

**Application for an allocation<sup>1</sup>  
from Federal Foreign Office funds – German Embassy in Wellington**

**Please note:**

**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(s)/partner organisation(s) (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 euro) :	
Amount requested (in euro):	
Third-party funding (in euro, with names of the third-party donors):	
Financial own resources (in euro) and other own contributions made by the applicant:	
Is the total expenditure for the project covered, including follow-up expenditure to maintain the project aims?	
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 or EU funds?	
Has the project already started?	
Are goods or services being exchanged? (Part 1.1 of the VAT Application Ordinance) for the benefit of the Federal Foreign Office?	
Applicant's interest in project implementation?	



## 2. Current situation

- (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 the partner country, please outline their aims, financing (if federal funds were used), 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 bodies carrying out similar projects in the area, and does that entail a risk of duplication or opportunities to exploit synergies?

## 3. Project planning

- (a) **Project aims:** Describe the concrete goal your project aims to achieve: which specific change to the current situation is the project intended to bring about?
- (b) **Measures and activities:** Which concrete project measures are to be implemented in order to achieve the project aim (please set out all measures individually in the form of a plan with a clear timeline (i.e. specifying dates)?
- (c) **Impact of measures and activities:** What specific impact is intended to be achieved with the measures and activities described in section 3b)?
- (d) **Indicators:** What criteria (quantitative and qualitative) are to be used to gauge the success of the project? How is the success of the project measured with the respective indicators?
- (e) **Impact:** What changes is the project expected to bring about? How is the sustainability of the respective outcomes being ensured?
- (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?
- (g) **Target persons/groups:** What people or groups is your project aimed at? Why? Is there a gender aspect?
- (h) **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?
- (i) **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 (monitoring) and final reviews are envisaged. For this purpose, the following information must 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 work**

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 must be structured in a way that can be easily understood by third parties.

To this end, the items should be divided into personnel expenditure (staffing costs related to the project), material expenditure (including e.g. fees or contracts for deliveries and services for implementing the project) 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 must 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 euro**).

**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 €

If parts of the funding are to be forwarded to project partners:

- (e) Total amount of forwarded funding: €

**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. 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) 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 or an auditing agency commissioned by the FFO.

**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/reimbursed post facto by the Federal Foreign Office.
- Expenditure pre-funded from other funds cannot be funded/reimbursed 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 financing options have you considered? Please provide proof:
9. Have you already applied for or received any other public grants or grants from the EU 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:

**Information regarding lump sums for administrative costs:**

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-Kosten). Allocations based on costs require, among other things, the funding recipient to be a commercial enterprise (i.e. a business enterprise as defined by Germany's Turnover Tax Act).

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?  
How will they be used after the project has ended?
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 give reasons why this is necessary and justify the amount earmarked for these costs:

**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 a person's actual work on the project can be evidenced by timesheets for all their activities.

16. Are you entitled to deduct input tax under Section 15 of the Turnover Tax Act? Or are you or your organisation 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 your 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   
If yes, please give reasons:

19. Is the partner organisation entitled to deduct input tax in accordance with Section 15 of the Turnover Tax Act (in the event of an international context: comparable regulations)? 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 forwarded to a partner organisation:**

Forwarding parts of the allocation to a project partner is only permitted with the prior approval of the Federal Foreign Office in writing, Division:      . The Federal Foreign Office will verify the necessity and suitability of the project partner before approving any transfer.

20. The following documents must be submitted together with the application, otherwise the application cannot be processed:

- Statutes of the applicant
- If applicable, statutes of the partner organisation(s)
- Extract from the commercial register/register of associations
- Business report
- Bank statements from the past      months
- Information on the number of employees and salary scale
- 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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21. 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.

22. Declaration on subsidy fraud

*Only for commercial enterprises or companies and if the allocation is intended to promote the economy at least in part.*

*In cases of doubt, this information should remain part of the application.*

I hereby declare that I have acknowledged the following information.

The First Act to Combat Economic Crime has created the offence of subsidy fraud, Section 264 of the German Criminal Code (StGB). Accordingly, it is a criminal offence, including in the event of reckless conduct, for anyone who

- furnishes an authority which is competent to approve a subsidy or another agency or person involved in the subsidy procedure (subsidy giver), for themselves or another person, with incorrect or incomplete particulars regarding facts which are advantageous for themselves or the other person, such particulars being relevant for the granting of a subsidy,
- uses an object or cash benefit the use of which is restricted by legal provisions or by the subsidy giver in relation to a subsidy contrary to that restriction,
- withholds from the subsidy giver, contrary to the legal provisions relating to grants of subsidies, facts relevant to the subsidy or
- uses a certificate of entitlement to a subsidy or about facts relevant to a subsidy which was obtained by furnishing incorrect or incomplete particulars in a subsidy procedure

Facts relevant to a subsidy include key information such as

- purpose of use,
- legal provisions, administrative regulations and guidelines on the granting of subsidies, and
- other conditions for the granting, awarding, recovery, continuation or permission to retain a subsidy or subsidy benefit.

Pursuant to Section 30 (4) No. 3 of the Fiscal Code of Germany (*Abgabenordnung, AO*), I authorise the tax authority to notify the awarding authority of any facts that indicate incorrect or incomplete information on facts relevant to the subsidy.

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 function of signatory**

**Official function of signatory**