

If applicable: Partner organisation

Name

Town/city

Website

Email

Legal form

Contact person

Name and position

Email

II. Information**1. Short description of the applicant organisation (max. 1 page)**

- *Concrete fields of activity and where the organisation is active, target groups, structure, financing, staff, please indicate if you have a donation seal of approval from the German Central Institute for Social Issues (DZI). For more detailed information we will consult your annual report or website.*
- *Since when has the organisation been active in the country/region?*
- *Have you conducted comparable projects there before?*
- *What qualifications do the project staff have?*
- *Please enclose your statute and the most recent annual report.*

2. Short description of the local partner organisation, if there is one: (max. 1 page)

- *Concrete fields of activity and target groups, structure, financing, staff, date established*
- *Since when has there been cooperation between the applicant and the partner organisation?*
- *Which project tasks will the partner organisation perform?*
- *How many people (core staff/project staff) will be deployed in the project? What qualifications do project staff have?*
- *If applicable, please enclose the statute and latest annual report.*

3. Project goals and background (max. 1 page)

- *Which goals are to be achieved through the project?*
- *From whom did the idea for the project originate?*
- *Are or have there been any similar projects? If so, what impact did they have?*
- *What impact is the project intended to have on the human rights situation?*

4. Project measures (max. 1 page)

- *Description of the measures (nature, duration, executing agency)*
- *Target group(s) and criteria for their selection*
- *How do the project measures relate to the work of the international community, especially international organisations with a presence locally? In what way is the project coordinated with international organisations with a presence locally?*
- *Is the project being coordinated with local government and/or local authorities? In what way? If not, state reasons why.*
- *Is the project carried out in conjunction with other human rights measures? With which ones?*

5. Budget

The budget forms the basis for establishing the amount to be granted and should therefore be drawn up carefully, taking into account the following information.

Please use the specimen below and adapt it to your project. You can also enclose the budget separately as an annex to this application.

Please note that only project-related costs and not the organisation’s running costs (such as wage or rental costs) can be met.

The budget must contain all costs pertaining to the overall project (classified according to types of cost as listed in the specimen) as well as all revenue available for its funding (the organisation’s own funds, funding from other donors, if applicable revenue in connection with the measure as well as the sum applied for from the Federal Foreign Office).

The information on the individual types of cost should be broken down as far as possible (e.g. in the case of rent: 2 rooms for 7 days at X euros each).

Overheads can only be included in exceptional cases and only up to a maximum of 8% of the sum applied for.

Specimen budget

Costs:	Number/unit	Unit price	Amount in local currency	Amount in euros
Project-related staff costs/fees				
Project-related rental costs (e.g. for seminar rooms, equipment, vehicles)				
Travel costs				
Accommodation				
Food				
Printing of brochures or other material				
Investment/low-value commodities				
TOTAL COSTS				
Financing of costs:				
Revenue				
Own funds/other resources				
Third-party funding (stating the donor)				
TOTAL FINANCING				
DIFFERENCE (= allocation applied for from the Federal Foreign Office)				

6. Monitoring and evaluation

In order to assess the funded projects we ask you to provide us with the following information:

- What kind of monitoring is planned during the project?*
- How will you evaluate the results of your project goals?*
- Which performance indicators have been laid down?*
- Are there any risks which could jeopardise the success of your project?*

7. Please answer all the following questions:

1. Is the total expenditure covered? yes no
2. (a) Total of allocation being applied for € _____
(b) Total of own funds and third-party funding € _____
(c) Total cost of the project € _____
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: _____ Project end date: _____
5. Has the project already begun? yes no
If yes, why? _____
6. Have you enclosed 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? yes no
8. Have you explored any other possible way of financing your project? yes no
9. Have you already applied for or received any other public allocations for this project?
yes no
10. Have administrative overheads been included? yes no
If yes, how high are they?
11. Are you entitled to deduct input tax under section 15 of the German Turnover Tax Act? yes no
Is your organisation eligible for any other form of tax concession? yes no
If yes, please specify:
12. Will you use allocation funds to purchase deliveries or services? 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?

14. The Federal Republic of Germany publishes the data on projects for which funding is provided within the framework of the IATI (International Aid Transparency Initiative). Do you have reservations about the project and the name of your organisation being published there? yes no

Enclosure(s)

Please enclose the following documents:

- Budget, unless listed under item 5
- Annual report and statute of the applicant organisation
- If applicable, annual report and statute of the partner organisation