Concept note questions

For applications to the DiPS fund

Diaspora Project Support (DiPS)
January 2024

INTRODUCTION

Before submitting an application to the DiPS fund you must read the DiPS Application Guidelines which provide all details about how to submit an application for funding from DiPS.

You can find the current application deadlines, concept note questions, link to the online application form and the budget template at: DiPS webpage. If you need support, please contact the DiPS team at diaspora@drc.ngo or by phone at +4533735006.

How to submit your application

All applications must be submitted online through this online application form by the application deadline. In this online application form you can fill in your concept note and attach the required documents (see section 5 of the application guidelines).

• Step 1: Fill in the cover page
• Step 2: Fill in answers to the concept note questions and attach required documents
• Step 3: Review (use the checklist in the beginning of the application form)
• Step 4: Submit and receive a receipt in your box

Please note that you can save your progress by clicking on 'save my progress and resume later' and entering your email in the bottom of the online application form. You can then get back to your application form by clicking on the link in your email.

Application checklist for Track 1 (up to 150,000 DKK) applications:
- All required sections of the online application form are filled out, and do not exceed the word limit.
- The questions are filled out in English.
- The budget template used are the most updated DiPS formats (found in the application package)
- You are applying for 150,000 DKK or less.
- Your application meets all eligibility requirements outlined in the application guidelines.

Application checklist for Track 2 (150,001-300,000 DKK) applicants
- All required sections of the online application form are filled out, and do not exceed the word limit.
- The questions are filled out in English.
- The budget template used are the most updated DiPS formats (found in the application package)
- Additional document is uploaded: proof of experience implementing a project through a grant of 100,000 DKK or budget.
- You are applying for 150,001 DKK -300,000 DKK.
- Your application meets all eligibility requirements outlined in the application guidelines.

1. COVER PAGE

DIASPORA APPLICANT LOCAL PARTNER (if applicable)

• Diaspora organization name (if applicable)	• Local partner name
• Contact person #1 for the project: 1. Name 2. Telephone 3. E-mail	• Local partner description (briefly describe the type of entity that the local partner is)
• Contact person #2 for the project: 1. Name 2. Telephone 3. E-mail	• Local partner address
• Organization details (Track 1: leave blank if not an organization): 1. CVR number 2. Organization address	• Local partner contact person for the project: 1. Name 2. Telephone 3. E-mail

PROJECT DATA

- Project title

- Target area:

  1. Country
  2. Region/Province
  3. District
  4. Town

- Sector
- Activity type 1; Activity type 2

- Number of people of concern (direct)
- Number of people of concern (indirect)

- Amount applied for (attach project budget only in xlsx or xls formats): DKK

- Fund applied for (choose one):

  1. Track 1 (maximum 150,000 DKK)
  2. Track 2 (150,001 DKK-300,000 DKK)

  For track 2 applicants, attach additional documents (only in pdf, docx, or doc)

- Project duration (it may not exceed 12 months)

2. CONCEPT NOTE

1.What is the problem that the project will address?

Explain the problem in the community/location where you would like to implement your project. (Max 400 words)

2. How will the project address the problem?

Explain the activities that you plan to implement as part of your project, who the activities will benefit (the target group), and how the activities are expected to solve the problem. Explain if and how the planned activities will be complementary to other initiatives in the target location. (Max 600 words)

3. What will be achieved through the project?

Explain what the situation will be in the community/location where you plan to work after you have implemented your project. List three main results that you expect to come from the project. (Max 400 words)

4. Who will be in your project team?

Include members of the diaspora organization in Denmark, local members of the project team from the local partner/volunteers or network, members of the affected community, etc. Include information about project team members roles and expertise as relevant to the project. (Max 400 words)

5. How have you worked on planning your project idea so far?

Explain what has been done and who has been involved in planning the project until now. For example, include information about how you identified the problem, how you came up with the proposed activities for the project, and how the project team has collaborated. (Max 400 words)

6. What added value do you, the diaspora applicant, bring to the proposed project?

Explain why it is important that this project is led and implemented by your project team/diaspora organization specifically. What unique added value will you as the diaspora bring to the project through your skills, experiences, networks, or knowledge? How will your role compliment the roles and skills of the rest of the project team? (Max 400 words)

7. Who will you/the project team collaborate with during the planning and implementation of your project?

Consider and explain your plan to collaborate with groups or individuals you will work with in Denmark, Somalia/Afghanistan or anywhere else. For example: other diaspora organizations, national or local government actors, civil society organizations, community members, technical specialists, etc. (Max 400 words)

8. What could go wrong while implementing the project, and how will the project team prevent this from happening?

Consider and explain any risks and challenges that could affect the project such as internal issues within your organization, external challenges (conflict, weather…), and any potential harm your project could do (e.g. to the environment or to the community). (Max 400 words)

9. What support does your project team need in order to implement your project and what do you hope to learn from implementing your project?

Explain what help you may need from DiPS or others to be able to successfully implement your project. Consider things you would like to learn or experience as a diaspora organization/project team as well as technical skills related to project implementation. (Max 500 words)

10. Is this a re-submission of a previous DiPS application?

If "YES", please elaborate on the changes since last submission. (Max 400 words)

Upload your required attachments

- Attach project budget excel
- Track 2 applicants, attach proof of experience (max 2 files)