DiPS Application Round 2025- Application Form – Introduction and Instructions

Please review the concept note questions below and ensure you submit your complete application through the official online form:
https://forms.office.com/e/0e3rnbwqWw

Before starting your application, please ensure you have carefully read the DiPS Application Guidelines – July 2025, available in the application package on the DiPS website. These guidelines contain essential information about eligibility, assessment criteria, and documentation requirements.

This form is divided into the following sections:

• Eligibility Screening Questions – to confirm your organisation meets all core criteria

• Organisational Information – details about your diaspora organisation and your confirmed local partner

• Project Data – including location, sector, and scope of activities

• Budget and Financials – including amount requested and required own-contribution

• Concept Note – narrative sections to describe your project proposal

• Attachments – budget template and proof of previous experience

You are required to upload:

✓ Completed budget using the official DiPS budget template

✓ Proof of previous experience managing grants of minimum 150,000 DKK

Submission Process:

1. Complete this form

2. Submit the form

3. Receive unique upload link via email

4. Upload required documents using the link

All applications must be submitted in English by 31st of August.

Application Form:

Section 1: Eligibility Screening Questions

1. Does your organisation meet all of the following criteria?

    o   Somali diaspora organisation based in Denmark

    o   Has a board with at least three members (Chairperson, Vice Chairperson, and Treasurer)

    o   Is governed by valid articles of association (statutes or vedtægter in Danish)

    o   Is diaspora-led (majority of board members self-identify as diaspora)

    o   Operates as a non-profit organisation

    o   Has a valid Danish CVR number

2. Does your diaspora organisation have previous experience implementing projects and managing grants of at least 150,000 DKK?

3. If "Yes" please specify the type of project, grant size, donor, and the implementing partner(s)
    After submitting your application, you will receive a link to upload the required documents. Please ensure you upload relevant proof of your previous grant, such as a signed grant agreement, donor confirmation letter, or final project report.

4. Can you (as the diaspora organisation) commit to a minimum 10% cash own contribution of the total project budget applied for?
    (This contribution is not required at the application deadline but must be available during the project period.)

5. Do you have a confirmed local partner in the country of implementation?

6. Has the contact person included in your application - or your diaspora organisation - previously failed a final project assessment for a project implemented with DiPS funding? (If yes, you are not eligible to apply again.)

Section 2: Organisational Information - Diaspora Organisation

7. Diaspora organisation name:

8. Contact person #1 for the project
   Name:

9. Email:
   Please ensure you have full access to the email address used in your application, as it will be required for uploading additional documents and receiving important updates throughout the process.

10. Telephone:

11. Contact person #2 for the project
    Name:

12. Email:

13. Telephone:

14. Organisation Address:

15. CVR number:

16. Are you submitting your application in collaboration with other diaspora organisations?

17. If "Yes" specify the name of diaspora organisation(s)

Section 3: Organisational Information - Local Partner

18. Local Partner name:

19. Address:

20. Telephone:

21. Local partner contact person for the project
    Name:

22. Email:

23. Local partner category:
    ☐ Non-governmental organisation (NGO)
    ☐ Community group or formal representative body (e.g. Community Development Council)
    ☐ Local authority
    ☐ School or hospital
    ☐ Local branch of the diaspora organisation
    ☐ Local volunteer network
    ☐ Other

Section 4: Project Data

24. Project title:

25. Target Area/Country:

26. Region/Province:

27. District:

28. Town/Village:

29. Sector:
    ☐ Education
    ☐ Livelihoods (Food security, Economic Empowerment)
    ☐ Health
    ☐ Peacebuilding (social cohesion)
    ☐ WASH and Shelter
    ☐ Protection (incl. psychosocial support)
    ☐ Other

30. Please indicate all types of activities:
    ☐ Construction
    ☐ Community engagement or mobilisation
    ☐ Capacity building (e.g., training, workshops)
    ☐ Non-profit service delivery (health, education, livelihoods, etc.)
    ☐ Advocacy or awareness-raising related to displacement or conflict
    ☐ Support to vulnerable groups (e.g., IDPs, returnees, host communities)
    ☐ Other

31. Target for direct reach (number of people):
    People, groups, communities, or institutions that will directly benefit from an intervention. In a more precise manner, this term is used to describe verifiable reach that can be attributed to your project (people have come into direct contact with your project activities, actions, or assistance).

32. Target for indirect reach (number of people):
    The impact of an intervention may have a spill-over on the larger targeted communities, those affected by this spill-over are considered an indirect reach. This spill-over effect is defined differently based on the type of intervention. Indirect reach could be a member of the household, a community member etc. Indirect is not mandatory and should only be added if it makes sense. In such case write N/A.

33. Project duration (it may not exceed 12 months):

Section 5: Budget and Financials

34. Amount applied for:

35. Own contribution in cash (must be 10% of amount applied for):

36. Own contribution in-kind:

37. Total budget including own-contribution:
Please remember that even if you fill out this section, you are still required to upload a completed budget using the official DiPS template. The figures provided here must align with those in the uploaded budget.

Section 6: Concept Note

Concept Note Instructions The **Concept Note** is a core part of your application and provides an overview of your proposed project. It must be submitted through the form and should follow the structure outlined below:

- **Section 7: Relevance and Impact** – up to 2.5 pages (approx. 1000 words)

- **Section 8: Feasibility** – up to 1 page (approx. 400 words)

- **Section 9: Collaborative Project Development** – up to 1 page (approx. 400 words)

- **Section 10: Community Engagement and Accountability** – up to 0.5 page (approx. 200 words)

- **Section 11: Sustainability** – up to 0.5 page (approx. 200 words)

- **Section 12: Do No Harm / Safeguarding** – up to 0.5 page (approx. 200 words)

Please ensure your responses are concise, evidence-based, and clearly aligned with the goals of the DiPS fund. Each narrative section must be filled out in the designated fields provided in the form. Do not upload the concept note as a separate file. For detailed guidance on each section, please refer to the **Application Guidelines – July 2025** available on the DiPS website.

Section 7: Relevance and Impact – up to 2.5 pages (approx. 1000 words)

What problem will the project address and how, and what difference will it make? This section assesses whether your project addresses a clear and relevant local need, and how your planned response will lead to meaningful, measurable change. It also looks at how your project complements existing initiatives and how your diaspora organisation adds value.

38. Main problem and change (max 400 words):
What is the main problem your project will address, and why is it important in the local context? What positive change do you expect to see in the community after the project? (List up to three main results you aim to achieve.)

39. Target group (max 100 words):
   Who will benefit from the project? Describe the target group(s), considering age, gender, disability, and displacement status.

40. Activities (max 200 words):
   What specific activities will your project implement to respond to the problem? (Please list.)

41. Complementarity (max 200 words):
   How does your project complement existing efforts in the area, and how will you coordinate with others to avoid duplication?

42. Diaspora added value (max 100 words):
   What added value does your diaspora organisation bring to the project through your knowledge, networks, or expertise?

Section 8: Feasibility – up to 1 page (approx. 400 words)

Is the project plan realistic and achievable with the resources, team, and context? This section assesses whether your project can be successfully carried out as planned. It looks at the capacity and experience of your team, how well the work is organised, and whether risks and local conditions are taken into account.

43. Project team (200 words):
   Who is in your project team, and what roles and relevant expertise do they bring to the project? (Include diaspora members and local partners.) How will the team work together to carry out the planned activities in practice?

44. Risk assessment and mitigation measures (200 words):
   What challenges or risks could affect your project (such as internal issues, political context, weather, or security), and how will you reduce or manage these risks during the project?

Section 9: Collaborative Project Development – up to 1 page (approx. 400 words How was the project co-developed, and what makes the partnership strong? This section assesses how you and your local partner(s) have worked together to design the project and how your collaboration adds value. Strong partnerships are based on mutual goals, joint planning, and complementary strengths that enable greater impact.

45. Joint design (200 words):
   How was the project idea developed, and how have you and your local partner(s) worked together to identify the problem and design the project activities?

46. Complementary strengths in partnership (200 words):
   What does each partner bring that strengthens the project? How do your

complementary strengths, experience, and networks contribute to achieving shared goals?

Section 10: Community Engagement and Accountability – up to 0.5 page (approx. 200 words): How will the community, especially marginalised groups, be involved and heard? This section assesses how the project includes the voices of those it aims to support and how it stays transparent and responsive to community feedback. Particular focus is given to the meaningful inclusion of groups that are often underrepresented or face barriers to participation, such as women, youth, persons with disabilities, or displaced people. Projects should show how they involve the community throughout the project and how feedback or complaints will be handled safely and appropriately.

47. Involvement of community in planning and implementation (100 words):
How will you involve community members — including marginalised groups — in planning and carrying out the project?

48. Feedback and complaint mechanism (100 words):
How will you collect and respond to feedback or complaints in ways that are safe, culturally appropriate, and accessible?

Section 11: Sustainability – up to 0.5 page (approx. 200 words) How will the project create lasting results beyond DiPS funding? This section assesses how your project will lead to long-term benefits for the community and ensure local ownership after the funding period. Strong proposals show how the project will continue through existing structures, build the capacity of local people and partners, and contribute to long-term collaboration and shared learning between the diaspora and local organisations.

49. Local ownership (100 words):
How will the project's results continue after DiPS funding ends, and how will local people and organisations take ownership during and after implementation?

50. Local capacity (100 words):
How will the project strengthen local capacity and support long-term collaboration between your diaspora organisation and the local partner?

Section 12: Do No Harm / Safeguarding – up to 0.5 page (approx. 200 words) How will you protect people and avoid harm? All projects must show a clear understanding of safeguarding, gender sensitivity, and risk mitigation in fragile contexts. You must demonstrate how your project will prevent unintended harm to people or the environment and ensure protection from sexual exploitation, abuse, and harassment (PSEAH).

51. Unintended negative effects (100 words):
    What risks could your project pose to people, communities, or the environment, and how will you prevent or reduce these risks?

52. Safeguarding (100 words):
    What safeguarding measures are in place to ensure the safety, dignity, and inclusion of all participants, including protection from sexual exploitation, abuse, and harassment (PSEAH)?

Submission Notes

After submitting your application form (via https://forms.office.com/e/0e3rnbwqWw), you will receive an email containing a unique link. By following the instructions in that email, you will be able to upload your budget and proof of previous experience managing grants of minimum 150,000 DKK. Please ensure that you use an email address to which you have full and uninterrupted access, as it will be used for all communication throughout the application and selection process. All applications and uploaded documents must be submitted in English.

For any inquiries or support needs, please contact us at diaspora@drc.ngo.

Best regards,

DiPS Team