# Application format for smaller activities up to 200.000 DKK

# *Revised June 2023*

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| **Introduction**   * The application text should not exceed 12 pages(Calibri 11, line spacing 1.0). * The application must be uploaded in an electronic database. A guideline is available at: <https://globuspuljen.dk/soeg-pulje/>   **Annexes**   * The budget must be completed in a separate format. * Activity plan for civic engagement activities must be completed in a separate format. * Format for involvement of a Danish educational institution need to be completed if the main applicant is not an educational institution. * Covering letter if the application is a re-submission. * In addition, supplementary annexes can be attached although **supplementary annexes may not exceed 20 pages**. |

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| **Project title:** |  |

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| **Main applicant:**   * *It is a requirement that a Danish educational institution must be a part of the partnership or be the main applicant. If the main applicant is not a Danish educational institution the involved education institution shall confirm their involvement in a separate format. Please find the format at* [*www.globuspuljen.dk*](http://www.globuspuljen.dk) * *If the main applicant can be considered an entity that carries out economic activity in relation to the activities for which support is applied for, the main applicant must complete and sign the following declaration:” Erklæring om de minimis-støtte”. Read more in the GLOBUS guideline.* |
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| **Partner(s) in Denmark:** |
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| **Partner(s) in the Global South:** |
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| **Do you include a feasibility study as part of this project?** Yes ☐ No ☐  *This could be relevant if e.g., the project partner in the Global South is new.*  If yes, please outline the main issues to be clarified/explored during the feasibility study.  Please describe the current stage of cooperation (previously held meetings or confirmed plans) to make it probable that the project plans described in this application most likely will be carried out.  The expected role and capacity of the partner in the Global South should be described further in the section “Applicant and partners” |
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| **Project country (-ies):** |  |
| **Project period:** | *(month/year) - (month/year)* |

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| **Total budget applied for:** | **DKK** |

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| **Which elements does the project include? (Please indicate with a ‘X’):** | |
| Circular economy project |  |
| Exchange |  |
| Includes both elements |  |

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| **Re-application?** Yes   No  If yes, please upload a cover letter with a short description of changes made in the application. |

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| **Brief project summary:**  Max. 10 lines about the project’s goals, target group, activities, including civic engagement activities and relevant SDGs. |
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| **Purpose and relevance:** |
| Describe the project’s content and how it contributes towards achieving the GLOBUS fund’s goal: engaging Danes undergoing education in the SDGs and international development cooperation. |
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| **Sustainable Development Goals (SDGs):** |
| Describe which SDGs and which SDG indicators you are working with during the project. |
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| **Applicant and partners:** |
| * Which project relevant capacities and experiences do the Danish and Southern partners contribute with? * Describe each partners role/area of responsibility and how you will coordinate the work between you during the project. |
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| **Civic engagement activities:** | |
| Activity plan for civic engagement is attached (please indicate with a ’X’). |  |
| * Please describe the target group for your civic engagement activity, as well as their knowledge of the SDGs and international development cooperation, which you expect that the target group has prior to the project. * Please describe how the activities you have described in the activity plan can increase engagement in the SDGs and international development cooperation with the target group, as well as the knowledge of/engagement with these subjects which you expect the target group to achieve with the project. | |
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| **Sustainability:** |
| Please describe the local conditions which make the project relevant within the context, as well as how the project is expected to contribute to sustainable development in the Global South. |
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| **For circular economy projects:** | |
| Attach request from partner in the Global South which confirms the need for the equipment and specifies their equipment wishes (please indicate with a ’X’). |  |
| **We intend to use a renovation workshop to donate and pack the equipment** yes   No  If yes, please remember to include a fee to the renovation workshop in your application budget after you have been in contact with them and they have agreed to assist you.  Please find more information on the workshops [her](https://globuspuljen.dk/wp-content/uploads/2023/06/Kontaktoplysninger-paa-renoveringsvaerksteder.pdf)e. | |
| * Please explain how the Southern partner can maintain the equipment. * Please explain your considerations regarding the environmental toll of transporting the equipment, as well as the environmental gain by prolonging the lifespan of the equipment. Please explain how the equipment will be disposed of when the recipients can no longer utilize it. * Please explain why the equipment does not detrimentally interfere in the potential local market. | |
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| **For educational exchange:** | |
| Please describe which education/major the participants come from, as well as how their educational background is utilized in the project. | |
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| Please describe which safety precautions – apart from insurance – you will implement in connection with the Danish participants travelling abroad, including communication regarding safety and precautions, and action plans in case of accidents, e.g., a local contact person, a hotline, etc. | |
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| As the main applicant, we accept responsibility for adequately ensuring all Danish participants travelling abroad (please indicate with a ’X’).  *GLOBUS recommends that the insurance includes cancellation, accident (including work accident and liability) insurance.* |  |

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| **Project budget:** | |
| Please explain the distribution of the attached budget and explain how you have prioritized the funds and why? | |
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| **For study trips:** | |
| We have budgeted with an additional financing of 3.000 kr. per student (please indicate with a ’X’).  *It is required to include an additional financing of 3.000 kr. per student on study trips, meaning trips for groups of students which are not internships or other long-term academic courses.* |  |

We, hereby, apply to GLOBUS:

**Name of main applicant:**

**Date: Person responsible (signature):**

**Place: Name and position:**