

Guidelines for DRC Diaspora Programme Fund Applications

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Introduction

These guidelines serve to assist in the writing of project applications for the DRC Diaspora Programme Fund and to inform about the criteria by which your application will be assessed.

Diaspora Program Objectives

The overall aim of the DRC Diaspora Programme is to improve the effect of humanitarian activities by strengthening the role of diasporas¹ as development agents.

Two immediate objectives have been formulated to support this overall aim:

1. Objective – Projects Component:

Diaspora initiatives should contribute effectively towards relief, rehabilitation and development of their target groups.

2. Objective – Learning and mobilisation component

Evidence of the comparative value of diaspora engagement in development should be improved and disseminated and used to inform the design of future projects and humanitarian programming.

As part of the Projects Component, the Diaspora Program is administering a fund earmarked for Afghan and Somali diaspora organisations in Denmark, who can apply for funding in order to implement projects with a humanitarian/development aim in their countries of origin.

Types of Applications

The Diaspora Programme will accommodate 2 types of applications:

- 1) Full projects (2 deadlines: preliminary and final)
Up to 500,000 DKK
- 2) Project preparation travel (PPT)
Up to 65,000 DKK

Full project applications

Preliminary applications:

At the deadline for preliminary applications applicant organisations are expected to hand in a preliminary application. The format is the same as at the final application stage (see p. 10 for information regarding formats), but requires a lesser degree of detail and reflection.

However, it is advisable to get familiarized with the whole application format and develop the best possible application regarding all sections. There are three reasons for this: 1) well developed proposals will generally have a better chance of approval; 2) it gives you the best possible point of departure for developing a final application; 3) it is actually possible to get a full approval for a project even after the preliminary application procedure – if the application is assessed sufficient regarding all aspects.

An application submitted at the deadline for preliminary applications can result in the following:

1. Preliminary (conditional) approval

The organisation will be included in the following cycle of coaching and capacity building in order to further develop and refine their applications up till the 2nd and final application deadline.

2. Rejection

¹ Within the DRC diaspora programme, the term *diaspora* means emigrants and their descendants who live outside the country of their birth or ancestry but still maintain emotional and material ties to their countries of origin.

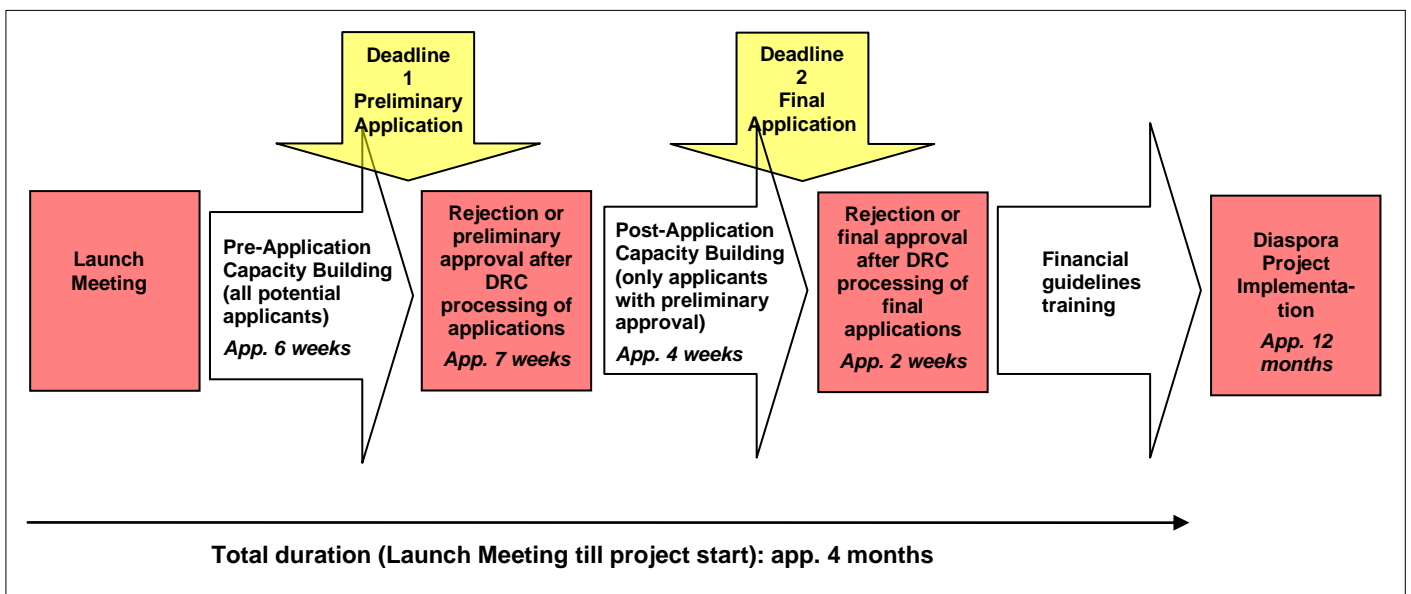
The submitted project proposal is assessed to be insufficient with regard to its basic concepts. Individual feedback will be given.

Final applications

(Deadline app. 11 weeks after deadline for preliminary applications)

After having received (preliminary) approval for a preliminary application and having participated in the post-application capacity building, applicant organisations are expected to hand in their final, comprehensive application. The final application is developed upon the preliminary application and uses the same format (see p. 10 for information regarding formats). Approval of the final application will require more detail and a higher level of reflections on issues such as sustainability, participation of target group, local partnerships, risk assessments etc.

Application Cycle – graphic presentation



The Diaspora Programme Fund will implement 3 application cycles during the three years of the programme. Each cycle will include the steps shown in above graphic.

Capacity Building

There will be Capacity Building activities before and after application deadlines.

The Pre-Application Capacity Building before the first, preliminary deadline is open to all interested diaspora organisations. It will consist of a pre-application workshop (one weekend) and a number of Coaching Cafés – organized meetings for interested organisations where selected topics relevant to the Diaspora Program Fund will be presented and there will be time for each organisation to work on their own project ideas and/or preliminary applications with the help of Diaspora Program representatives. It will also be possible to arrange meetings with the Diaspora Program staff in order to receive individual guidance regarding projects and applications.

Post-Application Capacity Building (after both deadline 1 and 2) will consist of two Project Cycle Management trainings (PCM) and a number of Coaching Cafés. The first PCM course will be held between deadline 1 (preliminary application) and 2 (final application) (as mentioned in above graphic), the second approximately 2 months after project start. The PCM trainings are mandatory for organisations with preliminary approval of project applications. Participants must be directly involved in the implementation of the project applied for.

In addition, all organisations with an approved project must participate in the financial guidelines training, which will be held closely to the date of final approval. Only organisations with a full approval after the preliminary deadlines will be able to skip capacity building and go directly to financial guidelines training and then project implementation.

Project Preparation Travel (PPT)

Diaspora organisations can also apply for funding in order to go on PPTs (see p. 10 for information regarding formats). The format will include a detailed section for the description of the PPT as well as a basic section to describe the project idea that the PPT is based on – in other words it will not be possible to apply for PPT funds without already having a rather developed idea of what problem the actual project is attempting to address.

If the executive steering committee approves an application for a PPT, funds will be released for the travel. Once funds have been released, one of the reporting requirements will be that DRC receives an actual project application at the subsequent application cycle.

Applications for project preparation travels can be handed in at any time and will be processed within a period of maximum 6 weeks.

NB: All relevant materials and formats as well as information regarding capacity building activities, application deadlines etc. can be found at the Diaspora Program homepage:

<http://www.drc.dk/relief-work/diaspora/>

Who can apply

A diaspora organisation based in Denmark in cooperation with either a local partner in their home country or their own local branch in their home country may apply for support from the DRC Diaspora Programme.

The diaspora organisation:

- Must be a legal entity in accordance with Danish law. The organisation must have a board with at least 3 members. The chairperson and a majority of board members shall be either Danish citizens or foreigners with permanent residence in Denmark. The organisation must be bound by articles of association, where it must be clear who is authorised to sign on behalf of the organisation (the organisation's articles of associations must be submitted as an annex to project applications).
- To be defined as a diaspora organisation for the purpose of this Program, you must be an organisation with an established diaspora focus and established diaspora links. The organisation should be diaspora-led, have clear links with diaspora in Denmark and demonstrate genuine evidence of potential partnership and links to country of heritage/origin.
- Individuals, for-profit organisations and private businesses are not able to apply.

The local partner:

- Can be a formal organisation, but can also be the beneficiary community itself. If the diaspora organisation wants the community to be their direct, formal partner, the community must form a representative body (e.g. a Community Development Council) that can be constituted as a partner for the diaspora organisation.
- Cannot be an individual
- Can – in special circumstances – be a private business, under the condition that no profit is gained through the project (e.g. hospitals *can* be local partners)
- Cannot be making profit of participating in the project
- The partner cannot be registered on the UN's or EU's terror list, which is regularly updated (see www.um.dk)

- Cannot be engaged or have been engaged in warlord, pirate or other criminal activities
- Briefcase NGOs (NGOs that have no real activities, that are only set up to attract grants/donors and/or enrich their owner) cannot qualify as local partners

Third parties:

It is possible for another third party to be involved in the projects. An example of this could be a diaspora organisation partnering with a Danish university, another Danish organisation or local authority in Denmark. However, the contractual relationship will still be between the diaspora organisation and the Danish Refugee Council. Such third parties can play a real role in the activities but may not receive funding, with the exception of per diem and travel costs.

Project criteria

For a project to be approved the following criteria must be met.

Formal criteria:

- **Objective:** Projects must contribute to relief, rehabilitation and/or development, which must benefit the local target society in the country of origin.
- **Target countries:** For the current phase, projects can only be supported in Somalia (Somaliland, Puntland and Somalia) and Afghanistan as well as those areas in neighbouring countries where large number of refugees reside (e.g. Pakistan, Ethiopia and Kenya – but not Iran due to external restriction). *When applying for projects in neighbouring countries a section reflecting in-depth on the target group must be part of the application.*
- **Target group:** Projects must target entire communities or larger (and esp. vulnerable) sub-groups of communities (e.g. children, women). Projects must contribute to the common good of the target community. Projects that target individuals, individual families or a very small number of people will not be supported.
- **Geographic limitations:** Generally, projects can only be implemented in areas to which DRC has access for monitoring. As the specification of those areas is fluctuating according to changing security situations etc., assessments in this regard will be done individually at time of application. Applicant organisations will be informed regarding these application-specific assessments when receiving preliminary approval. In addition, applicant organisations can always inquire with Diaspora Program staff about specific areas of interest and their status with regard to geographic eligibility (via mail).

However, on a case-by-case basis, programme management will consider project applications for areas that lie outside the programme's monitoring reach. Such proposals will only be taken into consideration when they clearly demonstrate reflection with regard to alternative monitoring and security:

- **Reflection on possible alternative monitoring scenarios** – alternative, non-DRC monitoring has to be independent and credible. Any alternative monitoring scenario has to present at least two organisationally independent alternatives to direct DRC monitoring in order to be taken into consideration.
- **Reflection on the security situation and its effect on the implementation of the diaspora project and on the personal safety of people involved** – e.g. will the Danish diaspora organisation implement solely through their local partner or will they send members to the field? If Danish diaspora members are to be sent to the field, then a reflection on how being a diaspora Somali or Afghan puts you at risk in unsafe areas is a mandatory annex to the application. Also, a comprehensive overall risk assessment must be annexed to the application, taking into consideration risk posed to personnel as well as to technical project implementation.

All applicant organisation with projects where above mentioned additional reflections are required will be informed hereof when receiving preliminary approval.

Approval of funds to project proposals outside the eligible reach of the Diaspora Programme is a DRC management decision.

Project design criteria:

- **Locally expressed needs and participation of target community/project beneficiaries:** Projects must be based on locally expressed needs, considering the most disadvantaged groups, especially women and children, and other vulnerable groups. Whether as direct project partners or in a consultative function, the project's beneficiaries/beneficiary community must be involved in the decision making in regard to the project objectives and implementation. When formal structures of community representation exist (such as Community Development Committees, shuras etc.) these must be consulted in the decision making process in regard to the project. How, when and with which result the beneficiaries where consulted must be explained in the final application.
When it is not possible to include any of the project's beneficiaries in the decision making process, a section explaining why it is not possible and in which way the beneficiary needs have been assessed if not by direct inclusion has to be included in the application.
 - **Women's participation:** Women's participation in project planning and implementation is important and will be considered favourably in the application process.
- **Context Analysis:** All project applications need to include an analysis of the local context and the risk factors involved in project implementation, including such factors as potential cause of conflict, potential overlap with other similar interventions etc. (a higher level of analysis will be required at the Final Application stage)
 - Projects with a likelihood of causing conflicts, for example clan conflicts, will not be funded – unless these risks have been shown to be managed adequately.
 - Similarly, projects with a likelihood of causing environmental damage will not be funded – unless these risks have been shown to be managed adequately).
- **Coordination with on-going activities:** Projects must relate to / be coordinated with other on-going activities in the area (be it by the authorities/line-ministries or other NGOs). A presentation of and reflection on possible on-going activities as well as an explanation of how efforts where coordinated (when applicable) must be included in the application.
 - Funding will not be approved for activities that duplicate other activities in the same area / for the same target group (e.g. building a school in a village in which the ministry of education is planning to establish a school as well).
 - All activities must be **approved by relevant (local or national) authorities** (e.g. line ministry) in order to ensure long-term legitimacy and sustainability. A signed agreement with relevant authorities must be annexed to the final application at the latest.
- **Sustainability:** The application must reflect on the project's financial and structural sustainability. Projects without feasible model of sustainability beyond the initial phase financed by the Diaspora Programme will most often not be eligible for funding (e.g. the installation of water pumps running on fuel without ensuring the continued availability of fuel; the construction of schools without ensuring that a teacher and teaching materials will be available and paid for etc.)

General criteria

- **Cost-effectiveness:** Projects should have large number of beneficiaries and a reasonable cost per beneficiary in relation to benefit provided.
- **Coherence:** The project proposal must show coherence between the reality in which the project takes place, the problem the project sets out to address, and the objectives the project aims to achieve. A strategy should be presented for the project, i.e. how and with which methods will the activities lead to fulfilling the immediate objectives of the intervention.
- **Measurability:** Project application must clearly state what the project seeks to accomplish: What are the desired results? When should the results be achieved? How can results be measured? Project applications must include quantifiable outputs and indicators to make monitoring easy, both for the applicant organisation and by DRC as donor.

- **Capacity:** The diaspora and local partner must have relevant organisational and professional capacity to implement the proposed project. It should be spelt out in which manner the diaspora organisation's capacity will contribute to implementing the project.

The following will render projects ineligible:

- **Parallel structures:** Funding will not be approved for the building of inappropriate "parallel structures" (when an intervention builds up its own organisational structure, even though it could have benefited from using those already in place).
- **Political and religious projects:** Funding will not be approved for projects with the partial or full objective of spreading a party-political or religious message, or interventions providing one-sided support for a political party.
- **Discriminatory projects:** Projects which discriminate against individuals or groups of people on grounds of their gender, religion, ethnicity, and/or political affiliations and nationalities in the communities concerned will not be considered.
- **Exclusive projects:** Projects that exclude a certain group of people from benefitting from the project.

For projects with a construction purpose, technical drawings done by a certified engineer are required. Final project applications without proper drawings will be disqualified. During implementation, all construction work must be done by a contractor.

A good idea and thought-through strategic thinking can compensate for uncertainty as to a project's progression, results and sustainability. DRC can also choose to be flexible in regard to the requirements and criteria in extra-ordinary circumstances. In such a case, DRC's decision to be flexible will be explained in detail to the relevant Advisory Board.

Fund Coverage

All applications must include a budget according to the Diaspora Program Fund budget format (see p. 10 for information regarding formats).

The programme can support two main kinds of activities:

- Full project applications – up to 500.000 DKK
- Project Preparation Travels – up to 65.000 DKK

For applications for larger projects there will be more focus on the extent to which the project fulfils the Program's requirements, especially with regard to

- Professional and organisational capacity of the applicant organisation and their local partner
- Overall quality of the project design
- Sustainability of achieved results beyond the implementation time of the project

Applications for smaller projects will have a greater chance of approval in areas where DRC is not able to monitor directly.

Note that DRC reserves the right not to award all available funds if this cannot be achieved due to insufficient quality or number of applications received. The division of funds between projects in Somalia and projects in Afghanistan will not be determined beforehand but will depend on the number and the quality of applications received.

The following costs *can* be covered by the fund/programme:

- Goods, services and materials for beneficiaries
- Salaries of local staff

- Administration costs of the local partner which are directly related to the project
- Travel (local and international) in relation to project implementation
- Per diem (according to DRC international standards) for qualified persons travelling from Denmark
- Per diem for local staff (according to DRC local standards)

The following costs *cannot* be covered by the fund/programme:

- Salaries of diaspora members based in Denmark
- Expatriate salaries
- Running costs essential for the project's sustainability. Examples are: teachers' salaries, school rent, communication, electricity. However these running costs can be included in the budget as own contribution from the diaspora organisation, in which case it is the diaspora organisation's responsibility to render probable a future availability of the necessary fund in order to ensure sustainability of the project's results.
- Purchase of land and buildings
- Unreasonable and imprudent costs, for example if it is possible to take the bus, then do not spend funds on a plane ticket; prices of plane tickets can also vary considerably (shop around for cheapest option); stay in reasonably priced accommodation etc. However, cost saving should be avoided if it results in unnecessary insecurity.
- Project management, support and administration costs in Denmark

Note that all above costs will have to be accounted for.

Requirement of own contribution

A financial or in-kind contribution by the diaspora organisation and/or the local partner is required. The combined contribution must amount to a minimum of 15% of the total budget for implementation (which must appear in the budget). The administrative work of the diaspora organisation will not count towards the own contribution.

The own contribution cannot be from other donors, but may be from another diaspora organisation connected to the applicant organisation or from the beneficiaries.

The following costs *can* be accepted as own contributions:

- Cash contributions
- Per diem for members of the organization performing a project visit as part of the project implementation
- Travel costs for members of the organization performing a project visit as part of the project implementation
- Accommodation provided for members of the organization performing a project visit or for other relevant project partners
 - Accommodation provided as part of own contribution will be calculated upon the fixed rate of 250 DKK per night
- Use of a private car in relation to the implementation of the project (regardless of whether it is owned by the community, the partner organization or a diaspora representative etc.)
 - The use of a private car will be calculated upon the fixed rate of 400 DKK per day of usage.
- Voluntary manpower
- Building materials donated by community/contractor/etc.
 - The financial value of such donations will be set at marked value. For budgeting purposes, the value can be determined by obtaining a pro forma quotation for the same product of equal quantity and quality by an independent supplier.

It must be explained in the application how the diaspora organisation and their partner contribute respectively.

The following costs *cannot* be accepted as own contributions:

- The diaspora organisation's administration of the project in Denmark
 - Phone bills
 - Travel in DK related to meetings with DRC/other diaspora organisations/etc.
 - Time spent on development, management and reporting of projects

The when, where and how of project applications for the DRC Diaspora Programme

Project preparation

It is recommended that applicants participate in the pre-application activities such as coaching cafés and pre-application workshops or take the opportunity for a meeting with the Diaspora team in DRC.

It is recommended that applicants contact the Diaspora Programme Coordinator with a brief description of the project and proposed geographical area for implementation by email or post before filling in an application. This is in order to ensure that the idea and geographical area lie within the scope of the criteria. Note that positive feedback does in no way guarantee that a later application will be approved.

Processing of applications

1. As soon as a preliminary application is received the Diaspora Programme staff will screen it to make sure that the application contains all relevant information and that all the formalities are fulfilled. Incomplete applications or applications where the formalities have not been fulfilled will be disqualified, unless there is time to rectify before the application deadline.
2. Applications considered complete will then be submitted to the relevant Advisory Board for commentary recommendations on approval or rejection according to the before mentioned approval and rejection categories (p. 3).
 - a. If final rejection is recommended, the application will be sent to the DRC Executive Committee for final assessment.
3. If the Advisory Board recommends that the application be approved (whether final or preliminarily), the application will be forwarded to the relevant DRC field office for comments on relevance, validation of local partner, guidance in terms of other stakeholders/activities within the proposed field of activity and assessment on how the project may influence the local situation (do no harm) etc.
 - a. If the field office advises against any further development of the project, the application will be sent straight to the DRC executive steering committee for final assessment.
 - b. The field may also recommend preliminary, conditional approval and provide recommendations for improvement of the application.
4. As stated on page 3, a *Preliminary, conditional approval* will lead to the organisation being included in the following cycle of coaching and capacity building in order to further develop and refine their applications according to the recommendations given by Advisory Board and field office.
5. After refining further developing the preliminarily approved proposal, applicant organisations hand in their final applications at the appropriate deadline.
6. Projects where revisions have led to major deviations and/or a change of objectives from the original project idea will need to be looked at by the field and advisory board one more time.

7. After a final field and Advisory Board check proposals will be transferred to the DRC executive steering committee, for final approval or rejection.

All applicants will receive an approval or rejection letter (latest 3 weeks after the final application deadline).

The Diaspora Programme staff assists all diaspora applicants, coordinates the capacity building and application process and facilitates the work of the Somali and Afghan Advisory Boards as well as of the DRC Executive Committee. The Diaspora Program staff does *not* have the authority to approve or reject applications for funding.

The Afghan and Somali Advisory Boards serve as consultative bodies and as the diasporas' representatives vis-à-vis DRC. They also do *not* have the authority to approve or reject applications for funding.

Only the DRC Executive Committee has the authority to approve or reject funding applications.

Where and how to send your application

All types of applications must be submitted by e-mail only, to the following address:
diaspora@drc.dk

All required documents have to be included for your application to be considered eligible.

The required documents are:

1. Application format (NB: separate format for full project applications and PPTs)
2. Annex 1 Organisation information sheet (*see format*)
3. Annex 2 LFA (*see format*)
4. Annex 3 Budget (*see format*)
5. Annex 4 Applicant organisation's articles of association, signed by board for directors
6. Annex 5 Overview of who has the legal right to sign for the organisation (incl. sample signatures)

All required formats can be downloaded from the Diaspora Program homepage:

<http://www.drc.dk/relief-work/diaspora/>

Questions as well as requests for support and guidance concerning applications should be directed to the Diaspora Programme office: diaspora@drc.dk, phone 33 73 50 06 or 33 73 50 50.

Deadlines

Information regarding all deadlines can be found at the Diaspora Program homepage:

<http://www.drc.dk/relief-work/diaspora/>