

DANMISSION FUND for MENA-DK interreligious dialogue initiatives

Application form for larger projects (between 75.000 DKK and 500.000 DKK)

1. Title of the project

--

2. Applying Danish organization

Name of organization:			
Address:			
Telephone:		Website:	
Contact person & title:		Email:	
Brief description of the organization's mission statement:			

3. Applying MENA organization

Name of organization:			
Country:			
Address:			
Telephone:		Website:	
Contact person & title:		Email:	
Brief description of the organization's mission statement:			

4. Project location

Country:		City/Region:	
----------	--	--------------	--

5. Project time schedule

Beginning:		Completion:	
------------	--	-------------	--

6. Project costs

Total costs DKK:	
Amount applied for DKK:	

7. Project description/summary (max. 1 page)

Briefly describe:

- *What is the motivation behind the project?*
- *What should the project achieve?*
- *How does the project reflect the aim of the fund?*
- *How can this project and/or partnership further develop?*

8. Preparation and analysis

Describe the preparatory process behind the project application (if relevant for this project):

- *What is the main problem/challenge that the project is expected to address?*
- *How did the project idea emerge?*
- *Who has taken part in designing the project, and what have been the roles of the partner organizations? Has e.g. the target group been involved in preparing the project?*
- *Have specific analysis been carried out (baseline, stakeholder and gender analysis, problem analysis, risk analysis etc.)? If yes, how are these reflected in the design of the project?*
- *Do other development stakeholders (e.g. government or other civil society organisations) address the problem/challenge in the area where you are planning to work? If yes, how do you coordinate your activities?*

9. Target group

Describe the group(s) of people targeted by the partnership project (if relevant for this project):

- *Who make up the primary target group (direct beneficiaries) of the project (specify number, gender, age, social status, ethnicity, religion etc.)?*
- *Who make up the secondary target group (indirect beneficiaries)?*
- *What are the challenges and opportunities characteristic for the target groups?*
- *Specify how men/women are expected to benefit from and to be involved in the partnership project, and if there is a specific attention to youth?*

10. Objectives

<p><i>Describe the objectives of the project. Please make a distinction between development objective (long-term objective that may not necessarily be achieved within the project period), and immediate objectives (changes realistically achieved within the time frame of the project). It is obligatory to formulate success criteria (indicators) quantitative and qualitative for each immediate objective.</i></p>	
Development objective:	
Immediate objectives :	<p>1. objective Indicators:</p> <p>2. objective Indicators:</p> <p>3. objective Indicators</p>

11. Activities

Activities	Expected results (outputs)
According to immediate objective 1	
a. b. c.	
According to immediate objective 2	
a. b. c.	
According to immediate objective 3	
a. b. c.	
According to several immediate objectives	
a. b. c.	

*If more than three activities, please copy, paste, and fill in the boxes.
Please attach a timetable for the activities as an annex.*

12. Sustainability

Describe (if relevant for this project):

- *In what way is the project expected to be of continued benefit for the target group after the termination?*
- *How can this project and/or partnership further develop?*
- *To what extent is it expected that the partners will be motivated to continue similar activities independently?*

13. Risks and challenges

Describe (if relevant for this project):

- *What major risks and challenges do you expect to meet during implementation of the project and how will you handle them?*
- *What are the risks and challenges that could hinder the execution of the project, and what measures can be taken to prevent disruption or adjust the project, if needed?*

14. Communication activities

Describe your communication activities in both Denmark and the MENA:

- *Which communication activities are planned in relation to the project?*
- *What message do you wish to communicate?*
- *Who is the target group for your communication, and how will it be reached?*
- *Which activities will be carried out and who is responsible?*
- *What are the expected results?*

15. Monitoring & Evaluation

Describe how results and objectives will be monitored and evaluated:

- *How will the development of the project be monitored? Which methods will be used for the monitoring? E.g. how often will progress, budget and the overall partner cooperation be monitored? Monitoring should not only be used to document output, but also to detect any need for project changes.*
- *How will the project be evaluated? Which methods/means of verification will be used for the evaluation? How will the target group be involved in the evaluation?*
- *How will you ensure that the lessons learned from the project are documented and being used/integrated by the two partners?*
- *If you have planned project visits, please describe purpose, expected outcome, timing and selection of participants*

16. Description of Danish partner

Briefly describe:

- *When was the organisation or institution founded, and what is its mission and main activities?*
- *Ownership/legal status (private or public - registered how?):*
- *Previous experience with international cooperation, if any.*
- *Who (staff and/or volunteers) will be involved in the project, and what are their previous experience in managing and implementing international projects? What qualifications and competences does the Danish partner make available for this project (e.g. staff and volunteers)?*
- *How will the project be rooted in the organisation/institution? (i.e. in a central governing body, a project group, a local branch) and who will be the overall responsible for the project?*
- *What is the expected impact of the international project cooperation, i.e. what value do you expect the international cooperation to add to your organisation?*

17. Description of MENA organization/institution

Briefly describe:

- *When was the organisation/institution founded, and what is its mission and main activities?*
- *Ownership/legal status (private or public - registered how?):*
- *Previous experience with international cooperation, if any.*
- *Who (staff and/or volunteers) will be involved in the project, and what are their previous experience in managing and implementing international projects? What qualifications and competences does the partner make available for this project (e.g. staff and volunteers)?*
- *How will the project be rooted in the organisation (i.e. in a central governing body, a project group, a local branch) and who will be the overall responsible for the project?*
- *What is the expected impact of the international project cooperation, i.e. what value do you expect the international cooperation to add to your organisation/institution?*

Delegation of responsibilities

Describe the delegation of responsibilities between the partners of the project:

- *Who is/are responsible for the different functions of the project (accounting/budget, communication, activities, monitoring & evaluation etc.)*
- *Who is/are entitled to make decisions regarding changes in the project?*
- *Who is/are responsible for final account and narrative report?*

18. Budget

Please make a *specified* budget of expected costs. Indicate contributions from the partner and/or other sources of funding. Please follow the budget format as provided by Danmission.

19. Annexes

Obligatory annexes:

- Time table
- Declaration of cooperation from partner organizations

Recommendable:

- Logical Framework Approach (LFA) matrix

Please list any other annexes here:

20. Signatures

Danish partner: Person(s) responsible and title:

Signature/Place/Date:

MENA partner: Person(s) responsible and title:

Signature/Place/Date:

Signatures of all partners are obligatory

Send the application by e-mail to Jens Juul Petersen at Danmission: jjp@danmission.dk (cc to Birgitte Søgaard Lauts: bsl@danmission.dk)

For questions regarding the application, please contact:

Jens Juul Petersen

Danmission

Phone: +45 41 999 320

Email: jjp@danmission.dk

DANMISSION 

Strandagervej 24 | DK-2900 Hellerup | www.danmission.dk
