

**Application for an allocation
from the embassy of the Federal Republic of Germany in Wellington
to fund the project**

Please send your application via email to pol-10@well.diplo.de

1. Applicant organisation/person (delete as appropriate)

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

Implementing organisation/partner organisation (if different from above)

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

2. Brief overview of the application

Short title of the project:	
Objective of the project (intended impact of project):	
Planned measures (what is to be done in concrete terms?):	
Project country and location (where is the project to be implemented?):	
Please 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.):	
Is this an application for initial or for follow-up funding?	
Have you previously received allocations from the Federal Foreign Office (FFO) or other German public authorities or EU funds? <u>If yes:</u> please indicate the donor and its reference number, the authorised period, the amount of funding and the focus of the project:	yes <input type="checkbox"/> no <input type="checkbox"/>
Applicant's interest in project implementation?	

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

a.) Please describe your organisation and, if applicable, your partner organisation: 1. 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?	
(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

a) Please give a brief outline of the current situation in the project area (with a project-related problem analysis where appropriate)	
b) If you have already implemented projects in the partner country, please outline their objectives, funding (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 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 or other public institutions? <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 planning

a) Project objectives (outcome, objective = future status): Describe the concrete objective that your project aims to achieve. Which specific changes to the current situation	
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described in question 4a 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 objective? Please set out all measures individually in the form of a plan with a clear timeline (arranged according to date):	
c) Indicators: <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? 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.	
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?	
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?	
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 are the target of your project? Why?	
h) 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 ?	
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?	
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 objective and long-term impact of the project? How can these risks be minimised?	

6. Management, progress reviews, evaluation

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 objectives 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.

7. Public relations

What are you planning to do to generate publicity and ensure awareness of the project and Germany’s contribution?	
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8. 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.

Note for applicants from abroad:

All amounts must be given in the currency that will be stated in the final report on expenditure of funds. To make your planning and subsequent auditing easier, you should use the same currency in all your calculations (**preferably euro**). If the financial plan is submitted in local currency, the amount in euro (based on current exchange rate) is to be added for all expenditure items for ease of reference.

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

Total expenditure in (local currency):	
Total expenditure in euro:	
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"/>
Other own contributions (e.g. use of existing infrastructure or voluntary work on the part of members):	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 (local currency):	
Revenue expected from the project (for example, entrance fees, donations, sales, etc.) in euro:	
Is the total expenditure for the project covered, including follow-up expenditure to maintain the project objectives?	yes <input type="checkbox"/> no <input type="checkbox"/>

8.3 Project timeline

Desired project start date:	
Planned project end date	
Has the project already started? Please note: 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.	I hereby confirm that the project has not yet begun: yes <input type="checkbox"/> no <input type="checkbox"/>
Is an extended disbursement period (max. three months) being applied for?	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	

8.4 Questions on the need for travel:

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.

8.5

<p>a) Will materials be purchased in the course of the project?</p> <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? 	<p>yes <input type="checkbox"/> no <input type="checkbox"/></p>
<p>b) Will costs for the employment of regular staff be incurred in the course of the project? <u>If so</u>, 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: Timesheets for all activities of each individual member of staff have to be provided with proof of employment of funds</p>	<p>yes <input type="checkbox"/> no <input type="checkbox"/></p>

9. Miscellaneous

<p>1. Are the persons submitting (signing) this application authorised to submit the application on behalf of the organisation? Please provide proof (e.g. register excerpt):</p>	<p>yes <input type="checkbox"/> no <input type="checkbox"/></p>
<p>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 German embassy. The embassy will verify the necessity and suitability of the project partner before approving any transfer.</p>	
<p>2. The following documents of the applicant organisation (and, if applicable, of the partner organisation) must be submitted together with the application, otherwise the application cannot be processed:</p>	<ul style="list-style-type: none"> ○ Statutes ○ Extract from the register of associations ○ Business report ○ Bank statements from the past 12 months ○ Information on the number of employees and salary scale of the applicant organisation ○ Information on experience in handling German funding on the part of the applicant ○ Logframe for the project presented
<p>3. 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 German embassy has been obtained from all data subjects. The embassy is hereby authorised to make further internal use of the personal data.</p>	

Für Antragsteller mit Sitz in Deutschland: 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 or approval being withdrawn pursuant to section 48 of the Administrative Procedure Act (VwVfG). In accordance with section 49a of the VwVfG, the withdrawal of approval will lead to a claim for reimbursement of allocations already paid, plus interest at five percentage points above the base rate.

Für Antragsteller mit alleinigem Sitz im Ausland: 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