**THE danish emergency relief fund**

**Alert note**

**Guide to submission of alerts**

NB: Only Danish organisations with local presence either through partner organisations or own organisation in the affected areas can raise an alert.

Please read the Danish Emergency Relief Fund’s Funding Guidelines before submitting an alert (the Funding Guidelines are available here: [www.cisu.dk/derf](http://www.cisu.dk/derf))

**Instructions:**

An alert is raised and submitted through the online platform *Vores CISU*. When submitting an alert

1. basic information must be submitted online.
2. an Alert Note (this document) must be attached.

In the Alert Note, you must fill either of the three sections:

* section B for rapid onset humanitarian crisis, or
* section C for slow onset humanitarian crisis, or
* section D for spike in a protracted humanitarian crisis.

Please note that the alert note must be completed with as much information as possible. CISU will need comprehensive information in order to assess the alert. The information provided has to be verifiable.

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| *Formalities regarding the alert text (section b, c or d):*   * *NUMBER OF PAGES: The text must not take up more than 1,5 pages (Arial, font size 11, line spacing 1.0, margins: top 3 cm, bottom 3 cm, right 2 cm and left 2 cm). Alerts exceeding this length will be rejected.* * *LANGUAGE: The text can only be submitted to CISU in English.* |

**Section A: Basic information**

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| Organisation: |  |
| Title of alert: |  |
| Type of crisis: | * *rapid onset humanitarian crisis (please fill out section B)* * *slow onset humanitarian crisis (please fill out section C)* * *spike in protracted humanitarian crisis (please fill out section D)* |

Do only fill one of the following three sections, B, C, or D. You may delete the two which do not apply.

**Section B: Rapid onset humanitarian crisis:**

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| b.1 Where is the crisis? *Describe the areas affected*  b.2 What is the nature of the crisis? *Please describe the type of crisis (e.g. earth quake, other natural disaster occurring without warning) and describe potential local social and political implications (e.g. for specific target groups).*  b.3 What information do you have about the situation? What is the source of that information?  *Please provide available information on*  *affected populations including specific vulnerable groups and access to these*  *urgent emergency and/or protection needs*  *other actors responding and coordinating (including government, community structures, the UN, INGOs)*  *Please insert link(s) and/or attach relevant documentation to the alert. Documentation may be found at UN OCHA, ACAPS, or other internationally recognised sources.*  b.3.1. Describe as specific as possible when the crisis has started.  *Mention specific dates if possible.* P*rovide documentation for this.*  b.3.2. How could DERF grants make a difference for the crisis affected population?  *Please consider the following points:*   * *Rapid disbursement* * *Short intervention (0-9 month)* * *Meeting needs of hard to reach populations not catered for by other donors* |

**Section C: Slow onset humanitarian crisis**

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| c.1 Where is the crisis? *Describe the areas affected*  c.2 What is the nature of the crisis? *Please describe the type of crisis (e.g. climate change disasters, environmental degradation, desertification or other slow onset crisis) and describe potential local social and political implications (e.g. for specific target groups).*  c.3 What information do you have about the situation? What is the source of that information? *Please provide available information on*  *affected populations including specific vulnerable groups and access to these*  *urgent emergency and/or protection needs*  *other actors responding and coordinating (including government, community structures, the UN, INGOs)*  *Please insert link(s) and/or attach relevant documentation to the alert. Documentation may be found at UN OCHA, ACAPS, or other internationally recognised sources.*  c.3.1 Provide as strong as possible evidence of why there is a change in the current slow onset crisis. Describe also when the change occurred (m*ention specific dates if possible).*  c.3.2. How could DERF grants make a difference for the crisis affected population? *Please consider the following points:*   * *Rapid disbursement* * *Short intervention (0-9 months)* * *Meeting needs of hard-to-reach populations not catered for by other donors*   c.4 Are you already responding to this emergency? In which locations/sectors? For which target group? Through which forms of local presence? What is the outcome of your latest assessment and what have you done since then? |

**Section D: Spike in a protracted humanitarian crisis**

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| d.1 Where is the crisis? *Describe the areas affected*  d.2 What is the nature of the crisis? *Please describe the type of crisis (e.g. armed conflict, famine or other situation where significant portion of the population is acutely vulnerable to death, disease or other disruption) and describe potential local social and political implications (e.g. for specific target groups).*  d.3 What information do you have about the situation? What is the source of that information? *Please provide available information on*  *affected populations including specific vulnerable groups and access to these*  *urgent emergency and/or protection needs*  *other actors responding and coordinating (including government, community structures, the UN, INGOs)*  *Please insert link(s) and/or attach relevant documentation to the alert. Documentation may be found at UN OCHA, ACAPS, or other internationally recognised sources.*  d.3.1 Do you consider there to be a spike/change in a slow onset/chronic crisis or in a protracted humanitarian crisis? If yes, provide as strong as possible evidence for this current spike (*how has the situation changed)*.  d.3.2. Describe as specific as possible when the spike has started.  *Mention specific dates if possible.* P*rovide documentation for this.*  d.3.3. How could DERF grants make a difference for the crisis affected population? *Please consider the following points:*   * *Rapid disbursement* * *Short intervention (0-9 month)* * *Meeting needs of hard-to-reach populations not catered for by other donors*   d.4 Are you already responding to this emergency? In which locations/sectors? For which target group? Through which forms of local presence? What is the outcome of your latest assessment and what have you done since then? |