**APPLICATION**

**A2: pre-study**

**Maximum amount: DKK 95,000[[1]](#footnote-1)**

# Cover page

|  |  |
| --- | --- |
| **Danish applicant organisation** (financially responsible): |  |
| **Contact person** of the Danish organisation[[2]](#footnote-2): | Name: Email address: Telephone number:  |
| **Any other Danish partner organisation(s):** |  |
| **Partner organisation(s) in country of cooperation:** |  |

|  |  |
| --- | --- |
| **Title:**  |  |
| **Country of cooperation:**  |  |
| **Timeperiod:** | **Start** date: Click here to insert a date | **Completion** date: Click here to insert a date | Total number of days: |
| **Amount applied for:** | Total amountDKK:  | **Of which, disability compensation:** DKK |
| **Signature of applicant organisation’s legally authorised representative:**The signature **attests to** the organisation’s commitment to the partnership and to the present application for a **pre-study**,and confirms that it is in conformity with the Disability Fund’s guidelines, including financial requirements. It also **confirms** that the signatory legally represents the organisation.  |

|  |  |  |
| --- | --- | --- |
| Click here to insert a date |  |  |
| Date  |  | Signature of legally authorised representative |

 Place Name of representative (block letters) |

|  |  |
| --- | --- |
| **Is this a case of:** (several boxes can be checked) | [ ]  A new country of cooperation[ ]  A new partner[ ]  Other reasons for conducting a pre-study |
| **Project type expected to be applied for subsequently:** | [ ]  Small-scale project (less than DKK 500,000) [ ]  Another activity: |
| **Is this a re-submission?** (I.e. a revised version of a previously submitted application) | [ ]  No[ ]  Yes, last submission was on date/year: |
| **Have any interventions´´ with the same partner organisation been financed through the Disability Fund previously?** | [ ]  Yes [ ]  No If yes, please indicate the six-digit HP reference number:  |
| **Would you prefer the assessment of your application in:** | [ ]  Danish[ ]  English |
| **Have you received advice from DPOD in relation to this application?** | [ ]  Yes[ ]  No |
| **Synthesis**(Brief description of the intervention in Danish, max. 150 words. This will be used as a presentation of the pre-study on DPOD’s website.) |

##### **Guide**

##### **The application is composed of the following parts:**

#####

#####  **Cover page**

#####  Key information about the applicant(s) and intervention to be funded, as well as the signature of the Danish applicant organisation’s legal representative.

##### **Part I** **Application text**. This must describe:

#####  ● Background to the application

#####  ● Objective, timetable and participants

#####  ● Follow-up to the intervention

#####  The application text should be written with sufficient detail to be understood by an outsider without prior knowledge of the context, project or applicant.

#####  For each question, there is an explanatory text or sub-questions written on a pale green background. As in the case of this text, **all text on a pale green background** is intended as a guide. We recommend that you **delete it before submitting** the application. This will make it easier for you to keep track of the actual number of pages in part I.

#####  **TIP:** You can easily delete all the text on a pale green background in one go – Open ‘home’ (startside) and find styles (typografier) – right click on the style “Heading 5”(overskrift 5) press ‘select all’ (‘vælg alle forekomster’). Now press delete on your keyboard. This can preferably be done when all text in the application has been written.

##### **Part II** **List of annexes:** Here we ask you to itemise obligatory and supplementary annexes substantiating the application, including budget and budget notes.

##### **Part III** **Checklist**: This last part consists of items to be crossed off before submission to make sure the application is not rejected on administrative grounds.

##### **Please also note that:** the application should (to the extent possible) be **drawn up in cooperation** between the partner in the country of cooperation and the Danish applicant organisation. All applications must thus be prepared in a language that is shared by the Danish disability organisation and its partner in the country of cooperation, and subsequently be submitted in either Danish or English.

##### **Advice and assistance:** The **Guidelines for the Disability Fund**, which are available at [handicap.dk/internationalt-samarbejde](https://handicap.dk/internationalt-samarbejde), provide tips on the application process, how to craft a good project, and explanation of conditions and requirements which apply to each type of application. Moreover, **DPOD’s advisors** are always ready to assist. They can be reached by email at: ais@handicap.dk.

##### **Submission of application:**

##### The application including checklist and annexes should be emailed to: ansogning@handicap.dk

##### Applications can be submitted for assessment at any time of the year.

# I. Application text *(suggested length: 5-8 pages)*

## Partner in country of cooperation *(suggested length 1-2 sider)*

### 1.a Experience of working with partner organisation

#### If the Danish organisation and partner organisation have previously worked together, then briefly describe the experience and capacity of the partner, relevant to implementing the project, which this pre-study is expected to lead to.

##### [E.g. familiarity with the local context, professional knowledge of the sector, long-term relations with stakeholders and the like, as well as the qualifications of relevant staff/members.]

#### If the Danish organisation and partner have not collaborated before, then please explain how you have identified the partner, and which criteria and information you base your assessment of the partner on.

## The pre-study *(suggested length: 2-4 sider)*

##### [In this section describe how the pre-study has been prepared, who will take part, its purpose and content, including which activities you have planned to carry out, and which outputs you expect to achieve.]

### 2.a Preparation process

#### Briefly describe the preparation process.

#### Who has taken part in the planning, and what have been the respective roles of the Danish organisation and the local partner?

##### [If this is a **re-submission**, please describe initiatives or studies carried out in response to the rejection of the last application submitted.]

### 2.b Participants in the pre-study

#### Describe who takes part in the pre-study from the local partner, what roles they play in their organisation, and what roles they are expected to play in any future cooperation.

#### Describe who will take part in the pre-study from the Danish organisation, their connection to the organisation, as well as their qualifications/background (of relevance to the pre-study) and their roles in the envisaged future project.

#### Will you make use of external consultants in relation to the pre-study? If so, briefly describe the role of the consultant and the selection criteria which have been / will be used in selecting the consultant (e.g. by publishing an advert).

##### [Annex TOR for the assignment.]

#### Does the activity budget (Budget line 1) include ‘Danish man-hours’?

**Yes** [ ]  **No** [ ]

#### If yes, please describe and justify the assignments to be covered by the Danish organisation either in the application or in an annexed TOR. See the rules in force in DPOD’s Financial Management Manual at [handicap.dk/internationalt-samarbejde](https://handicap.dk/internationalt-samarbejde/handicappuljen/afslutning-projekter/revision).

### 2.c Programme, activities and outputs

##### [The contents of the pre-study must be described in detail.]

#### What is the aim of the ‘pre-study – which issues to you expect to cover?

#### Briefly describe the programme and who you are going to meet.

##### [Annex the preliminary programme for the pre-study and merely outline the overall substance of the mission here, including who you will meet both from the partner organisation (governing body and secretariat) and other stakeholders (such as fellow civil society organisations, (funding) partners, authorities and other strategic partners).]

#### What specific outputs (e.g. analysis) do you expect the pre-study to produce?

#### What working methods will the pre-study team employ to achieve the expected output(s) (such as workshops, focus group interviews, field trips, etc.)?

#### Describe the roles of participants from respective the Danish organisation and the partner organisation in the pre-study.

### 2.d Information in Denmark

##### [You are encouraged to make use of the opportunity to do information work in Denmark. This could involve campaigns, posts on social media, newsletters, and communication targeted at members of your organisation and the general public. To this end, you can apply for an amount of up to 2% of total project costs (budgets items 1-7).]

#### Are you applying for funds to cover information work in Denmark?

**Yes** [ ]  **No** [ ]

#### If yes. please describe the information you plan to do in relation to the pre-study, who the target group will be, expected reach and means of communication.

## What changes will a future project seek to promote? *(suggested length 1-2 sider)*

##### [Since the future intervention should be designed in close cooperation with the partner organisation(s), you are not expected to present detailed information on a future intervention, at this point in time. However, you are expected to have an idea of which issues will be addressed, and the thinking should be based on certain degree of knowledge about the local context and the local partner, possibly through information acquired from a third party. This is what needs to be explained in this section of the application. If the questions below cannot, at this stage, be answered fully, the above section 2 “The Pre-Study” must describe how you plan to use the pre-study to clarify these aspects.]

### 3.a Expectations of a future project/cooperation

##### [Based on your current knowledge, please describe your expectations for the future cooperation.]

#### What themes will your future cooperation focus on?

#### What challenges will your future cooperation address? What changes do you wish to bring about?

#### What are the target groups expected to be targeted by your cooperation (both rights holders and duty bearers)?

#### What are the expected strategies and approaches?

### 3.b Follow-up after pre-study

#### Describe the process after the pre-study towards submitting an application.

### 3.c Embedding in the Danish organisation

#### How will a future partnership become embedded in the Danish organisation (e.g. within a central management body or a project committee)?

# II. Annexes

##### [In this section list obligatory and supplementary annexes that substantiate the application, including budget with budget notes. Supplementary annexes serve to elaborate the application text. You should therefore remember to refer to your annexes in the actual application, which is also where the main points should be highlighted. Find templates for most of the annexes at [handicap.dk/internationalt-samarbejde](https://handicap.dk/internationalt-samarbejde).]

## Obligatory annexes

1. Budget Format A
2. Preliminary programme
3. TOR – if external consultants are hired
4. “Medansøger på ansøgninger”[[3]](#footnote-3)

## Supplementary annexes

Please, only include documents that are key to the understanding or the assessment of the planned intervention.

|  |  |
| --- | --- |
| Annex  | Annex title |
| D. | CVs[[4]](#footnote-4) of any external consultants (not obligatory) |
| E. |  |
| etc. |  |
|  |  |
|  |  |

##### **To all organisations engaged in international cooperation**

##### In addition to the annexes above, all Danish organisations engaged in international cooperation and applying to the Disability Fund must email their latest organisational profile by the end of each year to DPOD at: ansogning@handicap.dk. It is the responsibility of the applicant to ensure that DPOD is in possession of an up-to-date version when receiving an application.

# III. Checklist

The checklist is an obligatory part of the application with the aim of ensuring that all administrative requirements are met. The checklist is therefore intended as an aid in the application process to avoid having the application returned due to minor errors or omissions.

## 1. Application

|  |  |  |
| --- | --- | --- |
|  | Yes | Remark |
| All questions in the application form have been answered (**cover page and Part I-II).** |   |   |
| Part I of the application adheres to the **indicated number of pages.** |   |   |
| All **explanatory text** (marked with pale green background, italics and square brackets) has been erased. |   |   |
| A **project synthesis** has been written in Danish at the bottom of the cover page. |   |   |
| All replies have been written in the font **Arial, size 11, non-bold**. |  |  |
| The organisation’s legally authorised representative has **signed** the application on the cover page. |  |  |

## 2. Budget

|  |  |  |
| --- | --- | --- |
|  | Yes | Remark |
| The **correct Budget Format (A)** has been used. |   |   |
| **The budget figure** on the cover page of the application (“Amount applied for”) **mirrors** the total in the Budget Format submitted. |   |   |
| **Budget Format, spreadsheet 1**: Budget and budget notes | Yes | Remark |
| Relevant budget notes have been inserted. |   |   |
| **Budget Format, spreadsheet 2**: Danish man-hours | Yes | Remark |
| If the budget includes Danish man-hours the Danish input to the pre-study must be well described in the application.  |   |   |

|  |  |  |
| --- | --- | --- |
| **Budget Format, spreadsheet 3**: Disability compensation | Yes | Remark |
| If disability compensation has been applied for, this spreadsheet has been completed. |  |   |

## 3. Annexes

|  |  |  |
| --- | --- | --- |
|  | Yes | Remark |
| **Obligatory annexes** have been attached – see list in Part II of the application form. |   |   |
| All other relevant **supplementary annexes** have been listed and attached. |   |   |
| The electronic files of all **annexes have been named in alphabetic order**  |   |   |
| An up-to-date **organisational profile** has been emailed to DPOD within the past year. |  |  |

1. If several Danish organisations seek to undertake a pre-study with a view to launching a joint project, up to DKK 140,000 can be applied for. In case of more than one Danish applicant, the annex “medansøger på ansøgninger” must be filled out and submitted along with the application. [↑](#footnote-ref-1)
2. Approved applications are uploaded to DPOD’s international website for the sake of transparency within the Disability Fund and in order to inspire others. If you do not wish your contact details to be published through this channel, please, write so to: ansogning@handicap.dk. You may at any time withdraw your consent. [Read more about DPOD’s data protection and privacy policy](https://handicap.dk/om-dh/privatlivs-og-databeskyttelsespolitik). [↑](#footnote-ref-2)
3. Only applicable in case of more than one Danish applicant. [↑](#footnote-ref-3)
4. Danish identity numbers (CPR) must not appear in CVs. [↑](#footnote-ref-4)