

Programme Guidelines 2025 – 2029 – The Danish Disability Fund (Draft)

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BACKGROUND

Support for Programmes is a new funding modality in The Danish Disability Fund established in 2024. As a modality in the Disability Fund, the introductory chapters in the [Guidelines for the Danish Disability Fund](#) (chapter 1 – 3) also applies to Support for Programmes. Applicants must therefore familiarize themselves thoroughly with these before applying for the programme.

Programme support is intended for DPOD member organisations that have previously administered a sizable project portfolio under the Disability Fund for some years, largely with the same partners. Against the background of such experiences and a proven track-record, it is possible to apply for a programme with a four-year horizon (2025-2028). The programme must be presented in a way that demonstrates and explains how the intervention areas and partners involved are interconnected and synergistic.

1. PURPOSE OF THE PROGRAMME MODALITY

Programmes under the Danish Disability Fund have as their overall purpose to contribute to strengthening the mobilization and organization within the global disability movement and thereby contribute to creating lasting, positive changes in living conditions, participation and inclusion of persons with disabilities.

Programmes are expected to have a strategic (geographic, thematic and/or sectoral) focus and coherent areas of intervention that deliver impactful results and interaction between partners. In essence, a program must have an overall program objective, supported by a number of outcomes that contribute strategically to the purpose of the Disability Fund and creates synergy between programme partners.

1.1 Programme focus areas

A programme approach allows for greater attention to deepen partnership relations and to further develop the partner's professional competencies and new strategic approaches. Programmes funded by the Danish Disability Fund must encompass the following focus areas which are also reflected in the way the programme applications are assessed.

Local Leadership: Strengthening the different dimensions of local leadership by promoting capacity development of partners, local ownership, coordination by partners, and financial transfers to partners¹. This includes transferring decision-making power to partners regarding programme implementation.

Synergy: Strengthening partnership synergies, including efforts enabling collaboration and dynamic learning across the diversity of partners, and efforts to obtain complementary resources, including financial support.

Strategic focus: Bringing together thematic and/or geographical intervention areas within a strategically focused programme, while developing new strategic, professional, and innovative approaches within the field of work to continuously improve programme endeavor.

¹ Cf. Danida's How-To Note on Danish Support for Civil Society: *"Partnerships should be mutually binding and in line with the localization agenda and should therefore support local leadership. This means focusing on different dimensions of local leadership, including ownership for South partners, coordination, capacity development and financial transfers to local partners"* (p. 5)

2. FROM PROJECT TO PROGRAMME ORGANISATION

2.1 Programme grant – a new opportunity in DPOD

A shift from project to programme support in the Danish Disability Fund is intended to provide several new opportunities, including:

- The possibility of bringing together several projects and partnerships within an overall long-term strategic framework, rather than carrying out single projects with individual partners.
- Increased continuity in development interventions as well as in partnerships.
- Greater funding predictability, based on a four-year strategic framework with annual funding commitments (provided continued approval of the Global Disability Programme at the Finance Acts).
- Increased flexibility and autonomy in planning and implementation, including a larger scope for adjusting the strategic approach and parts of the budget in response to changes in the context.
- Greater attention to the collection and documentation of results and learning.
- Better options for testing new or innovative approaches, and to develop professional competences and learning across partnerships.
- Increased opportunity to raise the disability agenda within mainstream organisations and in international forums, thus contributing to support rights for persons with disabilities based on collective input, experience and evidence from several partners in several countries.

The granting of programme support does not imply a higher amount of funding from the Disability Fund but leaves the applicant organisation with an increased opportunity to plan its interventions with partners in a more long-term, focused, and flexible manner.

For the larger programmes there is a requirement for gradual phase-in of certain levels of self-funding in programme phase 1 (see section 5.3).

It will be possible for programme organisations receiving the first 4-year grant, to apply for a continuation of the programme funding (2029 – 2032) during the fourth year of implementation. Such applications must build upon the experiences gained during the first programme phase, enhancing and refining the activities and approaches, as well as documenting that the required self-funding has been phased in, together with a plan for future self-funding for the larger programmes.

2.2 Reflections on the shift from project to programme application

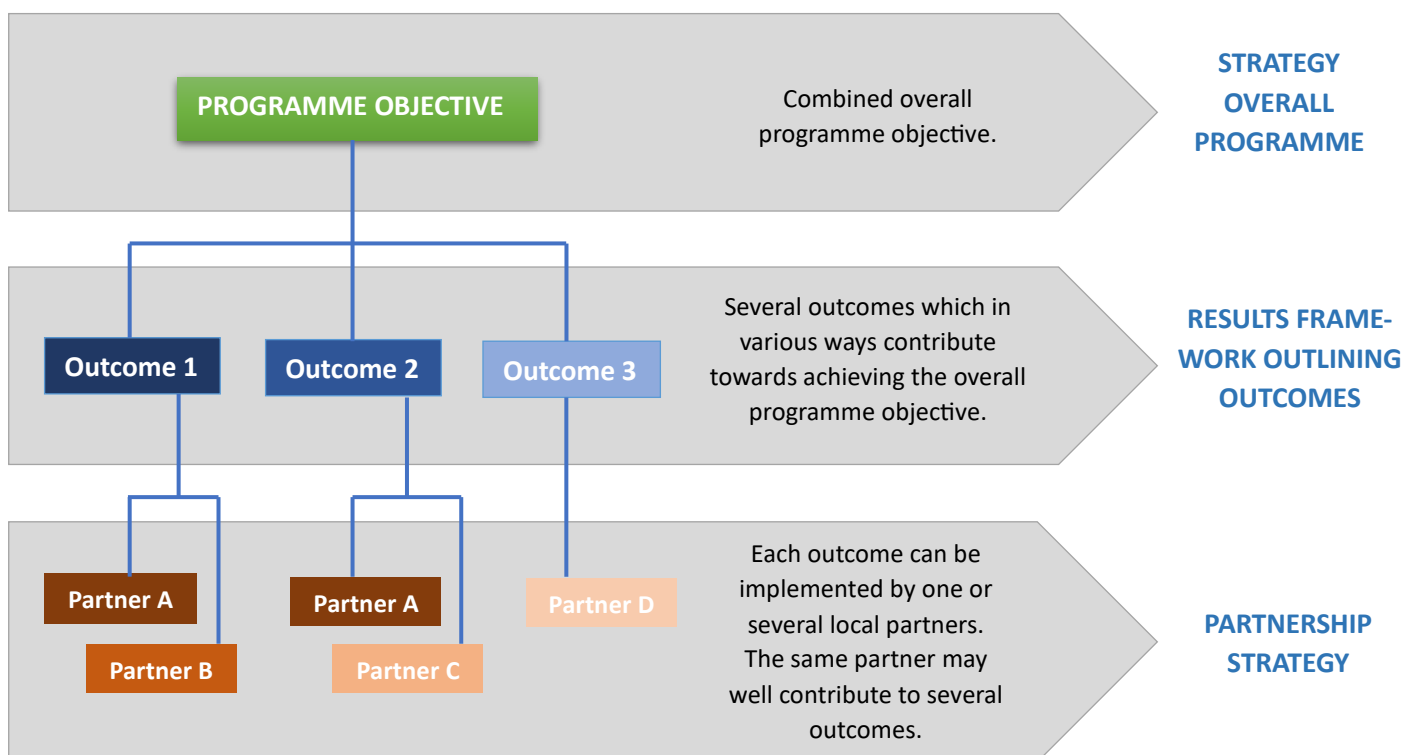
A programme application is expected to follow a structure much like the one presented in the figure below. A sequence of different interventions must fit within a single overall framework with clear and connecting outcomes and a common programme objective as illustrated in the figure. Hence, organisations that have implemented numerous individual projects, need to consider whether there is a sufficiently strong **common denominator** that cuts across these.

A programme application will typically contain a smaller number of outcomes which are clearly contributing to the overall programme objective pursued by the programme. Likewise, it must be evident how each of the participant partner organisations stand to gain professionally and strategically from the cooperation facilitated by the programme.

A clear strategic common denominator makes it easier to facilitate connectedness and collaboration between partners, as well as to design meaningful indicators and a monitoring framework, which – spanning the full range of outcomes – can measure how the programme is advancing towards the overall programme objective.

All programme partners are expected to contribute the overall programme objective – even if it is acknowledged that partner organisations differ in their strategic aims, geographical coverage, and capacity. Accordingly, it is natural if they are involved to varying extents.

Fig. 1: Illustrating the programme strategy



2.3 Preconditions for programme applications

Danish Disability organizations can submit an **Expression of Interest (Eoi)** for a program in the Disability Fund if complying with the following preconditions:

- 1) An average annual turnover of at least DKK 3 million from the Disability Fund (or similar pools) over three full financial years prior to the application.
- 2) A documented track record of implementing, monitoring and managing a significant project portfolio from the Disability Fund (or equivalent²).

An assessment of programme eligibility, based on the Eoi and an external capacity analysis, will determine whether the organization is qualified to apply for a program (please refer to section 4.2).

²It is the total portfolio of projects financed by the Danish Disability Fund and other comparable funding partners/donors that constitutes the basis for assessing if the applicant's track record meets the requirement of a significant project portfolio.

2.4 Countries and partners

An application for a programme grant is expected to primarily build upon existing experiences in terms of partners and countries. This serves to ensure that the Danish organisation and its partners can incorporate what they have learned from previous interventions, both in terms of the country context, intervention methodologies and advocacy strategies etc. However, it is not obligatory, nor always advisable, to carry on all ongoing partnerships and countries of cooperation in a programme setup. In some cases, it makes sense to identify and invite new partners to the programme, to improve outreach to priority target groups and to unleash new dynamics by drawing on additional competencies, experiences, and methods.

New partners and countries can thus be included in the programme application if such inclusion is sufficiently justified, and if the applicant can demonstrate good knowledge of the new context and potential partner. Should the programme involve new countries and/or partners it is important that it reflected in the EoI, in order for the DPOD assessment committee to assess if such an expansion is credible and justified.

If the applicant as part of the new programme is planning to either phase out existing cooperation countries or partners or phase in new partners, this must be mentioned and explained in the EoI - and further justified in the final programme document. Partnerships that are to be phased out may not necessarily play a key role in the programme's strategic focus or contribute to programme synergy.

Country contexts analyses are a major factor in designing the programme implementation strategy. It is essential that the application demonstrates thorough knowledge of local contexts, including the situation faced by the national disability movement in each country, and that the programme strategy stems from the analyses and reflections that have preceded the choice of the geographical and thematic intervention areas.

The aspiration to take on a programme approach must always start from the needs, capacities, and interests expressed by the partners. DPOD programme organisations are expected to strengthen synergy between partners as well as local leadership of partner organisations within the programme period. A programme will typically encompass an assortment of partners that have varying competencies, capacities, organisational structures, and areas of intervention.

It is important that partners see the programme approach as beneficial to their own organisation and work, and that cooperation modalities have been thought through and designed to take account of partners' differences, including how to settle disagreements and conflicts if they arise. Unless the long-term programme partners have shared values and common interests in programme cooperation from the outset, there is a risk that their programme participation is primarily motivated by cooperation with the Danish organisation rather than by forging closer and wider contacts to the other programme partners. This could be detrimental to the programme's sustainability and chances of creating synergy. It is thus important that programme partners have discussed and clarified each other's expectations, roles, and responsibilities beforehand, to be able to confront challenges and obstacles in programme coordination and implementation.

All long-term partners are expected to become engaged in the programme, complementing each other, each organisation with its unique contribution corresponding to its professional capacity and geographical and thematic coverage.

Underlining the importance of selecting and providing relevant and needed support to partner organisations, organisational capacity assessments are required to have been carried out with all the long-term partners that form part of the final programme application. These assessments must have been carried out during the last 18 months prior to submitting the final application, using the DPOD Partner Organisational Capacity Assessment Tool (2024)³ or similar assessment approaches. These capacity assessments are to identify strengths, weaknesses, and capacity development requirements that can be incorporated into the programme application.

During programme phase 1 of the programme, all programme partners are required to have implemented the anti-corruption policy and procedures. Furthermore, all programme partners are required to implement Safeguarding⁴ policies and procedures during programme phase 1.

2.5 Strategic framework

A programme involves an ambition to pursue new paths and try out more flexible methods regarding partnerships, strategy, and funding. Compared to projects, a programme approach calls for placing greater emphasis on how partners cooperate and on how the different interventions are interconnected in pursuit of the programme objective. To confirm that the programme's scope and direction match the ambitions, and to ensure connectedness and understanding of the logic throughout, a programme application must set out a strategic framework in terms of a **programme strategy** (possibly supplemented by a Theory of Change illustration) and a **Results Framework**.

A programme strategy starts from a thorough context-, stakeholder-, and partner capacity analysis, as well as risk assessment, and it outlines how key interventions are connected, implemented and expected to deliver immediate outputs which, in turn, lead to long-term outcomes. The strategy must also clarify the roles of the various partners and stakeholders in each of the planned interventions, and it must be stated which resources (such as financial support and professional competencies) are at stake in each area. DPOD does not insist on any specific format for the programme strategy, but it can be based on the model illustrated in figure 1 (p4) and explained using for example a theory of change or similar.

An overall Results Framework must be in place when applying for a programme. Only after the approval of the program must a detailed framework be developed at partner level.

The overall Results Framework should present the programme objective, the anticipated outcomes, and the indicators to measure the achievement of each of the outcomes, as well as the end of programme targets (disaggregated by country and/or by partner organisation).

With reference to the anticipated outcomes, applicants must demonstrate a strategic approach to sustainability of results (cf. the Guidelines for the Danish Disability Fund p. 41 – 42) as well as to organizational and financial sustainability of partners, for example through donor diversification. It is important that local partner organisations are involved and contribute to preparing the strategic framework for the programme. It is also important to explain how the strategic framework can be periodically adjusted and updated taking experiences and lessons learned into account.

³ <https://handicap.dk/internationalt-samarbejde/inspiration-til-projektarbejdet/program-handicappuljen>

⁴ Safeguarding policies include Prevention of Sexual Exploitation and Abuse (PSHEA), and child protection.

3. THE APPLICATION PROCESS

The application process for new programme organizations consists of three steps: a preparatory phase (described in section 3.1), an assessment of programme eligibility (described in section 3.2), and a programme application and assessment (described in section 3.3).

Organizations interested in applying for a programme are advised to make their interest known well in advance of the actual application process to have sufficient time for preparations, including consultations with DPOD and dialogue with partners about the programme modality.

Expressions of Interest (Eoi) and Programme Applications are submitted in 2024 and subsequently processed on a regular basis every four years. A new application round is expectedly offered in 2028 for the period 2029 - 2032. The regular four-year application process makes it possible to compare the programme proposals to one another and ensure that applications are assessed according to uniform standards.

As part of the next application round (2028), applicants with existing programs must go through a review to qualify for a new program phase, while new program applicants must undergo a capacity analysis.

3.1 Preparations for a programme (January- Marts)

DPOD member organizations meeting the preconditions for applying for a programme (please refer to section 2.2) are invited to prepare for a programme.

The preparation phase consists of two main elements: (a) the development of a Track Record Document, and (b) the preparation of an Expression of Interest.

The Track Record Document, drafted by the applicant and finalized by DPOD, serves to substantiate the preparation of the Terms of Reference (ToR) for a capacity analysis to be carried out by external consultants.

DPOD announces the exact deadline for the Track Record Document and Expression of Interest to applicants.

3.2 Assessment of programme eligibility (April – May)

Upon submitting the Eoi, applicants will undergo an external capacity analysis in combination with a financial inspection.

The capacity analysis focuses on organisational and professional practices, project and grant management systems and procedures, capacities for analysis and learning as well as results achieved in previous projects. The aim is to analyse and document the applicant's existing track record and capacity to manage development projects, and to provide recommendations for measures that will strengthen its capacity as a program organisation. Following the capacity analysis, the applicants prepare a management response in reply to the recommendations from the external consultants.

On the basis of the Eoi, the capacity analysis, and the applicant's management response, the DPOD Assessment Consultant conducts an initial assessment of eligibility according to the criteria and issues a recommendation to the DPOD Assessment Committee.

Applicants are assessed against a total of 8 overall assessment criteria and a number of sub-criteria (see section 4). Applicants will be assessed as either **a) eligible for applying for a programme, b) partly eligible, or c) not eligible.**

In the assessment, the Assessment Committee has the option of setting **immediate** and **forward-looking conditions** as well as giving **recommendations**. Immediate conditions refer to specific aspects of the EoI and/or management response, which the applicant must remedy to obtain eligibility whereas forward-looking conditions and recommendations relate to areas that are required to / advised to be enhanced and appear in the programme application.

The decision made by the Assessment Committee is definitive as to whether the applicant meets the eligibility criteria and demonstrates sufficient capacity to manage and implement a programme under the Danish Disability Fund.

If eligible, the applicant is invited to submit a full proposal for a programme. Eligibility can be obtained with forward-looking conditions and recommendations.

If assessed as partially eligible, the applicant will receive one or more immediate conditions that must be fulfilled within a limited time span. In the response to the condition(s) and depending on the type of condition(s), the applicant must adjust the EoI and/or the management response or forward an adequate answer in a cover letter submitted together with the program application.

The response to the immediate condition(s) is assessed by the Assessment. If the conditions are assessed as being met, the applicant obtains full eligibility and is invited to submit a full proposal for a programme.

If an applicant is assessed as **not eligible**, a new EoI can be submitted when a new program application round is offered in the Disability Fund in 2028, provided the organization has achieved the necessary capacity (cf. conclusion and recommendations from the capacity analysis and the Assessment Committee's assessment).

3.3 Programme application and assessment (June- December)

When an applicant is assessed as eligible for a program, a final programme application must be prepared in the form of a Programme Document and Programme Budget.

The size of the programme budget is determined by DPOD and will as a maximum be equal to the average sum of total grants from the Disability Fund over the preceding three years.

In preparation for the Programme Document a participatory assessment of the capacity of the programme partners must be completed. The purpose of this organizational capacity assessment is to identify key strengths and weaknesses in organizational capacities to implement the planned programme. Identified strengths and weakness must be reflected in the programme strategy, including how capacity gaps will be remedied.

It is expected that the partner organizations will be actively involved in the design of the strategic framework and in the formulation of the full application (please refer to section 2.6).

Applications are assessed individually, and the final decision by the DPOD Assessment Committee is based on an overall assessment of the programme application, including the programme context, overall objective, expected outcomes, programme strategy and budget.

The DPOD Assessment Consultant conducts the initial assessment of the programme application and issues a recommendation to the Assessment Committee in the form of an Assessment Note based on the assessment criteria.

Programme applications are assessed against a total of 6 overall assessment criteria and a number of sub-criteria (see section 4).

The applicants will be presented to the final draft assessment (without scores) and offered the possibility to submit short written remarks to the assessment to correct any misunderstandings/misinterpretations. Any such remarks enter the overall body of material that is examined for the purpose of the final assessment of the application.

If the Assessment Committee has given one or more recommendations in the assessment of the applicant's program eligibility, failure to comply with these may result in a low score on one or more assessment criteria or, at worst, rejection of the application.

Programme applications will be assessed as either **a) recommended for approval, b) recommended for approval with conditions/recommendations, or c) rejection.**

The Assessment Committee has the option of setting conditions and giving recommendations to the programme application. Conditions refer to specific (and limited) aspects of the application which the applicant must remedy within a specified timeframe, while recommendations are solely forward looking and relating to the implementation of the programme. If recommended for approval, the application will be presented to the Danish Ministry of Foreign Affairs for their final approval.

If recommended for approval with one or more conditions, the applicant must comply with these either before the application is presented to the Danish Ministry of Foreign Affairs or during the inception period, depending on the type of condition.

If the condition is of such a nature that it must be fulfilled before presenting the application to the Danish Ministry of Foreign Affairs, the applicant is given a limited time span (typically two weeks) to adjust the programme application or provide an adequate answer in a cover letter.

The response to the condition(s) is assessed by the Assessment Committee. If the conditions are assessed as being met, the application will be forwarded to the Danish Ministry of Foreign Affairs for approval.

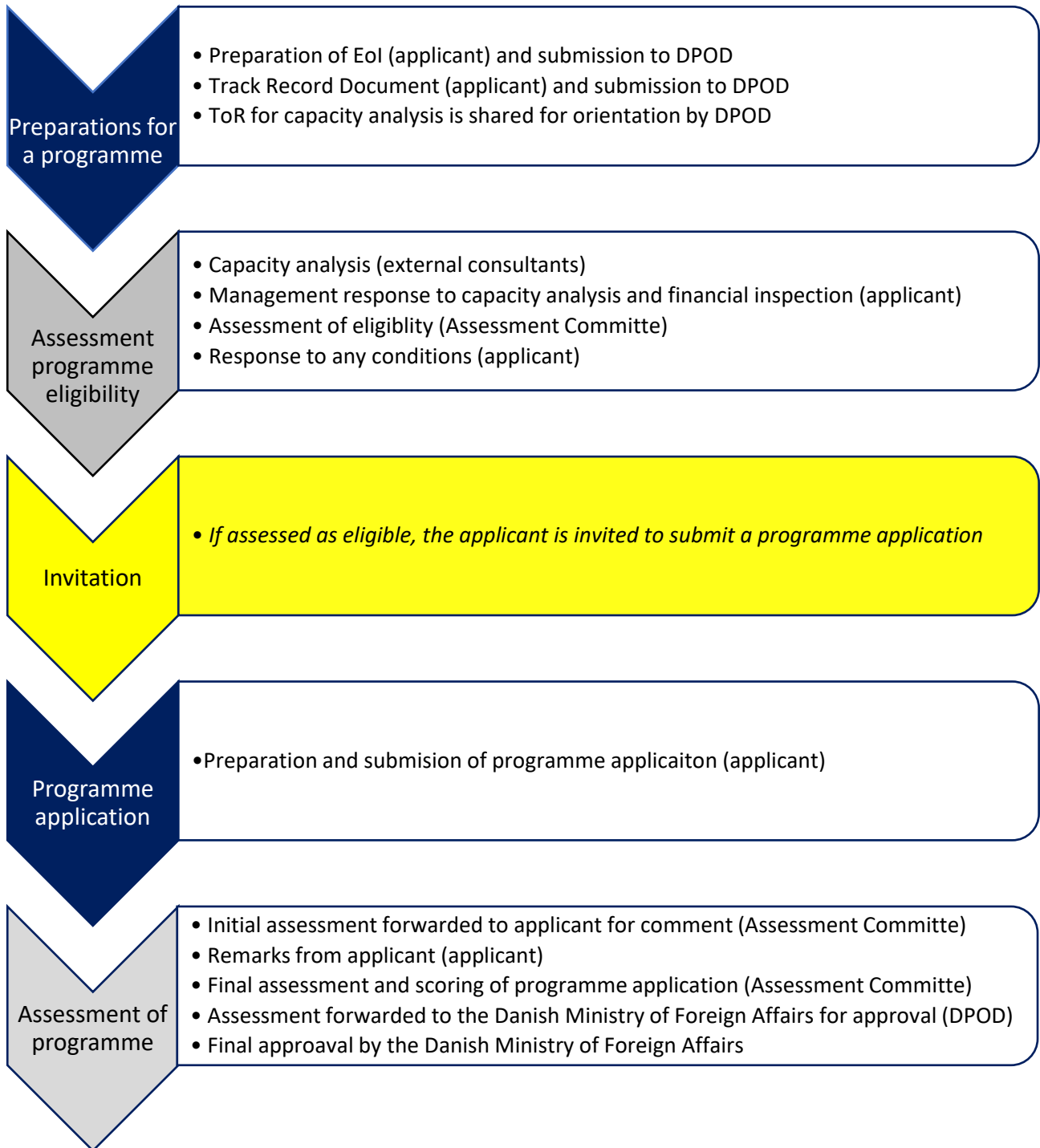
If the conditions are of such a nature that it must be fulfilled during the inception period, DPOD will follow up and make sure that the applicant comply with the condition(s).

Recommendations from the Assessment Committee will be followed-up on during the annual consultation (please refer to section 7.2).

If an application is rejected, a new application can be submitted when a new program application round is offered in the Disability Fund in 2028, provided that the organization is assessed as eligible for a programme.

The decision made by the Committee is definitive. Processed applications recommended for approval are presented to the Danish Ministry of Foreign Affairs, which takes the final decision to approve or reject a programme grant.

Fig. 2: Showing the different stops of the programme proces



4. ASSESMENT CRITERIA

All programme applications will be assessed according to the same criteria⁵. The criteria cover two processes and are divided into two separate assessments, one for assessing programme eligibility and one for assessing the programme application.

PROGRAMME ELIGIBILITY	PROGRAMME APPLICATION
<p>STRATEGIC RELEVANCE <u>Assessment of</u> the strategic relevance of the overall programme idea, the partnership approach and the suggested programme partners – in terms of working towards a shared goal of positive and sustainable impact for persons with disabilities.</p> <p>Criteria 1-2:</p> <ul style="list-style-type: none"> • Relevance of the overall programme idea • Relevance of programme partners <p>CAPACITY ASSESSMENT <u>Assessment of</u> the existing capacity and perceived capacity of the applicant organization to manage a coherent program including ability to provide analysis, learning and delivery of results.</p> <p>Criteria 3 - 8</p> <ul style="list-style-type: none"> • Relevance of partnership approach • Organizational and professional capacity of the applicant • Financial management, and management and prevention of irregularities • Analytical capacity • Ability to deliver and document results, and to generate and utilize learning • Engagement and communication in Denmark 	<p>STRATEGIC RELEVANCE <u>Assessment of</u> the relevance of the overall strategic programme approach relative to the purpose of the Danish Disability Fund and pro-poor, human-rights based development, as well as the relevance of target groups in terms of fulfilling equal rights to resources and participation for poor, marginalized and vulnerable target groups.</p> <p>Criteria 1-2:</p> <ul style="list-style-type: none"> • Relevance of the programme context • Relevance of target groups and their involvement • Relevance of programme partners <p>PROGRAMME APPROACH <u>Assessment of</u> the programme logic and how the programme will be implemented (i.e. the intervention areas, and the methods and approaches applied) as well as the relationship between the proportionality between expected outcomes, the proposed target group(s), and the programme costs.</p> <p>Criteria 3 - 8</p> <ul style="list-style-type: none"> • Strategic focus and programme logic • Results-based management and learning • Sustainability and exit • Financial resources and cost level • Engagement and communication in Denmark

See detailed Assessment Criteria and explanatory notes for each criterium in separate document.

4.1 Assessment and scoring

Assessments and scorings are initially carried out based on the EoI/external capacity analysis and subsequently based on the programme application.

The assessment is undertaken by DPOD's independent Assessment System.

The assessment criteria used to assess first-time programme applicants and applications (2025-2028) are subject to a principle of **adaptable requirements**, which implies that the assessment will take account of the programmes financial scale, the capacity of the applicant organization, partners, and other actors, as

⁵ The criteria are derived from the criteria used in CISU for programme applications and Danish Ministry of Foreign Affairs criteria for Strategic Partnerships but tailored the Danish disability Fund.

well as the applicant’s track record of previous grants from DPOD. Accordingly, the larger the budget, the stricter the requirements. Likewise, more will be demanded of organizations that have longer experience and have administered more grants from DPOD compared to those that have less experience and have received fewer grants from DPOD.

4.2 Scoring procedure

The EoI and the Programme Application are provided a narrative assessment and a score pertaining to the sub-criteria on a scale from 1 to 5 according to the LEADS method⁶. Each sub-criterion has a weighted score which is decisive for the overall score which is assigned to the overall criteria for programme eligibility and programme application respectively.

Thus, the assessment is expressed in terms of an overall score for each of the main criteria as well as a score for each sub-criterion.

LEADS stands for:		Score	The score is given when there is:
L	Little action/evidence	1	Weak indication that supports the criteria
E	Some Evidence	2	Some indication that supports the criteria
A	Action taken	3	Indication that supports the criteria
D	Developed	4	Solid indication that supports the criteria
S	Sustainable	5	Comprehensive indication of implementation and/or indication of an established approach/system in supporting the criteria

The application template for the EoI and Programme Document outline how applicants can ensure that their application contains the information required to assess each criterion, but applicants are also advised to consult the detailed assessment criteria to make sure that the EoI and the programme application are aligned and complying with the criteria.

For all applicants applying for the first programme round, the score is indicative and will inform the overall assessment. The score can also be used as a baseline for the applicant to determine areas for improvement.

In succeeding programme rounds, the score may be used as a means of subjecting experienced applicants to competition, however still based on the principle of adaptable requirements.

The DPOD Assessment Committee cross-review the scores to ensure that they are awarded based on a common interpretation of each criterion and of the standards that should be aimed for.

⁶ Used also by Cisu and Danida

5. BUDGETS, GRANT CEILINGS, SELF-FUNDING

5.1 How much funding is available?

In this first phase of the program, the budget framework is based on the applicant organization's spending over the past three years (2021-23) funded by Danish disability fund. This allows for a higher budget framework than the Danish Disability Fund will be able to accommodate going forward. The exceptional situation for the 2024 applications is made possible by the inclusion of provisions from existing project activities as part of the program funding. In the next phase of the program (2029-32), the annual budget framework set aside for programs will need to be reduced to allow for adequate resources for the project modalities.

DPOD has set an annual budget framework for each applicant organization. Organisations cannot apply for a programme budget that exceeds the allocated funds, and the programme must be implemented within the framework of the approved budget. During the programme period the budget can be modified according to changes in the programme context and/or the partnerships. Flexibility in terms of modifying the budget will be describe in a separate document “the DPOD Guide to the Administration of Programmes”.

A programme is applied for with a four-year horizon; however, the binding funding commitment issued upon approval is limited to one financial year at a time. Applications are for an average amount per year, and it is possible to transfer up to 15 percent of funds from one financial year to another in case of underspending.

5.2 Funding commitments

Provided that the total allocation to the Danish Disability Fund remains unchanged for the relevant financial years, the annual funding commitments to individual programs will be met. However, it is important to emphasize that should the total amount allocated to the Danish Disability Fund be reduced, or if the foundation for managing grant commitments undergoes radical changes, all ongoing programs may have their budgets reduced by the same percentage as the overall budget reduction.

Organisations that have been awarded a programme and have unfinished projects funded by the Disability Grant may choose to finalise these projects in parallel with the phase-in of the programme period or terminate the project grants immediately and incorporate the corresponding activities into the programme as it commences. If the first option is chosen, the amounts disbursed towards these project budgets will be deducted from the annual programme funding commitment.

The budget ceiling for future program applications, including programme extensions will be determined by DPOD well in advance of a new application round in 2028. The total amount will be based on the size of the basic programme grant, not including grants from other DPOD support modalities.

Should the Disability Fund receive additional funding, programme organisations could potentially apply for an increase in their programme budget, in addition to their four-year basic grant. Availability of additional funding will depend partly on decisions taken by DPOD, based on agreements with the Danish Ministry of Foreign Affairs, and partly on whether the Disability Fund receives a raise in the overall allocation as part of the annual National Budget Act, or has unspent funds left over from the project modality.

The availability of additional resources is hard to foresee, and DPOD may wish to set such resources aside to promote special priority areas or measures.

If additional funds become available to program organizations, additional grants will be subject to requirements and assessment criteria just like basic project grants. Additional grants will be awarded in competition between applicants based on how well the individual application meets the defined criteria. The specific conditions and guidelines for each type of additional grant will be published, including whether an additional grant counts towards the calculation of the basic grant in the next round of programme applications.

5.3 Self-funding

For programme organizations with more than 7 million DKK annual programme turnover, there is a requirement for self-funding. Self-funding is a requirement that will be phased in gradually, as shown in the table below:

Requirements for Self-funding	Program phase I				Program phase II
	2025	2026	2027	2028	2029 – onwards
< 7 million DKK				0%	0%
> 7 million DKK			3%	5%	8%

Programme applications above DKK 7 million must be accompanied by a self-funding plan for the Danish organisation.

Self-funding covers two types of funding:

- Funds raised in Denmark (for example contributions from supporters, grants from foundations for relevant interventions under the programme, membership fees, private funds from collections or inheritance). This is called ‘own funding’ in the budget format, and it is considered a part of the programme budget to be included in reporting and management’s financial report.
- Co-financing of activities (from other donors, foundations, the EU, or the organisation’s international partners) that are within the objective of the programme. In the case of joint interventions/programme/activities implemented by one of the local partners or within the applicant’s international alliance, such funds from other donors can be counted as co-financing too, provided that the Danish organisation is also playing a role as a partner, or otherwise cooperating in the undertaking. Co-financing must be set out in the self-funding plan and be subsequently documented.

There are no requirements on the distribution between the two types of self-funding.

The level of self-funding is calculated as a percentage of the applicant’s total budget for programme (and project) activities.

6. DOCUMENTS USED IN APPLICATION PROCESS

6.1 Preparation of programme process and assessment programme eligibility:

Standard templates are used for the Expression of Interest (EoI), the Track Record Document (TRD), the Terms of Reference (ToR) for capacity analysis, the format for the report from this, and the Management Response.

6.2 Final application

The Programme Application consists of a programme document, a programme budget and summary results framework (and no other supplementary documents). The Programme Budget must be prepared in the standard format used for programmes.

All obligatory formats to be used for the programme application are available on DPOD's website <https://handicap.dk/internationalt-samarbejde/inspiration-til-projektarbejdet/program-handicappuljen>

Upon request, applying programme organisations will have to provide documentation reflecting the assessment criteria, e.g., partnership strategy, MEL plan, strategy for risk management, strategy for popular engagement, and international strategy and/or organisational strategy.

7. ADMINISTRATIVE PROGRAMME REQUIREMENTS

Specific management guidelines for the programs will be developed in the fall of 2024.

7.1 Contract with DPOD

After approval of a grant, a signed contract is sent to the grant holding Danish organization for its signature.

When DPOD receives the signed contract, the first instalment will be disbursed, and programme implementation can begin.

The contract informs the deadlines and obligations that must be met as regards to the grant.

7.2 Cooperation agreement between partners

It is a condition for receiving the second instalment of the programme grant that partnership agreements are drawn up between the Danish organization and the programme partners. Copies of the signed agreements must be forwarded to DPOD.

It is obligatory that the agreement contains the following clauses:

Anti-corruption clause: "No offer, payment, consideration or benefit of any kind, which could be regarded as an illegal or corrupt practice, shall be made - neither directly nor indirectly - as an inducement or reward in relation to tendering, award of the contract, or execution of the contract. Any such practice will be grounds for the immediate cancellation of this contract and for such additional action, civil and/or criminal, as may be appropriate. At the discretion of the Danish Ministry of Foreign Affairs, a further consequence of

any such practice can be the definite exclusion from any tendering for projects, funded by the Danish Ministry of Foreign Affairs.”

PSEAH clause: “The Danish MoFA has a zero tolerance for inaction approach to tackling sexual exploitation, abuse and harassment (SEAH2) as defined in UNSG Bulletin ST/SGB/2003/13 and the definition of sexual harassment in UNGA Resolution A/RES/73/148. The Implementing Partner, and its sub-grantees, will take appropriate measures to protect people, including beneficiaries and staff, from SEAH conducted by its employees and associated personnel including any sub-grantee staff and take timely and appropriate action when reports of SEAH arise. In the event that the Implementing Partner receives reports of allegations of SEAH, the Implementing Partner will take timely and appropriate action to investigate the allegation and, where warranted, take disciplinary measures or civil and/or criminal action. Any violation of this clause will be ground for the immediate termination of this Agreement.”

Anti-Child labour clause: “The Implementing Partner shall abide by applicable national laws as well as applicable international instruments, including the UN Convention on the Rights of the Child and International Labour Organisation conventions. Any violation will be ground for immediate termination of the Agreement.” **Anti-terror clause:** “If, during the course of implementation of this Project/Programme, the Implementing Partner discovers any link whatsoever with any organization or individual associated with terrorism, it must inform the Danish MoFA immediately and explain the reasons for such transfer, including whether it was made or provided knowingly, voluntarily, accidentally, unintentionally, incidentally or by force. The Implementing Partner agrees that it and/or its implementing partners (including contractors, sub-contractors and sub-grantees) will take all reasonable steps to secure that no transaction made in relation to the Project/Programme will – directly or indirectly – benefit a person, group or entity subject to restrictive measures (sanctions) by the UN or the EU. Any violation of this clause is ground for immediate termination of the Agreement returning to the Danish MoFA of all funds advanced to the Implementing Partner under it.”

The agreement formalizes the programme collaboration and should reflect the reciprocal nature of the partnership. Accordingly, it is important that it describes the responsibilities and obligations as well as the rights of all parties involved (cf. DPOD’s [Partnership Policy](#)).

7.3. Disbursements

To obtain a disbursement, the form “Request for payment on account” must be used, which is available on DPOD’s website. The first instalment of the grant can be made no earlier than one month before the programme intervention begins, and only after DPOD has received a signed contract from the Danish organisation. Please note that each disbursement may cover a maximum of six months of activity. The requested amount must adhere to the approved budget for the programme. There are no set deadlines for disbursement requests. The processing time is approximately one week, although the procedure may take longer in times of holiday (Christmas, Easter, Winter break and summer holiday).

7.4. Bank account requirements

The programme funds must be distinguishable from the grant holder’s and the partner organisation’s other funds. This can be ensured either by setting up a separate bank account or by means of the accounting system used. However, if an organisation is receiving several grants funded by DPOD and/or the Danish

Ministry of Foreign Affairs, the same bank account can be used for all of them, if it is possible to differentiate between funds from each of the various grants. If the programme funds have not been deposited in a separate bank account, it is incumbent on the grant holder to enter into a written agreement with the bank that any unspent funds deposited at any time belong to DPOD, and that the bank is not entitled to set off this amount against the organisation's possible debt to the bank or to seize any part of it.

Such an agreement with the bank may say: "As previously agreed, it is hereby confirmed that the bank will not set off deposits in the aforementioned account against any type of credit balance. The bank renounces this right based on the premise that the account balance consists of funds disbursed by DPOD or of interest accrued on such funds." If a separate bank account is set up, it must be used for transfers to and from the partners, as well as spending in Denmark.

When holding a grant from DPOD, separation of duties is required. In relation to the bank, it means that you cannot have a sole power of attorney for the bank account, to which the grant is deposited. Therefore, there must always be at least two people approving a payment at the bank.

7.2 Reporting requirements

The grant holder is responsible for **yearly progress reporting** to DPOD, including the production of an annual results report and a audited financial statement as well as an updated results framework, a strategic presentation and budget for the coming year. In addition, the yearly progress reporting must follow-up on any recommendations given by the DPOD Assessment Committee, the capacity analysis and/or recent inspection reports.

The reporting is based on the grant holders own MEL-systems, described in the programme application.

At an **annual consultation** with DPOD, progress, strategic direction, challenges, and possible modifications of the program as well as the status of follow-up on external recommendations will be discussed. In the third year of programme implementation, DH will initiate an **external mid-term review**, including a financial supervision, which will contribute to any upcoming program process.

In order to strengthen learning across the Danish Disability Fund, DPOD will continuously initiate cross-cutting thematic reviews, which will feed into the development of the program modality and the programmes funded by Disability Fund. Relevant training courses and learning seminars will be offered on an ongoing basis with a view to strengthening program interventions, learning and interaction with project-holders under the Danish Disability Fund.