary and accounting tasks

Salary expenses are calculated as the actual salary expenses without overhead. The salary expenses may comprise up to 7 % of the total expenses plus what is covered by administration costs. Salary expenses cannot be included in projects up to the amount of 75.000 DKK.

Supply of materials, machinery and equipment as well as labour costs shall be obtained at fair prices and where possible after comparison of quotations.

A final report (using reporting formats) incl. follow up on indicators, lessons learned and communication achievements should be handed in at the form provided by Danmission, 1 month upon finalizing activities. For large-scale projects, midterm reports have to be handed to Danmission by December each year.

All grants have to be audited. If the organization and the partner have received support that does not exceed DKK 75,000 and they don't have an externally chartered accountant, the Danish organization may provide Danmission with the original receipts, account statement of the booked expenses and a financial report, and Danmission's auditor will do the auditing. For projects above 75.000 DKK, the partners are responsible for the auditing themselves.

For all projects, 75% of the amount will be paid in advance and the remaining 25% following the final accounting. For larger projects above 75.000 DKK, Danmission's auditing instructions will have to be signed by the auditor of the Project Carrier before a transfer can be made.

Support from Danmission

Applicants can get support from Danmission personnel in Denmark and Lebanon in relation to partner identification, project development and implementation.

For further information, please contact Danmission (jjp@danmission.dk & bsl@danmission.dk)



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