

How to complete the project application for the Teams up! Youth Exchange for Sustainable Development programme

General information

- The German partner must have passed the implementing organisation assessment before the application can be submitted. Please consult the relevant information on our website.
- Please refer to the guideline for Teams up! Youth Exchange for Sustainable Development.
- If you require additional information or advice, please contact the advisors at Teams up! Youth Exchange for Sustainable Development. The email address is: jugendbegegnungen@engagement-global.de.

Checklist

When submitting an application, the following documents must be fully and thoroughly completed and submitted:

- Application form

Please always use the latest version of the template document, which can be found on our website. The form must be submitted digitally in Word and PDF format with scanned signatures and by post. When submitting the application by post, it is sufficient to provide the original signature of the German partner and a scanned signature for the partner to begin with. The partner's original signature must be provided as soon as possible afterwards.

- Programme schedules for each project phase
 - Preparation phase in Germany and partner country
 - Outbound visit
 - Interim phase in Germany and partner country
 - Return visit
 - Follow-up phase in Germany and partner country

Please use Section 7 of the application form or the latest version of the "Programme schedule" template on our website to draw up schedules. They should be submitted digitally and by post.

- Binding financing plan

Please use the latest version of the “Financing plan” template on our website to draw up your plan. Send the document to us digitally as a PDF (not scanned) and by post with the original signature(s). When submitting the application by post, it is sufficient to provide the original signature of the German partner and a scanned signature for the partner to begin with. The partner’s original signature must be provided as soon as possible afterwards.

Additional partners

Please submit this annex document digitally and by post if you are planning to work with additional partners. Please use the latest version of the “Additional partners” template on our website to draw up this document.

Other

You can include additional documents that provide more details about the project or the application partnership (such as a cooperation agreement).

1. Application partnership

- If there are more than two organisations in the project partnership, please submit the “Additional partners” form, which you can download from our website.
- If a piggybacking system is being used, the eligible organisation must be stated as the “project partner in Germany”. For the implementing partner, please submit the “Additional partners” form.
- As well as describing the project partnership, the application must also show that all project partners are equally involved in the application process and implementation of the project. For example, parts of the application can be written in English or French for this purpose.
- If you have given your consent in Section 9.5 of the application, the name and countries of the project partners can be published in the “Project overview” section of our website once funding has been approved.

3. Basic information

3.2 Select the dates for the total duration. Please note that the funding period must not be longer than 24 months. If you have given your consent in Section 9.5 of the application, the project duration can be published in the “Project overview” section of our website once funding has been approved.

3.3. Please specify the duration of each visit phase. Bear in mind that an exchange visit lasts at least 14 days (plus time for travel to and from the destination) and no more than 30 days. Please be aware that the preparation, interim and follow-up phase each last at least three months.

3.4. See 3.3

3.5 Please select an SDG and present clearly throughout the application how the project is related to the field of development and how it will focus on the selected SDG. If you have given your consent in Section 9.5 of the application, your chosen SDG can be published in the “Project overview” section of our website once funding has been approved.

3.6 Please select a specific issue related to the selected SDG, which you would like to work on in the project. Explain in your application how exactly the issue is to be worked on.

3.7 Please make use of the 500 characters here and describe your project as precisely as possible. This description will be incorporated into the comments forwarded to the BMZ. If you have given your consent in Section 9.5 of the application, your summary can be published in the “Project overview” section of our website once funding has been approved.

4. Details of persons involved in project

4.1 The leaders of both groups should have complementing qualifications that are appropriate for the way the project is designed. For example, they must have appropriate qualifications if there are participants who are still minors or require special educational support. The application must show that the group leaders have verifiable experience in terms of appropriate methods and subject matter for the project; otherwise, it must show how the required expertise can be provided by external speakers. You are welcome to submit the “Aufgabenbeschreibung der Personalstellen” form as well.

4.2. In line with the principle of partnership, please ensure there is a balance between the two partner groups in terms of group size, age structure and number of group leaders.

5. Project objectives and evaluation

5.1. Please specify objectives linked to the specific issue to be worked on in the project. Try to define them using the SMART method criteria (Specific, Measurable, Achievable, Realistic and Time-Bound).

Please specify the qualitative and quantitative indicators to be used to verify whether the project objectives have been met. Please explain which tools and methods you intend to use for verification.

6. Sustainability, documentation and long-term impact of the project

6.2 The project must be documented throughout its entire duration. Documentation expenses can be included in the financing plan. The documentation and results of your project (e.g. photos, films, reports, blog posts, newspaper articles, toolkit or websites) must be submitted along with the interim and final proof of use. If you would be interested in contributing content for PR activities for the programme, please write to jugendbegegnungen@engagement-global.de.

6.3 Please describe here your plans for disseminating and implementing the results of the project, e.g. application to other contexts, use in follow-on projects, publication, etc.

6.4 Please describe here what specifically is to be offered in order to promote volunteering/civic engagement, e.g. by the participating project partner organisations, through local projects visited or through other possibilities to be offered to participants during the project.

6.5 Please describe the desired outcomes of the project beyond the funding period.

7. Educational plan

General information

- To receive funding from the BMZ, the project must focus on one of the 17 Sustainable Development Goals. The aim is for both groups to work locally and together, on a theoretical and practical level, on the selected topic and reflect together on what they have learned. The youth exchanges are rooted in the concept of global learning and are intended to promote exchange of

country-specific perspectives on the selected SDG. Please describe in the application how these aspects are to be taken into account.

- All five phases are equally important to the success of the project. Please note that there should be collaboration between the partner groups during the entire project. In all phases, the partners should work on the project topic at their local level and digitally or in person with their international partners.
- Please describe the planned activities in as much detail as possible. This will give us a better basis upon which to assess the project.

Programme schedules

- Please complete the programme schedules in the project application fully and thoroughly. Alternatively, you can use our “Programme schedule” template document, which can be found in the Document Centre on our website.
- When planning activities, make sure there is a balance between:
 - Learning phases (input through presentations, visits, topic-related excursions, etc.)
 - Reflection phases (interpretation, processing through discussion/breakout groups, etc.)
 - Action phases (implementation, projects on the ground, etc.)
- Please give the following information in the appropriate column:
 - Day: On how many days do you intend to meet? Please add extra rows if needed. Please make sure sufficient activities are planned for the non-visit phases. Bear in mind that an exchange visit lasts at least 14 days (plus time for travel to and from the destination) and no more than 30 days.
 - Hours: Please specify how long each activity is intended to last. Please add extra rows under the day concerned if needed.
 - Planned activity: Please describe what is to happen on the specific day. What activities are to take place? (Online) workshop, excursion, research, team-building, rehearsals, discussion, presentations, etc.?
 - Aim Please specify the main aim of the planned activity (e.g. exploration of the selected SDG, communication of information about the country, recreational programme, organisational preparations, determination of expectations, planning/conducting of an evaluation, etc.).
 - Topic covered: Title of the event, how content is to be covered and main topics.
 - Method/material: Please specify the methods to be used in order to achieve the defined aims (games, presentations, discussions, group work, interviews, etc.). Please explain what materials you need for the activity.