

How to complete the financing plan for the Teams up! Young Expert Exchange for Sustainable Development programme

General information

- Please note that the following financing plan is a sample intended as a guide.
- Please note the application deadlines for the level of total expenditure (limit of 50,000 EUR). The current application deadlines can be found on our website.
- Please note that reserves for the project cannot be applied for. Applications are only possible for expenses that are actually included in your plan and for which proof can be provided.
- Please observe all of the information provided on the following pages and in the financing plan.

Column content

- Please fill in all columns for all items.
- Expense item: Please always specify the activity or event for which funding for the expense item is being applied for. This is particularly important if, for example, the expenses are miscellaneous travel expenses or material expenses. Please always make clear which project-related material expenses or seminar costs are meant.
- Calculation basis: Please **always** ensure you specify the calculation basis to show how you arrived at the number/number of units, expenditure per unit and the planned expenditure eligible for funding for each item.

1. Non-staff expenditure, total

- 1.1 Please note that you cannot apply for more than 60 EUR per night and person for accommodation. Please always ensure that prices are in line with the local average.
- 1.2 Please note that you cannot apply for more than 28 EUR per day and person for meals. Please always ensure that prices are in line with the local average.

- 1.3 Please note for travel by car that you cannot apply for more than 0.20 EUR per kilometre driven and that the maximum for which you can apply for the journey to and from the destination is 130 EUR. Please always ensure that prices are in line with the local average.
- 1.4 Please note that, in principle, taxi costs are not eligible for funding. If there are valid reasons for taking a taxi, they must be provided in writing and, in exceptional cases and following a review, the costs can be recognised as related to the project and therefore eligible.
- 1.5 Please always specify the planned time units/number of days when applying for funding for professional fees. This information is necessary in order to

check the figure against the maximum rates for professional fees for training events. Please make clear in your application which activity during the programme the professional fees relate to. Please do not use lump sums as the calculation basis.
- 1.6 When entering material expenses, please state the specific type of material and its intended purpose in the context of the project.
- 1.7 Rental expenses that are necessary for conducting the project (e.g. rental of rooms or technical equipment) are eligible for funding. Please note that expenses for procuring equipment for the project are eligible for funding if they are necessary for conducting the project and if it makes financial sense to purchase instead of renting.
- 1.8 Please be aware that travel cancellation insurance is not eligible for funding. Only the following types of insurance are eligible for funding:
 - Accident insurance
 - International health insurance
 - Liability insurance for participants

2. Staff expenditure, total

- Please always state expenditure for staff in Germany as specified in the "TVöD" pay agreement. Staff expenditure for the partner country must be in line with the local average. In keeping with the principle of partnership, please ensure a balanced distribution of staff expenses. The end recipient of the funding is responsible for ensuring correct salary classification.

3. Administrative expenses for the overall project

- Please note that material administrative expenses can be recognized up to a maximum of 5% of the project's eligible expenses. The eligible total expenditure excluding administrative costs is used as the calculation basis.

Financing in EUROS

1. Please always specify here the funding you are providing yourself, e.g. funding from your association, participant fees, proceeds from sales of publications, etc. Please indicate which project partner is to provide this funding. The share of funding you provide yourself cannot include non-monetary contributions (e.g. voluntary work on the project or infrastructure supplied free of charge).
2. Please give the names of third-party funding providers here and the amount applied for. Please ensure you state how much you have applied for from or had approved by the third-party provider and for which year. Please also note that the total funding applied for from the German government must not exceed 75% of the total expenditure. Donations should also be included under this item.

Summary financing plan

- Please enter the budget year in the fields outlined in red.
- Please note that the total income for each year must equal the total expenditure for that year.
- Please be aware that the total grant funding you apply for from the BMZ must not exceed 75% of the total expenditure eligible for funding.
- In exceptional cases, the BMZ's share of the funding may exceed 75% per year, provided that it does not exceed 75% for the overall project and you have paid in advance for costs incurred. Consequently, please note that the share of the funding provided by the BMZ in the first budget year is not permitted to exceed 75% since it is not possible to use BMZ funds for advance payments.

Checking and signing

- Please run the automatic check and take any action required. If you have any questions, feel free to contact your advisor or jugendbegegnungen@engagement-global.de
- Please have the financing plan signed by the persons authorised to sign for your organisation and for the project partner.
- When submitting your application, please submit the financing plan digitally in the form of an interactive PDF (not scanned) and as a scan containing both signatures. When submitting the application by post, the original signature of the German partner must be provided. The original signature must be provided as soon as possible afterwards.

Appendix to application form: Cost budget and financing plan

German implementing organisation:

Project partner:

General Information and points to remember

- Enter all planned expenditure eligible for funding and all planned income.
- Please complete the form fully and enter the budget year for all expenditure and income.
- Please add extra rows if needed and only fill in the fields outlined in red.
- Please note that the total income must equal the total expenditure in each budget year and overall.
- Please note that the financing is binding. Each expense item (in 1.1 - 1.8 and 2.) may be exceeded by up to 20% without having to seek EG's consent, provided the additional expenditure is compensated for by reductions in other expense items. As soon as it becomes apparent that an expense item is going to be exceeded by more than 20%, EG must be informed and consent sought.
- Please run the automatic check on the last page and take any action required. If you have any questions, please contact your advisor.
- Make a copy for your own records.

Financial matters

- Please observe the BAKöV fee schedule.
- Please observe the provisions of the German Travel Expenses Act (BRKG).
- Please note that administrative expenditure are not eligible for funding. Funding can only be provided for expenses that are actually incurred and for which receipts can be provided.
- Please note that administrative expenditure for non-staff administrative expenditure can only be accepted up to a maximum of 5% of the eligible project expenditure. The eligible total expenditure excluding administrative costs is used as the calculation basis.
- Please ensure that the staff expenditure accounts for a reasonable, i.e. a relatively small, share of the total expenditure. You are welcome to contact us about this before you submit the plan.

	Expenditure in EUROS:	Calculation basis Please specify for each single item	Number/ number of units	Expenditu re per unit	Country where incurred	Budget year	Planned expenditure eligible for funding	
1.	Non-staff expenditures, total (for the specific activity, e.g. materials, room rental, printing costs, travel expenses, professional fees)						39.656,50 €	
1.1	Accommodation for the overall project						10.780,00 €	
1.1.1	Youth hostel in Berlin	14 nights x 30 EUR = 420 EUR 14 participants = 5880 EUR	14	420,00 €	Deutschland ▾	2 0 1 8	5.880,00 €	X
1.1.2	Hostel in Rwanda	14 nights x 25 EUR = 350 EUR 14 participants = 4900 EUR	14	350,00 €	Partnerland ▾	2 0 1 7	4.900,00 €	X
+								
1.2	Meals for the overall project						7.560,00 €	
1.2.1	Food and drinks for 10 participants + 4 group leaders in Berlin	15 days x 18 EUR = 270 EUR 14 participants = 3780 EUR	14	270,00 €	Deutschland ▾	2 0 1 8	3.780,00 €	X
1.2.2	Food and drinks for 10 participants + 4 group leaders in Rwanda	15 days x 18 EUR = 270 EUR 14 participants = 3780 EUR	14	270,00 €	Partnerland ▾	2 0 1 7	3.780,00 €	X
+								
1.3	Travel expenses for the overall project						14.510,00 €	
1.3.1	Flights for German participants Berlin - Rwanda - Berlin	950 EUR x 5 participants + 2 group leader = 6.650 EUR	7	950,00 €	Deutschland ▾	2 0 1 8	6.650,00 €	X
1.3.2	Flights for participants from partner country - Rwanda - Berlin - Rwanda	900 EUR x 5 participants + 2 group leaders = 6.300 EUR	7	900,00 €	Partnerland ▾	2 0 1 7	6.300,00 €	X
1.3.3	(Public) transport in Rwanda	6 EUR x 14 participants = 84 EUR x 10 Tage = 840 EUR	10	84,00 €	Partnerland ▾	2 0 1 7	840,00 €	X
1.3.4	Airport transfer Rwanda (arrival & departure day)	80 EUR x 2 trips = 160 EUR	2	80,00 €	Partnerland ▾	2 0 1 7	160,00 €	X

1.3.5	Public transport in Berlin (1 week ticket + 3 days per participant from Johannesburg)	80 EUR für 10 days x 5 participants + 2 group leader = 560 EUR	7	80,00 €	Deutschland	2	0	1	8	560,00 €	X
+											
1.4	Professional fees for the overall project									3.600,00 €	
1.4.1	Allowance German/French linguist (in Berlin)	1 x 50 EUR x 15 days	15	50,00 €	Deutschland	2	0	1	8	750,00 €	X
1.4.2	Allowance German/French linguist (in Rwanda)	1 x 50 EUR x 15 days	15	50,00 €	Partnerland	2	0	1	7	750,00 €	X
1.4.3	Fee group leader/instructor (in Berlin)	1 x 70 EUR x 15 days	15	70,00 €	Deutschland	2	0	1	8	1.050,00 €	X
1.4.4	Fee group leader/instructor (in Rwanda)	1 x 70 EUR x 15 days	15	70,00 €	Partnerland	2	0	1	7	1.050,00 €	X
+											
1.5	Material expenses for the overall project									550,00 €	
1.5.1	Hire charge for event equipment end-of-project event (Berlin)	2 x 200 EUR = 400 EUR	2	200,00 €	Deutschland	2	0	1	8	400,00 €	X
1.5.2	Hire charge for equipment end-of-project event (Rwanda)	1 x 150 EUR = 150 EUR	1	150,00 €	Partnerland	2	0	1	7	150,00 €	X
+											
1.6	Rent for the overall project									1.275,00 €	
1.6.1	Workshop room rent (Berlin)	50 EUR x 15 days = 750 EUR	15	50,00 €	Deutschland	2	0	1	8	750,00 €	X
1.6.2	Workshop room rent (Rwanda)	35 EUR x 15 days = 525 EUR	15	35,00 €	Partnerland	2	0	1	8	525,00 €	X
+											

1.7	Visas, insurance, etc. for the overall project						1.081,50 €		
1.7.1	15-day visa Germany	60 EUR x 7 people	7	60,00 €	Partnerland	2 0 1 7	420,00 €	X	
1.7.2	15-day visa Rwanda	60 EUR x 7 people	7	60,00 €	Deutschland	2 0 1 8	420,00 €	X	
1.7.3	Tour group insurance (accident, liability and health insurance) German group	0.90 EUR x 15 days = 13,5 EUR x 7 participants = 94,5 EUR	7	13,50 €	Deutschland	2 0 1 8	94,50 €	X	
1.7.4	Tour group insurance (accident, liability and health insurance) group from Rwanda	from Rwanda 1.40 EUR x 15 days = 21 EUR x 7 participants = 147 EUR	7	21,00 €	Partnerland	2 0 1 7	147,00 €	X	
+									
1.8	Other expenditures for the overall project						300,00 €		
1.8.1	Documentation (photos and video)		1	300,00 €	Deutschland	2 0 1 8	300,00 €	X	
+									
2.	Staff expenditures, total* (only for full-time employees, not professional fees for external staff)						7.051,22 €		
2.1	Project manager (TVöD EG 11, Stufe 5.5% = approx. 2 hrs./week)	10 days x 7.8 hrs./day = 78 hrs. x 31.53 EUR/hr	10	245,93 €	Deutschland	2 0 1 8	2.459,30 €	X	
2.2	Project partner in Rwanda	7 days x 7.8 hrs./day = 54.6 hrs. x 19.53 EUR/hr	7	152,33 €	Partnerland	2 0 1 7	1.066,31 €	X	
2.3	Project manager (TVöD EG 11, Stufe 5, 5 % = approx. 2 hrs./week)	10 days x 7.8 hrs./day = 78 hrs. x 31.53 EUR/hr	10	245,93 €	Deutschland	2 0 1 8	2.459,30 €	X	
2.4	Project partner in Rwanda	7 days x 7.8 hrs./day = 54.6 hrs. x 19.53 EUR/hr.	7	152,33 €	Partnerland	2 0 1 7	1.066,31 €	X	
+									
3.	Administrative expenses for the overall project				Percentage of total expenditure:		4,47%	2.087,50 €	
3.1	Administrative expenses	4,3 % of 46708 EUR = 2087,5 EUR / 2 = 1043,75 EUR per year	1	1.043,75 €	Deutschland	2 0 1 7	1.043,75 €	X	



3.2	Administrative expenses	4,3 % of 46708 EUR = 2087,5 EUR / 2 = 1043,75 EUR per year	1	1.043,75 €	Deutschland ▾	2	0	1	8		1.043,75 €	X
+												
*Total expenditure:										48.795,22 €		

	Financing in EUROS:	Country where income received	Budget year	Planned income	
1.	Applicant's own funds*			4.100,00 €	
1.1	Own funds of the applicant institution	Deutschland ▾	2 0 1 8	2.800,00 €	X
1.2	Own funds of the project partner	Partnerland ▾	2 0 1 7	1.300,00 €	X
+					
2.	Subsidies/funding provided by third parties/other funds*			9.000,00 €	
2.1	Cultural Office of the City XXXX	Deutschland ▾	2 0 1 8	4.000,00 €	X
2.2	Educational initiative XXXX	Deutschland ▾	2 0 1 7	2.500,00 €	X
2.3	City XXXX	Deutschland ▾	2 0 1 7	2.500,00 €	X
+					
3.	BMZ subsidy applied for			35.696,00 €	
3.1	Subsidy applied for fiscal year:		2 0 1 7	17.239,25 €	X
3.2	Subsidy applied for fiscal year:		2 0 1 8	18.456,75 €	X
3.3	Subsidy applied for fiscal year:		2 0 1 9	0,00 €	X
+					
*Total financing:				48.796,00 €	

***Summary cost budget and financing plan**

	Total expenditure	2 0 1 7	2 0 1 8	2 0 1 9	Total
1.1	Accommodation	4.900,00 €	5.880,00 €	0,00 €	10.780,00 €
1.2	Meals	3.780,00 €	3.780,00 €	0,00 €	7.560,00 €
1.3	Travel expenses	7.300,00 €	7.210,00 €	0,00 €	14.510,00 €
1.4	Professional fees	1.800,00 €	1.800,00 €	0,00 €	3.600,00 €
1.5	Material expenses	150,00 €	400,00 €	0,00 €	550,00 €
1.6	Rent	0,00 €	1.275,00 €	0,00 €	1.275,00 €
1.7	Visas, insurance, etc.	567,00 €	514,50 €	0,00 €	1.081,50 €
1.8	Other expenditures	0,00 €	300,00 €	0,00 €	300,00 €
2.	Staff expenditures	2.132,62 €	4.918,60 €	0,00 €	7.051,22 €
3.	Administrative expenses	1.043,75 €	1.043,75 €	0,00 €	2.087,50 €
Grand Total		21.673,37 €	27.121,85 €	0,00 €	48.795,22 €
	Total income	2 0 1 7	2 0 1 8	2 0 1 9	Total
Own funds		1.300,00 €	2.800,00 €	0,00 €	4.100,00 €
Other funds		5.000,00 €	4.000,00 €	0,00 €	9.000,00 €
Grant applied for from BMZ		17.239,25 €	18.456,75 €	0,00 €	35.696,00 €
Grand Total		23.539,25 €	25.256,75 €	0,00 €	48.796,00 €
BMZ share as a percentage		73,24%	73,08%	0,00%	73,15%

Review and Signature

- Herewith we confirm that Positions under "1.1 Accommodation for the overall project", "1.2 Meals for the overall project", "1.3 Travel expenses for the overall project" are calculated according the German Travel Expenses Act (BRKG).
- Herewith we confirm that Positions under "1.4 Professional fees for the overall project" are aligned with the fee scale for training sessions of the Federal Academy of Public Administration (BAKöV) of the German Federal Ministry of the Interior.
- Herewith we confirm that Positions under "2.Staff expenditures"are calculated according to the Tariff Agreement for German Public Service (TVÖD Bund) and personnel salaries cannot be in better position than comparable German federal employees.
- Herewith we confirm that Positions "1.Non-staff expenditure"and "2.Staff expenditures" are project related and hence cannot be calculated under Position "3.Administrative expenses for the overall project".
- Herewith we confirm that Positions under "3.Administrative expenses for the overall project" can be verified with receipts if required.
- Herewith we confirm that for the applied Project no other additional funds from another public body are requested or granted.
- Herewith we confirm the accuracy of the above information.

Perform automatic check

- The automatic check has not been performed. Please click on the button named 'Perform automatic check'!

Save

Print

Location, Date / Signature

(authorised signatory of the End Recipient)