

**Application for an allocation  
from Federal Foreign Office funds – Division / mission abroad  
to fund the project**

**Please note:**

**This application or the granting of an earlier start date for the measure does not give rise to ANY right to an allocation from the Federal Foreign Office / the mission abroad.**

**Brief overview of the application**

Short title of the project:	
Applicant/organisation:	
Legal status / official registration:	
Implementing organisation(s) / partner organisation(s) (if different from applicant organisation):	
Aim of the project (intended impact of project):	
Planned measures (what is to be done <i>in concrete terms</i> ):	
Project country and location (where is the project to be implemented?):	
Desired duration: <b>Please note:</b> The duration is determined by the start and end date of the planned measures. If the objective of the project is not achieved until after the conclusion of the measures, this date must also be specified.	
Total expenditure in (local currency), broken down into calendar years in the case of multi-year projects:	
Total expenditure in euro, broken down into calendar years in the case of multi-year projects:	
Amount of funding applied for in (local currency):	
Amount of funding applied for in euro:	
Available third-party funding in (local currency), with names of third-party donors, if applicable:	yes <input type="checkbox"/> no <input type="checkbox"/>
Available third-party funding in euro, with names of third-party donors, if applicable:	yes <input type="checkbox"/> no <input type="checkbox"/>
Own financial resources in (local currency):	yes <input type="checkbox"/> no <input type="checkbox"/>
Own financial resources in euro:	yes <input type="checkbox"/> no <input type="checkbox"/>

<p>Other own contributions (e.g. use of existing infrastructure or voluntary work on the part of members):</p> <p><b>Please note:</b> Non-cash own contributions are not considered “own resources” as defined by the Federal Budget Code and may therefore not be given a (where applicable calculated) “price” and declared as own financial resources. By using infrastructure already available, the applicant is showing their own interest in the project. If the applicant is only implementing the project at the request of the Federal Foreign Office / the mission abroad, an allocation is generally not permitted.</p>	<p>yes <input type="checkbox"/> no <input type="checkbox"/></p> <p>If yes, please give details:</p>
<p>Revenue expected from the project (for example, entrance fees, donations, sales, etc.) in (local currency):</p>	
<p>Revenue expected from the project (for example, entrance fees, donations, sales, etc.) in euro:</p>	
<p>Proportion of</p> <ul style="list-style-type: none"> <li>a) entrance fees</li> <li>b) donations for a specific purpose</li> <li>c) general donations</li> </ul> <p>in the revenue expected from the project in (local currency):</p>	<ul style="list-style-type: none"> <li>a)</li> <li>b)</li> <li>c)</li> </ul>
<p>Proportion of</p> <ul style="list-style-type: none"> <li>d) entrance fees</li> <li>e) donations for a specific purpose</li> <li>f) general donations</li> </ul> <p>in the revenue expected from the project in euro:</p>	<ul style="list-style-type: none"> <li>d)</li> <li>e)</li> <li>f)</li> </ul>
<p>Is the total expenditure for the project covered, including follow-up expenditure to maintain the project aims?</p>	<p>yes <input type="checkbox"/> no <input type="checkbox"/></p>
<p>Is this an application for initial or for follow-up funding?</p>	
<p>Has the organisation been granted any previous project funding by the Federal Foreign Office (FFO) or other German public authorities or EU funds?</p>	<p>yes <input type="checkbox"/> no <input type="checkbox"/></p> <p>If yes, please indicate the sponsor and its reference number, the authorised period, the amount of funding and the focus of the project:</p>
<p>Has the project already started?</p> <p><b>Please note:</b> Preparatory work that is not directly part of the project and is not included in the total expenditure of the project does not count as the start of the measure.</p>	<p>I hereby confirm that the project has not yet begun:</p> <p>yes <input type="checkbox"/> no <input type="checkbox"/></p> <p>What preparatory work, if any, has already been carried out?</p>
<p>Are goods or services being exchanged (Part 1.1 of the VAT Application Ordinance) for the benefit of the Federal Foreign Office?</p>	<p>yes <input type="checkbox"/> no <input type="checkbox"/></p> <p>If yes, in which context?</p>

Applicant's interest in project implementation?	
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**Application for an allocation  
from Federal Foreign Office funds – Division / mission abroad:  
to fund the project**

Please send your application via email to [info@lilongwe.diplo.de](mailto:info@lilongwe.diplo.de)

Project title:

Project country/location:

Planned duration of the project:

Amount of funding applied for in (local currency):

Amount of funding applied for in euro:

Only for projects extending into the next year

Breakdown of annual totals applied for:

2024:

2025:

2026:

2027:

**Applicant organisation/person** *(Please delete any items that do not apply)*

Name:	<b>Project contact person</b>
Address:	Surname:
Phone/mobile:	Forename(s):
Fax:	Position:
Email:	Extension no.:
Website:	Email:
Legal status / official registration:	
Person(s) authorised to represent the organisation:	
Bank account details:	

**Implementing organisation(s) / partner organisation(s)**

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

**1. Profile of the applicant organisation and, if applicable, the partner organisation**

(a) Please describe your organisation and, if applicable, your partner organisation (outlining 1. its structure, 2. fields of operation, 3. previous activities and 4. funding of your organisation and activities to date).

- 1.
- 2.
- 3.
- 4.

(b) Since when has your organisation been active in the partner country?



- (g) **Target persons/groups:** What people or groups are the target of your project? Why?
- (h) **Feminist foreign policy:** What is the situation on the ground with regard to women's, girls' and marginalised groups' rights, participation and access to resources? How are gender-specific and intersectional risks, needs and interests systematically considered and covered in the project? If applicable: to what extent does the project aim to tackle the structural causes of discrimination and bias or to empower women, girls and marginalised groups?
- (i) **Sustainability of individual measures:** Are any local structures or effects being created that will continue beyond the project duration? What are they? How is their funding secured after the conclusion of the project?
- (j) **Ecological, social, economic sustainability of the measures:** Do sustainability aspects (e.g. environmental protection and climate action) play a role in the project measures? If yes, what aspects? How does this affect project expenditure (type and amount)?
- (k) **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. Management, progress reviews and evaluation

The Federal Foreign Office / mission abroad carries out progress reviews of all the projects it funds. For overarching aims, particularly outstanding projects (for example, those of a political nature) and projects that last more than 2 years, are subject to ongoing (management) and final progress reviews. For this purpose, the following information must be submitted at the application stage:

- (a) How will you ensure that the project is constantly managed (including monitoring, if applicable) so that you can respond swiftly to changing conditions?
- (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 envisaged?

In the event that you are commissioning a third party to conduct an evaluation of the project, please include the planned performance specifications and, if available, model performance specifications for a previous evaluation.

#### **Please note:**

When necessary, the Federal Foreign Office evaluates projects and programmes 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 third parties.

#### 5. Public relations

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 must consist of a detailed list of the anticipated revenue and expenditure involved in achieving the intended purpose of the allocation for which you are applying. It must be structured in a way that can be easily understood by outside parties.



If yes, please list standardised expenditure items and explain why consolidation into a lump sum is required (why can the individual expenditures included in the lump sum not be determined or only with considerable effort?):

Type of expenditure included in the lump sum	Total	Basis for calculation	Reason for inclusion in the lump sum	Reason for necessity for project
$\Sigma$	0			

## 7. Miscellaneous

In addition, you are required to state the following:

1. (a) Have you enclosed/attached your binding financial plan (Annex)?      yes     no
- (b) Is the total project expenditure covered?                                    yes     no
- (c) Is follow-up expenditure covered?    yes     no
  
2. (a) Amount of allocation being applied for    euro            / local currency
- (b) Amount of own resources and third-party funding                            euro            / local currency
- (c) Amount of expected revenue    euro            / local currency

\* If revenue is expected:

What kind of revenue do you expect:

- entrance fees totalling
- general donations totalling
- donations for the project totalling
- sales revenue totalling
- Rental/leasing income totalling
- interest on the allocation totalling
- other revenue                                    (please specify) totalling

If there has been a comparable previous project: How high was the revenue for this project? Please list and provide amounts for individual revenue types:

- (d) Total cost of the project    euro            / local currency

If parts of the allocation are to be forwarded to a project partner within the framework of a multi-level donor-recipient relationship:

- (e) Name and organisation form of the project partner:
- (f) Tasks of the project partner:
- (g) Need to involve project partner:
- (h) Total amount of funding transferred:      euro
- (i) Does the sum to be forwarded to the project partner include lump sums or funding to help cover regular expenditure of the partner organisation? If yes, what funding and how much?

**Note:**

Public funding is generally only supplementary in nature (principle of subsidiarity). The applicant must do everything in their power to provide 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. business reports, 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) In the event of 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 / the mission abroad:
  - Has an allocation for a similar project been authorised by the German public authorities in the course of the last two financial years? yes  no 
    - If yes: Who granted the allocation? What was the reference number?
    - From when (date) to when (date) was the authorised period?
    - What was the focus and objective of the project?
    - How much funding was granted?
  - What changes have evolved since then?

**Please note, if this is repeat funding:**

Applications for repeat or follow-up funding cannot generally be approved before the brief review of the most recent proof of employment of funds by the Federal Foreign Office / mission abroad or an auditing agency commissioned by them.

**4. Desired project start date:**

**5. Planned 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 and payment obligations have already been incurred (how much and for what measures)?

What expenditure and payment obligations have already been paid (how much and for what measures)?

The measures must start at the latest on \_\_\_\_\_ because \_\_\_\_\_ .

**Information for measures starting on an earlier date:**

- Non-cash own contributions (e.g. use of existing infrastructure) are not considered “own or third-party resources” as defined by the Federal Budget Code.
- Expenditure or payment obligations that have already been incurred prior to the grant award document / allocation agreement taking legal effect will not generally be funded/reimbursed post facto by the Federal Foreign Office.
- Expenditure pre-funded from other funds prior to the grant award document / allocation agreement taking legal effect cannot generally be funded/reimbursed by the Federal Foreign Office.
- No right to funding or reimbursement of costs can be derived from the approval of the earlier start date of the measure or from the fact that the project has already started.
- We recommend that you take care to comply with the regulations of the [General Supplementary Provisions for Project Grants \(ANBest-P\)](#) and the [Special Auxiliary Conditions for Allocations Provided by the Federal Foreign Office \(BNBest-AA\)](#) when ordering

supplies and services within the framework of the earlier start date of the measure as these will become binding supplementary provisions in the event of a possible approval of the allocation.

6. Have you enclosed/attached your annual report and statutes (Annex)?      yes     no   
If not, please give reasons why:  
When will these documents be submitted?

7. Do you plan to use Federal Foreign Office funds to fund the project next year as well?      yes     no   
If yes, please state why:

8. Have you explored any other possible ways of financing your project?      yes     no   
If not, please state why:  
What other funding options have you considered? Please provide proof:

9. Have you already applied for or received other allocations for this project from German legal entities under public law (e.g. direct or indirect agencies of the Federation or *Länder*) or allocations from the EU?      yes     no   
If not, please provide proof/state why:

10. What is the amount of overheads for administration / regular expenditure included in the financial plan for the implementation of the project?

11. Please describe in detail what types of overheads for administration are envisaged in the project:  
  
Please justify their necessity for implementing the project:

12. If a lump sum has been earmarked for administration overheads:  
– What overheads (types of expenditure) is it to cover?  
– Please give detailed reasons for the amount of the lump sum:  
– Why is it not possible to make individual appropriations for the types of expenditure included in the lump sum?

**Information regarding lump sums for administration overheads:**

Lump-sum accounting and lump sums for overheads for fixed costs are only eligible for allocations based on costs in accordance with the General Supplementary Provisions for Project Grants (ANBest-P). Allocations based on costs require, among other things, the allocation recipient to be a commercial enterprise (i.e. a business enterprise as defined by Germany's Turnover Tax Act).

In the case of funding for recipients that are not commercial enterprises as defined by Germany's Turnover Tax Act or local authorities, lump sums may only be applied to types of expenditure whose amount can only be determined precisely with considerable effort. Expenditure that cannot be specifically attributed to the project is not eligible for allocations, also not lump-sum allocations.

**Please note:** The lump sums determined in the application procedure must be substantiated in the proof of employment of funds with individual receipts. Individual receipts must show the usual information for commercial transactions; they must, first and foremost, indicate the recipient, purpose and day of the

transaction, proof of payment and – for objects – the intended purpose of use. In addition, every receipt must clearly indicate the project that it is linked with (e.g. by showing a project number), otherwise such expenditure cannot be recognised as eligible for allocations in the proof of employment of funds.

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

What materials?

If yes, how do you plan to continue using them after the end of the project?

15. Will costs for the employment of regular staff be incurred in the course of the project? yes  no

If yes, please specify the amount:

Please provide detailed reasons why expenses for the regular staff in connection with the implementation of the project are necessary as well as the basis for calculating the intended amount:

**Please note:** Costs (full or in part) for the employment of regular staff included in the proof of employment of funds can only be approved if their actual work on the project can be evidenced by timesheets for all activities of each individual member of staff.

16. Are you entitled to deduct input tax? Are you or your institution eligible for any other form of tax concession? yes  no

If yes, please specify:

17. Are the persons submitting (signing) this application authorised to submit the application on behalf of the institution/organisation? yes  no

Please provide proof (e.g. register excerpt or other proof):

18. Is part of the allocation being forwarded to a partner organisation within the framework of a **multi-level donor-recipient relationship**? yes  no

19. Is the partner organisation entitled to deduct input tax? Is the partner organisation eligible for any other form of tax concession? yes  no

If yes, please specify:

**Note in the event that parts of the allocation are transferred to a partner organisation:**

Forwarding parts of the allocation to a project partner as part of a multi-level donor-recipient relationship is only permitted with the prior written approval of the Federal Foreign Office / mission abroad . The Federal Foreign Office / mission abroad will verify the necessity and suitability of the project partner before approving any transfer.

19. The following documents must be submitted together with the application, otherwise the application cannot be processed. The Federal Foreign Office / mission abroad reserves the right to request further documents and information where applicable:

- Statutes of the applicant

- If applicable, statutes of the partner organisation(s)
- Extract from the commercial register / register of associations / of the applicant and, if applicable, partner organisations
- Business report of the applicant and, if applicable, partner organisations
- Bank statements from the past months of the applicant and, if applicable, partner organisations
- Information on the number of employees and salary scale of the applicant and, if applicable, partner organisations
- Information on experience in handling German funding on the part of the applicant and, if applicable, partner organisations
- Logframe for the project presented
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20. Data protection

The applicant confirms that, pursuant to Article 7 of the EU General Data Protection Regulation, consent for the transmission of all personal data contained in the application submitted to the Federal Foreign Office has been obtained from all data subjects. The Federal Foreign Office is hereby authorised to make further internal use of the personal data.

Personal data will be processed in connection with your application. The legal basis for such processing is Article 6 (1) (e) of the General Data Protection Regulation (GDPR) in conjunction with section 3 of the Federal Data Protection Act, since we need these data in order to perform our tasks (deciding whether to grant allocations). Please refer to the enclosed data protection declaration in accordance with Article 13 of the GDPR (provision of information).

I hereby confirm that the information provided above is complete and true to the best of my knowledge and belief. I understand that providing incorrect or incomplete information may lead to my application being rejected and, pursuant to the allocation agreement, to a claim for reimbursement of allocations already paid, plus interest at five percentage points above the base rate.

Place, date

***Signature 1***

***Signature 2***

***Official role of signatory***

***Official role of signatory***