



GUIDELINES TO THE CIVIL SOCIETY FUND



CISU CIVIL SOCIETY IN
DEVELOPMENT



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A photograph of two men, one Asian and one Caucasian, sitting on a woven mat outdoors. They are both wearing dark blue t-shirts with 'SchviDan' printed on them. The man on the left is pointing at a large map spread out on the mat. The man on the right is leaning over, looking at the map. They are in front of a yellow wall and some greenery is visible in the background. The text 'INTRODUCTION TO THE CIVIL SOCIETY FUND' is overlaid in white, bold, sans-serif font in the center-right of the image.

INTRODUCTION TO THE CIVIL SOCIETY FUND

1. INTRODUCTION TO THE CIVIL SOCIETY FUND

The Civil Society Fund is an independent support facility funded by the Ministry of Foreign Affairs of Denmark and run by CISU. The guidelines for the Civil Society Fund are drawn up by CISU in a dialogue with you, CICU's members and users, and approved by the Ministry of Foreign Affairs of Denmark.

The Civil Society Fund supports interventions carried out in partnerships between Danish civil society organisations, your partners and other actors. These interventions, sponsored by the Civil Society Fund, contribute with a people-to-people element to Danish development aid.

1.1. PURPOSE OF THE CIVIL SOCIETY FUND

To receive support, your interventions must be in line with the purpose of the Civil Society Fund that aims at bringing about change - in recipient countries and in Denmark:

- Sustainable improvements in poor people's living conditions, rights, participation in society and equal opportunities.
- Robust, local communities that can withstand and prevent the effects of changes to climate, nature and the environment.
- Strong, independent and diversified civil societies working at all levels, from local organising to global cooperation.
- Strong, popular and voluntary commitment so that the Danish people will take an active part in Danish development cooperation and in the fulfilment of the UN Sustainable Development Goals.

1.2. PRINCIPLES FOR THE CIVIL SOCIETY FUND

The Civil Society Fund is based on five key principles. Your applications must be in line with these principles.

1.2.1. HUMAN RIGHTS

The Civil Society Fund bases its approach to development on fundamental human rights that must be respected, protected and fulfilled.

The human rights-based approach focuses on enabling people to demand their rights and holding duty-bearers accountable. Duty-bearers could, for instance, be national or local authorities, religious or traditional leaders, businesses or others with influence and with the ability to make decisions that affect other people. Duty-bearers must fulfil their obligations towards rights-holders.

The approach focuses on eliminating unequal power relations and unequal distribution of resources. The human rights-based approach focuses on building the capacity of people and organisations to fight for their own rights and to conduct advocacy towards decision-makers. Fighting inequality features prominently in the UN Sustainable Development Goals, and many of the human rights principles are incorporated in the goals and in the indicators to measure progress.

The human rights-based approach rests on four fundamental principles:

- **PARTICIPATION:** Systems and procedures must ensure a strong and independent civil society in which citizens have access to information and can influence decisions that affect their lives.

It is therefore a key principle to the interventions of the Civil Society Fund that partners and target groups become actors in their own development. Participation motivates ownership of individuals and groups so that they will contribute to holding duty-bearers accountable, ensuring that change is upheld. It is important that all target groups are involved through all parts of an intervention, and not only as sources of information in the analysis and design phases.

- **ACCOUNTABILITY:** When working with the human rights-based approach, decision-makers, such as politicians, local leaders and businesses, are held accountable for their policies and actions that affect people and their basic rights.

That also applies to the interventions of the Civil Society Fund. When citizens place confidence in organisations by giving them a mandate, they have an obligation towards

USEFUL INFORMATION

The general framework for the Civil Society Fund has been laid down by the Ministry of Foreign Affairs of Denmark based on the Danish Parliament's decisions on Danish development cooperation. The overall amount of the Civil Society Fund is determined annually by the Danish Parliament and laid down in the Danish Finance Act (*Finansloven*).

The Civil Society Fund is based on the following strategies:

- **“The world we share” – Denmark’s strategy for development cooperation** emphasises the importance of a strong and independent civil society which is a main pillar of a democratic society and an end in itself.

The strategy emphasises the value of civil society in Denmark with its diverse, broad and popular involvement in development cooperation and in the world with locally based civil society actors.

The strategy especially emphasises civil society’s contribution to developing sustainable, green solutions, promoting rights for all and strengthening resilience in local communities and the need to protect civic space.

- **The CISU Strategy 2022-2025 “Working together for a better world”** focuses on supporting strong, popular organisations and communities that work to secure people’s rights, promote global justice and sustainability, and counteract the causes of poverty.

Diverse commitment and locally led partnerships form the basis for people to obtain basic rights, good social and economic terms, and robust local communities that can

withstand and prevent the effects of changes to climate, nature, and the environment.

- **“The UN Sustainable Goals”** comprise 17 goals and 169 targets for the countries in the world to reach by 2030. Among other things, the goals focus on eradicating poverty and hunger, reducing inequality, ensuring good education and healthcare, decent jobs, sustainable consumption, gender equality, and sustainable economic growth. The world and the goals are interconnected – many challenges are global – and all countries, institutions, businesses, and citizens in the world must therefore work together to reach the goals at home and abroad.

Grants from the Civil Society Fund will usually address one or several of the thematic Sustainable Development Goals. Goals 16 and 17 typically serve as the common denominator in how education, health, sustainable energy, and less inequality are achieved: through partnerships that involve citizens and other actors and strengthen their organisational capacity to enable them to influence relevant decision-making processes.

CISU registers interventions under the Civil Society Fund in relation to the Sustainable Development Goals that the interventions concern and also registers the goals that member organisations and grantees work with in general.

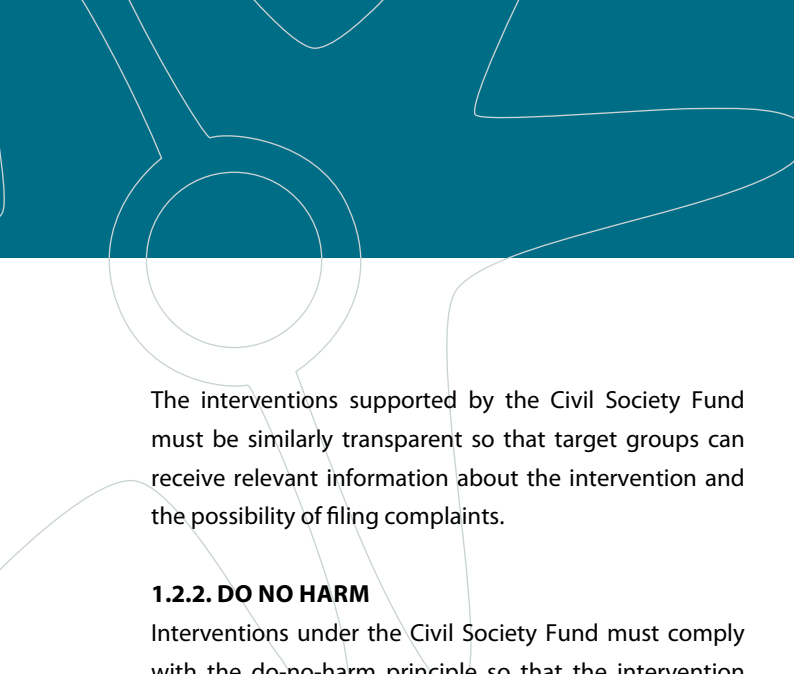
- ▶ More information is available at www.cisu.dk/verdens-mål

those target groups with which the intervention is working, internally in the organisation and towards partners and donors.

- **NON-DISCRIMINATION:** Human rights are universal and therefore apply to all people regardless of gender, religion, race, ethnicity, political affiliation and sexual orientation. It is therefore important that vulnerable and marginalised groups are involved in the development of society, included in decision-making processes and get equal access to resources and services. Rights of minorities and other vulnerable groups are violated more often, and women and girls are often excluded from participating in social development on an equal footing with men and boys.

It is therefore important that the interventions of the Civil Society Fund are inclusive and do not discriminate against certain groups. The human rights-based approach focuses on ways to strengthen the rights of vulnerable groups, including their access to resources and their opportunities to express themselves, organise, and participate in decision-making processes.

- **TRANSPARENCY:** It is crucial that citizens have access to information. The Civil Society Fund supports the demand from civil society for freedom of information, an open government, freedom of the press, freedom of expression and for more transparency when not only authorities but also businesses and organisations exert power.



The interventions supported by the Civil Society Fund must be similarly transparent so that target groups can receive relevant information about the intervention and the possibility of filing complaints.

1.2.2. DO NO HARM

Interventions under the Civil Society Fund must comply with the do-no-harm principle so that the intervention will not harm people, local communities or the environment, be it intentionally or unintentionally.

The concept stems from the humanitarian world but is also relevant when working with development, especially when the context is fragile. An intervention is not necessarily neutral in an area of conflict, and it is therefore potentially harmful if, for example, the target group or others become involved or merely exposed in the conflict.

To avoid harming anyone, it is necessary to analyse relations, potential consequences and risks in the context in which the work is done. The aim is to minimise any negative impact and increase the positive impact on the situation. Extensive knowledge of the context and readiness to adjust the intervention to the specific situation in the process are required.

Focus on the do-no-harm principle in peacetime as well ensures that your organisation and partner will do their best to protect the target group and other actors, and an effective risk assessment enables you to vouch for your intervention.

1.2.3. POVERTY-ORIENTATION

The Civil Society Fund is fundamentally poverty-oriented. That means that the Civil Society Fund supports those organisations that directly or indirectly work to secure participation, interests and rights of poor groups.

Popular organising of poor and socially marginalised groups may encompass loosely affiliated groups and actual organisations that work to improve their own conditions. It may also be other civil society organisations operating on behalf of or alongside poor and vulnerable groups. You and your partners can be advocates for the

cause of poor and socially vulnerable groups, or you can build their capacity to organise and to fight for their own rights more effectively.

Poverty has several dimensions. Poverty is not only about income but also about personal security, about access to resources such as education and jobs, health and access to land and water and the possibility to influence decision-makers. Many people are trapped in one or more forms of poverty in various ways, and various types of poverty often affect each other. Having that in mind when designing your intervention is recommended.

1.2.4. SUSTAINABILITY

The Civil Society Fund defines sustainability as follows: An intervention is sustainable when the local partner and/or the target group obtains lasting and sustainable improvements because of the intervention. The definition encompasses two things:

1. It must be possible to **continue** the improvements once the intervention has ended (although not necessarily indefinitely). The scope and duration of improvements will be assessed in relation to the size of the amount of the intervention and the desired change of the intervention.
2. The improvements must be in **balance** so that the intervention does not advance social justice at the expense of climate, environment and nature. Vice versa: interventions that advance climate, environment and nature may not impair the conditions of the poorest and most vulnerable groups.

When the Assessment Committee assesses an application to the Civil Society Fund, they assess both the scope and duration of the improvement and the reflection of the application on the balance between the consideration for social justice and for climate, nature and environmental responsibility – both in relation to the desired change and the size of the amount of the intervention.

- More information about sustainability and the Sustainability Model is available in CISU's Position Paper, and clarification of concepts can be found at

www.cisu.dk/begreber. The model illustrates CISU's approach to sustainability and demonstrates how to work with sustainability for people and the planet based on two dimensions at three levels.

1.2.5. EQUAL PARTNERSHIPS

The Civil Society Fund supports partnerships between one or several Danish organisations and one or several partners. Partnerships must be based on mutual understanding, contributions and gains. This implies a two-way exchange and sharing of values, inspiration and professional knowledge so that the partnership is not confined to giving and receiving financial support. Interventions under the Civil Society Fund must be based on cooperation in the partnership in terms of the application, implementation and the continuous adjustment of the intervention.

The Civil Society Fund wishes to support the strengthening of locally led interventions that are based on understanding of local needs held by the partner(s) in the countries of cooperation. Partners in the country of cooperation primarily manage the specific implementation of the activities of the intervention, but you are encouraged to continuously adjust the intervention together to ensure that it focuses on local needs and their context as much as possible.

The Civil Society Fund wishes to support the strengthening of participant partners. This may be in relation to building the capacity of partners, enabling them to implement and manage interventions or in relation to increased professional knowledge and expertise within a thematic area or approaches in the work. It may also be in relation to building stronger relations to authorities, the private sector, networks and alliances or anyone else who can increase the partners' visibility and legitimacy in their work and create broader and stronger cooperation.

All this can contribute to increasing the impact and sustainability of the interventions, the partnership in general as well as individual partners.

➤ More information about partnerships is available at cisu.dk/begreber

1.3. UNDERSTANDING THE KEY CONCEPTS OF THE CIVIL SOCIETY FUND

A prerequisite for writing an application to the Civil Society Fund is understanding the concepts used in these Guidelines. The sections below elaborate on the concepts used in the sections on individual support modalities.

How you, the applicant, should relate to these concepts is presented under the requirements and assessment criteria for each support modality.

1.3.1. CIVIL SOCIETY

The concept civil society is a generic denomination for those groups, movements and activities in society that belong neither to the public nor the private sector. Civil society rather operates between the state and the market.

Civil society encompasses all types of voluntarily established civil bodies such as interest groups, rural communities, lobby groups, cooperatives, trade unions, trade associations, non-commercial media, youth movements, activist groups, sports organisations, religious communities, professional associations, political organisations such as party associations and many other popular organisations.

Civil society consists of formal organisations as well as informal organisations with no fixed structure. Some informal organisations develop over time into formal organisations while others continue being informal, either because the parties involved so wish or because oppression by authorities or others makes it impossible to operate a formal organisation.

Civil society is often the framework for people fighting collectively for rights, improved living conditions and a fair distribution of the resources of society. It is an important counterbalance to the authority of the state and the private interests of the market as civil society holds both the state and the market accountable for their actions and priorities. At the same time, civil society is also a key partner and contributor in relation to the state and market in the pursuit of solutions to challenges in society. This is the case everywhere in the world.

1.3.2. TARGET GROUPS

A target group consists of those persons, organisations or institutions with which an intervention is working. An intervention may have one or several target groups:

- Primary target group(s): the people directly involved in the intervention and/or persons who take part in its activities.
- Secondary target group(s): the people indirectly affected by the intervention, i.e., persons who are affected by its activities without taking part in them.

CISU also recommends that as far as possible, you ask representatives of the target group about the relevance of and the need for the intervention before submitting the application. You are also recommended to describe in your application how the target groups included may offer feedback during the intervention.

Both elements make the intervention more targeted, demonstrate respect for the target group and builds ownership which is one of the prerequisites for sustainable change.

1.3.3. ADVOCACY

Advocacy is a process where a targeted intervention is used to influence political, financial, cultural, social, and climate and environmental processes and decisions. The objective often is to create structural changes, and the method is to influence those in power, often for the purpose of human rights and better living conditions. An objective could be to change legislation or to make sure that current legislation is observed or to change formal or informal structures in society.

Advocacy targets formal legislators and decision-makers, public bodies and persons, the general public or part of the public, traditional leaders, business owners or other persons who exercise power or an authority.

Advocacy may occur at several levels:

- Locally – this could be towards local, traditional leaders, local authorities or a local business
- Nationally – this could be towards a specific ministry or the police

- Internationally – this could be towards institutions responsible for international agreements

1.3.4. THE DEVELOPMENT TRIANGLE

One tool to work with development is the model 'The Development Triangle'. Each partnership is unique and develops over time. When conceptualising your intervention in the partnership, it is important to be aware of how the three elements in the Development Triangle interact in relation to the context and the desired changes of the intervention.

The model illustrates how interaction between strategic deliveries, organisational capacity building and advocacy may address the fundamental causes of suppression of human rights, poverty and other issues.

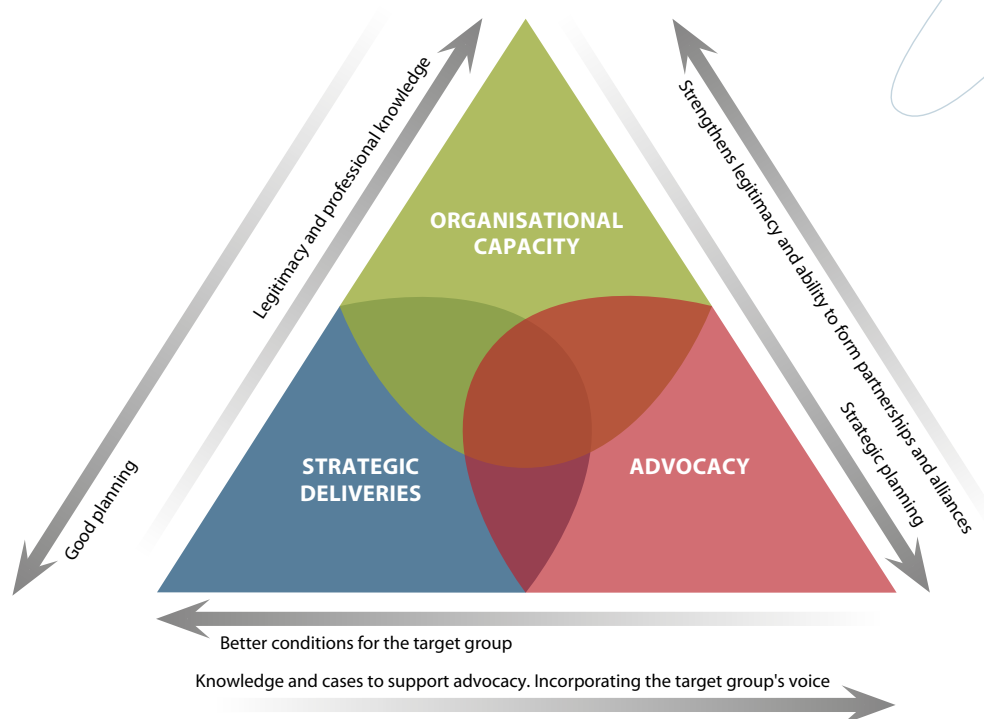
- **Strategic deliveries** can be tangible goods and services such as minor renovations of buildings or the provision of equipment necessary for the success of the intervention. They may also be professional courses or training of the target group. Strategic deliveries must be a method to promote sustainable change, not an end in itself.
- **Organisational capacity building** strengthens the local partner in two ways: It provides legitimacy in relation to the target group, and it provides capacity in relation to planning and implementing activities. Capacity building is often a prerequisite for making sustainable change.
- **Advocacy** is a targeted intervention that influences decision-makers and the public to bring about lasting improvements for the target group.

- More information about the Development Triangle is available in CISU's Position Paper, and clarification of concepts can be found at www.cisu.dk/begreber.

1.3.5 FRAGILITY

The majority of the countries in which the Civil Society Fund can support interventions are characterised by fragility to a greater or lesser extent. The Civil Society Fund applies OECD's Fragility framework as the background for the Fund's understanding of fragility. Fragility has five di-

THE DEVELOPMENT TRIANGLE



mensions: political, social, economic, climate and environmental, and security fragility. Some countries are characterised by fragility in one of these dimensions while others are fragile in several or all dimensions.

Fragility is included as an element in the assessment of whether the intervention is relevant in the context in which it occurs. It is possible to work with fragility in interventions under all support modalities of the Civil Society Fund.

When working in a context characterised by fragility, that fragility should be analysed in detail, described in the context analysis and considered in the planning and implementation of the intervention. The assessment of the interventions considers this analysis. The higher the degree of fragility and the greater the number of fragile dimensions, the more flexibility is provided within the following:

- **Improved possibility of including strategic deliveries in an intervention:** deliveries can be an important tool to create some room for manoeuvre, thus enabling civil society organisations to work with more

sensitive subjects such as protection of vulnerable groups, conflict management and human rights. Improved possibility to do so is therefore provided in extremely fragile countries.

- **Higher overall cost level:** This covers both special expenditures, for example as security for partners and the target group and transport, as well as a higher overall cost level.
- **More flexibility applies to development interventions in relation to the requirement that the intervention must include advocacy.** Conducting advocacy in extremely fragile countries is often difficult, in some cases impossible. In those cases, it is therefore sufficient that the intervention works with the potential for future advocacy.

INTERCONNECTION BETWEEN DEVELOPMENT, EMERGENCY AID AND PEACE BUILDING

An intervention in a fragile context typically occurs in the cross field between development, emergency aid and peace building. It must therefore also contribute to creating coherence between them to the greatest extent possible. That means that the outcomes and activities of

the intervention must create interconnection between development, emergency aid and peace building (also referred to as nexus). Civil society actors can make the most of its advantages and strengths to create synergy and coherence in the specific context.

The analysis and design of the intervention must include three focus areas:

- **Resilience:** the ability of a person, a local community or a system to resist, prevent and recover from a crisis or fragile situation.
- **Protection of particularly vulnerable** people. When there is a crisis, or when the space for civil society is restricted, protecting people's rights calls for greater attention. Civil society organisations with local roots can contribute to identifying vulnerable groups and to entering into a dialogue with authorities about their responsibility to protect vulnerable groups.
- **Prevention and management of conflicts.** This could, for instance, be by creating conditions for a dialogue between citizens and authorities or by making sure that vulnerable groups can participate and be heard. Once again, civil society plays a key role in fostering dialogue, peace and reconciliation.

Together with the experience and competencies of the organisation and the partners, the context analysis determines the most suitable approach.

The Civil Society Fund does not cover humanitarian interventions or interventions with a primary focus on building or rebuilding infrastructure.

1.4. INFORMATION ABOUT THE INTERVENTION IN DENMARK

The Danish organisations often have extensive networks and contacts in the local communities and societies in which they and their partners operate. This is a good springboard for accumulating extensive knowledge and experience which can be communicated to various target groups in Denmark in terms of information about activities and wider global issues. When Danish organisations

and their partners tell personal and nuanced stories about people, communities and living conditions in other parts of the world, and when they place these stories in a wider context, particular local ways of experiencing global concerns can be illustrated.

This makes it possible to inform and engage even more Danes as fellow global citizens and actors in development cooperation in pursuit of the UN Sustainable Development Goals. Thus, information about an intervention, a partner or conditions in a particular country is not a mere addition to the 'real' development work but an equally worthy and important part of that work, which may help bring about significant change in the longer term.

In applications to the Civil Society Fund for support for Small-Scale Interventions, Citizen Participation Interventions or Development Interventions, it is possible to apply for up to two percent of the activity budget to be spent on informing about the intervention in Denmark. If applying for funds for information activities, the purpose, target group and means of communication must be described. CISU does not assess the proposed activities but expect you to describe the activities in the final report on the intervention and attach photos, videos or articles about the activities. These may be published by CISU.

- Find more information about nuanced and engaging information at www.cisu.dk/oplysning.

2. REQUIREMENTS FOR APPLICANTS AND APPLICATIONS

2.1. REQUIREMENTS FOR THE DANISH APPLICANT ORGANISATION

The Civil Society Fund accepts applications from popular, Danish organisations that meet the minimum requirements for support laid down by the Ministry of Foreign Affairs of Denmark:

- The organisation needs to be private, and it must have legal domicile as well as activities in Denmark.
- The chairperson or most members of its governing body must be Danish citizens or foreigners with their permanent address in Denmark unless the Ministry of Foreign Affairs of Denmark grants an exemption.
- The organisation must have an approved set of statutes.
- The accounts of the organisation, including the annual accounts of the organisation, must be subject to auditing.
- If the organisation applies for up to DKK 500,000, it must have a minimum of 25 paying contributors. If the organisation applies for more than DKK 500,000, it must have a minimum of 50 paying contributors. They may be members, volunteers in the association or other persons providing a financial contribution. The contributions must have been given in the current year or the latest financial year. There are no requirements to the size of the contribution. For umbrella organisations, at least one of its member organisations must satisfy the above requirement.
- If the organisation has existed for at least one year, it may apply for more than DKK 500,000. If the organisation has existed for less than one year, it may apply for a maximum of DKK 500,000.

RESPONSIBILITY:

- The applicant organisation's governing body must be able to take on full responsibility for the application and for any subsequent grant.
- If several Danish organisations apply jointly, there must always be one lead organisation which holds the administrative and legal responsibility for the grant and contract with CISU. Only the lead organisation needs to live up to the above requirement.
- If the lead organisation is an umbrella organisation, at

least one of its member organisations must satisfy the above requirement.

- More information about the governing body's responsibility is available in the **Administration Guide**. It is available at www.cisu.dk/skemaer.

THEY CANNOT APPLY:

- The Civil Society Fund is unable to support interventions eligible for support from other funds funded by the Ministry of Foreign Affairs of Denmark such as the Centre for Church-Based Development (CKU), the Danish Youth Council (DUF), Disabled People's Organisations Denmark (DPOD), the Danish Refugee Council's Diaspora Programme and the Danish Institute for Parties and Democracy (DIPD).
- The Civil Society Fund does not accept applications from organisations that have signed a strategic partnership agreement, fund agreement or similar agreement with the Ministry of Foreign Affairs of Denmark.
- The Civil Society Fund does not accept applications from foundations engaged in commercial activity, consulting firms, educational establishments or entities set up by law, including the so-called folk high schools (*højskoler*).

2.2. REQUIREMENTS FOR PARTNERS AND ACTORS IN COUNTRIES OF COOPERATION

2.2.1. PRIMARY PARTNER

All interventions must take place in cooperation with partners from eligible countries (see section 2.5). In principle, they are responsible for implementing the local activities. At least one partner must always be appointed as the primary partner in the country of cooperation and must be capable of taking on the necessary administrative and financial responsibility of the grant as described in the Administration Guide.

2.2.2. SEVERAL PARTNERS IN AN INTERVENTION

CISU considers it a strength that several partners and other actors work within the same intervention. Cooperation between multiple actors in Denmark and in countries of cooperation may serve to ensure relevant and required

PRIMARY PARTNERS EITHER MUST OR CAN BE

- Partners **MUST** form part of civil society in the country concerned.
- The partner's management **MUST** have local roots. That means that if the organisation has a governing body, the chairperson or most members of its governing body must be citizens or foreigners with their permanent address in the country concerned.
- Partners **CAN** be networks rooted in civil society.
- Partners **CAN** be registered in the country concerned.
- Partners **CAN** be locally based chapters of international civil society organisations, including those to which the Danish organisation is affiliated. This type of partners **MUST** be registered in the country concerned and have its own governing body as described in item two.

PRIMARY PARTNERS CANNOT BE

- Individuals and families
- The national government and political parties
- Public authorities or bodies
- Private businesses
- On the UN's or EU's list of terrorist organisations, which are continuously updated. The Danish organisation is responsible for checking this.

competencies and perspectives as regards a certain context or a particular subject.

A partnership may perfectly well consist of more than two organisations. You may for example join forces with other civil society organisations and movements and benefit from cooperating with other strategic actors such as media, businesses, authorities, educational establishments and research institutes from either country.

However, there must always be at least one primary partner (as described in 2.2.1) and a clear division of roles and responsibilities in the implementation of the intervention – a division that has been jointly agreed and is clear to partners as well as the target groups of the intervention.

2.2.3. OTHER ACTORS AS PART OF AN INTERVENTION

Interventions may include direct cooperation with other actors such as informal organisations, authorities, research institutes and educational establishments, or the private sector. They may play a part in, for example, activities, assignments, training, capacity building, and advocacy that have specific relevance to and advance the objectives of the Civil Society Fund and of the intervention. The division of labour and roles must be appropriate in view of the objectives pursued, and all activities must be coordinated by

the primary partner. Accordingly, activities carried out by other actors may be included in the budget. For instance, interventions aimed at economic development may include relevant private businesses or social enterprises as actors as long as this does not conflict with the rules on state subsidies. Activities with public institutions may also feature in the budget if they are included strategically to ensure the rights of target groups.

Informal organisations and movements

Informal civil societies are organisations or groups that are not formally registered and do not have bank accounts. Some will have a governing body, and others will have a management that is organised in a different way. They may also be social and/or protest movements that work for a common cause. These forms of organisations or actors will often form part of an intervention under the Civil Society Fund, either as part of the target group of the intervention or as a partner.

If the primary partner is an informal organisation, e.g., a social movement, or is otherwise prevented from being able to receive and administer funds according to CICU's requirements for financial management, another organisation – even one that does not belong to civil society – may act as a link to the Danish lead organisation and the other partners. The other organisation must be able to ad-

minister the funds according to CISU's requirements for financial management. This could be the case, for instance, in countries where civil society organisations in general or certain groups are subject to legislation that restricts their right to organise or their access to international funding or organisations that are forced to work under ground.

Authorities

It is possible to cooperate with authorities that are duty-bearers and that can therefore be key to succeed with an intervention and bring about sustainable change. However, the purpose of the intervention must target civil society, and civil society must play a significant role in that cooperation. The primary target group for the intervention cannot be employed by the authorities. In fragile contexts where the state is very weak, civil society can deliver services, but the applicant organisations must have a clear idea and strategy for convincing the state/authorities to take over responsibility for delivering services in the long term.

Research institutes and educational establishments

Cooperation with research institutes and educational establishments can support the accumulation of knowledge and documentation, partly in relation to their own monitoring and learning but also for the purpose of supporting interventions and advocacy with evidence-based knowledge. That type of knowledge often has more legitimacy because it is based on facts that a third party can verify and therefore carries more weight in work with cases, policy development, reports and statistical material. That is also useful when establishing relations with local, national and international stakeholders and authorities. Research institutes and educational establishments are often positive towards cooperation with civil society organisations as cooperation gives them access to empirical knowledge usable for teaching and research.

The private sector

A primary partner under the Civil Society Fund cannot be a private business. However, private businesses and social enterprises may feature as strategic partners in the intervention. That could for instance be to provide support with professional expertise, access to the private sector or anything else that advances the desired change of the

intervention. The direct purpose of the intervention may not be for the business to profit based on the intervention unless profits are spent on new interventions or activities that benefit civil society.

Interventions may also play a part in supporting the establishment and strengthening of cooperatives.

2.3. SEVERAL INTERVENTIONS WITH THE SAME PARTNER(S)

It is possible to build on the results of successful cooperation with the same partner(s). This can take place by designing a new intervention as an extension of previous cooperation. Accordingly, long-lasting cooperation with the same partner(s) is therefore possible, but an intervention that is an extension of previous cooperation will be assessed based on the following:

- It does not merely repeat a former intervention. A new intervention that is an extension of a former intervention must build on results and experiences and contain new desired changes, a new or adjusted strategy or a new or extended target group.
- Interventions that are an extension of a former intervention build on results and experiences from them.

2.4. FOR WHAT PURPOSES CAN SUPPORT BE APPLIED?

The **Budget Guide** for the Civil Society Fund describes for what purposes support can be applied, and the guide also describes the requirements for drawing up the budget. The Budget Guide therefore must be read before submitting an application to the fund. It is available at www.cisu.dk/skemaer.

2.5. WHICH COUNTRIES ARE ELIGIBLE FOR SUPPORT?

You can apply for interventions in all countries on the **OECD/DAC's list** of ODA recipients.

- The list is available at www.cisu.dk/puljer/civilsamfundspuljen.

THIS CAN BE FUNDED BY THE CIVIL SOCIETY FUND	THIS CANNOT BE FUNDED BY THE CIVIL SOCIETY FUND
<ul style="list-style-type: none"> • Costs for activities and local staff salaries of partners and other participant actors. • Local partners' administration related to the intervention. • Minor investments in equipment to be used in the intervention. • Renovations of rooms and facilities that are used in the intervention. • Costs for digital and technological solutions that can be helpful in reaching the objective of the intervention. This could for instance be licenses for accounting systems. • Support for security measures related to the implementation of the intervention, for example in case of particularly vulnerable target groups or organisations. • To a limited extent, salaries of expatriate personnel sent by the Danish organisation in connection with professional inputs or monitoring. • Project-related information in Denmark (max. 2%). • Danish administration (max. 7%) • Budget margin (min. 6% and max. 10%). • Auditing both locally and in Denmark. 	<ul style="list-style-type: none"> • The building of inappropriate parallel structures, thus failing to use and strengthen existing (typically public sector) structures. This could for instance be within health and education. • Major construction projects or the purchase of buildings. • Training or education of individuals only benefiting that individual. The activities in their entirety must benefit civil society. • Interventions with the partial or full objective of distributing a party-political or religious message. Nor may target groups be defined by affiliation to particular political parties or religions. • Emergency aid or humanitarian interventions. • Identification of partners in a country of cooperation as it is a condition that the Danish organisation already has a partner.

2.6. SUPPLEMENTARY FUNDING

You can apply for a grant from the Civil Society Fund together with other sources of funding in two different ways:

2.6.1. OTHER SOURCES OF FUNDING MAY SUPPLEMENT AN INTERVENTION UNDER THE CIVIL SOCIETY FUND

Under the Civil Society Fund, full funding can be applied for to cover all types of interventions, but feel free to supplement the grant with other funding in order to increase the combined budget of the intervention. This may take the shape of self-funding (the Danish organisation's and/or partner's own financial contribution to the intervention) or other external contributions.

Such other sources of funding should only be included in the application, budget and reporting if the funding supports the specific activities of the application as specified in the budget.

If additional funding is a prerequisite for implementing the activities, CISU cannot finally approve the application

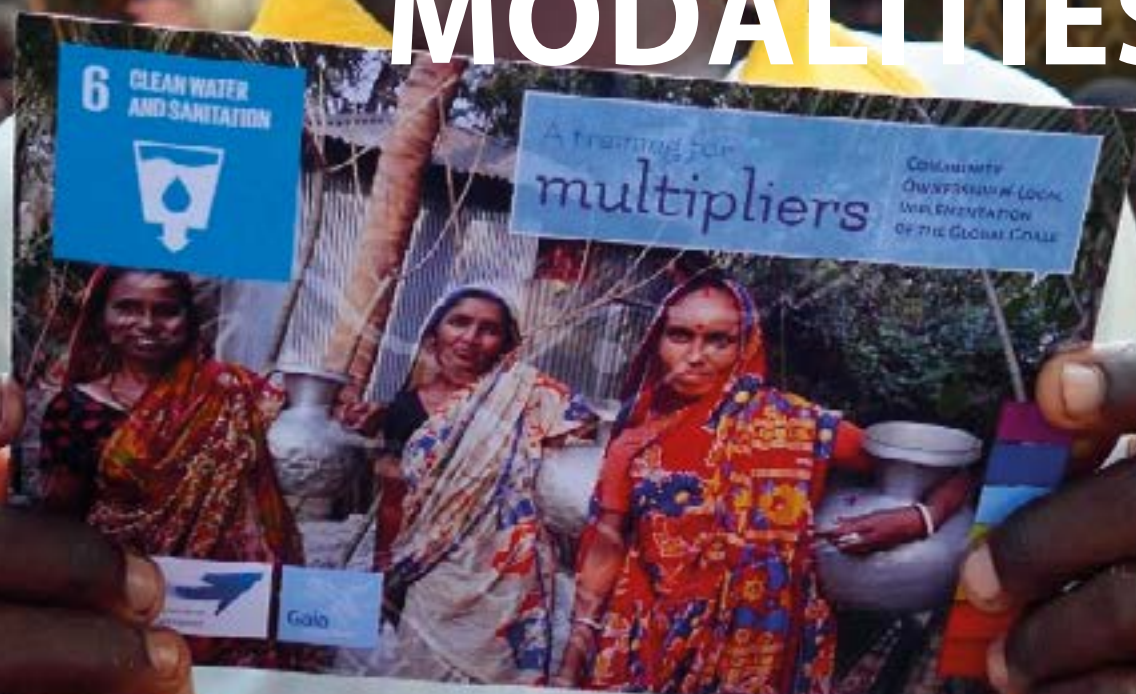
until you have documented that the funding has been secured.

2.6.2. THE CIVIL SOCIETY FUND MAY COMPLEMENT APPLICATIONS TO OTHER DONORS

Two of the support modalities under the Civil Society Fund also serve to complement applications to other donors. The support modality 'Development Interventions' can be part of a specified and agreed partial funding of major projects and programmes while the support modality 'Co-Funding' allows for applying for support for major interventions and programmes with a different main donor that is not funded by the Ministry of Foreign Affairs of Denmark.

- Special co- and self-funding rules apply to the support modality Programmes. More information is available in the guidelines for **Support for Programmes** at www.cisu.dk/program.

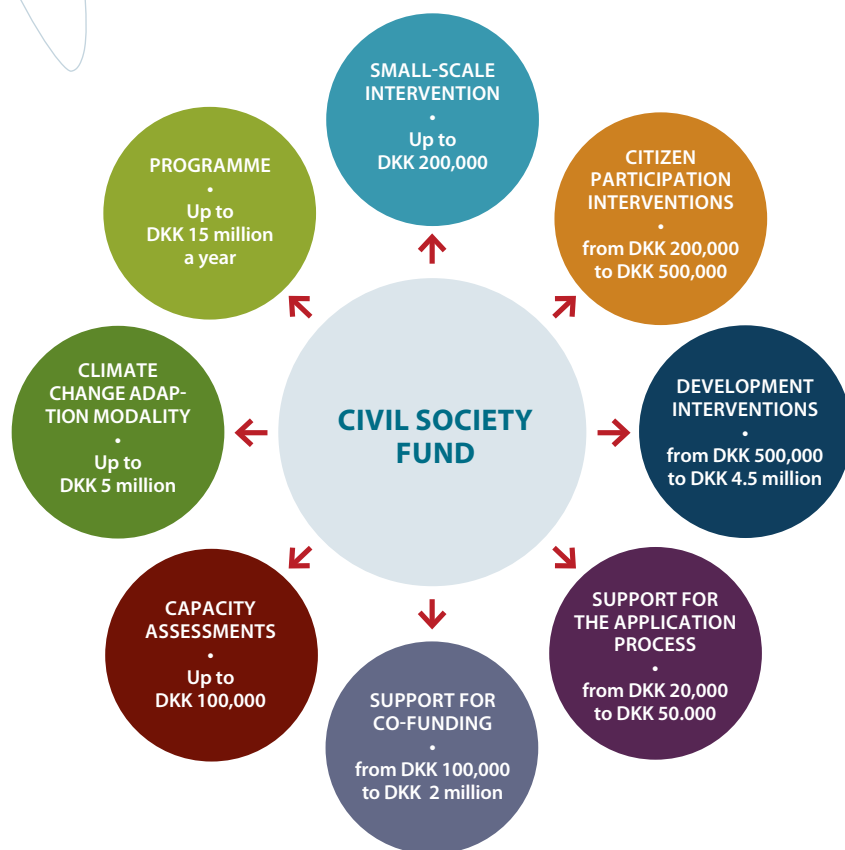
SUPPORT MODALITIES



3. SUPPORT MODALITIES

3.1 WHAT TYPES OF SUPPORT CAN BE APPLIED FOR?

The Civil Society Fund operates with the following support modalities:



The following sections in the guidelines describe the requirements and assessment criteria for each support modality.

The support modality Programme has separate guidelines available at www.cisu.dk/program.

CISU's governing body distributes the Civil Society Fund's means between various support modalities – in dialogue with the Ministry of Foreign Affairs of Denmark. Once a new finance act grant has been adopted, the governing body determines the grant ceilings for each support modality for the coming year.

3.2. HOW MUCH CAN BE APPLIED FOR?

To ensure sufficient experience among new applicants, the following grant ceilings apply to the Civil Society Fund:

- A **FIRST-TIME APPLICANT** can apply for **INTERVENTIONS UP TO DKK 500,000**.
- To apply for **INTERVENTIONS OF MORE THAN DKK 500,000**, the applicant organisation must have implemented at least **ONE INTERVENTION WITH A GRANT OF MORE THAN DKK 200,000** or **CARRIED OUT AN INTERVENTION OF THE SAME NATURE** with reporting requirements corresponding to those of CISU and/or the Ministry of Foreign Affairs of Denmark.

ANNUAL CEILING FOR GRANTS

Each organisation can obtain grants for a maximum total amount of up to DKK 6 million in the course of a calendar year (applies to Small-Scale Interventions, Citizen Participation Interventions and Development Interventions).

How to get off to a good start with your application

- ☐ Make sure you write your application based on the most recent version of the guidelines.
- ☐ Read the guidelines carefully, especially about the various support modalities, but also sections 1-3, which describe the overall guidelines for the Civil Society Fund.
- ☐ Make sure you use the latest version of the application form and budget format.
- ☐ Make sure you have answered all questions in the application form.
- ☐ Begin to work on the budget with time to spare. Use the Budget Guide when drawing up the budget.
- ☐ Make sure the basic data about your organisation has been updated in Vores CISU.
- ☐ Ask your partner in good time for their basic data so that you can enter them in Vores CISU.
- ☐ Read through the Administration Guide when writing your application. It contains a lot of use-ful information about the requirements you need to live up to.

All documents mentioned above are available at www.cisu.dk/skemaer.

REMEMBER that CISU member organisations can always obtain advice on several occasions during the course of the application process. Advice can be requested at www.cisu.dk/rådgivning. Remember to book well in advance. Applicants that are not members of CISU are still entitled to specific advice on application procedures. Contact CISU at tel. +45 86120342 or cisu@cisudk.

4. SMALL-SCALE INTERVENTION

➤ UP TO DKK 200,000

A Small-Scale Intervention must be in line with the Civil Society Fund's purpose and principles (see sections 1.1 and 1.2).

A Small-Scale Intervention enables organisations to build experience and try out ideas in cooperation with a partner organisation and other actors. A Small-Scale Intervention is therefore an obvious choice for applicants with little or no experience with interventions in developing countries.

A Small-Scale Intervention is also suitable for organisations with more experience wishing to try out new ideas, initiate campaigns, promote networks or otherwise benefit from the fact that Small-Scale Interventions are simpler to apply for than other support modalities.

4.1. TYPES OF SMALL-SCALE INTERVENTION

A Small-Scale Intervention can consist of, for instance:

- Activities with the partner aimed at **strengthening the partner's internal organisation** or **strengthening its partnership** with the Danish organisation. It is possible to apply for activities, typically as part of the organisational strengthening of the partner, which develop the partner's capacity for resource mobilisation.
- **Stand-alone activities** such as specialist courses, training of a target group, popular mobilisation, cultural activities, or a minor campaign. The activities must have a prospect that goes beyond the benefits to those directly participating. As a strategic element, it is possible to include goods and services to a limited extent, for instance renovation of buildings, delivery of equipment etc.

- **Testing of new ideas**, for example testing a new approach or method within an existing field, start-up of new partnerships or expansion of the field of the partnership.
- **Networking activities**, which may encompass study trips and exchange activities that encourage citizen participation by boosting cooperation between local partners and other organisations in the countries of cooperation.

4.2. ASSESSMENT CRITERIA

The CISU Assessment Committee assesses the application based on five assessment criteria:

1. PURPOSE AND RELEVANCE

- The purpose of the intervention falls within the purpose and principles of the Civil Society Fund.
- The intervention is relevant in the context in which it is to take place and is based on local needs.



PHOTO: PERNILLE BARENDTSEN

2. THE PARTNERSHIP

- The participant partners have experience, capacity and resources to implement the intervention and have planned it together.

3. THE TARGET GROUP

- The partners have knowledge of the target group and understand the needs of the target group.

4. DESCRIPTION OF THE INTERVENTION

- The activities of the intervention have a clear connection to the desired change of the intervention. The results expected from the intervention must be clear.
- The responsibilities and professional contributions of partners and other actors are clear and relevant.
- The intervention contributes to sustainable improvements for the target group.

5. COST LEVEL

- The cost level of the intervention and the total budget are well-founded and measure up to the activities and expected results of the intervention.

In the assessment, requirements for interventions are always adapted to match the amount applied for, the experience of applicant organisations, the context and the desired change. In relation to other support modalities, the requirements for Small-Scale Interventions are smaller as the budget is smaller and as it is possible to apply for Small-Scale Interventions with only little experience.

- More information is available in section 11.1 on **adaptability of requirements**.

4.3. CLOSING DATES AND PROCESSING TIME

CISU receives applications on an ongoing basis and processes them as fast as possible, normally within four weeks. All applications worthy of support will generally be awarded a grant as long as there is money in the fund.

In holiday periods, the processing time may be extended – in the month of July by up to three weeks and for Christmas, Easter and the winter holidays by up to one week.

The processing time counts from the moment applications meet all administrative requirements and can be submitted to CISU's external assessment system. See the check list **Are you ready to submit your application?**

Remember that an application for a Small-Scale Intervention may also be submitted as a video. More information about how to submit your application is available in section 9.1 **How to apply**.

PHOTO: GARBA DIALLO, CROSSING BORDERS. ➤
Think B4 you catch more fish, they are a limited resource.

4.4. EXAMPLES OF SMALL-SCALE INTERVENTIONS

EXAMPLE 1

Support for new youth association

A Danish organisation has supported a school and a children's home in Tanzania for many years.

Some of the young people who used to attend the school have now formed an association. They would like to inspire and help other children and young people to continue in the education system as they know from experience that this can be difficult when one's own parents have no education.

The young people visit their former school and other schools to give motivational talks. They also act as mentors to some of the oldest pupils.

However, it is a great challenge for this association to find money for transport from the city, where the young people live and study, to the rural communities where the schools are located. The young people also dream of being able to visit other youth organisations together.

The Danish association would like to support the young people's initiative.

They therefore apply for money to cover expenses to run the newly established association the first year and for a learning trip to Dar es-Salaam to visit other youth organisations.

- **Budget:** DKK 80,000 to cover transport to the schools and expenses for the learning trip.
- **Implementation period:** 9 months.

The organisation chose to submit an application as a video that was made by the young Tanzanians and the Danish volunteers during their most recent partner visit.

EXAMPLE 2

Resuscitating previous cooperation

A Danish organisation works with a local agricultural organisation in Bolivia to improve income for farmers in the highland.

There used to be a major project providing training in new agricultural methods, but cooperation has been scaled back in recent years due to a lack of volunteers in the Danish organisation and challenges caused by the COVID-19 epidemic.

However, a new and active project group has now been set up, keen to launch new activities.

The Bolivian partner has long requested support to resume training as there is great demand for this among the farmers. New knowledge has also emerged which they would like to pass on.

Together the partners dream of making a major training programme. However, for a start, they will tour the various rural communities where the farmers live, offering short refreshment courses. The goal is to look into possibilities of supporting the farmers in an improved organisation, thus creating a better basis for future activities.

- **Budget:** DKK 117,500 to cover the salary of a local employee, transport between the various rural communities, course materials and meals for participants in the refreshment courses.
- **Implementation period:** 12 months.

EXAMPLE 3

Testing of a new idea

A partnership consisting of a Danish and a Vietnamese organisation has worked with nature and the environment in Vietnam for many years.

In recent years, they have focused more and more on combating plastic pollution in the ocean as the problem continues to worsen.

The partnership now wishes to test a new approach where they cooperate with the tourist industry to reduce use of single-use plastics.

Their approach is providing information about alternatives to single-use plastics and seeking to establish local partnerships between the large hotels and the local fishers and others using the ocean.

The approach is tested with this intervention in a small community. The hope is to later be able to spread it to other locations.

- **Budget:** DKK 180,000 to cover the salary of the Vietnamese project coordinator who will work on this project part-time, production of simple educational materials and four community meetings.
- **Implementation period:** 9 months.

EXAMPLE 4

Conference and campaign about rights

A Danish organisation works with an organisation in Palestine on an exchange programme with young people, both voluntary workers and trainees. The young Danes contribute to the various activities of the partner organisation, all aiming to bring focus on infringement of rights in Palestine. For many years, the project has been run on a voluntary basis, many of the volunteers being teachers and young people who have been part of the exchange programme.

The Palestinian organisation is now asking whether the Danish organisation can assist in making activities for the International Day of Persons with Disabilities to raise awareness of the infringements of rights experienced in Palestine by persons with disabilities, particular focus being on the lack of access to education.

The plan is to host an international conference to form the basis for a campaign to raise awareness about the issue.

The organisation would also like to make a training programme for young persons with disabilities in Palestine as an example of the initiatives that are needed.

The intervention is in cooperation with another NGO that specifically works with training programmes for young people and a Palestinian university.

- **Budget:** DKK 195,000 to cover preparation and the hosting of the conference, media campaign and the training programme for 20 young persons with disabilities.
- **Implementation period:** 15 months.

5. CITIZEN PARTICIPATION INTERVENTIONS

➤ FROM DKK 200,000 TO DKK 500,000

A Citizen Participation Intervention must be in line with the Civil Society Fund's purpose and principles (see sections 1.1 and 1.2).

A Citizen Participation Intervention can be traditional projects or experimental projects. A Citizen Participation Intervention makes it possible to test new methods and approaches and to incorporate other and untraditional actors in development cooperation to test new elements in interaction with large-scale projects such as a Development Intervention. A Citizen Participation Intervention can advance active citizenship by enabling people to meet and make change together.

- The name Citizen Participation Intervention derives from CISU's work with active citizenship, commitment and voluntariness. More information about the concept of citizen participation is available at www.cisu.dk/begreber.

5.1. TYPES OF CITIZEN PARTICIPATION INTERVENTIONS

Citizen Participation Interventions may comprise, for example:

- **Partnership activities** which revolve around building capacity and strengthening ways of organising, cooperation and partnerships. Such activities can be relatively brief, yet intensive, with a wide range of choices in putting together the content of partnership activities. They could be trainings and courses for local partners' personnel and volunteers, with or without the Danish organisation's participation, which boost the partner's capacity for fund-raising and resource mobilisation.
- **Interventions with a traditional project set-up** aimed at supporting popular organising and active citizenship that contribute to improving the lot of poor

and vulnerable groups. The interventions may encompass, for instance, explorative and pilot projects, for example cooperation with new civil society partners, the private sector, registered social enterprises, knowledge institutions or the like.

- **A series of stand-alone activities**, for example a local campaign or cultural and artistic activities that stimulate reflection and debate on living conditions, inequality, poverty, the UN Sustainable Development Goals and citizens' rights. The activities may include training of Danish volunteers prior to visiting partners abroad with the aim of subsequently carrying out information work to engage Danish citizens in development cooperation. The case must be made that the expected results and changes are likely to occur, but a fully-fledged strategy is not required.
- **Networking activities** which aim to allow for meetings or other forms of exchange of specific experiences between partners, actors in the network or target groups (young people, elderly people, trade groups, vulnerable groups, entrepreneurs, etc.). Networking activities may be face-to-face or online and can also involve more informal groups of citizens. The interventions could, for instance, consist of activities that are based on local issues in order to link up to national and/or international forums and campaigns helping to put global challenges on the agenda within the framework of the UN Sustainable Development Goals.

The opportunities are not confined to the four types. There can be other relevant interventions, and the elements can also be combined.

Citizen Participation Interventions may, to a limited extent, contain strategic deliveries such as equipment, healthcare or minor renovations of physical premises if they clearly contribute to the objective of the intervention.

5.2. ASSESSMENT CRITERIA

The CISU Assessment Committee assesses the application based on five criteria:

1. PURPOSE AND RELEVANCE

- The purpose of the intervention falls within the purpose and principles of the Civil Society Fund.
- The intervention is relevant in the context in which it is to take place and is based on local needs.

2. THE PARTNERSHIP

- The participant partners have experience, capacity and resources to implement the intervention and have planned it together.
- The intervention will strengthen the partners and/or the relationship between them.

3. THE TARGET GROUP

- The partners have knowledge of the target group and understand the needs of the target group.
- The target group will be involved in the planning and ongoing adaptation of the intervention.

4. DESCRIPTION OF THE INTERVENTION

- The strategy of the intervention shows a clear connection between the desired change of the intervention, expected results, activities and indicators. The results expected from the intervention must be clear.
 - * *An intervention that is an extension of a former intervention, builds on results and experiences of the former and contains a new desired change, a new or adjusted strategy or a new or extended target group.*
- The responsibilities and professional contributions of partners and other actors are clear and relevant.
- The intervention contributes to lasting and sustainable improvements for the target group.

- The approach to monitoring clearly shows the ways of examining and following up on whether the intervention meets the expected results.

5. COST LEVEL

- The cost level of the intervention and the total budget are well-founded and measure up to the activities and expected results of the intervention.

In the assessment, requirements for interventions are always adapted to match the amount applied for, the experience of applicant organisations, the context and objective. Thus, requirements for an organisation that has applied for several Citizen Participation Interventions and applies for the maximum amount are bigger than for an organisation applying for a minor Citizen Participation Intervention for the first time. Requirements for an intervention that takes place in a stable context are also bigger than for an intervention that takes place in a country marked by fragility within one or several areas.

➤ More information is available in section 11.1 on **adaptability of requirements**.

5.3. CLOSING DATES AND PROCESSING TIME

CISU receives applications on an ongoing basis and processes them as fast as possible, normally within four weeks. All applications worthy of support will generally be awarded a grant as long as there is money in the fund.

In holiday periods, the processing time may be extended – in the month of July by up to three weeks and for Christmas, Easter and the winter holidays by up to one week.

The processing time counts from the moment applications meet all administrative requirements and can be submitted to CISU's external assessment system. See the check list **Are you ready to submit your application?**

PHOTO: CHRISTIAN ALS, FANT. ➤
FANT activates more than 10,000 children and young people weekly in organized sports associations. If you have been part of a sports association yourself, then you know the feeling that the children here in the picture have of joy, togetherness and excitement.

5.4. EXAMPLES OF CITIZEN PARTICIPATION INTERVENTIONS

EXAMPLE 1:

School kitchen gardens foster learning and pupil participation

A Danish, volunteer-based organisation has, for many years, supported an organisation in Burkina Faso that works with education and training of children.

The partner organisation's board of directors and the local school management have long talked about the need to improve the pupils' nutrition as many of them show up hungry at school and therefore find learning difficult.

The Danish project group of volunteers is ready with support, and the partners now agree to apply for the funding of an intervention to establish school kitchen gardens where the pupils will learn to grow a new and nutritious crop. The harvest from the school kitchen gardens will also provide a meal for all pupils during school hours.

The partner organisation has heard about the new crop from another organisation which has successfully introduced it in the neighbouring region.

The pupils themselves will be responsible for tending the plots and organising the sale of crops with assistance from the teachers.

The objective is to teach the pupils about healthy nutrition and enable them to act on their knowledge and join forces to improve their lives by cultivating the new plant.

The intervention also boosts pupil participation and creates ties between the schools and the pupils' homes and communities.

- **Budget:** DKK 499,000 to be spent on training school managers and teachers in cultivating the new crop, buying materials for the school kitchen gardens and hosting workshops that are open to everyone in the rural communities.

Expenses for salaries and the running of the partner organisation are also funded.

- **Implementation period:** 24 months

EXAMPLE 2:

New app empowers local farmers

By taking part in an international network of agricultural NGOs, a Danish organisation (with one half-time employee and about 10 active volunteers) and its partner in Myanmar have heard of an app that makes it easier for local farmers to coordinate prices, warn about pest outbreaks and a lot more.

The idea is good and has the potential to solve one of the key problems in the partners' current agricultural project where buyers squeeze prices in one-on-one negotiations as the farmers are not organised.

At the same time, pests repeatedly ruin the harvest of some farmers while others use vast quantities of environmentally harmful pesticides.

The app will empower civil society by making it easier for local farmers to organise and negotiate proper prices for their products. It will also help combating incorrect use of fertilisers and pesticides.

However, the app is not directly transferable to Myanmar, and the partners therefore now apply for funds to develop an app, adapted to local conditions, in cooperation with an IT firm in Yangon.

The project will have a duration of 18 months; first the app development, then testing in one area of Myanmar and then dissemination to all participant farmers.

- **Budget:** DKK 300,000 which, in addition to the app development, includes funds for field visits and evaluation.

- **Implementation period:** 18 months

EXAMPLE 3:

Family planning to benefit the climate

A Danish organisation with about 20 employees and a number of major projects would like to link up their national and international activities within the framework of the UN Sustainable Development Goals.

Alongside their South African partner, they now prepare a joint campaign with volunteers in Denmark and South Africa (with a major part of the intervention taking place in South Africa).

The aim of the campaign is to inform young people in both countries about:

- Their sexual and reproductive health and rights.
- How this forms part of the Sustainable Development Goals agenda.
- How, for instance, good family planning can help prevent climate change globally.

The balance between these three aspects must be adapted to each of the two countries, and exchange of experiences will take place between young people from both countries.

The intervention will have a total duration of two years, starting off with training of volunteers before proceeding to implementation of the campaign at schools, festivals and social media.

- **Budget:** DKK 499,000 to cover training of volunteers in both countries, preparation of messages and materials, transport to schools and festivals as well as coordination and administration.
- **Implementation period:** 24 months.

EXAMPLE 4:

Mobilisation of citizens: We have the right to our land!

A Mozambican organisation has found out that the provincial government is about to sign over extensive land rights to a Chinese logging firm.

Previous experience has shown that Chinese logging firms violate both environmental and social standards, and many people are highly likely to lose their land rights and will be uprooted.

The organisation now contacts its Danish partner (three employees, 30 volunteers), and together they agree to urgently mobilise the local population to protest against the imminent agreement via the local press, social media and demonstrations.

The Mozambican organisation also seeks to get other organisations in the area to join in a coordinated effort.

The aim is to get the provincial government to drop or renegotiate the deal with the Chinese firm.

The Danish organisation takes the opportunity to bring into focus, in the Danish media, the general problem of unjust resource exploitation in the country of cooperation.

- **Budget:** DKK 280,000 to pay for the printing of posters and other campaign materials, local transport, coordination, radio spots and a contribution towards media work in Denmark.
- **Implementation period:** 6 months.

6. DEVELOPMENT INTERVENTIONS

➤ FROM DKK 500,000 TO DKK 4.5 MILLION

A Development Intervention must be in line with the Civil Society Fund's purpose and principles (see sections 1.1 and 1.2).

Development Interventions promote strong civil societies with popular foundations and create lasting improvements in the living conditions of vulnerable population groups. The interventions are implemented in partnerships between civil society organisations and often in cooperation with other actors. Development Interventions build on experiences from former interventions, have a wider reach and create deeper and more sustainable change.

6.1. TYPES OF DEVELOPMENT INTERVENTIONS

Development Interventions may comprise, for example:

- **Development of organisations and movements** into strong, independent and legitimate civil society actors that use long-term Development Interventions to conduct advocacy within their geographical area or thematic field.
- **Strengthening of partners' and other actors' capacity to cooperate** across professional disciplines, actors and sectors with the aim of advancing the rights of poor and vulnerable groups. Such interventions may, for instance, contribute to enhancing the authorities' will, accountability and capacity to ensure access to basic resources or to create inclusive societies, greater equality and fundamental human rights.
A Development Intervention may build the partner's capacity to work in new areas or to enable more powerful advocacy by conducting studies, gathering documentation and refining methods used so that the viewpoints of the target group will be heard locally and nationally.
The intervention may also consist of networking acti-

vities that are based on local and national issues and link up to international forums and campaigns, thus helping to put global challenges on the agenda, for example, within the framework of the UN Sustainable Development Goals.

- **Interventions based on the partner's strategic plan.** This type of intervention can be based on parts of the partner's organisational strategy, thus supporting the partner in implementing and fulfilling their strategic plan. This fosters local ownership and local management of the interventions.
- **Synergy creation among partners.** Some Danish organisations have multiple partners with various professional competencies, capacities and experiences. An intervention may therefore focus on bringing those partners together to support exchange of experience, capacity building and strengthening of interventions across regions and countries.
- **Mobilisation and strengthening of groups in civil society.** This could be to strengthen the human rights of vulnerable and exposed groups, their right to democratic participation and their ability to withstand radicalisation and violent conduct. An intervention could, for example, build networking groups whose members can develop as individuals and as a group, thus improving their economic, social and cultural living conditions. Other interventions mobilise and strengthen young people in asserting themselves as active fellow citizens in the local community. This could be a peer-to-peer approach in which young leaders can be trained in promoting a non-violent culture among fellow young people.

- **Climate interventions.** Such interventions may, for example, focus on helping civil society conduct effective advocacy on behalf of groups vulnerable to the climate. They could also consist of the partner's work to impact local and national climate policies. They could also be interventions that build the ability of local communities to adapt to climate changes, increase resilience and thus reduce vulnerability to climate changes. In such interventions, work to reduce greenhouse gases could also be a strategic element.
- **Prevention of humanitarian crisis or reconstruction of social structures.** This may encompass interventions that help build humanitarian preparedness within a local community. It may also encompass interventions working for dialogue, peace and reconciliation before, during and after a conflict so that vulnerable groups will also participate and be heard.

The opportunities are not confined to the seven types. There can be other relevant interventions, and the elements can also be combined.

6.2. ADVOCACY

All Development Interventions must include advocacy as part of the activities of the intervention. The opportunities will be very different depending on the specific context in which the intervention takes place. The Assessment Committee therefore assesses the requirement in relation to the specific opportunities.

- More information about advocacy is available in sections 1.3.3 and 1.3.4 on the Development Triangle.

6.3. ASSESSMENT CRITERIA

The Assessment Committee assesses the application based on five assessment criteria:

1. PURPOSE AND RELEVANCE

- The purpose of the intervention falls within the purpose and principles of the Civil Society Fund.

- The intervention is relevant in the context in which it is to take place and is based on local needs.

2. THE PARTNERSHIP

- The participant partners have experience, capacity and resources to implement the intervention and have planned it together.
- The intervention will strengthen the partners and/or the relationship between them.

3. THE TARGET GROUP

- The partners have knowledge of the target group and understand the needs of the target group.
- The target group will be involved in the planning and ongoing adaptation of the intervention.

4. DESCRIPTION OF THE INTERVENTION

- The strategy of the intervention shows a clear connection between the desired change of the intervention, expected results, activities and indicators. The results expected from the intervention must be clear.
- There is a balance between the elements in the Development Triangle, and the ways in which advocacy will be conducted are clear.
 - * *An intervention that is an extension of a former intervention, builds on results and experiences of the former, and contains new desired changes, a new or adjusted strategy or a new or extended target group.*
- The responsibilities and professional contributions of partners and other actors are clear and relevant.
- The intervention contributes to lasting and sustainable improvements for the target group.
- The strategy of the intervention considers the conditions and risks that may prevent or delay the fulfilment of the objectives of the intervention.
- The approach to monitoring and evaluating clearly shows the ways of examining and following up on whether the intervention meets the expected results.

5. COST LEVEL

- The cost level of the intervention and the total budget are well-founded and measure up to the activities and expected results of the intervention.

In the assessment, requirements for interventions are always adapted to match the amount applied for, the experience of applicant organisations, the context and objective. Thus, requirements for a large Development Intervention that builds on other interventions are bigger than for a Development Intervention of less than DKK 1 million which may be the first major intervention in a partnership. Requirements for an intervention that takes place in a stable context are also bigger than for an intervention in a country marked by fragility within one or several areas

➤ More information is available in section 11.1 on **adaptability of requirements**.

6.4. CLOSING DATES AND PROCESSING TIME

The closing dates for Development Interventions are every six months: the second Wednesday in March and the second Wednesday in September. Applicants will normally receive an answer within two months.

Do not forget to check whether the application meets all administrative requirements before submitting your application (see the check list **Are you ready to submit your application?**).

6.5. RATING AND PRIORITISING BETWEEN APPLICATIONS WORTHY OF SUPPORT

CISU's governing body decided that applications for Development Interventions are rated and ranked so that CISU can prioritise between applications in case there are insufficient funds to award a grant to all applications found worthy of support.

However, interventions of up to DKK 1 million are exempt from being prioritised, and all applications of less than DKK 1 million found worthy of support will therefore be awarded a grant.

In its recommendation to the Assessment Committee (Assessment Committee note), the Assessment Consultant



PHOTO: PERNILLE BARENDTSEN

rates the application on a scale from 1-5 based on the degree to which the application meets the assessment criteria.

1. Meets the assessment criterion to a small degree
2. Meets the assessment criterion to some degree
3. Meets the assessment criterion
4. Meets the assessment criterion to a high degree
5. Meets the assessment criterion completely and/or has an extended approach/a system that supports the fulfilment of the criterion

The rating for each application will be sent to the applicant together with the grant note. An applicant that has not been awarded a grant can therefore use the rating to improve the application for the next round.

If there are insufficient funds to award grants to all projects found worthy of support, the applications with the highest rating will be awarded grants.

If several interventions share the “bottom rating” and they cannot all be awarded grants, funds will be distributed in the following order:

1. Interventions that are extensions of a former intervention. If there are more than one, the intervention with the lowest amount applied for will be prioritised.
2. If all interventions are new interventions, applications with the lowest amount applied for will be awarded the grant.

PHOTO: JJUMBA MARTIN, TANDSUNDHED
UDEN GRÆNSER. ➤

A couple of the committed mothers sit at the front row, waiting for the school teachers' presentation on dental health for parents to begin.

6.6. EXAMPLES OF DEVELOPMENT INTERVENTIONS

EXAMPLE 1:

Cooperation with research institutes

A Danish organisation and their Bolivian partner work to improve living conditions for the local population. The intervention takes place in a rural area highly affected by zoonoses that are diseases transmitted from animals to humans.

There is only very limited knowledge on how these diseases are in fact transmitted between animals and humans. More knowledge on the topic is necessary.

Cooperation between a Danish and a local university has therefore been established to better document and do research in the origin of the diseases and their spreading to the local population and how zoonoses can be cured and prevented.

The cooperation provides important, empirical data to universities for research and teaching as well as evidence-based knowledge to civil society partners to be used in connection with information and campaigns.

Evidence-based knowledge carries more weight and legitimacy for the local partner and their work with the target group as well as their cooperation with local and national authorities in relation to their handling of zoonoses and related diseases.

The Development Intervention builds on Citizen Participation Interventions that form the basis for this long-term project.

- **Budget:** DKK 2,000,000 to cover the costs for data collection, salaries to employees in the partner organisations and partly to employees at the universities that take part in the intervention.
- **Implementation period:** 36 months.

EXAMPLE 2:

Strategic strengthening of the partner

For many years, a Danish trade union has supported the establishment of a trade union within the same field in Kenya.

The partnership started with several minor projects focusing on organisational capacity building of the partner, and the Kenyan partner organisation is now a strong organisation with many members.

For the past year, the Kenyan organisation has developed a new strategy with three focus areas: more members, better protection of members' rights, especially social rights, and improved finances in the organisation.

This new strategy forms the basis for the project where the Kenyan partner receives support from the Danish trade union to work with these focus areas.

The Danish organisation withdraws more and more but still contributes significantly to the partnership through capacity building of employees and as a sounding board for the board of directors.

As part of the intervention, two key employees are trained in international fund-raising, and a strategy is developed to increase the members' payment of membership fees.

- **Budget:** DKK 1,950,000 to cover capacity building for members and employees, training, salaries and operations.
- **Implementation period:** 24 months.

EXAMPLE 3:

Long-term development project

For a number of years, a Danish organisation has partnered with local partners and authorities to work on dental health in Rwanda.

The work has included anything from capacity building of partners, stakeholders and authorities to development of materials adapted to the context, identification of relevant cooperation partners and lobbying to have local authorities take ownership and leadership moving forward.

As years have gone by, much experience has been gained from former interventions. Time has now come for one last consolidating project to ensure rooting of the project and its various components with relevant partners and actors.

For this last intervention, work is focused on ensuring sustainability, exit and phasing out of the project.

- **Budget:** DKK 2,800,000 to cover continued capacity building, cooperation with authorities and salaries.
- **Implementation period:** 30 months

EXAMPLE 4:

Focus on advocacy

A Danish organisation cooperates with several West African partners to promote LGBT+ rights with particular focus on strengthening local organisations for LGBT+ persons.

The target group is very vulnerable, and focus is therefore on security in the intervention, digitally and physically, in connection with meetings and training and on any normal day in the target group.

The partnership consists of a Danish organisation and the West African networking organisations, and work is carried out with several minor, informal organisations for LGBT+ persons.

The aim of the intervention is to strengthen partner organisations and informal organisations through capacity building and to strengthen the work within rights by gathering examples of infringement of rights to be used in the advocacy work.

- **Budget:** DKK 3,000,000 to cover capacity building, training, security, salaries and operations.
- **Implementation period:** 36 months.

7. SUPPORT FOR THE APPLICATION PROCESS

➤ SUPPORT FOR THE APPLICATION PROCESS FROM DKK 20,000 TO DKK 50,000

The entire application must be in line with the Civil Society Fund's purpose and principles (see sections 1.1 and 1.2).

Support for the Application Process assists partnerships in achieving an ever-widening resource and financial foundation. You can receive support for relevant expenses in the application process if you, along with partners, apply for support from a donor that is not funded by the Ministry of Foreign Affairs of Denmark.

- You can apply for a maximum of DKK 50,000 to cover all types of relevant costs.
- The total budget of the application must be at least DKK 200.000.
- The support granted can, whenever relevant, also fund salaries and activities among the partners.
- You must write what specifically the support is to be used for, in the budget as well as in the text.

7.1. ASSESSMENT CRITERIA FOR SUPPORT FOR THE APPLICATION PROCESS

- **Civil society relevance.** The application as a whole is assessed to be in line with the purpose and principles of the Civil Society Fund.
- **The partnership.** The partners and actors involved must take part in the application process.
- **Chance of success.** The specific application must have a realistic chance of being approved for support. The potential donor's framework for receiving the application must be able to accommodate the kind of interventions that are supported by the Civil Society Fund.
- **Needs.** How the support will strengthen the application process.



PHOTO: ERIC ERDENEBAT, MEJERIFOLK UDEN GRÆNSER. Mongolian everyday life with ger, solar cell and satellite.

7.2. SPECIAL REQUIREMENTS FOR APPLICANTS

In addition to living up to the general requirements, applicants must have previously received and implemented a grant from one of CISU's funds or an equivalent intervention.

7.3. EXAMPLES OF SUPPORT FOR THE APPLICATION PROCESS

- **Support to apply to a private fund:** an organisation has had a dialogue with a Danish fund that is interested in receiving an application concerning a major project of DKK 2 million. The organisation applies to have salaries covered for the Danish voluntary project manager who takes unpaid leave from his or her normal job for a month to complete the application.
- **Support to enter into business cooperation:** an organisation has established contact with a business that would like to support the work of the organisation with DKK 500,000 a year for three years, product sponsorships and exchange of employees. Before the agreement can be finally concluded, the CSR manager of the business would like to visit the partner organisation to get to know them and their activities. The organisation therefore applies for support to pay for a partner visit for one week for the business representative and a representative for the organisation.
- **Application to the EU:** an organisation would like to apply for support through an EU programme together with partner organisations from two different countries. The organisation applies for support to gather representatives from all three partners in one of the countries for one week to complete the application together.

7.4. CLOSING DATES AND PROCESSING TIME

CISU receives applications on an ongoing basis and processes them as fast as possible, normally within four weeks.

In holiday periods, the processing time may be extended – in the month of July by up to three weeks and for Christmas, Easter and the winter holidays by up to one week.

The processing time counts from the moment applications meet all administrative requirements and can be submitted to CISU's external assessment system. See the check list **Are you ready to submit your application?**

8. SUPPORT FOR CO-FUNDING

➤ SUPPORT FOR CO-FUNDING FROM DKK 100,000 TO DKK 2 MILLION

Co-Funding Grants must be in line with the Civil Society Fund's purpose and principles (see sections 1.1 and 1.2)

Support for Co-Funding supports your partnerships cultivating different sources to fund your mutual interventions. This can create synergy with and thus enhance the effect of other interventions under the Civil Society Fund.

Support for Co-Funding targets applicants who assess that co-funding makes it possible to raise funds from another main donor. Co-funding does not have to be a requirement from the main donor but must advance the application with the main donor.

You cannot apply for Support for Co-Funding once you have submitted your application to the main donor – only before or at the same time. If the application process to the specific donor involves a first step of submitting a concept note, an application can be submitted to CISU based on the concept note.

8.1. SPECIAL CONDITIONS

- The fund supports Co-Funding only if the combined project or programme is of a minimum of DKK 400,000.
- Support for Co-Funding cannot exceed 25 per cent of the programme or project budget applied for to the main donor.
- No more than one application per calendar year can be granted support.
- Support for Co-Funding grants will not be included in the calculation of each organisation's annual ceiling for grant commitments from the Civil Society Fund.

Applications found worthy of support will not receive a grant until the main donor applied to has given a definite commitment to support your application to them. You, the applicant, are responsible for informing CISU of the commitment. The commitment must have been received

not later than six months after the applicant has been informed by CISU that the application was found worthy of support.

8.2. ASSESSMENT CRITERIA FOR SUPPORT FOR CO-FUNDING

- **Civil society relevance.** The application as a whole is generally found to fall within the Civil Society Fund's purpose, principles and framework.
- **The applicant is given a better position in relation to the main donor.** It is assessed that the applicant will have a better possibility of receiving a grant from the main donor by supplementing the intervention with Co-Funding from the Civil Society Fund.
- **Chance of success.** The specific application is assessed to have a realistic chance of being approved for support. The potential donor's framework for receiving the application must be able to accommodate the kind of interventions that are supported by the Civil Society Fund.

8.3. SPECIAL REQUIREMENTS FOR APPLICANTS

In addition to living up to the general requirements set out in chapters 1, 2 and 3, the applicant must have previously implemented a project funded by one of CISU's funds or similarly with reporting requirements corresponding to those of CISU and/or the Ministry of Foreign Affairs of Denmark.

If the Danish organisation forms part of a consortium, Support for Co-Funding can only be applied for if the applicant is the contract holder in relation to the possible do-



PHOTO: KATARINA SIIG SØDERBERG, OPERATION DAGSVÆRK. Volunteers interviewing the village chief, Noraeri Thungmueangthong, in the northern Thai village of Huay E-Khang. The interview will be used in the film our campaign volunteers show when they give presentations on indigenous peoples and climate activism in the autumn.

nor. Consortia can only apply for a co-funding share that relates to the Danish organisation's budget.

8.4. CLOSING DATES AND PROCESSING TIME

CISU receives and processes applications for Support for Co-Funding on an ongoing basis. An application can be submitted although there is not yet a definite commitment from the main donor.

Applications for Support for Co-Funding are processed as fast as possible and normally within four weeks. In case of a comprehensive application, the processing time can be extended for up to eight weeks.

In holiday periods, the processing time may be extended – in the month of July by up to three weeks and for Christmas, Easter and the winter holidays by up to one week.

The processing time counts from the moment applications meet all administrative requirements and can be submitted to CISU's external assessment system. See the check list **Are you ready to submit your application?**

9. CAPACITY ASSESSMENTS

> UP TO DKK 100.000

A Capacity Assessment must be in line with the Civil Society Fund's purpose and principles (see sections 1.1 and 1.2).

A Capacity Assessment targets Danish organisations that need an external, professional review of the organisation's professional, organisational and administrative capacity and its partnerships. A Capacity Assessment can contribute to valuable learning in terms of strategy, management and capacity development.

9.1. CONTENTS OF A CAPACITY ASSESSMENT

Basis of a Capacity Assessment is one or several specific areas on which the organisation wishes to shed light to strengthen and further develop the organisation.

If CISU recommends or requires a Capacity Assessment, the specific recommendations/requirements must be listed in the application (see section 9.4 Who takes the initiative to conduct a Capacity Assessment?).

Capacity Assessment may focus on:

- The Danish organisation's **partnerships**, including the number and nature of existing and planned partners or approaches to entering into new cooperation.
- The Danish organisation's **strategic and thematic work** with partners in the world.
- The Danish organisation's **popular roots**, internal decision-making processes and work with information on global conditions in Denmark.
- Other needs that can support the further development of the organisation.

9.2. EXAMPLES OF CAPACITY ASSESSMENTS

A new strategy for the organisation: an organisation is about to develop a new strategy. Before then, they need an external view on their work at home and abroad as well as their organisational capacity. The assessment is to be used to provide inputs for the direction of the organisation in future years with its competencies and resources in mind.

A growing organisation: an organisation has grown a lot in recent years in relation to the number of projects, partners, turnover and people involved. They therefore need an external view on whether the organisation in its entirety can keep up with the growth and/or whether there are things they need to be aware of and strengthen.

9.3. ASSESSMENT CRITERIA

The application is assessed based on two criteria.

- **Civil society relevance.** The application as a whole and the organisation's work are generally found to fall within the Civil Society Fund's purpose, principles and framework.
- **Contents:** The proposed subjects are based on a thorough analysis of needs, wishes and opportunities for the organisation, its partnerships and/or interventions.

9.4. WHO TAKES THE INITIATIVE TO CONDUCT A CAPACITY ASSESSMENT?

- You, the **organisation**, can apply for a Capacity Assessment as part of a long-term strategy development or process of change.
- **The Assessment Committee** may recommend or make it a precondition that an organisation carry out a Capacity Assessment. That could be if the Committee finds it necessary to obtain a combined assessment of the organisation's capacity in relation to the organisation's interventions.
- **CISU's secretariat** may, in connection with its advisory services or in a report reply, recommend a Capacity Assessment which will then form part of the organisation's track record and future applications from the organisation concerned.

9.5. THE CAPACITY ASSESSMENT PROCESS

If you are awarded the grant, CISU will make a contract with you as well as with the external consultant who will conduct the Capacity Assessment. One of CISU's advisers and possibly the Assessment Committee (if they have recommended the Capacity Assessment or have good advice for the application) will join forces with you to draw up the Terms of Reference (ToR) that describe the focus and scope of the task. ToR must be approved by CISU. CISU pays all costs for the consultant and activities.

Even if your organisation is in the process of a Capacity Assessment, you can still submit applications to the Civil Society Fund if they fall within your demonstrated field of expertise and do not increase your turnover significantly.

The consultant will prepare a draft report to be discussed with the organisation and one of CISU's advisers. Only then does the consultant write the final report that must subsequently be approved by the associated assessment consultant, one of CISU's advisers and CISU's management.

9.6. FOLLOW-UP

To follow up, your organisation must write a reply to the recommendations of the Capacity Assessment (a so-called management response) which must be approved by CISU. It is then the responsibility and duty of your board of directors to follow up on the Capacity Assessment.

However, CISU recommends that you use the learning and the recommendations of the Capacity Assessment in future applications to, for instance, the Civil Society Fund.

9.7. CLOSING DATES AND PROCESSING TIME

CISU receives applications on an ongoing basis and processes them as fast as possible, normally within four weeks.

In holiday periods, the processing time may be extended – in the month of July by up to three weeks and for Christmas, Easter and the winter holidays by up to one week.

The processing time counts from the moment applications meet all administrative requirements and can be submitted to CISU's external assessment system. See the check list **Are you ready to submit your application?**

10. CLIMATE CHANGE ADAPTION MODALITY (CCAM)

UPDATED OCTOBER 2023

➤ UP TO DKK 5 MILLION.

CCAM applications must align with the objectives and principles of the Civil Society Fund (see sections 1.1 and 1.2).

The specific purpose of the CCAM is that poor and vulnerable groups in developing countries become more resilient to the effects of climate change.

10.1. INTRODUCTION

The CCAM is funded through Danish development assistance as special support for civil society interventions to strengthen the resilience and adaptability of poor and vulnerable groups in the face of climate change. The CCAM is based on the strategic frameworks outlined in the Danish Development Policy Strategy 2021-2025: *The World We Share* and the Danish Government's long-term strategy for global climate action in 2020: *A Green and Sustainable World*.

Climate change and the pressure on the world's resources are among the greatest global threats of our time, and immediate action is needed. This forms the basis for Denmark's ambitions to build resilience to climate change in developing countries. The Danish Ministry of Foreign Affairs acknowledges the position and value that Danish civil society organisations (CSOs) and their partners in countries where the collaboration takes place have in addressing global challenges and facilitating meaningful local climate solutions.

USEFUL INFORMATION

The United Nations Framework Convention for Climate Change (UNFCCC) **defines climate change adaptation** as the: *"Human-driven adjustments in ecological, social or economic systems or policy processes, in response to actual or expected climate stimuli and their effects or impacts".*

Herein, is made use of climate adaptation and should be understood according to above definition.

- See definitions for climate change adaptation and climate resilience in the **UNFCCC Glossary**.
- For further interest in the terminology, CISU recommends **London School of Economics Explainers** and **DIIS Explained**.

10.2. CLIMATE ADAPTATION CHALLENGES – AND POSSIBLE SOLUTIONS

Poor and vulnerable communities in developing countries are often the hardest hit by the consequences associated with climate change. These groups often possess inadequate understanding of climate change, which exacerbates both the uncertainty and the difficulties associated with adapting to the altered living conditions necessitated by climate change. When authorities inform about possible disasters and what can be done to withstand them,

USEFUL INFORMATION

Climate resilience is understood as: *"the ability to anticipate, absorb, accommodate, or recover from the effects of a hazardous event in a timely and efficient manner, including through ensuring the preservation, restoration, or improvement of its essential basic structures and functions".*

Climate resilient measures are crucial when providing dignified livelihood options without compromising on nature as a resource. Building climate resilience is essentially linked to concrete action, investments, capacity development, advocacy, decision-making, and negotiations at local, national, and global level. (UNFCCC og London School of Economics).

it rarely reaches local communities. Limited knowledge about relevant climate adaptation options and low technical capacity to translate opportunities into action are other challenges that make it difficult for poor and vulnerable communities to adapt to the changing conditions.

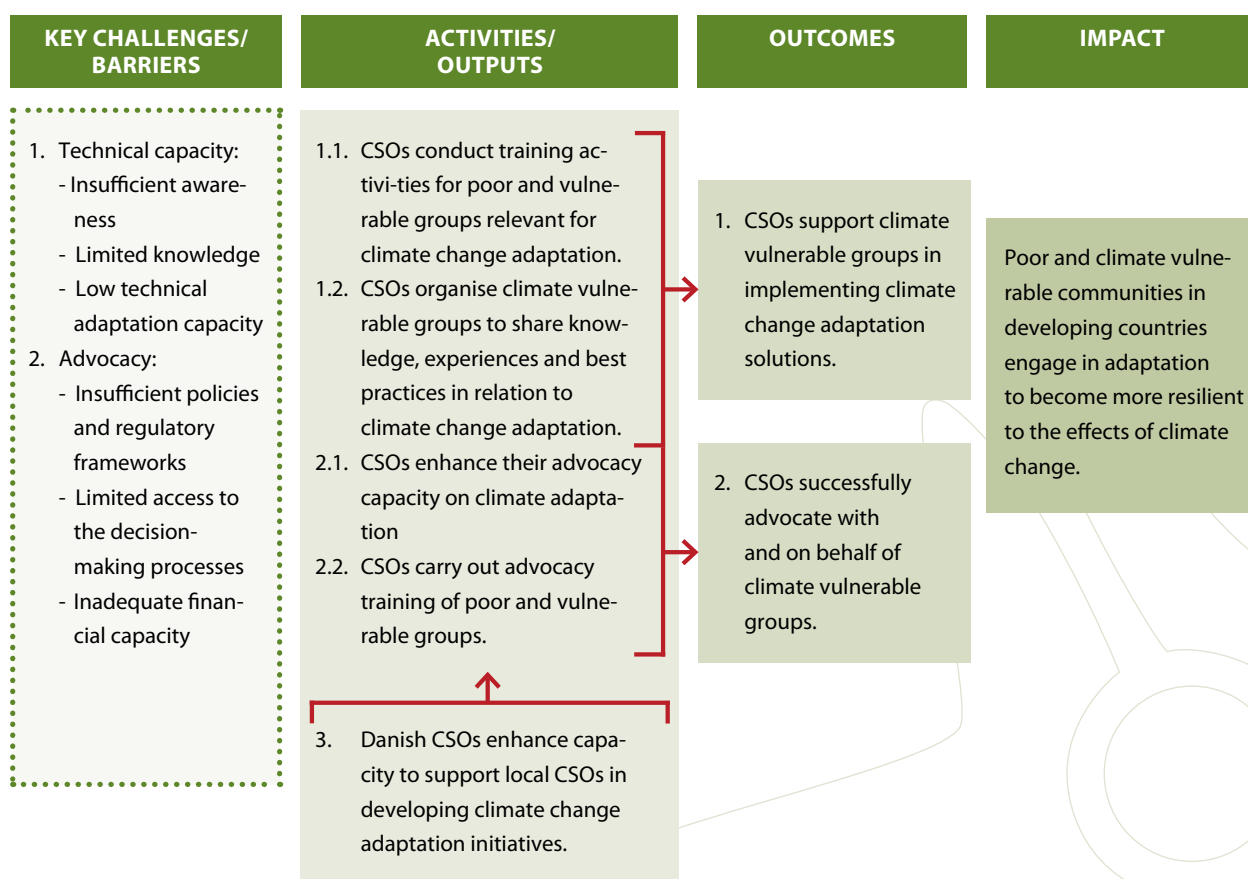
Another challenge for climate adaptation is that those who experience the most significant effects and impacts of climate change often have limited access to the decision-making processes where crucial decisions on climate adaptation are made. It is necessary to support frameworks that enable participation, including through informative and inclusive decision-making processes. Civil society plays a vital role as a mediator and catalyst for reaching out to these communities and, together with national and local authorities, working towards climate adaptation solutions which reduce community risks and enhances their resilience.

CCAM applications must address challenges related to climate change adaptation. This should be done through partnerships collaborating with rights-holders and duty-bearers to carry out *locally led climate adaptation* action and create climate-resilient solutions. It is a requirement for CCAM support that all interventions are based on local needs and demands.

➤ For more information on locally led climate adaptation see **World Resources Institute Principles**.

CCAM interventions should benefit poor and climate-vulnerable groups and contribute to reducing the negative effects of climate change – both current and/or anticipated. This can be achieved, for example, by increasing the knowledge, ability, and capacity of civil society, communities, and local authorities to adapt accordingly. It includes locally led activities, ranging from creating new know-

THE INTERVENTION LOGIC OF THE CCAM IS ILLUSTRATED BY THIS THEORY OF CHANGE:



ledge and sharing information to capacity development, planning, network strengthening, and advocacy, to investment in and implementation of technical climate adaptation solutions. It can also be carried out through increased community participation in the processes where decisions on climate adaptation interventions are made, and climate adaptation plans are developed. Based on capacity development and strategic services, such as small investments, evidence-based advocacy can be exercised.

The CCAM has an overarching Theory of Change aiming at addressing the challenges mentioned above.

- *If* Danish civil society organizations are supported to engage in partnerships and networks with rights-holders and duty-bearers in developing countries within climate adaptation,
- *and if* this engagement results in 1) the promotion of local climate adaptation solutions among poor and climate-vulnerable groups, and 2) an active civil society that effectively advocates strategically on behalf of climate-vulnerable communities,
- *then* more ambitious climate adaptation solutions can be pursued at all levels,
- which *will* contribute to climate-resilient development for the benefit of poor and climate-vulnerable populations.

10.3. INTERVENTIONS AND ACTIVITIES ELIGIBLE FOR SUPPORT

CCAM interventions must:

- build knowledge, technical capacity, and solutions for climate change adaptation
- *and/or* engage in advocacy for climate change adaptation

Interventions exceeding DKK 500,000 must include advocacy activities.

Below are some examples of how you can work within CCAM interventions. Please note that this is not an exhaustive list of examples, and many interventions may include elements of capacity development/knowledge and aware-

ness raising, technical climate adaptation solutions, *and* advocacy.

As part of an intervention, you can include:

- concrete assessments of climate vulnerability in a specific area.
- technical training, communication, and support for implementing local climate adaptation solutions in various sectors. Relevant sectors may include agriculture, health, water, sanitation, and hygiene (WASH), or disaster risk reduction.
- activities involving minor investments in infrastructure and technology.
- ensuring support and funding for locally led climate adaptation solutions and their successful implementation.
- ensuring the involvement of target groups in decision-making processes related to the development or operationalisation of legislative frameworks and policies related to climate adaptation.
- mobilisation, seminars, campaigns, and data collection to demonstrate best practices and sustainable climate adaptation solutions.
- training in designing and implementing advocacy interventions focused on climate adaptation.
- development and/or implementation of participatory climate adaptation plans or the integration of climate adaptation into development plans in various sectors, often targeting local authorities and relevant technical agencies.
- lobbying for subsidised agro-ecological inputs as part of an adaptation strategy.
- involvement in international and national planning and policy processes related to climate adaptation.
- revising national educational curricula to incorporate climate adaptation.
- facilitating better access to clean water with a clear focus on development advocacy capacity aimed at local authorities to promote joint management of catchment areas and support the creation of minor infrastructure for water harvesting or extraction.

Please note that minor investments in infrastructure and technology are a strategic service and can only be a means

to achieve the overall adaptation goal. Investments cannot be standalone activities, and therefore interventions including investments must include capacity development, advocacy (must be included for interventions above DKK 500.000) and other activities that collectively support the sustainability of an intervention. For example, if water wells are funded, it should be clear how and by whom these minor investments will be sustained over time and how the wells are of strategic benefit as part of the intervention.

10.4. MONITORING, EVALUATION, AND LEARNING (MEL)

CCAM applications must include a description of a Monitoring, Evaluation, and Learning framework (MEL) as part of the intervention. As part of the MEL framework, it should be described how you will collect data and information that form the basis for assessing progress and gathering of learning, both during and after the completion of the intervention. Emphasis will be placed on monitoring how the intervention contributes to reducing the effects and/or expected effects of climate change on target group within a given area. Therefore, in your application, you should set up indicators and explain how you will measure and document how the target groups are (or are in the process of becoming) more climate resilient as a result of the intervention's activities.

As part of the assessment process, it is recognised that monitoring and setting indicators for climate adaptation can be challenging. It can be complicated to measure changes in climate adaptation interventions against 'pre-intervention' data due to difficulties in predicting how quickly, to which extent and with what intensity expected climatic changes might occur.

CCAM applications can therefore also include capacity development within the partnership to develop and test a monitoring system that tracks changes in climate adaptation, climate vulnerability, and climate resilience.

- For inspiration, you can read about MEL in the context of climate change adaptation in **GIZ's Adaptation Community**.

10.5. A FLEXIBLE SUPPORT MODALITY

Compared to other support modalities under the Civil Society Fund, a larger portion of the CCAM budget can be used for:

- financing minor investments in balance with other activities.
- developing technical capacity within civil society organisations or the target groups.
- providing strategic services.
- developing capacity for monitoring, evaluation, and learning. This includes collecting and disseminating 'best practice' related to climate adaptation.

The flexibility provision requires that budget lines are proportional to the overall goals of the intervention and are fully justified.

10.6. ASSESSMENT CRITERIA

As the CCAM is a funding modality under the Civil Society Fund and builds on the same basic principles and values, the assessment of the applications, are always proportional to the amount applied for, the experience of applicant organisations, the context, and the objective. Likewise, are the assessment criteria of the CCAM and the Civil Society Fund similar with some differences as described with regards to the Rio Marker System (see box).

CISU's Grant Committee assesses the application based on five assessment criteria:

1. Purpose, relevance, and context analysis

- 1.1 The purpose of the intervention is in line with the objectives and principles of the Civil Society Fund and the specific purpose of the CCAM: that poor and vulnerable groups in developing countries become more resilient to the effects of climate change.
- 1.2 The intervention is relevant to the context in which it takes place and is based on local needs. The context analysis includes a description of risks, challenges, vulnerabilities, and the impact of climate change on the local community.



THE RIO MARKER SYSTEM

The CCAM is part of Denmark's financing of climate change adaptation and resilience actions reported to UNFCCC, OECD and EU. CISU is managing the CCAM in line with the OECD-DAC Rio Markers for Climate. **Interventions under CCAM will be considered part of the internationally agreed upon framework for reporting on climate change adaptation:** the Rio Marker system. The Rio Marker system adds a certain score to an intervention depending on its focus on climate change adaptation.

CCAM interventions need to qualify for a "principal" adaptation Rio Marker (an adaptation score of "2") to obtain funding. This means that climate change adaptation must be the principal objective of the intervention. Consequently, **an intervention is eligible for support only when the climate change adaptation objective is explicitly stated as fundamental in the design of, or the motivation for, the intervention** (OECD). Moreover, all outcomes, outputs and activities must be directly or indirectly linked to climate change adaptation. In other words, the intervention would not have been designed in the way it is without a climate adaptation objective.

In contrast, interventions with a main objective being outside of climate change adaptation *cannot* qualify for funding under the CCAM, even if the intervention has mainstreamed some climate change adaptation concerns within its design.

The following elements from the Rio Marker system are integrated into the CCAM assessment criteria.

1. The application, in a contextual analysis, must describe risks, vulnerabilities, and the impact of climate change on the lives of poor people. This can be achieved, for example, by using material from existing analyses, assessments, or reports.
Integrated into assessment criteria 1.1 and 1.2.

2. The application must demonstrate a clear connection between the activities of the initiative and the identified risks, vulnerabilities, and the impact of climate change on the lives of poor people. The application must explicitly describe how the initiative will reduce risks/challenges, vulnerability, and the impact on the target group's lives. The strategy for the initiative must clearly indicate how the goals, expected outcomes, activities, and indicators of the initiative directly or indirectly contribute to climate adaptation and the climate resilience of poor and vulnerable groups.
Integrated into assessment criteria 1.2, 3.1, 3.3, 4.1, and 4.2.

- See the **OECD-DAC Rio Marker for Climate Handbook**, pp. 4, 5, 6 and for activities that qualifies for the score "2" on pp. 11-33.
- See CISUs own **Climate Integration Tool** for inspiration on activities to include in your intervention.

2. Partners

- 2.1 The participating partners and involved actors have relevant experience, capacity, and resources to implement the intervention.
- 2.2 The partners' capacity to implement climate change adaptation activities is strengthened through the intervention.

3. Target group

- 3.1 The number and composition of the target group(s) (at a minimum, gender disaggregated) are relevant,

and it is clear how they participate in and benefit from the intervention.

- 3.2 The target group(s) are vulnerable to climate change, and they are expected to become more resilient as a result of the intervention, either during the project period or over time beyond the project period.
- 3.3 The target group(s) are involved in the planning and continuous adjustment of the intervention.

4. Intervention

- 4.1 The intervention strategy demonstrates a clear connection between the intervention's goals, expected results, activities, and outcome-level indicators.
- 4.2 The strategy explicitly describes how the intervention will reduce risks/challenges, vulnerability, and the impact of climate change on the target group(s).
- 4.3 The approach to Monitoring, Evaluation, and Learning (MEL) clearly shows how data and information are collected as a basis for assessing the change expected to be created by the intervention, both during implementation and at the end of the intervention.
- 4.4 The intervention is demand-driven (by the target groups and partners) and promotes locally led climate adaptation solutions.
For applications exceeding DKK 500,000 the intervention should, to a relevant extent, be based on local or national plans and policies.
- 4.5 Areas of responsibility and professional contributions of all partners are clearly described and relevant.
- 4.6 The intervention contributes to creating lasting and sustainable improvements for the target audience.
- 4.7 The intervention strategy takes into account the conditions and risks that may obstruct or delay fulfilment of the intervention's outcomes.

5. Cost Level

- 5.1 Consistency between the application and the budget. The cost level of the intervention and the overall budget are well-justified and aligned with the intervention's activities and expected results.

10.7. PRIORITISATION OF APPLICATIONS

Applications will be scored and ranked in order for CISU to prioritise between the applications in the event of insufficient fund availability to offer grants to all applications assessed to be worthy of support.

However, all applications requesting DKK 1 million or below, which are assessed to be worthy of support, will be granted.

If there are insufficient funds to grant all applications worthy of support, the applications with the highest score will be granted. In case some applications have the same total score, and not all can receive funding, the application requesting the lowest intervention budget will be given priority. Read more about scoring under Development Interventions.

Danish organisations can apply the CCAM for maximum DKK 5 million per year. This means that the total amount a Danish organisation can apply for per year, no matter the number of applications, is limited to DKK 5 million.

Grants under the CCAM are not included in the annual organisational funding ceiling of DKK 6 million which is in force as part of the Civil Society Fund. CCAM funding cannot be included in the calculation of base funding for future programmes to be financed by CISU.

10.8. CALL FOR PROPOSALS & DEADLINE

In 2024 there will be one call for proposals. If the total allocation for this year is not fully utilised, a subsequent call for proposals will be launched later that year.

- The application deadline is February 7, 2024, at 12:00 noon CET.

Applications will be assessed by CISU's Grant Committee, and applicants will be notified no later than April 10, 2024.

10.9. TIMEFRAME

Grants are awarded for a period of maximum 3 years. Grantees have 3 months after the intervention end date to submit a final narrative report and 4 months to submit a final financial statement.

10.10. INTERVENTION EXAMPLES

THE BELOW EXAMPLES ARE MEANT AS INSPIRATION.

EXAMPLE 1:

Climate-smart agriculture as a resilience strategy for future farming in Mozambique

- **Grant size:** DKK 3 million
- **Goal:** Dissemination of climate change adaptation within agricultural practices among small scale farmers in Mozambique
- **Indicators:**
 - Number of small-scale farmers who have gained new knowledge regarding climate-adapted farming methods
 - Number of small-scale farmers practicing climate-adapted farming methods
 - Number of different crops cultivated for the purpose of increased climate resilience.
- **Period:** 2½ years

The Mozambican partner is a strong membership-based agricultural organisation partnering with a Danish CSO with technical agricultural expertise.

Mozambique has large geographical differences and the peasants and farmers from the mountainous regions are targeted for this intervention, because their production is particularly affected by climate change. Capacity development in climate-smart agriculture of peasants and farmers will revolve around climate change resilient crops, crop diversification, agro-forestry as well as soil and water conservation techniques to improve their harvest, food security and livelihoods as a means of adapting to a new climate reality.

Besides the capacity development in climate-smart agriculture of a large number of peasants and farmers, the partners will work to organise other agricultural organisations around a green agenda and enhance an aligned focus on climate change adaptation.

In this newly established collaboration and network, they aim to develop joint policy on the agricultural development nationwide. One key element will be to focus on ensuring political support for a review and improvement of the seed policy in the country.

EXAMPLE 2:

Understanding climate change effects

- **Grant size:** DKK 350.000
- **Goal:** Capacity among Sierra Leonean civil society organisations to address the local effects of climate change
- **Indicators:**
 - The target group has increased understanding of climate change and its impact on local communities
 - Percentage increase in the number of CSOs (Civil Society Organisations) and CSO representatives with knowledge about climate change and adaptation options.
- **Period:** 1 year

Civil society in Sierra Leone have approached their Danish partners to collaborate on becoming more knowledgeable on the effects of climate change that Sierra Leone is expected to experience, especially regarding a particular watershed alongside neighbouring countries.

The mean temperatures have risen the past 100 years, while rainfall has decreased, based on data in the Climate Change Knowledge Portal by the World Bank.

A coalition of civil society organisations have come together to understand some of these larger scale trends to have a more informed conversation with the communities that they work with, as well as preparing themselves for an intensified advocacy campaign to hurry up the central government to prepare more purposeful and scalable climate adaptation plans.

The intervention seeks to facilitate and use two locally developed district climate adaptation plans as part of their capacity development and future advocacy plan.

The intervention will fund an intensified training program for 30 CSO staff and volunteers with both national and international training institutions being part of preparing a strong curriculum that enhances the capacity and knowledge level of 4 Sierra Leonean CSOs that have come together.

EXAMPLE 3:

Coastal community resilience in Bangladesh

- **Grant size:** DKK 3.2 million
- **Goal:** Improved local solutions to adapt to the effects of climate change
- **Indicators:**
 - Number of community residents and local leaders with increased knowledge about climate change and its impact on local communities and natural resources
 - Number of residents involved in risk assessment, planning, and decision-making processes related to climate change
 - Proportion of climate adaptation priorities for coastal communities integrated into local development plans
 - Percentage of local development budgets allocated to climate adaptation priorities for coastal communities.
- **Period:** 3 years

Five coastal communities in Bangladesh have approached a local CSO working with rural development, disaster risk reduction and health issues.

The communities are increasingly affected by cyclones, sea water intrusion affecting riverine agricultural areas and a general decline in mangrove areas affecting fisheries.

Together with a Danish CSO, the local CSO consult community committees and through the CCAM they are successful in obtaining funding for a 2-year intervention focusing on preliminary community-based climate vulnerability and capacity assessments (CVCA).

As part of the intervention inception the CVCA's are carried out alongside local government line department representatives as an approach to advocacy.

Money is provisionally set aside for localised climate adaptation priorities, in addition to already identified activities focusing on training, demonstration plot and

good practice dissemination mechanisms related to crop diversification (addressing salinity), mangrove plantation and management involving fishing cooperatives.

The intervention also supports pilot investments in: simple early warning systems; establishment of an inter-community evacuation centre; first aid kits and basic first aid training.

The intervention MEL framework includes more robust approaches to climate adaptation monitoring utilising process indicators and qualitative surveys.

EXAMPLE 4:

Water conservation and disease prevention in Nepali mountain villages

- **Grant size:** DKK 600.000
- **Goal:** Local CBOs collaborate with ward representatives on access to clean water
- **Indicators:**
 - Number/type of capacity-development activities for local water resource management
 - Level of community participation in 3 mountain villages related to local water resource management and decision-making processes
 - Percentage of community participation in village-based climate adaptation initiatives
 - Number of households with access to reliable water resources.
- **Period:** 1 year

Three small mountain villages in western Nepal are under increasing threat from prolonged droughts and increasingly erratic rainfall, even during the typically reliable monsoon seasons. The past decade the villages have witnessed the drying out of important water sources resulting in decreasing water availability and quality. More frequent cases of diarrhoea seem related to falling hygiene standards, water impurities and the increase in the use of stagnant surface water.

Together with a Nepalese NGO and their Danish partner CSO, the local CBOs have now developed a successful intervention proposal seeking to rehabilitate and protect the key village water sources by establishing locally protected catchment zones.

Key elements of the intervention include investments in establishment of small water collection intake pools; planting of indigenous tree species for erosion control; development of simple ward/CBO water catchment maintenance plans incorporating periodic village fund allocations; village-wide health promotion exercises involving local government health workers, schools, ward committee representatives and CBO members.

PHOTO: IBEN WESTERGAARD RASMUSSEN



THE APPLICATION AND ASSESSMENT PROCESS

11. THE APPLICATION AND ASSESSMENT PROCESS

11.1. HOW THE MONEY IS DISTRIBUTED

The total amount of the Civil Society Fund is determined by the Danish Parliament in the Danish Finance Act.

The funds of the Civil Society Fund are distributed as follows:

1. CISU's governing body distributes the combined funds annually between the various support modalities. During the year, the governing body and the secretariat monitor spending on the support modalities. On that basis, they may determine to redistribute the funds among the support modalities, postpone the processing of applications or carry forward funds to the next year.
2. A maximum amount has been determined for the amount of money per intervention for each support modality.

3. A maximum amount has been determined for the amount of money that each organisation can receive in grants for a year (grant ceiling, see section 3.2).
4. Applications for Development Interventions of more than DKK 1 million are prioritised according to the degree at which they meet the assessment criteria if there are insufficient funds for all applications found worthy of support (priorities are described in more detail in section 6.5).

11.2. HOW TO APPLY

The application must be submitted to CISU by completing an online form at **Vores CISU** (vores.cisu.dk) where you also need to upload the application, budget and signed cover page for the application.



PRINCIPLES FOR ADMINISTRATION AND GRANT APPROVAL

The fundamental principles for administration and approval of grants under the Civil Society Fund are:

- **Adaptability of requirements.** Each application is assessed individually, and the final decision is based on looking at the proposal as a whole in view of the desired changes, financial scale and context of the intervention as well as the applicant organisation's and the partners' capacity and track record of working with CISU and/or the Ministry of Foreign Affairs of Denmark. The larger the budget, the stricter the requirements regarding the capacity of the organisations involved and the desired changes of the intervention. There are also higher requirements for organisations that have longer experience and more grants from CISU and/or the Ministry of Foreign Affairs of Denmark compared to organisations that have less experience and have received fewer grants.
- **Transparency and openness** in the administration. This means, among other things:
 - All assessment criteria and processes are explicit and available to all applicants.
 - All applicants receive a response spelling out the reasons for the approval or rejection.
 - All approved applications are publicly available (anonymity can be requested if reasoned).
- **Orderly** administration applying the highest standards of administrative conduct (for instance, ensuring impartiality, making decisions on an informed basis, writing in an understandable manner, complying with deadlines and stating the reasons for decisions as detailed in the legal principles of CISU as set out in **CISU's Code of Conduct**).
- **Clear separation** between the advisory process/the advisers and the assessment process/assessment system. Accordingly, CISU's advisers and the rest of CISU's secretariat are not in any way involved in the process from the moment the application is submitted until the grant decision is made.
- Optimal **consistency** between the Assessment Committee's decisions and CISU's advisory assistance. This is why grant decisions and advisory assistance are checked against each other every six months, and a uniform standard for the assessment of applications is written down.
- **There is no rigid formula.** Accordingly, there is always room for the assessment system to look at the overall picture in terms of an integrated assessment of applications in view of the purpose of the fund.

Application forms, budget forms and guides for all support modalities are available at www.cisu.dk/skemaer.

Closing dates can be found in the sections relating to each support modality.

BASIC DATA ON THE DANISH ORGANISATION AND THE PARTNER ORGANISATION

Basic data on the Danish lead applicant and its primary partner(s) are part of the application. Before submitting, it is important to check that basic data on you and your primary partner(s) are updated in Vores CISU. If you have applied through Vores CISU previously, your basic data have been saved on the page, but make sure you have uploaded the most recent versions of your statutes, annual report and annual accounts and that the information has not changed since the previous application.

Among other things, CISU uses the basic data to assess your capacity to implement the intervention applied for.

A guide on how to complete basic data is available at www.cisu.dk/online.

APPLICATION SUBMITTED AS A VIDEO

Special rule for Small-Scale Interventions: It is possible to upload the application as a video as long as the applicant uses the video to answer all questions in the application form. The video should be in Danish or English and no longer than ten minutes. It could, for instance, be recorded on a mobile phone.

Even when the application is submitted as a video, the application must still be registered on Vores CISU, the budget must be uploaded and basic data about your organisation and the primary partner must be updated.

11.3. SCREENING OF APPLICATIONS

CISU's fund administrators assess whether the application complies with the formal requirements described in section 2. An application can be rejected as a mere administrative matter if it fails to fulfil the formal requirements.

CISU's fund administrators submit all applications received for screening by the Ministry of Foreign Affairs of Denmark. Applications are also submitted for screening by the



PHOTO: HEIDI NEWLANDS, BENDULA. Boy from the village of Song Kunda, Gambia with inflatable globe.

funding organisations Centre for Church-Based Development (CKU) and by the Danish Youth Council (DUF) to ensure that the same intervention is not supported by two different funding schemes. If the application is for more than DKK 1 million, CISU obtains comments from the relevant Danish embassy.

11.4. ASSESSMENT OF APPLICATIONS

If the application meets the formal requirements, CISU's fund administrators submit it to CISU's external assessment consultants who make a holistic assessment of the application based on the guidelines for the Civil Society Fund and the assessment criteria relevant for each support modality.

If the assessment consultant needs more information during the processing, the applicant will be contacted direct-

ly. Beyond that, it will not be possible for the applicant to communicate directly with the Assessment Committee or the assessment consultants during the processing.

The assessment consultants issue their recommendation (a so-called Assessment Committee Note) to the Assessment Committee that makes the final decision and writes a reasoned answer to the applicant.

An application can either be approved or rejected. There are many different variations of the decisions:

- **Approved** for interventions that meet the requirements from the guidelines.
- **Approved with good advice** for interventions that meet the requirements from the guidelines but where the Assessment Committee provides one or several pieces of good advice to which the grantee must relate when implementing the intervention.
- **Approved with conditions** for interventions that cannot receive grants at first as there are few and specific – but not fundamental – areas that do not meet the requirements from the guidelines or technical requirements, for example in terms of budgets. It must be possible to adjust the application within a brief period (no more than two weeks) so that it lives up to the conditions.
- **Rejection** for applications that do not fall within the objectives of the fund or meet the assessment criteria.
- **Rejection due to insufficient funds** when the application is found worthy of support but there are insufficient funds to award a grant to all applications found worthy of support.

11.5. RE-APPLICATION BASED ON A REJECTION

If you decide to reapply following a rejection (re-application), CISU recommends that you improve the application based on the observations and recommendations of the grant note (Assessment Committee note). You also need to update the application if there has been changes to the context or with the partners that affect the intervention. You must upload an accompanying letter with the application at Vores CISU, explaining what has been changed

in the re-application. If there are specific reasons for the rejection in the Assessment Committee note, the accompanying letter must state how you have complied with them.

11.6. FEEDBACK AND COMPLAINTS

CISU's procedures for feedback and complaints are set out in **CISU's Code of Conduct**.

- More information is available at www.cisu.dk/complaint

11.7. AFTER FUNDING HAS BEEN GRANTED

The rules regarding contracts with CISU, cooperation agreements, payments, bank accounts, reporting and submission of accounts and much else are described in the **Administration Guide** which must have been read before submitting an application.

Are you ready to submit your application?

- ☐ Are you ready to submit your application?
- ☐ Has the application cover page been signed both by the Danish organisation and the lead partner(s)?
- ☐ Are you staying within the maximum number of pages?
- ☐ Have the basic data on the Danish organisation been updated on Vores CISU?
 - Check if you have uploaded the latest versions of your statutes, annual report and annual accounts.
 - Check if the information has changed since the prior application, for example after your latest general meeting.
 - Check if you comply with CISUs requirements for financial management (See the Administration Guide)
- ☐ Have the basic data on primary partner(s) been updated on Vores CISU?
 - Check if the information has changed since you last submitted an application together with the partner.
 - Check if the primary partner(s) comply with CISUs requirements for financial management (See the Administration Guide) or are able to do so six months after the intervention starts.

Budget

- ☐ Has the budget been drawn up in keeping with the Budget Guide?
 - Is the budget margin between 6 and 10%?
 - Is the item 'Information in Denmark' max. 2%?
 - Is the item 'Administration in Denmark' max. 7%?
- ☐ Have budget notes been prepared (spreadsheet 2)?
- ☐ If Danish labour input has been budgeted for, has the assignment been described (spreadsheet 3)?

PURPOSE OF THE CIVIL SOCIETY FUND

To receive support, your interventions must be in line with the purpose of the Civil Society Fund that aims at bringing about change – in recipient countries and in Denmark:

- Sustainable improvements in poor people's living conditions, rights, participation in society and equal opportunities.
- Robust, local communities that can withstand and prevent the effects of changes to climate, nature and the environment.
- Strong, independent and diversified civil societies working at all levels, from local organising to global cooperation.
- Strong, popular and voluntary commitment so that the Danish people will take an active part in Danish development cooperation and in the fulfilment of the UN Sustainable Development Goals.

