

<p>Application for an allocation from Federal Foreign Office funds</p>

Important:

This application does not give rise to any right to a Federal Foreign Office allocation.

Brief overview of the application

Project title:	
Applicant organisation:	
Legal status/official registration:	
Implementing organisation (if different from the applicant organisation):	
Aim of the project (intended impact of project):	
Planned measures (what is to be done in <i>concrete</i> terms?):	
Project country and location:	
Duration:	
Total expenditure (in euros), if applicable broken down into calendar years:	
Amount requested (in euros):	
Third-party funding (in euros):	
Own resources (in euros):	
Is the total expenditure (including follow-up expenditure) covered?	
Is this an application for initial or for follow-up funding?	
Has the organisation been granted any previous project funding by the Federal Foreign Office or another federal ministry?	
Has the project already started?	
Are goods or services being exchanged? (Part 1.1 of the VAT Application Ordinance)	
Applicant's interest in project implementation?	

**Application for an allocation
from Federal Foreign Office funds**

Project title:
Project country and location:
Project duration:
Amount requested in euros:

Applicant organisation (delete as appropriate)

Name:	Project contact person
Address:	Name:
Telephone/mobile:	First name:
Fax:	Position:
Email:	Extension no.:
Website:	Email:
Legal status/official registration:	
Person(s) entitled to represent the organisation:	
Bank account details:	

Partner organisation

Name:
Address:
Website:
Legal status/official registration:

- (g) **Sustainability:** Are any local structures or effects being created that will continue beyond the project duration? What are they? How will this be financed after the conclusion of the project?
- (h) **Risks:** What risks and undesirable side-effects could obstruct the aim and long-term impact of the project? How can these risks be minimised?

4. Monitoring, progress reviews and evaluation

The Federal Foreign Office carries out progress reviews of all the projects it funds. With respect to overarching aims, progress and final reviews are envisaged. For this purpose, the following information needs to be submitted at the application stage:

- (a) How will you ensure that the project is constantly monitored so that you can react swiftly when the conditions in which you are operating change?
- (b) Please detail how you intend to monitor internally whether aims are being achieved, how much of an impact is being made and how cost-effective the measures undertaken are. Is an external evaluation to be carried out?

Please note:

When necessary, the Federal Foreign Office evaluates projects it has provided with funding. The evaluation is carried out by staff from FFO headquarters in Berlin or the competent German mission abroad or by external experts.

5. Public relations activities

What are you planning to do to generate publicity and ensure awareness of the project and Germany's contribution?

6. Financial Plan

The financial plan should consist of a detailed list of the revenue and expenditure involved in achieving the intended purpose of the allocation for which you are applying. It needs to be laid out in a way that can be easily understood by outside parties.

To this end, the items should be divided into personnel expenditure (staffing costs related to the project), material expenditure (such as fees and other spending the project will incur) and capital expenditure (e.g. assets).

You should also make a binding declaration of the amount of your own resources, third-party funding and other grants available for the project. If you are not using any resources of your own or any third-party funding, you should give detailed reasons and submit any documentation to prove why your own resources cannot (or should not) be used for the project and why no third-party funding has been/is to be/could be generated.

The Federal Foreign Office decides on a case-by-case basis whether the relevant items are eligible for a funding allocation.

Please note:

All amounts have to be given in the currency that will be stated in the final report on expenditure of funds. To make it easier for you to plan and then audit your expenditure, you should use the same currency in all your calculations (**preferably euros**).

Even if a financial plan is submitted in a foreign currency, possible exchange rate losses cannot be recognised as eligible for allocations.

Staffing costs may only be included if they can be attributed directly to the project. Costs incurred through your institution/organisation's employment of regular staff will not be funded.

Are you applying for a lump sum? yes no

If so, please list standardised expenditure items and explain why consolidation into a lump sum is required:

7. Miscellaneous

In addition, you are required to state the following:

1. (a) Have you enclosed/attached your financial plan? yes no
(b) Is the total expenditure covered? yes no
(c) Is follow-up expenditure covered? yes no

2. (a) Amount of allocation being applied for €
(b) Amount of own resources and third-party funding €
(c) Amount of expected revenue €
(d) Total cost of the project €

Please note:

Public funding is in general only supplementary in nature (principle of subsidiarity). The applicant must do everything in its power to raise its own resources. If the financial plan does not include own resources or third-party funding, detailed reasons must be given for why not. Proof must be provided in the form of documents (e.g. bank statements, tax documentation, proof of attempts to attract third-party funding, etc.).

3. (a) The applicant/organisation is applying for initial funding or repeat funding
(b) If repeat 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:

Please note, if this is repeat funding:

Applications for repeat or follow-up funding cannot be approved before the brief review of the most recent proof of employment of funds by the Federal Foreign Office and where appropriate the Federal Office of Administration (BVA) has been concluded and a positive assessment made.

4. Project start date:
5. Project end date:

Has the project already started yes no

If yes, why?

What concrete measures have been started or carried out so far?

What expenditure has already been incurred (how much and for what measures)?

Please note, if the project has already started:

- Expenditure that has already been incurred cannot be funded post facto by the Federal Foreign Office.
- No right to funding can be derived from the fact that the project has already started.

6. Have you enclosed/attached your annual report and statutes? yes no

If not, please give reasons why:

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

yes no

If you do, please give reasons why:

8. Have you explored any other possible way of financing your project? yes no

If not, please give reasons why:

What other possible financing possibilities have you considered? Please provide proof:

9. Have you already applied for or received any other public grants for this project? yes no

If not, please provide proof/reasons:

10. What are your planned overheads for administration?

11. What overheads for administration are envisaged for the project? Please explain:

12. If a lump sum has been earmarked for overheads for administration:

- what administrative expenses (types of expenditure) is it to cover?

- please give detailed reasons for the amount of the lump sum:

13. Will you use part of the funding to procure supplies, services and/or construction work?

yes no

If yes, please specify the amount:

14. Will materials be purchased in the course of the project? yes no

Place, date

Signature 1

Signature 2