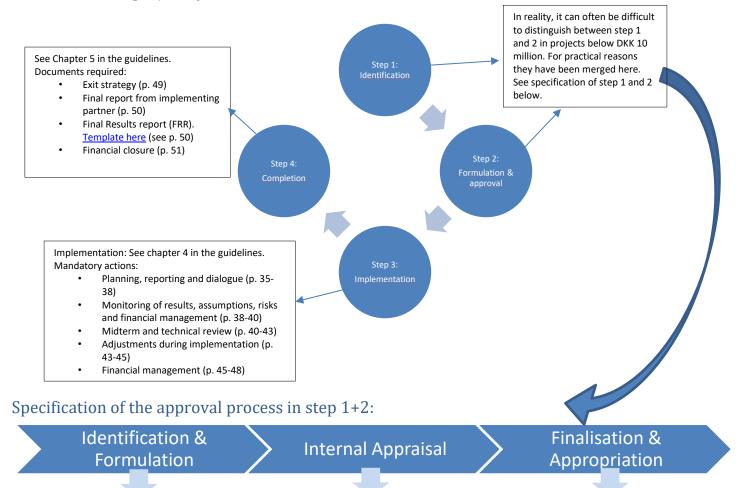
Quick guide for projects below DKK 10 million

The grant approval follows a simple process of being approved by the Head of Unit only. It is not required to develop a concept note for projects below DKK 10 million as it is not required to be presented to the Programme Committee. However, projects which require early quality assurance due to novelty of approach, high risk or new type of engagement can in agreement with KFU be submitted by the responsible MFA unit to the Programme Committee for strategic advice.

Projects below DKK 10 million must reflect the overall Danish strategy for development cooperation and can maximum have 1 engagement/partner.

The overview of the project cycle and the approval process below makes direct references to the guidelines (page references), annexes and/or tools and templates, where thorough information can be found on the given subject. The references can also be found on the main site in the right side column here.

Overview of the project cycle:



Required documents:		Required documents	Final Approval by Head of Unit	
Draft DED	Template here	Appraisal Document	Required documents:	
based on standard annexes:		And other relevant documentation	Appropriation cover note	<u>Template</u>
Context analysis	Annex 1		Final DED	
Partner documentation	Annex 2		Quality Assurance Checklist (annex 9)	<u>Checklist</u>
Results framework	Annex 3			
Preliminary budget	Annex 4			
Risk Management Matrix	Annex 5	Output:		
(Optional) Supplementary materials	Annex 6	Recommendations to be incorporated into the final DED		
(Optional) Plan for Communication of Results	Annex 7			
Process Action Plan (Annex 8)	<u>Template</u>			