



# Application Guidelines

How to apply for funding to implement a diaspora-led project

Diaspora Project Support (DiPS)

Diaspora Programme

**January 2024**

The Danish Refugee Council's Diaspora Programme (DP) facilitates, supports and enhances the role of diaspora as agents of humanitarian assistance and development in their country of origin.

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# 1. THE DiPS FUND AND APPLICATION PROCESS

## Introduction

Diaspora Project Support (DiPS) grants funding and provides technical support to Afghan and Somali diaspora in Denmark to implement rehabilitation and/or development projects in their countries of origin or heritage.

To apply for funding from DiPS, you (the diaspora in Denmark) will need to submit online concept note and budget and (in some cases) supporting documents. These documents together make up your application for DiPS funding. This guideline will give you the necessary information to prepare these documents and submit the application. The guideline provides an overview of **(i)** who can apply for funding; **(ii)** which activities can be funded and how much funding can be granted; **(iii)** how to apply for funding; **(iv)** how the applications are assessed; and **(v)** what happens if applications are selected for the project development phase.

It is important that you read these guidelines carefully prior to submitting your application.

## DiPS application deadline

The annual application deadline can be found [here](#).

After submission, your application will undergo a two-months assessment period. If your application is selected for the project development phase, you will have a chance to work closely with the DiPS staff to develop your concept note into a full project. Only after the development phase DiPS will make a final decision on whether your project will receive funding. See the last two chapters in this guideline for more information on how applications are assessed and selected and what the project development phase entails.

## DiPS Support

In the months before an application deadline, DiPS hosts workshops and meetings to support you in preparing your application.

## Types of grants

There are two funding tracks you can apply for:

- Track 1, which can be for a maximum of 150,000 DKK
- **Track 2, which can be for a maximum of 300,000 DKK**

The main difference between the two funding tracks is that only diaspora organizations with experience implementing projects are eligible to apply for **Track 2**. Throughout this guideline, guidance that is applicable only for **Track 2** is written in orange.

## 2. WHO CAN APPLY FOR FUNDING?

### The diaspora applicant

Only Somali and Afghan diaspora organizations in Denmark are eligible to apply for funding through the DiPS fund. The criteria for diaspora applicants includes:

#### For all applicants (Track 1 and track 2)

- It is allowed to submit applications that are a collaboration with other diaspora organizations or representatives from other diaspora organizations.
- If your project idea is selected for the development phase, it will be mandatory to have two diaspora representatives that are actively involved in project implementation and development.
- You may not have any ongoing projects funded by DiPS at the time the application is submitted.
- If a contact person included in your application or your diaspora organization have previously failed a project finalization assessment for a project implemented with DiPS, you are not eligible to apply again (implemented from 2023 onwards).
- At least two of the main contact persons for the project must be diaspora.

You must be an established Somali or Afghan diaspora organization. This means that your organization must:

- Have a board with at least three members (chairman, vice chairman and treasurer);
- Be bound by valid articles of association (statutes or "vedtægter" in Danish), in which it must be clearly stated who is authorized to sign on behalf of the organization (signatories);
- Be diaspora-led, meaning that the majority of board members self-identify as diaspora.
- Be a non-profit organization.

#### For Track 1

It is not a requirement to have any previous experience with implementing projects.

#### For Track 2

Your diaspora organization must have previous experience implementing projects and managing grants of 100,000 DKK or more. Proof of previous experience must be submitted together with the application.

If you submit an application in collaboration with other diaspora organizations or representatives from other diaspora organization, only one of the diaspora organizations must have previous experience from implementing a grant of over 100,000 DKK.

### Local partner

It is not mandatory to have a local partner to apply for or implement a DiPS-funded project. However, it will be a requirement that all projects funded by DiPS can be effectively implemented with strong participation from the local community. In most cases it is expected that a local partner will be necessary to achieve this. Examples of a local partner could include local entities such as a non-governmental organization (NGO), formal representative body of the community of concern (e.g. a Community Development Council), a local branch of the diaspora organization, or a local volunteer network.

Any local partner will need to meet the below criteria:

- Will not make profit through participating in the project;
- Is willing to undergo DRC's due-diligence assessment and vetting procedure to ensure that the entity or individuals representing the entity have not been involved in criminal or unethical activities such as corruption or terrorism.

In most cases, local partners will also need to have the means to receive and manage funds transferred by the diaspora organization or DiPS. They will need to be a registered entity at local, regional, or national level. These requirements will be agreed upon during the project development phase and will depend on regulations of DRC, local partner structure, and the structure and status of banking

systems in the country of implementation. Please be aware that if funding is granted for the project, the relation with DRC will be governed by the contract signed between DRC and the diaspora organization, and it is the contract-holding diaspora organization's responsibility to uphold stipulations within that contract.

## 3. WHAT PROJECTS CAN BE FUNDED?

### Project objective and activities

Project activities that contribute to rehabilitation and/or development for people affected by conflict and displacement in Afghanistan and Somalia or neighboring countries hosting significant Afghan or Somali communities may be supported by DiPS.

Funding cannot be provided for:

- Emergency humanitarian response projects  
Projects that carry a political or religious message
- Projects deemed to discriminate against individuals or groups of people in the target communities will not be considered.
- Projects that are expected to generate profit for or lead to financial benefit for actors involved in the management or implementation of the project.

### Duration

The project should have an implementation period of a maximum of 12 months.

### Target group

Projects must target people affected by conflict and displacement in Afghanistan, Somalia or neighboring countries. Projects should target entire communities or larger sub-groups of communities. Projects targeting individuals, exclusive groups or individual families cannot be supported. (See assessment criteria 2A, on page 10).

### Target areas and project location

Project activities can only be supported if they target people affected by conflict and displacement in Somalia (Somaliland, Puntland and South-Central Somalia), Afghanistan, and neighboring countries where a large number of refugees reside (e.g. Pakistan, Ethiopia and Kenya (but not Iran due to external restriction)). Project activities *en route* or in Denmark can be supported if activities target people affected by conflict and displacement in the abovementioned countries. (See assessment criteria 2A, on page 10).

# 4. WHAT AMOUNT AND TYPE OF FUNDING CAN BE GRANTED?

## What DiPS funds

The funding applied for must be relevant for the implementation of the project. The type of costs DiPS can fund include:

- Staff costs for local staff employed to implement the project
- Travel costs in relation to project implementation, including insurance
- Per diem for qualified persons travelling from Denmark (approximately 539 DKK per day, including food and accommodation) for a maximum of 12 days.
- Per diem for local staff not located in the project/target area approximately 120 DKK per day, including food and accommodation)
- Goods, services and materials for implementation of the project
- Bank transfer fees
- Project information-sharing and communication costs
- Capacity building activities (such as training or workshop) for members of the diaspora organization or local partner, when relevant to the project.

## Amount

There is a maximum amount of funding that can be applied for depending on the type of grant you are applying for.

- Track 1, which can be for a maximum of 150,000 DKK
- Track 2, which can be for a maximum of 300,000 DKK.

In all cases, it is acceptable for the project's total budget to be higher than the amount granted by DiPS if it includes funding from own contribution or co-financing from other sources. When submitting the budget template for the application for DiPS funding, both the amount applied for from DiPS

funding and expected own contribution or co-financing should be included.

- Overhead costs of a maximum of 7% are calculated against the total budget amount before the overhead and excluding own contribution. Overheads are meant to cover costs that you or your local partner have that are not directly related to project implementation, e.g., internet access, website, and local salaries for support functions. Please indicate in your budget what costs your overhead is expected to cover.

## Own contribution

Own contributions to the project are financial contributions or in-kind donations from your organization, your local partner, the local community, or other stakeholders involved. Your own contribution must be relevant to the implementation of the project.

**Track 1:** No own contribution is required. However, own contribution is highly encouraged, either as cash contribution or as in-kind. It can have a positive impact on the score of your application as it is considered a type of diaspora-added value (see assessment criteria pg. 10-11).

**Track 2:** A cash contribution of a minimum 5% of the total project budget applied for by the diaspora organization and/or the local partner is required.

However, including in-kind contributions and/or a higher percentage of cash contributions can positively impact the score of your application as it is considered a type of diaspora added value (see assessment criteria pg. 10-11).

### Costs considered as own contribution in cash

Any costs that are eligible for coverage by the DiPS fund (excluding overhead, see above) can be considered as own contribution in cash.

## Costs considered as own contribution in-kind

- Voluntary manpower; this includes all types of work and labor that are done voluntarily in relation to the project with the exception for project management by the diaspora organization. In-kind volunteer manpower could for example include construction work donated by members of the local community, or technical expertise provided to the project for free by external volunteers or members of the diaspora organization (such as legal advice, engineer advice, etc.). The exact rates for calculating the value of volunteer manpower as own contribution in-kind will be set together with DiPS if the project is selected for the development phase.

- Supplies donated for the purpose of the project. The financial value of such donations will be set at market value.

## What DiPS does not fund and what is not accepted as own contribution

- Salaries of diaspora members based in Denmark.
- Expatriate salaries.
- Running costs essential for the project's sustainability. In exceptional cases, these costs can be approved as part of the budget if a clear and appropriate strategy of how these costs will be covered once the project has been concluded is agreed on with DiPS.
- Purchase of land and buildings.

# 5. HOW TO APPLY FOR THE DIPS FUND

Before applying for the DiPS fund you should ensure that you have reviewed the full application guidelines and that your project idea meets all the criteria mentioned in this guidance.

## Submitting your application

To apply for DiPS funding, you must fill in the online application form and attach the budget (using the DiPS template) before the application deadline. You must submit the following:

1. Concept note in English (fill in the online application form [here](#) or the DiPS [website](#))
2. Budget (use the template available on the DiPS website).
3. **For Track 2 only: attach proof of previous diaspora organization implementing a grant of 100,000 DKK or more. The proof may consist of grant letters, final reports, financial reports or other relevant documentation.**

Supporting documents aside from those mentioned above will not be assessed.

## Support for applying for the DiPS fund

DiPS organizes free training activities for the Somali and Afghan diaspora interested in applying for funding from DiPS. Participation in these events is highly recommended.

You are also highly encouraged to schedule a meeting with the DiPS team to discuss your project ideas before the application deadline. These meetings will take place in the last month before the application deadline. It is also possible to request one-on-one support in the project planning from a DiPS consultant for those who have attended the workshops. You can register for all workshops and support via the DiPS website.

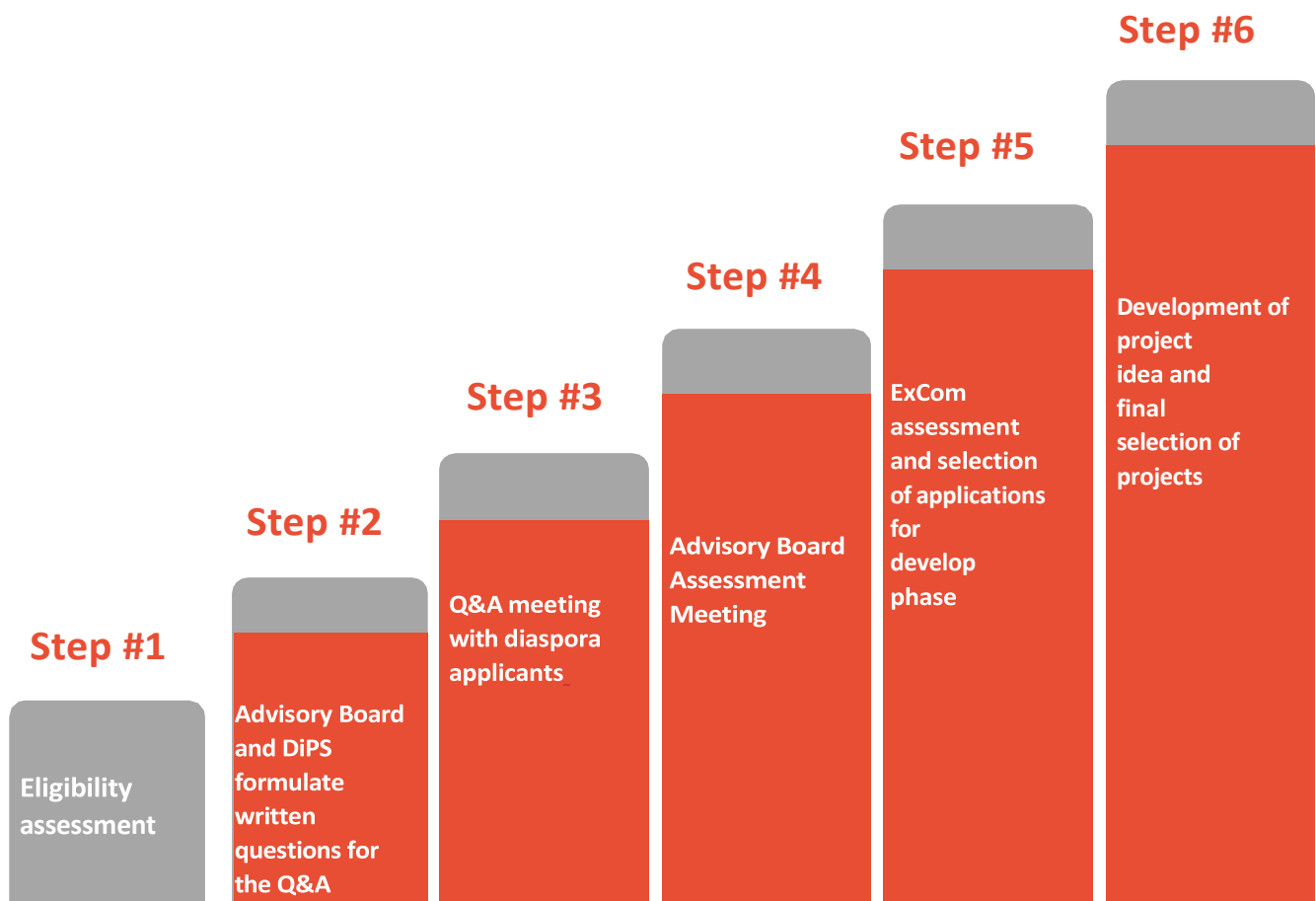
You are always welcome to contact the DiPS team with any questions at [diaspora@drc.ngo](mailto:diaspora@drc.ngo) or +4533735006.

# 6. ASSESSMENT AND SELECTION OF APPLICATIONS FOR DIPS FUNDING

## Assessment process

The Diaspora Project Support fund is a competitive fund. DiPS receives more applications for funding than resources available which means that funding is allocated through a competitive assessment and scoring process. Below is an overview of the steps for assessing and selecting your application:

More information can be found about the DiPS governance structure, including the roles of the advisory boards and the Executive Committee (ExComm) on the [DiPS Webpage](#)





## Step #1: Eligibility assessment

Shortly after the application deadline, applications will be checked against the DiPS application criteria to see if they are eligible for further assessment. Applications will be eligible if they adhere to the criteria outlined in these guidelines. Applications will be determined as ineligible and you will not proceed to the assessment and scoring phase if:

- The application is submitted past the project deadline.
- The application is not completed.
- The application is submitted outside of the online application form, or with other formats than the official formats.  
The application is not submitted in English.
- You do not meet the criteria for being a majority diaspora or a diaspora-led organization. See pg. 4.
- You have an ongoing project with DiPS at the time of submission. See pg. 4.
- The project objective does not meet the requirements for DiPS projects. See pg. 5-6.
- The project does not target an eligible target group for DiPS projects. See pg. 5.
- The target location is not relevant for DiPS projects. See pg. 5.
- The proposed duration of the project is longer than 12 months.
- The funding applied for is more than the maximum allowed for the grant type. See pg. 6.
- **For Track 2: you do not meet the requirement for previous experience. See pg. 4.**

DiPS will notify you shortly after the deadline whether your application was approved as eligible and if it will be considered for further assessment.

## Step #2: Advisory Board and DiPS written questions on concept note

DiPS Somali and Afghan Advisory Board members and DiPS team will review the applications submitted for project ideas in their respective countries of origin and provide written questions as preparation for step #3.

*Note that the Advisory Board and CISU have advisory roles only. They do not provide scores for the applications or*

*make final decisions on the applications to be selected.*

## Step #3: Q&A meeting with diaspora applicants

You are invited to attend a meeting with members of the Advisory Board, CISU, and DiPS, during which you can answer the questions prepared by the Advisory Board and DiPS and further elaborate on the application you submitted.

## Step #4: Advisory Board assessment meeting

A meeting will be held between the Advisory Boards, DiPS, and a representative from CISU - Civilsamfund i Udvikling. In the meeting, the members of the Advisory Boards and CISU will provide inputs to DiPS on the strengths and weaknesses of each application with the assessment criteria.

Following the meeting, DiPS prepares a draft scores for each application in accordance with the assessment criteria. Scores are given based on the information you provide in the application, in the Q&A session, and discussions with the Advisory Board and CISU. The draft scores and justifications for the scores are shared with the DiPS ExComm.

## Step #5: ExComm assessment and selection of applications for develop phase

A meeting is held with DiPS staff and the ExComm, which the Advisory Board is allowed to observe. The DiPS Executive Committee comprises three experts in civil society and diaspora engagement working in DRC's Civil Society Engagement Unit. In the meeting, the scores for each application are reviewed by ExComm and are revised or approved. Based on the scores of the applications and considerations related to the allocation of funds between Afghan and Somali diaspora organizations, the ExCom will make a final decision on which projects are selected to continue to the project development phase.

## Step #6: Development of project idea and final selection of projects

If your application is selected, you will be invited to work with DiPS to develop your project idea further during a "development" phase. Not all projects that enter the project development phase will be granted funding by DiPS. See section "If your application is selected for the project development phase" pg. 11-12 for more information.

## Assessment criteria

Each of the assessment criteria listed below will be assessed and scored. The maximum number of points for each criteria is listed in the table below.

Criteria	What is assessed	Max. Points	% of score
<b>1: Constructive diaspora engagement and diaspora contribution</b>			
<b>1A: Diaspora added value</b>	Diaspora can have a unique added value when implementing projects in their country of origin. This category assesses the extent to which your added value to the project as diaspora applicants is expected to lead to a positive impact on the target group. Added value can come in many different forms and is unique to your organization and your experiences. Some examples of diaspora-added value could include (but are not limited to); knowledge transfer, access to hard-to-reach communities, coordination with other actors (internationally or locally in the area of project implementation), long-term engagement and legitimacy within a community, or financial contribution.	<b>30</b>	<b>30%</b>
<b>1B: Complementarity and coordination</b>	Many initiatives in Somalia and Afghanistan aim to address problems and are led by local communities, organizations, or government actors. Projects can have the most impact when they are complimentary and coordinated with these other initiatives. Your role as the diaspora applicant should also complement the role of local actors involved in the project; you should contribute with your unique strengths while also recognizing your weaknesses and supporting the strengths of local actors. This category assesses the extent to which the concept note shows that the project idea and the role of the diaspora are complementary to initiatives, skills, and roles of other actors in the implementation area.	<b>10</b>	<b>10%</b>
<b>2: Project impact</b>			
<b>2A: Relevance of the project</b>	For a project to have an impact on the target group, it must be relevant, meaning that the project addresses the needs of the target group, as defined by the target group themselves. To receive a high score in this category, your concept note should clearly explain the problem and needs that your project will address and explain how the target group has been involved in identifying the problem to be addressed and the project planning.	<b>25</b>	<b>25%</b>
<b>2B: Activities, feasibility and Sustainability</b>	For your project to have an impact, it must be possible to implement the activities and achieve the expected results within the limited timeframe of the project and with the resources available (budget, project team etc.) and without major risks. To receive a high score in this category, it should be clear from your concept note that your proposed project activities are feasible and will lead to the results you plan to achieve through your project. It should be clear if and how the results will be sustainable.	<b>25</b>	<b>25%</b>
<b>2C: Do no harm</b>	Projects implemented in fragile environments can easily negatively affect the target group and the environment. Project activities can potentially create conflicts within or between communities.  The project should not pose risk for harm to the environment or people, particularly the target group. This category will assess the extent to which your project is feasible in these aspects.	<b>10</b>	<b>10%</b>

# 7. IF YOUR APPLICATION IS SELECTED FOR THE PROJECT DEVELOPMENT PHASE

## What is the project development phase?

If your application is selected to continue to the project development phase, it means that you will work closely with DiPS to develop the idea you submitted in your concept note into a full project plan that is eligible to be funded by DiPS. You will work with the DiPS team to plan and design your project, set objectives for the project and capacity development of your organization, and meet administrative and programmatic requirements that are necessary to receive funding from DiPS.

**The project development phase will last for a maximum of 4 months.**

The develop phase is expected to be a busy time for your project team. It is intended to ensure that the projects that receive funding will be of high quality and prepared for implementation if they receive funding.

The final decision on funding will be taken during the project development phase:

- If the project is successfully developed as agreed on with DiPS during this time, you will receive a contract to implement your project with funding from DiPS and start your project activities.
- If DiPS, by end of the Develop phase, has serious concern that the project cannot be implemented, ExCom will be consulted, and may decide not to grant the funding to the project.

## Activities and requirements during the project development phase

If your project is selected to continue to the project development phase, you will receive a schedule for the activities that are mandatory during the project development phase. You will also have an initial meeting with DiPS where you will discuss how to collaborate. Besides working independently on the project with your project team, you will be expected to participate in workshops and trainings, work one-on-one with a DiPS focal point, and if relevant, work with other DRC or technical experts.

Part of your collaboration with DiPS will be about agreeing on what is needed for your project to be implemented in a good way. Some of the requirements will be agreed on together with DiPS and the project team based on your expertise and vision for the project, but some of the requirements will be standard requirements decided by DiPS.

### 1. Finalize the design and plan for implementing your project. Including:

- Establish a project team and plan for collaboration within the team. It will be a requirement to have at least two members from your diaspora organization involved in the project team.
- Develop the ideas from your concept note and meet programmatic standards (some standards set by DiPS and others to be agreed on with the project team).

- Prepare a Logical Framework Approach (LFA) and workplan
- Prepare a budget
- Prepare a Monitoring Evaluation Accountability and Learning (MEAL) plan
- Prepare a risk assessment and mitigation plan
- Prepare a plan for financial management and reporting
- Prepare a plan for narrative reporting
- Prepare a plan for communication and collaboration with DiPS





### 2. Meet the administrative and eligibility requirements to receive funding from DiPS.

#### Including:

- Have an established diaspora organization with at least two diaspora representatives active in the project team
- Have the means to receive and manage funds granted by DiPS (in most cases this will mean having a diaspora organization bank account to receive funds)
- Complete vetting and due diligence for diaspora organization and local partner

### 3. Participate in a capacity assessment of your diaspora organization and agree on a capacity development plan for your organization in collaboration with DiPS.

For more information about the project development phase with DiPS, see the DiPS project development guidelines [here](#).

The DiPS Timeline and Phases		
 <b>DESIGN</b>	<ul style="list-style-type: none"> <li>• Diaspora applicants prepare project ideas and applications to receive funding from DiPS (concept note and budget)</li> <li>• Applicants attend workshops and receive support from DiPS and consultants</li> </ul>	Up to 3 months
	<ul style="list-style-type: none"> <li>• Deadline for submission of applications</li> </ul>	April 1st
 <b>ASSESS</b>	<ul style="list-style-type: none"> <li>• Diaspora applicants are invited for a Q&amp;A session</li> <li>• Applications are assessed by the Afghan and Somali Advisory Boards and DiPS (HQ/field)</li> </ul>	2 months
	<ul style="list-style-type: none"> <li>• The DiPS Executive Committee decides which applications are selected for the develop phase</li> </ul>	
 <b>DEVELOP</b>	<ul style="list-style-type: none"> <li>• Selected diaspora applicants collaborate with DiPS to develop their idea into a full project plan</li> <li>• Applicants participate in mandatory and optional trainings</li> <li>• A final decision is taken about whether or not the project will receive DiPS funding</li> </ul>	Up to 4 months
 <b>IMPLEMENT</b>	<ul style="list-style-type: none"> <li>• Projects that were selected for funding during the develop phase are awarded a contract and receive funding from DRC</li> </ul>	Up to 12 months after the contract is signed
	<ul style="list-style-type: none"> <li>• Diaspora organizations implement project activities, monitor, and report</li> </ul>	

# 7. DOCUMENTS VERSIONS

## **Application Guidelines – March 2022**

## **Application Guidelines – August 2022**

- Updated application process: all applications and attachments must be submitted through an online application form, rather than sending an e-mail with attachments to DiPS.
- Edits to questions in the concept note (in the online application form).
- Extension of the assessment phase from one to one and a half month.
- Update to clarify that no organization or individuals (aside from people of concern in projects) can benefit financially from the project in the short or long-term.
- Edits to assessment criteria.

## **Application Guidelines – February 2023**

- Specified requirement for concept note questions to be answered in English.
- Specified requirement that 1 of 2 project contact persons must be a member of the diaspora.
- Updated links for new DiPS and DRC website.

## **Application Guidelines – January 2024**

- Edits to per diem.
- Adjustments to assessment criteria and scoring.
- Change requirements for Track 1 applicants: all Track 1 applicants must be registered diaspora organizations.
- Edits to the Application deadline.



The Danish Refugee Council's Diaspora Programme (DP) facilitates, supports and enhances the role of diaspora as agents of humanitarian assistance and development in their country of origin.

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