

The Civic Engagement Fund

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1. INTRODUCTION TO THE CIVIC ENGAGEMENT FUND

1.1. The Civil Society Fund and the Civic Engagement Fund

The Civic Engagement Fund is an independent support facility under the Civil Society Fund, which is financed by the Danish Ministry of Foreign Affairs and run by CISU.

As in the case of the Civil Society Fund, the overall framework for the Civic Engagement Fund is given by the following:

- “The World 2030 – Denmark’s strategy for development cooperation and humanitarian action” stresses the key role of Danish organisations in keeping the Danish people engaged in achieving meaningful results through development cooperation.
- “CISU’s Strategy 2018-2021” also highlights the UN Sustainable Development Goals as setting the agenda regarding how to work for global sustainable development by involving citizens and stakeholders from Denmark and across the world in fighting poverty and global inequality in a sustainable manner.
- CISU’s strategy emphasises *popular engagement and cooperation at all levels of international development* as one of two strategic objectives. One of the implications is that the fund should facilitate people joining forces in various ways in order to develop society.

The guidelines for this support facility have been drawn up by CISU in dialogue with its member organisations and other potential users, and have been approved by the Danish Ministry of Foreign Affairs.

The Civic Engagement fund is a one-year appropriation running from April 2020 to April 2021.

1.2. Purpose

The purpose of the Civic Engagement Fund is to engage Danish people in development cooperation in the widest sense possible by creating a framework of opportunities for action and joint solutions towards a world with social justice and responsible climate and environmental conduct. This may take the shape of local, national or international initiatives.

2. FRAMEWORK FOR THE CIVIL SOCIETY FUND AND THE CIVIC ENGAGEMENT FUND

2.1. The rights-based approach

Interventions under the Civic Engagement Fund must take a rights-based approach. This implies an understanding of how rights are related to the underlying causes of the issues to be addressed. The rights-based approach is derived from universal human rights and the need to respect, uphold and fulfil people’s rights. It focuses on enabling people to stand up for their rights and hold duty-bearers to account. Duty-bearers are those who must fulfil obligations towards rights-holders. For instance, duty-bearers can be local or national authorities, religious or traditional leaders, businesses or others wielding influence with the ability to take decisions that affect other people. The approach puts the spotlight on, for instance, unequal power relations and unequal access to and distribution of resources as some of the fundamental causes of poverty.

The rights-based approach rests on four fundamental principles:

- **Participation:** Fostering systems and procedures conducive to the functioning of a strong and independent civil society capable of ensuring that citizens have access to information and can exert influence on decisions that affect their lives.
- **Accountability:** On the one hand, ensuring that decision-makers, such as politicians, local leaders, businesses, foundations and others, can be held accountable for their policies and priorities by the people affected. And on the other hand, requiring that civil society organisations themselves are accountable for their priorities when interfering in other people's lives by means of projects or other interventions.
- **Non-discrimination:** Vulnerable and marginalised groups being involved in the development of society and getting equal access to resources and services.
- **Transparency:** Citizens having access to free and independent information about the priorities and resources of the authorities, businesses and organisations.

Read more about rights-based civil society cooperation at: cisudk.dk/begreber.

2.2. The UN Sustainable Development Goals

Interventions under the Civic Engagement Fund may relate to the UN Sustainable Development Goals in a wide variety of ways, underpinning a constructive and critical dialogue, setting a framework for shared solutions, feeding into campaigns or something else.

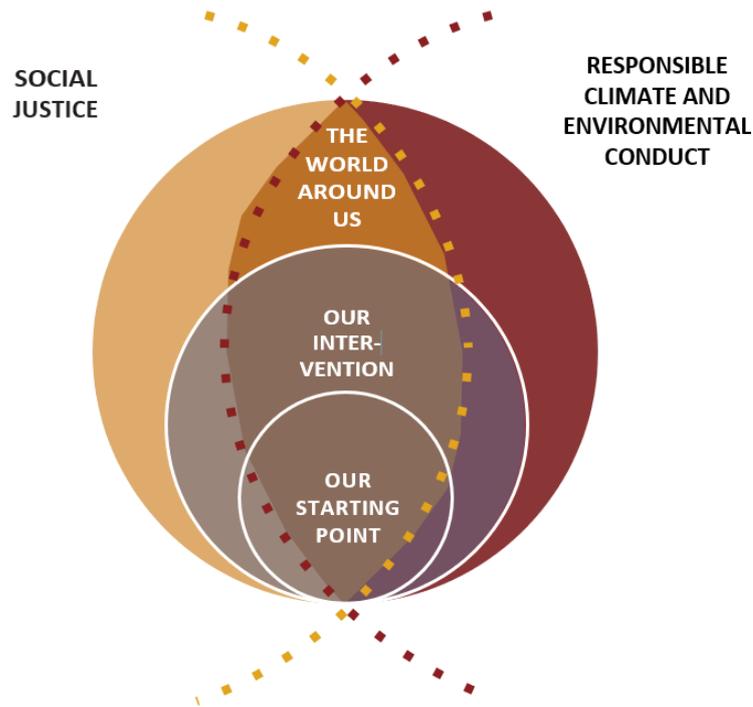
The UN Sustainable Development Goals highlight that the world is interconnected and that many challenges are global. To be successful, the countries, institutions, businesses and citizens of the world must work together, both within and across borders, in pursuit of the goals.

Goal 16 "Peace, justice and strong institutions" and Goal 17 "Partnerships for the goals" feature prominently in civil society interventions.

Goal 16 seeks to secure equal access for all citizens to all levels of decision-making and to information of relevance to their lives and rights.

Goal 17 focuses on global partnerships, including between different civil society organisations as well as between these and other actors. The UN Sustainable Development Goals serve an important function as a shared framework for understanding sustainable development, and may potentially play a positive role in even more areas.

SUSTAINABILITY MODEL



2.3 Sustainability

CISU's Sustainability Model illustrates our approach, showing how to pursue sustainability for people and planet, starting from two dimensions at three levels.

The Sustainability Model is meant to inspire sustainability work, just as it informs the assessment criterion that applicants must address the issues of social justice and of responsible climate and environmental conduct.

Two dimensions of sustainability

The two semicircles represent two dimensions of sustainable development, namely 1) social justice and 2) responsible climate and environmental conduct. The former is the struggle for fulfilling everybody's rights, lessening inequality and fighting poverty so that resources and benefits are more evenly distributed, and so that peace and just institutions can take root. Responsible climate and environmental conduct implies that the needs of current generations must not be met at the expense of future generations' chances of meeting theirs. And that we live on Planet Earth in a manner that will not harm our children and grandchildren.

The balance between these two dimensions may vary, depending on the intervention and the various levels in question. We should aim for the middle zone, where the struggle for social justice and concern for responsible climate and environmental conduct combine to bring about lasting, sustainable change.

Find concrete inspiration for how to work with sustainability in your intervention in CISU's Position Paper on Sustainability (available in Danish and English) at cisu.dk/begreber.

The middle zone

The intersection between these two dimensions, social justice and responsible climate and environmental conduct, can be fraught with tensions and trade-offs. A good example is the dilemma between face-to-face meetings across borders to boost the struggle for social justice and the climate burden of the transport required to this effect. The model does not provide simple answers to such complex questions, but at least encourages reflection on both dimensions at the three levels.

Three levels

The first level in the model is the **starting point** found within one's organisation and possible partners. Sustainability concerns naturally depart from one's own starting point, in this case the organisation's mission and values, and expand outwards from there. This level also covers one's own conduct as an organisation.

The next level is our **intervention** (or activities), target groups and strategy, i.e. the actions to be carried out and the target groups to be addressed. Here sustainability tends to be considered in highly specific terms. What elements are to be included in an intervention? How should the target group be selected? What stakeholders must be taken into account and how are different concerns prioritised?

The outer level, **the world around us**, or the purpose and relevance, refers to the change that we seek to bring about all around us both during and after an intervention. This could revolve around, for example, a general wish to change attitudes and actions in the wider context.

Some resources are necessary

An essential precondition for bringing about lasting and sustainable improvements is the availability of necessary resources. For millions of people currently living in poverty, economic development is crucial. Conversely, in the rich part of the world, a blinkered focus on economic growth may distract from sustainability, if we lose sight of the two sustainability dimensions and of other resources that are also necessary. Knowledge, better organisation and networking are other important resources to bring about sustainable change.

2.4 Cooperation with other organisations and actors

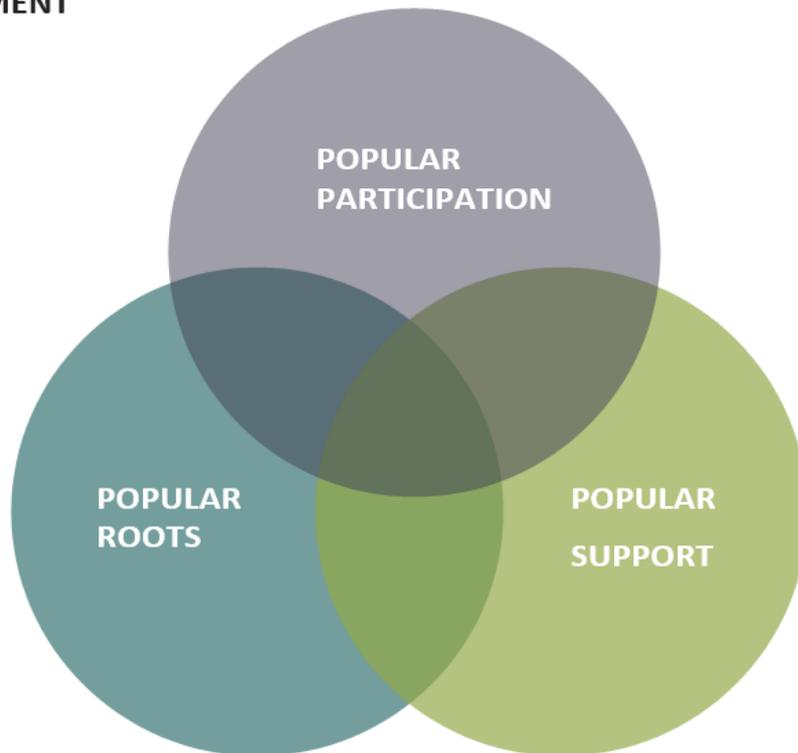
The Danish applicant organisation is responsible for implementation. It may apply for funds on its own, but it has to incorporate perspectives and voices from developing countries (see more in section 3.3).

Many advantages may spring from bringing together different civil society organisations and other actors in an intervention. Accordingly, it is possible to apply in cooperation with other organisations and/or actors in Denmark as well as in the country (or countries) of cooperation. Other organisations could come from Danish civil society or be existing partners in developing countries, while other actors could be social movements, educational establishments or private businesses.

All cooperative undertakings must be based on mutual understanding, contributions and benefits. This means that values, inspiration and professional knowledge are shared and exchanged between the partners. This can take place, for instance, through exchange programmes or by carrying out the same activity both in Denmark and abroad.

Interventions under the Civil Society Fund are typically designed and carried out in cooperation between a Danish applicant organisation and one or several partners in developing countries. Interventions under the Civic Engagement Fund, however, differ from other activities under the Civil Society Fund by making the Danish applicant organisation responsible for implementation, and also by allowing a Danish organisation to apply on its own, provided it incorporates perspectives and voices from developing countries (see more in section 3.3).

CIVIC ENGAGEMENT



3. SPECIFICALLY REGARDING THE CIVIC ENGAGEMENT FUND

The Civic Engagement Fund makes it possible to engage people in a wide variety of ways. New and unconventional methods can be tried out, new partnerships can be forged, and new channels can be opened to involve new target groups and/or increase participation by people with whom there is already some contact.

3.1. Civic engagement in development cooperation

CISU perceives three aspects of 'civic engagement' in Danish development cooperation, which underpin the understanding of that concept under the Civic Engagement Fund:

Popular participation: Danish people's active involvement in initiatives that further global sustainable development. Participation may vary widely in form and timescale.

Popular roots: Danish people's connection to the Danish development organisations as volunteers, members, contributors and in other roles.

Popular support: Danish people's support for and appreciation of the work and the means allocated to development cooperation.

There are overlaps between all three aspects. A volunteer in an organisation is also likely to participate in various initiatives to promote a cause. Persons can move in and out, say, by being a dedicated activist for a while, and then become a passive member later on.

The Civic Engagement Fund is primarily focused on fostering participation and how **participation**, roots and support are interconnected.

3.2 The Engagement Pyramid: depth and intensity of civic engagement

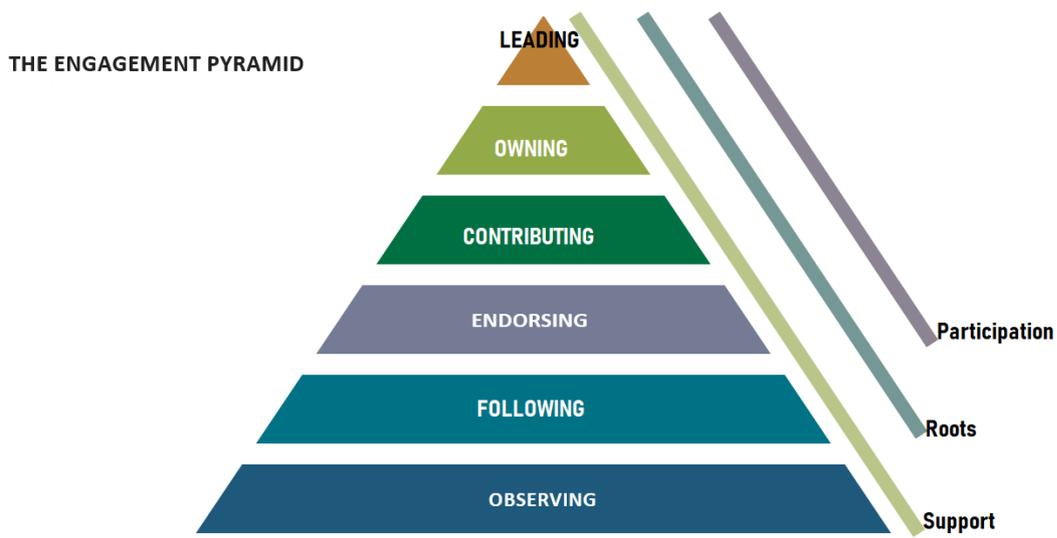
Civic engagement may take many shapes and vary in depth and intensity.

The Engagement Pyramid visualises different types of engagement in a pyramid from a low or sporadic level at the base to a more profound one at the top. The pyramid also illustrates that the number of persons is typically higher at the base and smaller at the top.

The pyramid divides civic engagement into six types, four of which, those at the top, can be categorised as 'popular participation'.

The main objective of interventions under the Civic Engagement Fund has to be participation. Accordingly, emphasis must be on keeping or moving persons to or between the upper four types of civic engagement: *leading, owning, contributing, endorsing*. However, there may be good reasons to work with the whole spectrum of civic engagement types in order to underpin popular participation, for instance, by seeking to enhance the civic engagement of the *following* and *observing* target group.

This analytical framework may be useful to set the goals of an intervention. At what level is the target group to be found? Is the aim to assist them at what they are doing at this level (so that they carry on, or do it a little more)? Does the intervention seek to move the target group up one level? Or will it perhaps pave the way for deeper engagement in the cause going forward by mobilising more observers and followers for the time being?



LEADING

- Description: The person is not merely engaged, but is also an engager. The cause is an integral part of the person's identity, and he or she is willing to dedicate time and take on active leadership. The person takes the lead in promoting a cause or in an organisation's work in general.
- Examples of participation: *Organising the community around a cause. *Acting as the face of an organisation.

OWNING

- Description: The person acts persistently to advance the cause, investing his or her time in it for prolonged periods and identifying with it personally.
- Examples of participation: *Playing an active role in a group of volunteers. *Working hard to advance the cause through various initiatives. *Promoting the cause through public debates or opinion pieces in the local newspaper.

CONTRIBUTING

- Description: The person is dedicated to the cause on an ongoing basis, having committed him- or herself to promoting it among others and to spending time on it. These are not sporadic or impulsive acts, but continuous contributions.
- Examples of participation: *Joining in debating events. *Playing an active role in a local initiative. *Helping the organisation write newsletters. *Frequently sharing messages on social media.

ENDORSING

- Description: The persons agrees with, believes in and supports the cause. The person does not spend much time on it, but is willing to endorse it and let the organisation use his or her name to promote the cause or to further the organisation's work in general. These acts are sporadic and impulsive, and are not necessarily repeated.
- Examples of participation: *Signing a letter of intent about, say, acting for sustainability. *Volunteering to collect funds. *Becoming a member of an organisation.

FOLLOWING

- Description: The person understands, is interested in and relates to the cause. He or she has knowledge of the cause, but does not participate actively in informing others about it.
- Examples of following the cause: *Sharing one's contact info with an organisation in order to stay up-to-date about the cause. *Showing up at several one-off events. *Joining a Facebook group. *Giving a single donation to a development project.

OBSERVING

- Description: The person expresses interest in and is aware of the cause.
- Examples of observing the cause: *Showing up at a one-off public talk. *Reading about the cause in the newspaper or on social media.

3.3 Voices from developing countries

Interventions under the Civic Engagement Fund must involve voices from developing countries, which are here defined as those on the [OECD-DAC's list of recipients of official development](#). The term 'voices' can be seen as *perspectives* from developing countries. These can be stories, experiences, knowledge and expertise from persons in developing countries who wish to play a part in advancing justice in the world. Involving 'voices from developing countries' fosters an understanding that such people are agents of change and not passive victims, and also that civic engagement in Denmark as well as abroad plays a pivotal role in development cooperation.

To help ensure that the work gives voice to people from developing countries, interventions under the Civic Engagement Fund must, to the greatest extent possible, take place in cooperation with such persons. Accordingly, interventions should create conditions for civic engagement both in Denmark and in developing countries through, for instance, joint activities, campaigns and the like. In addition to partner organisations and other cooperative relationships in developing countries providing first-hand information, useful knowledge and experience can also be obtained from people who have moved to Denmark from developing countries, and perhaps even live nearby in the local community.

3.4. Engaging and constructive communication

People's engagement can be strengthened as well as weakened by communication. This can take the shape of actual information activities, campaigning or direct exchanges between volunteers or participants at an event.

The messages passed on through the activities of an intervention should adhere to the principles of constructive communication, which is characterised by conveying nuanced messages and paying attention to interconnections and opportunities for action. It should take a multifaceted approach to the subject matter by shedding light on a variety of viewpoints and looking at the issues from a wider perspective. This may potentially serve to indicate solutions, chart a constructive course ahead, and offer suggestions for how people can become engaged.

Interventions can benefit from considering the values communicated and the framing used. Framing refers to paying attention to the values and understandings that are fostered by the way in which the message is crafted, i.e. in the choice of words, images, story angle or narrative about one's cause. All information is framed, whether or not we are aware of it. Different ways of framing it also give rise to different opportunities and risk, that should be kept in mind whenever communicating.

Paying close attention to the values and perceptions instilled into recipients through a particular framing is a powerful tool, when the goal is to promote civic engagement. Activating particular values may contribute to either helping or hindering civic engagement.

Read more and be inspired to work with constructive communication and framing at www.cisu.dk/engagementspuljen.

4. WHO CAN APPLY?

The Civic Engagement Fund can be applied to by Danish civil society organisations, either on their own or in cooperation with one or several partners, who may be other civil society organisations or other actors.

4.1. Requirements for the Danish applicant organisation

The Civic Engagement Fund accepts applications from popular organisations rooted in Danish civil society. The following minimum requirements laid down by the Danish Ministry of Foreign Affairs must be met:

- The organisation needs to be private, and it must have legal and organisational domicile as well as activities in Denmark.
- The chairperson or most members of its governing body must be Danish citizens or foreigners with permanent residence permit and home address in Denmark.
- The organisation must have a set of statutes and submit accounts subject to auditing.
 - Special rule for organisations that have existed for less than one year:
 - The organisation must have planned an audit of its accounts, if this has yet to take place.
 - The organisation cannot apply for more than DKK 100,000.
- The organisation must not be a foundation engaged in commercial activity, private business, consulting firm, educational establishment or entity set up by law.

If the applicant is an umbrella organisation, at least one member organisation must meet the requirements.

The applicant organisation's governing body must be able to take on full responsibility for the application and for any subsequent grant. Read more about the governing body's responsibility in the Civic Engagement Fund Administration Guide (*Forvaltningsvejledning* in Danish) available at www.cisu.dk/engagementspuljen.

The Danish applicant organisation holds the financial, administrative and legal responsibility for the intervention being implemented. This is also the case when applications are submitted together with other organisations and/or actors. Moreover, the applicant organisation has primary responsibility for coordination with any partners in the intervention.

4.2. Applications alongside other organisations and actors

Regardless of the amount requested, it is possible to apply jointly with one or several partners, which can be organisations and/or other actors. If so, the advantages of applying two or more organisations/actors together must be clearly explained in the application. These could consist of reaching a wider or a different target group, or of partners complementing each other's experiences and capacities as required for successful implementation.

Furthermore, organisational coordination of the intervention must be secured. There should always be a division of roles and responsibilities in implementation between the organisations/actors involved that is clearly understood by all partners as well as by others involved.

It is possible both to enter into new cooperation and to build upon previous joint undertakings by drawing up an application for an intervention based on foregoing experiences and achievements.

It is only the Danish applicant organisation that needs to fulfil the minimum requirements set out in section 4.1.

4.2.1 Requirements for partners in the intervention

The partners in an intervention can be other organisations or actors as set out in the table below:

PARTNERS CAN BE	PARTNERS CANNOT BE
<ul style="list-style-type: none"> • Part of civil society in Denmark or in one or several countries on the OECD-DAC list of recipients of official development assistance. These can be civil society organisations with which the Danish applicant organisation is cooperating to carry out development and/or humanitarian interventions. • Networks rooted in civil society. • Locally based chapters of international civil society organisations, including one to which the Danish organisation is affiliated. • Informal forms of organisation. • Public institutions, such as museums, schools and other educational establishments. • Private businesses. • Foundations engaged in commercial activity. • Political parties and their youth branches. 	<ul style="list-style-type: none"> • Individuals. • Families. • National governments or regional or local authorities. • On the UN's or EU's lists of terrorist organisations, which are continuously updated. It is incumbent on the Danish applicant organisation to check this.

5. WHAT IS ELIGIBLE FOR SUPPORT?

Interventions under the Civic Engagement Fund must contribute towards people taking action for a more sustainable world. The initiatives can take place at the local, national or international level. The Civic Engagement Fund enables the testing of new methods that may potentially be scaled up to a wider target group over time and be incorporated into new cooperative relations.

5.1 Types of intervention under the Civic Engagement Fund

Here are some examples of intervention types:

Interventions focused on the personal encounter. In face-to-face meetings, experiences can be exchanged, people can learn from one another, devising shared proposals for solutions and actions, or taking part in joint activities. Such get-togethers can involve Danish people as well as individuals and organisations from developing countries.

Interventions for new or different target groups. It is possible to involve target groups who do not have any major first-hand experience of development cooperation, but who nevertheless hold potential for improving it by contributing their perspectives, competencies and proposals for solutions.

Interventions contributing to organisational development by means of targeted activities to engage new or existing volunteers or members in novel ways.

Interventions aimed at mobilising new volunteers, taking measures to keep existing volunteers or organising and networking more effectively. Recruitment of members and fundraising cannot feature as the objective of the intervention, but may be included as a minor element, if this is relevant to the overall objective.

Interventions focused on exchanges between people, towns or other types of community. Exchange activities must have a clear goal for how to bring about engagement and participation before, during and after the actual trip. It is important that exchanges involve partners and interventions that match the objective and framework for the Civic Engagement Fund, and that the Danish organisation as well as local partners can assume full responsibility for a sensible realisation of the stay abroad, including proper preparation before and follow-up after the trip.

Interventions that help create civic engagement through participation in or in connection with mass meetings, town fairs, festivals etc. Such efforts may, for instance, serve to create opportunities for various types of involvement, e.g. as the curious passer-by, the volunteer during an event, or as an organiser.

Interventions in terms of campaign activities aimed at fostering civic engagement. Campaigning, say, on social media, in order to disseminate knowledge of the UN Sustainable Development Goals, may form part of an intervention, but the objective has to be to create conditions for participation and civic engagement.

Interventions that engage Danish people in development cooperation in other ways that have yet to be conceived of. The support modality offers good opportunities for trying out new activities, approaches and partnerships to bring about civic engagement.

5.2. What expenses can and cannot be covered?

The Budget Guide for the Civic Engagement Fund (in Danish) describes in more detail what expenses are eligible for support, as well as how the budget should be drawn up. Accordingly, this Budget Guide must have been read prior to applying to the fund.

5.3 Duration of intervention

The maximum duration of interventions under the Civic Engagement Fund is 30 months.

Interventions must commence no later than one month after the date of grant approval.

5.4 How much can be applied for?

5.4.1 Amounts

The maximum eligible grant depends on whether the Danish applicant organisation is applying alone or jointly with other organisations and/or actors.

- If an organisation applies on its own, up to DKK 750,000 can be requested.
- If it applies with one or several other organisations and/or actors, up to DKK 1,500,000 can be requested.

Regardless of whether it is applying on its own or together with one or several other organisations and/or actors, the Danish applicant organisations has to live up to the financial standards in force for the grant amount to be requested. Read more about this in the [Administration Guide \(in Danish\)](#).

An applicant organisation can be awarded grants for up to a total maximum of DKK 2,000,000 per year starting from April 2020.

5.4.2 Special conditions for applications up to DKK 100,000

Applications up to DKK 100,000 can be submitted at any time starting from 27 May 2020.

In principle, proposed interventions deemed worthy of support will receive a grant, albeit subject to the availability of sufficient means in the Civic Engagement Fund.

Support for interventions under the Civic Engagement Fund is not considered in the general grant ceiling in force under the Civil Society Fund, which limits each organisation to a maximum of DKK 6 million obtained in grants in the course of one calendar year. Nor does support from the Civic Engagement Fund count towards the total amount stipulated in any other agreement with the Danish Ministry of Foreign Affairs.

5.4.3 Special conditions for applications of more than DKK 100,000

Applications for more than DKK 100,000 should be submitted to the Civic Engagement Fund on fixed closing dates, namely on **27 May 2020**, **26 August 2020**, **4 November 2020** and, subject to availability of funds, on **17 February 2021**.

On the same occasion as an application is found eligible for support or not, the degree to which the application meets the assessment criteria is rated. The ratings and consequent ranking of applications ensure that CISU can quickly prioritise between proposed interventions in case there are insufficient funds in the application round for all those deemed worthy of support.

+ This can be financed	÷ This cannot be financed
<ul style="list-style-type: none">• Specific activities and materials for the intervention.• Partners' stay in Denmark in connection with the intervention (e.g. flight, insurance, visa, accommodation and/or meals).• Exchanges, including preparation and follow-up activities.• Translation and texting.	<ul style="list-style-type: none">• Activities that resemble contributions towards the general operating costs of the organisation.• Identification of partners.• Interventions with the main objective of collecting or raising funds or recruiting members.• Interventions with the partial or full objective of distributing a party-political or religious message, or with target groups defined by affiliation to

<ul style="list-style-type: none"> • Travel expenditure (e.g. per diems and insurance). • Equipment required to carry out the intervention (e.g. rent and insurance of equipment). • Salaries for the organisation’s work related to the intervention, e.g. for coordination and/or production of materials. • Salaries and travel of relevant partners (in Denmark and abroad), journalists and, to a limited extent, external consultants. • Rent of premises for an activity. • Administration in Denmark (max. 7%) and budget margin (min. 6% and max. 10%). • Auditing in Denmark, if the grant is over DKK 200,000, as CISU pays directly for audits of interventions costing less than DKK 200,000. 	<ul style="list-style-type: none"> • particular political parties or religions. • Delivery of goods and services, such as equipment supplies and building projects.
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5.4.4 Other sources of finance can supplement an intervention under the Civic Engagement Fund

Although full financing can be applied for in all types of intervention, it can also be a good idea to supplement the grant with other sources of funding in order to increase the overall budget. This may take the shape of self-financing (the Danish organisation’s and/or its partner’s own contribution to the intervention) or co-financing (external funding for the intervention to top up what is applied for to CISU). Such other sources of finance should only be set out in the application and its budget if they contribute towards covering the costs of activities specified in the budget.

If other financing is allocated to the intervention, it must be briefly set out in the application, budget and reporting. The application must also spell out whether this additional financing has been secured at the time of submitting the application. If this is not the case, it must be explained why it is considered to be realistic to raise the funds.

If the other source of finance is a prerequisite for implementation of activities, CISU can only give final approval of the application when the applicant certifies that the other funding has been secured.

6. ASSESSMENT CRITERIA

Applications are subject to an overall assessment in view of the criteria set out below.

In the assessment of proposed interventions, requirements are always adapted to match the amount applied for, the experience of the organisations involved, the context and objective. In other words, the same criteria are applied regardless of how much is requested, but the demands for compliance with individual criteria become stricter the higher the amount applied for.

1. Objective and relevance – the world around us

- The objective of the intervention falls within the purpose of the Civic Engagement Fund.

- The intervention reaches and engages the target group in international development cooperation.
- In its preparation of the intervention, the applicant organisation has addressed the issues of social justice as well as responsible climate and environmental conduct.

2. The applicant organisation and other organisations/actors – our starting point

- For an organisation applying alone:
 - The applicant organisation has the capacity required to implement the intervention.
- For an organisation applying together with other organisations/actors:
 - The applicant organisation has the capacity required to undertake coordination and financial responsibility for the intervention.
 - The participant organisations/actors combined have the capacity required to implement the intervention.
 - The contributions, roles and areas of responsibility of every organisation/actor are well described, and the various resources of each one of them will be optimally utilised.

3. The work to be carried out – our intervention

- The applicant organisation demonstrates specific knowledge about and has access to the target group.
- The target group's composition and number of people are relevant to the objective, including the extent to which the intervention involves new groups (either in the organisation or in development cooperation) and/or enhances existing civic engagement.
- The intervention strategy is consistent with planned activities, expected outputs, objectives and implementation plan.
- The intervention boosts opportunities for participating, acting and finding shared solutions for a more sustainable world. This may take place through innovative methods and/or cooperation.
- The intervention involves people from developing countries as actors, narrators, participants and/or partners in the process, thus giving voices from developing countries a key role.
- The messages conveyed through the activities of the intervention are nuanced and constructive, fostering an understanding of the fundamental causes behind the issues addressed.
- There is a plan for systematising experiences and learning.

4. Cost level

- The activities and expected results of the intervention are commensurate with the cost level and total budget.

7. APPLICATION AND ASSESSMENT PROCESS

7.1. How to apply

All applications are submitted electronically through [CISU's intranet site](#). There is a guide (in Danish) on how to proceed at www.cisu.dk/online.

Before submitting an application, the Danish applicant organisation must type in basic data about itself on the site.

The application form and budget format must be uploaded to the intranet site where applications to the fund are submitted. The forms and guides are found at [cisu.dk/engagementspuljen](https://cisudk.dk/engagementspuljen).

For applications up to DKK 100,000: If the applicant organisation considers that the intervention can be better explained and illustrated in a video, such a submission is welcome, as long as all questions in the application format are answered. The video must be in Danish or English, cannot last more than ten minutes, and may be recorded on a mobile phone, for instance.

7.2 Closing dates and timescales for assessment

7.2.1 Submission at any time (for applications up to DKK 100,000)

CISU receives and deals with incoming applications as fast as possible and normally within four weeks.

Applicants receive a written reply directly from CISU, stating the reasons for approval or rejection. Interventions costing up to DKK 100,000 can be applied for starting on Wednesday 27 May 2020.

7.2.2 Submission with fixed closing dates (for applications of more than DKK 100.000)

There are four fixed closing dates for applications over DKK 100,000: on 27 May 2020, 26 August 2020, 4 November 2020 and, subject to availability of funds, 17 February 2021.

The normal processing time is six weeks. The applicant receives a written reply from CISU, stating the reasons for approval or rejection. Processing time is extended by up to one week during vacations (Christmas, Easter and winter holidays). During the summer break (July), it is extended by up to three weeks.

7.3 How are applications assessed?

All applications are subject to an overall assessment with regard to the quality and objective of the proposed intervention.

7.3.1 Principles for administration and grant approval

The fundamental principles for administration and approval of grants under the Civic Engagement Fund are:

- **Management transparency and openness.** This has the following implications, among others:
 - All assessment criteria and processes are explicit and available to all applicants.
 - All applicants receive a response spelling out the reasons for approval or rejection.
 - All approved applications are publicly available (though anonymity can be requested if justified).
- **Orderly administration** applying the highest standards of administrative conduct (for instance, avoiding conflicts of interest, taking decisions on an informed basis, writing in an understandable manner, complying with deadlines and stating the reasons, as detailed in the legal principles of CISU set out in [CISU's Code of Conduct](#)).
- **Clear separation** between, on the one hand, the advisory process and the advisors, and on the other, the assessment process and grant approval system. Accordingly, CISU's advisors 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 taken.
- The principles for **assessment practice** are continuously updated to ensure both uniformity in assessments and optimal consistency between assessment practice and advisory assistance.

- There is **no rigid formula** for the assessment. Accordingly, there is always space 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.
- **Adaptable requirements.** Applications are assessed individually, and the decision of whether to award a grant is based on looking at the proposal as a whole in view of the intervention's objectives, the relevance of the target group, the budget, as well as the applicant organisation's and any partners' experiences and capacity (and if relevant the track record of working with CISU and/or the Danish Ministry of Foreign Affairs). The larger the budget, the stricter the requirements regarding the capacity of participant organisations and the objectives of the intervention.

7.3.2 The assessment process

CISU's fund administrators first assess whether the application complies with the formal requirements. They subsequently pass it on to CISU's assessment consultants. An application can be rejected as a mere administrative matter if it fails to fulfil the formal conditions.

CISU informs the Danish Ministry of Foreign Affairs about all ongoing applications.

Applications are processed by CISU-commissioned external assessment consultants, who make their judgment based on the guidelines for the Civic Engagement Fund. Subsequently, the assessment consultants issue their recommendation to the Assessment Committee for the Civic Engagement Fund. The Assessment Committee members examine the assessment consultants' recommendation and take the final decision. The Assessment Committee replies in writing to the applicant. While applications are being processed, applicants cannot communicate with Assessment Committee members or assessment consultants, except when answering requests for clarification submitted by an assessment consultant. CISU's procedures for feedback and complaints are set out in [CISU's Code of Conduct](#), which is available at www.cisu.dk.

7.4 After funding has been granted

The rules regarding contract with CISU, cooperation agreements, disbursements, bank accounts, reporting and submission of accounts, and much else, are described in the [Administration Guide](#) (in Danish), which must have been read before submitting an application.