Project Application

I. Summary

Organization/Person submitting application:	
Short title:	
Country:	*Internal:*
Project duration:	*Project name:*
Amount requested:	*Application received:*
	Project number:
Organization/Person submitting application	**Contact person**
Name:	Name:
Address:	Position:
Telephone/Fax:	Extension number:
E-Mail:	E-Mail:
Website:	
Legal form:	
Bank details:	
Project details: Project title: Project duration: Country and location(s) of project: Project goal: Summary of activities covered in project:	

Amount requested:

Third patry funding:

Own resources

Is total expenditure covered?

Has project already begun?

Partner organization	**Contact person**
Name:	Name and position:
	E-Mail:
Address:	
Website:	
E-Mail:	
Legal form:	

City, Date	Signature **(Person submitting application)**

Remarks to I.)

"Amount requested": The sum must be – if required additionally – provided in EURO (The application has to clarify the currency in which the local payoff will take place. Financial planning of the foreign ministry is based solely on EURO. Thus, incoming applications containing foreign currency figures have to be converted to EURO. If possible, a prediction as to likely exchange fluctuations during the timeframe of the project shall be attached in order to fix a realistic maximum sum of contribution in EURO.)

"Bank details": The donee must provide his bank details in the foreign state. In the past, payoffs via a third country, i.e. another embassy, caused disproportionate administrative burden.

"City, date, signature": The application has to be signed. (The application shall be filed with section VN-06 either in its original form, via fax or scanned via email and together with the embassy's report and the usual attachments.)

⇨ Please submit information to the following questions:

1. **Short description of the applying organisation (<u>max.</u> 1 page)**
   - **Field of activity and target groups, structure, financing, staff, date established:**
   - **Since when has there been cooperation between the applicant and the partner organization?**
   - **How many people (core staff/project staff) will be deployed in the project? What qualifications do project staff have?:**
   - **Have you conducted similar projects there before?**
   - **If possible, enclose statutes and most recent annual report.**

2. **Short description of the partner organization (<u>max.</u> 1 page):**
   - **Which project activities will the partner organization perform?**
   - **Field of activity and target groups, structure, financing, staff, date established:**
   - **Since when has there been cooperation between the applicant and the partner organization?**
   - **How many people (core staff/project staff) will be deployed in the project? What qualifications do project staff have?**:
   - **If possible, enclose statutes and most recent annual report.**

3. **Project goals and background (<u>max.</u> 1 page):**
   - **What does the project hope to achieve?**
   - **From whom did the idea for the project originate**
   - **Are or have there been any similar projects?**
   - **If so, what effect did they have?**
   - **What effect is the project supposed to have on the situation with regard to human rights?**

4. **Project measures (<u>max.</u> 1 page):**
   - **Description of the measures**
   - **Target group**
   - **Are there any relations to the engagement of international organisations?**
   - **Will the project be conducted in coordination with the local government? Why? Why not?**

5. Budget

example

cost:	measure	Single price	total
Personnel/ Charges*			
rent (rent of meeting rooms)			
Travel expenses			
Accomodation and food			
Service/catering			
Administration			
Print			
TOTAL COSTS			
Financing of the costs:			
Income			
Own funds			

Other funds			
TOTAL FINANCING:			
DIFFERENCE (= requested amount)			

* costs for permanent staff is not eligible.

6. Monitoring and Evaluation

- **How will you measure the results of your project?**
- **Are there any risks that could endanger the aim of the project?**

7.

In addition, you are required to make the following declaration:

1   a) Have you enclosed/attached your financial plan?   yes ☐   no ☐

    b) Is the total expenditure covered?   yes ☐   no ☐

2   a) Total of allocation being applied for   _____ **euro**

    b) Total of own resources and third-party funding   _____ **euro**

    c) Total cost of the project   _____ **euro**

3   a) This is an application for ☐ initial funding/☐ follow-up funding.

    b) If follow-up funding, are the accounts for the previous allocation settled? yes ☐   no ☐

    Reference number of the most recent item of correspondence

    received from the Federal Foreign Office: _____

4   Project start date: _____

5   Project end date: _____

    Has the project already begun?   yes ☐   no ☐

If yes, why?

    _____

6   Have you enclosed/attached your annual report and statute?   yes ☐   no ☐

If not, why?

    _____

7   **Do you plan to use Federal Foreign Office funds to finance the project next year as well?**

_____

8   **Have you investigated any other possible way of financing your project?**

_____

9   **Have you already applied for or received any other public grants for this project?**

_____

10 **What are your overheads for administration?**

_____

11   **Are you entitled to deduct input tax under Section 15 of Germany's Turnover Tax Act?**

Or are you or your organization eligible for any other form of tax concession?

yes ☐   no ☐

If yes, please specify.

12   **Will you use allocation to purchase deliveries, services and/or building work?**

yes ☐   no ☐

If yes, please specify the amount.

13 **Will materials be purchased in the course of the project?**   yes ☐   no ☐

If yes, how will they be used after the project has ended?