

**Application for an allocation
from Federal Foreign Office funds –German Embassy Lilongwe
to fund the project**

Please note:

This application does not give rise to ANY right to an allocation from the Federal Foreign Office/the mission abroad.

Please send your signed application via email
to info@lilongwe.diplo.de

1. Applicant organisation/person (delete as appropriate)

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

Implementing organisation(s)/partner organisation(s) (if different from applicant organisation)

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

2. Brief Summary of the Project

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| Short title of the project: | |
| Objective of the project (intended impact of project): | |
| Planned measures (what is to be done in concrete terms?): | |
| Project location (where is the project to be implemented?): | |
| Desired duration: Please note: 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. | |

3. Profile of the applicant organisation and, if applicable, the partner organisation

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| a.) Please describe your organisation and, if applicable, your partner organisation: 1. structure, 2. fields of operation, | 1. 2. |
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| 3. previous activities and 4. funding of your organisation and activities to date. | 3. 4. |
| (b) Since when has your organisation been active in Malawi? | |
| (c) Have you carried out similar projects there before? | |
| (d) How are your staff qualified for this project? | |
| (e) Have you already cooperated with this partner organisation? | yes <input type="checkbox"/> no <input type="checkbox"/> |
| (f) How do you intend to ensure that the funding applied for is used and invoiced correctly (accounting)? | |
| (g) Have you or your organisation or the implementing organisation ever been investigated by the public prosecution office, in particular for property offences relating to public budgets? | yes <input type="checkbox"/> no <input type="checkbox"/> If yes, please provide evidence of the current status or outcome of the investigations. |

4. Current situation

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| a) Please give a brief outline of the current situation in the project area (with a project-related problem analysis where appropriate). Where available, please include data sources and proof: | |
| b) If you have already implemented projects in Malawi, please outline their objectives, funding, the partner organisations involved and the outcomes: | |
| c) Is the project connected to activities being carried out by other governmental or non-governmental organisations? Are these actors carrying out similar projects in the area, and does that entail a risk of duplication or offer opportunities to exploit synergies? If there are opportunities to exploit synergies with other projects, please outline planned implementation: | |
| d) Is the project connected to activities previously funded by the Federal Foreign Office of Germany or other public institutions from Germany? <u>If yes</u> , please provide the name of the previously funded project, the authorised period, the donor and the donor's file reference. | <input type="checkbox"/> yes, please provide details. <input type="checkbox"/> no |

5. Project Goals

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| a) Project objectives (outcome, objective = future status): Describe the concrete objective that your project aims to achieve. Which specific changes to the current situation described in question 4a is the project intended to bring about? | |
| b) Measures and activities: Which concrete project measures are to be implemented in | |

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| <p>order to achieve the project objective? Please set out all measures individually in the form of a plan with a clear timeline (arranged according to date):</p> | |
| <p>c) Indicators:</p> <ul style="list-style-type: none"> • What criteria (quantitative and qualitative) are to be used to measure the success of the project? • What sources and proof are used as evidence that the project objectives described in question 5a have been achieved? • How is the success of the project measured with the respective indicators? <p>Please note: Indicators must not solely document the implementation of the measures (see question 5b). They must be SMART – specific, measurable, attainable, realistic, time-bound.</p> | |
| <p>d) Impact of measures and activities: What specific impact is intended to be achieved with the measures and activities described in question 5(b); how can this impact be measured?</p> | |
| <p>e) Impact: What changes is the project expected to bring about as a whole? How is the sustainability of the respective outcomes after the conclusion of the project being ensured?</p> | |
| <p>f) Key actors: Which individuals or groups do you primarily cooperate with to facilitate the desired changes? Is the project being coordinated with the authorities or other competent local organisations?</p> | |
| <p>g) Target persons/groups: What people or groups are the target of your project? Why?</p> | |
| <p>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 objective to tackle the structural causes of discrimination and bias or to empower women, girls and marginalised groups?</p> | |
| <p>i) Sustainability of individual measures: Are any local structures or effects being created that will continue beyond the project duration? What are they? How will this be funded after the conclusion of the project?</p> | |
| <p>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)?</p> | |
| <p>k) Risks: What risks and undesirable side-effects could obstruct the objective and long-term</p> | |

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| impact of the project? How can these risks be minimised? | |
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6. Project Plan

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| Total expenditure in MWK: | |
| Total expenditure in EURO: | |
| Amount of funding applied for in MWK | |
| Amount of funding applied for in EURO: | |
| Available third-party funding in MWK, 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 MWK: | yes <input type="checkbox"/> no <input type="checkbox"/> |
| Own financial resources in EURO: | yes <input type="checkbox"/> no <input type="checkbox"/> |
| Other own contributions (e.g. use of existing infrastructure or voluntary work on the part of members): Please note: Non-cash own contributions are not considered “own financial resources” as defined by the German 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. | yes <input type="checkbox"/> no <input type="checkbox"/> If yes, please give details: |
| Revenue expected from the project (for example, entrance fees, donations, sales, etc.) in MWK: | |
| Revenue expected from the project (for example, entrance fees, donations, sales, etc.) in EURO: | |
| Proportion of a) entrance fees b) donations for a specific purpose c) general donations in the revenue expected from the project in MWK: | a) b) c) |
| Proportion of d) entrance fees e) donations for a specific purpose f) general donations in the revenue expected from the project in EURO: | d) e) f) |
| * <u>If revenue is expected:</u> What kind of revenue do you expect: | <input type="checkbox"/> entrance fees totalling (in MWK) <input type="checkbox"/> general donations totalling <input type="checkbox"/> donations for the project totalling <input type="checkbox"/> sales revenue totalling <input type="checkbox"/> Rental/leasing income totalling <input type="checkbox"/> interest on the allocation totalling |

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| <ul style="list-style-type: none"> • What expenditure and payment obligations have already been paid (how much and for what measures)? <p>The measures must start at the latest on xx.xx.xxxx because:</p> | |
| <p>Information for measures starting on an earlier date:</p> <ul style="list-style-type: none"> - The conclusion of a supply or service contract (e.g. purchasing contract, employment contract or work and services contract) related to implementation of the project shall as a rule signify the start of the project. - Preparatory work that is not part of project implementation and therefore not part of the financial plan does not count as the start of the project. Insofar as supply or service contracts which count as implementation of the project contain specific reservation or termination clauses (e.g. depending on the granting of the allocation), they may be regarded as “preparatory work”. - An early start to project measures may only be authorised in justified exceptional cases. Please submit your funding applications in time and ensure they are complete in future. - Non-cash own contributions (e.g. use of existing infrastructure) are not considered “own or third-party resources” as defined by the German 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 of Germany. - 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. | |
| <p>Are goods or services being exchanged (Part 1.1 of the VAT Application Ordinance) for the benefit of the Federal Foreign Office of Germany?</p> | <p>yes <input type="checkbox"/> no <input type="checkbox"/> If yes, in which context?</p> |
| <p>Applicant's interest in project implementation?</p> | |

7. 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, and expenditure items must be defined in detail.

The breakdown of the financial plan must, as a minimum requirement, make a distinction between personnel expenditure (staffing costs related to the project), material expenditure (including, for example, fees or contracts for deliveries and services for implementing the project) and capital expenditure (e.g. assets). In the case of personnel expenditure and fees, the respective remuneration (e.g. salary group, hourly rate) and the estimated time required must be stated.

The Federal Foreign Office of Germany (FFO) / German mission abroad decides on a case-by-case basis whether the relevant items are eligible for a funding allocation. **Please note:** Only expenditure that is unavoidably necessary to achieve the project objective supported by the FFO can be eligible for allocations. Expenditure that the applicant would have to fund even if the project were not carried out is generally not eligible for allocations.

You must make a binding and numerically complete declaration of the amount of 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.

All amounts must be given in MWK. In the financial plan the amount in EURO (based on current exchange rate or annual average) is to be added for all expenditure items for ease of reference.

Personnel expenditure may only be included if it can be attributed directly to the project. General expenditure incurred through your organisation's/institution's employment of regular staff will generally not be funded.

Public funding is generally only supplementary in nature (principle of subsidiarity). The applicant must do everything in their power to provide own resources.

7.1. Questions on the prohibition of preference

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| a) Are you financing the total annual expenditure primarily (i.e. at least 50%) from German public sector funding (for example, Federation, municipalities, <i>Länder</i>) or EU funding? | yes <input type="checkbox"/> no <input type="checkbox"/> |
| <u>If yes:</u> b) Do members of your regular staff receive financial benefits (e.g. salary, special payments (e.g. Christmas or holiday bonuses), health insurance assistance, separation allowance, removal expenses, canteen and travel subsidies, other subsidies) higher than those laid down in the Collective Agreement for the Public Service (Federation)? | <input type="checkbox"/> yes no <input type="checkbox"/> |
| <u>If yes:</u> c) on what basis (e.g. legal regulation, separate collective agreement, etc.)? | |
| <u>If yes:</u> d) Do members of your regular staff receive other benefits (e.g. working hours, holiday, business trips, office equipment or childcare) higher than those laid down in the Collective Agreement for the Public Service (Federation)? | <input type="checkbox"/> yes no <input type="checkbox"/> |
| <u>If yes:</u> e) on what basis (e.g. binding legal regulation, separate collective agreement, etc.)? | |
| f) How are you financing the wages of your regular staff (where applicable, list individually. Please also include personnel expenditure covered by the flat rate payment for administrative overheads provided by German public sector donors)? | |
| g) Does the financial plan include expenditure for the wages or part of the wages of your regular staff? | <input type="checkbox"/> yes no <input type="checkbox"/> |
| h) Does the financial plan include a flat rate payment to cover expenditure for the wages or part of the wages of your regular staff? | <input type="checkbox"/> yes no <input type="checkbox"/> |
| What is the amount of overheads for administration/regular expenditure included in the financial plan for the implementation of the project? | |
| Please describe in detail what types of overheads for administration are envisaged in the project: Please justify their necessity and the amount for implementing the project: | |
| If a flat rate payment has been earmarked for administration overheads: | |

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| <p>a) what overheads (types of expenditure) is it to cover? b) Please give detailed reasons for the amount of the flat rate payment: Why is it not possible to make individual appropriations for the types of expenditure included in the flat rate payment?</p> | |
| <p>Information regarding flat rate payments for administration overheads: Applicants that are not commercial enterprises as defined by Germany's Turnover Tax Act or local authorities, may only apply flat rate payments 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 flat rate payments. Imputed costs cannot be taken into account for recipients that are not commercial enterprises as defined by Germany's Turnover Tax Act.</p> | |
| <p>Are you applying for a flat rate payment for administrative expenses? <u>If yes,</u> please list standardised expenditure items and explain why consolidation into a flat rate payment is required (why can the individual expenditures included in the flat rate payment not be determined or only with considerable effort?):</p> | <p>yes <input type="checkbox"/> no <input type="checkbox"/></p> |

7.1.1 Self-declaration on the prohibition of preference

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| <p>a) The applicant complies with the prohibition of preference without exception:</p> | <p><input type="checkbox"/> yes <input type="checkbox"/> no</p> |
| <p>b) The applicant is part of the collective agreement system of the German Federation or of a Land; the Collective Agreement for the Public Service of the Federation or of a Land is directly applicable:</p> | <p><input type="checkbox"/> yes <input type="checkbox"/> no</p> |
| <p>c) The applicant is supported primarily by a Land and the prohibition of preference applies under Land law:</p> | <p><input type="checkbox"/> yes <input type="checkbox"/> no</p> |
| <p>d) The applicant is covered by the provisions of section 8, paragraph 2, sentence 5 of the German Budget Act in conjunction with section 2 of the Academic Freedom Act (Wissenschaftsfreiheitsgesetz, WissFG). The legal budgetary and funding requirements are met:</p> | <p><input type="checkbox"/> yes <input type="checkbox"/> no</p> |
| <p>e) The applicant receives allocations from another department of the German federal administration and within the context of this support the German Federation has issued exemptions from the prohibition of preference for all employees who have been accorded better terms and conditions: <u>If yes,</u> please include a copy of the exemption with the application.</p> | <p><input type="checkbox"/> yes <input type="checkbox"/> no</p> |
| <p><u>Applicant (place, date, signature):</u></p> | <p>_____</p> |

Please note: The Federal Foreign Office of Germany/German mission abroad investigates every case where there is any indication that the prohibition of preference has been breached. A breach of the prohibition of preference may lead to the application being rejected within the context of the application process. In the case of ongoing project funding, a breach may lead to the withdrawal or revocation of the

approval and a demand for repayment of the allocation (see particularly sections 48 et seq. of the Administrative Procedure Act).

7.2 Questions on procurement, staffing and trips

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| Will you use part of the funding to procure supplies, services and/or construction work? <u>If so, please specify the amount:</u> | yes <input type="checkbox"/> no <input type="checkbox"/> |
| Will materials be purchased in the course of the project? <ul style="list-style-type: none"> • Please give details: • <u>If yes</u>, how do you plan to continue using them after the end of the project? | yes <input type="checkbox"/> no <input type="checkbox"/> |
| Will costs for the employment of regular staff be incurred in the course of the project? <u>If so, please specify the amount:</u> 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: | yes <input type="checkbox"/> no <input type="checkbox"/> |
| 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. | |
| Are you entitled to deduct input tax? Are you or your institution eligible for any other form of tax concession? <u>If yes, which?</u> | yes <input type="checkbox"/> no <input type="checkbox"/> |
| a) Are business trips by the applicant's staff necessary to achieve the desired funding objectives? <u>If yes,</u> please explain why they are necessary and state the scope of the planned business trips (number of travellers, duration of trips, number of trips): | yes <input type="checkbox"/> no <input type="checkbox"/> |
| b) Will travel expenses be incurred for project beneficiaries? <u>If yes,</u> please explain why it is necessary for travel expenses to be assumed: | yes <input type="checkbox"/> no <input type="checkbox"/> |

Please note: Telephone and video conferences should be given preference over official travel and in-person events. The number of participants and the duration of official trips must be kept to the necessary minimum.

7.3 Questions on the disbursement period

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| Is an extended disbursement period being applied for? <u>Please note:</u> The maximum disbursement period must not exceed three months. | yes <input type="checkbox"/> no <input type="checkbox"/> |
| If yes, please provide verifiable reasons why the extended disbursement period is necessary and state the required duration, taking into account banking and payment structures: | |

8. Public relations

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

In addition, you are required to state the following:

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| <p>1. (a) Have you enclosed/attached your binding financial plan (Annex)? (b) Is the total project expenditure covered? (c) Is follow-up expenditure covered?</p> | <p>yes <input type="checkbox"/> no <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/></p> |
| <p>2. Have you enclosed/attached your annual report and statutes? <u>If not</u>, please give reasons why: when will these documents be submitted?</p> | <p>yes <input type="checkbox"/> no <input type="checkbox"/></p> |
| <p>3. Do you plan to use Federal Foreign Office of Germany funds to fund the project next year as well? <u>If yes</u>, please state why:</p> | <p>yes <input type="checkbox"/> no <input type="checkbox"/></p> |
| <p>4. Have you explored any other possible ways of financing your project? If not, please state why: What other possible financing possibilities have you considered? Please provide proof:</p> | <p>yes <input type="checkbox"/> no <input type="checkbox"/></p> |
| <p>5. Are the persons submitting (signing) this application authorised to submit the application on behalf of the institution/organisation? Please provide proof (e.g. register excerpt or other proof):</p> | <p>yes <input type="checkbox"/> no <input type="checkbox"/></p> |
| <p>6. The following documents must be submitted together with the application, otherwise the application cannot be processed. The Federal Foreign Office of Germany/German mission abroad reserves the right to request further documents and information where applicable:</p> | <ul style="list-style-type: none"> ○ 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 6 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 ○ Quotations for all the items that are intended to be purchased by the funds applied for |
| <p>7. 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.</p> | |

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
Official role of signatory

Signature 2
Official role of signatory