

Engagement Global gGmbH

African-German Youth Office (AGYO)

Friedrich-Ebert-Allee 40

53113 Bonn

Germany

Project application for a youth exchange project

Application to Engagement Global gGmbH

for a grant funded by the Federal Ministry for Economic Cooperation and Development (BMZ)

under the Teams up! Youth Exchange for Sustainable Development programme

This document is provided as a **translation aid for the close collaboration between the German implementing organisation and the project partners.**

Note: The application requires a **fully completed project proposal in German.**

Please consult the guide on how to compete project funding applications

1. Details of partner organisations

Organisation	German implementing organisation	Project partner
1. Authorisation to apply following implementing organisation assessment received on		Not necessary
2. Name of applicant organisation		
3. Address		
4. Tel.	+	+
5. Email:		
6. Website	www.	www.
7. Bank account data	Bank: IBAN:	not required
Contact person(s) for project		
8. Title, surname	,	,
9. First name(s)		
10. Tel.:	+	+
11. Email:		
12. Fax:	+	+

2. Details of partnership

<p>1. Since when have the project partners been in contact? (Please enclose the official declaration of partnership here if there is one.)</p>	<p><input type="checkbox"/> Contact established specifically for this project <input type="checkbox"/> Since: Click here to add a date</p>
<p>2. How did the project partnership come about? What joint activities (3 max.) have been implemented?</p>	<p>1. Title description, from Click here to add a date to Click here to add a date, country, number of participants, brief</p> <p>2. Title description, from Click here to add a date to Click here to add a date, country, number of participants, brief</p> <p>3. Title description, from Click here to add a date to Click here to add a date, country, number of participants, brief</p>

3. Basic project information

<p>1. Title of the project</p>	
<p>2. Total duration</p>	<p>From Click here to add a date to Click here to add a date</p>
<p>3. Duration and location of first exchange visit</p>	<p>From Click here to add a date to Click here to add a date, place country Place: Country: Format: Wählen Sie ein Element aus. If necessary, justification for purely virtual meeting:</p>
<p>4. Duration and location of second exchange visit</p>	<p>From Click here to add a date to Click here to add a date, place country Place: Country: Format: Wählen Sie ein Element aus. If necessary, justification for purely virtual meeting:</p>
<p>5. Which of the 17 Sustainable Development Goals does the project focus on?</p>	<p>Please choose an option.</p>
<p>6. Which specific issue, which must be clearly linked to your selected SDG, do you intend to address on the project?</p>	
<p>7. Summary of project (max. 500 characters).</p>	

4. Details of persons involved in project

1. Group leaders						
	German implementing organisation				Project partner	
What qualifications to the group leaders have? How are the roles and tasks divided between the individual leaders?						
2. Anticipated group make-up						
	Number of participants				Number of group leaders	Total (participants and group leaders)
	16-18 years of age	19-27 years of age	28-30 years of age	Total number		
Germany						
Partner country						
Total						
3. If age structure or group size (5 min. and 10 max.) are different to those specified in the funding guideline, please state the reasons here.						
4. Do the groups already exist or will they be created for the project? In the latter case, what criteria will be used to select participants?						
5. How will participant diversity (e.g. language, religion, impairment, gender, sexuality and education) be ensured when deciding the make-up of the groups?						

6. What specific needs arise from the make-up of the group and how do you plan to cater for them?	
7. What measures do you intend to take to ensure successful (digital) communication in all phases between participants, group leaders and project partners from the participating countries?	

5. Project objectives

1. Please state the objectives based on the issue you cited in 3.6.	
Objective 1	
Indicators	Tools
Objective 2	
Indicators	Tools
Objective 3	
Indicators	Tools
2. What is/are the (direct/indirect) target groups of the project?	
3. What specific change is the project intended to create for the target group(s)? (E.g. new knowledge, skills, courses of action).	a) Participants b) Group leaders
Please answer this question in relation to a) participants b) group leaders c) the partnership	c) The partnership

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

1. How will it be ensured that the project is implemented in a resource-friendly way?	
2. How will the implementation of the project and the results of each of its phases be documented?	
3. How will the project results be disseminated in the long term and after its completion?	
4. How will the participants be given motivation and connected with one another so that they can continue their civic engagement after the project ends?	
5. Please describe any other participant activities that might arise as a result of the project.	

7. Educational plan

1. Preparation phase		
	Preparation in Germany	Preparation in partner country
<p>1. What are your aims for the participants, group leaders and the project partnership in the preparation phase?</p> <p>Please give specific questions concerning the project topic, measurable aims and expected outcomes</p>	<p>a) Participants</p> <p>b) Group leaders</p> <p>c) Project partnership</p>	<p>a) Participants</p> <p>b) Group leaders</p> <p>c) Project partnership</p>
<p>2. Schedule for preparation phase</p> <p>Please describe how the following aspects are to be taken into account:</p> <p>a) Organisational matters: visa applications, preventive healthcare, security, culture/politics/society in the partner country</p> <p>b) Creating awareness of intercultural/international aspects and one's own standpoint</p> <p>c) Introduction to the SDG topic selected for the project</p>		

d) (Digital) interaction between the partner groups

If necessary, additional rows can be added to the table. Alternatively, you can submit the schedules in separate documents. To do so, please use the template documents provided on our website.

Activities in partner country

Day	Hours	Planned activity	Aim	Topic covered	Method/material

Activities in Germany

Day	Hours	Planned activity	Aim	Topic covered	Method/material

3. Additional comments on the implementation of the preparation phase

2. Outbound visit

1. What are your aims for the participants, group leaders and the project partnership during the outbound visit?

Please give specific questions concerning the project topic, measurable aims and expected outcomes

- a) Participants
- b) Group leaders
- c) Project partnership

2. Schedule for outbound visit

Please explain the following aspects in the schedule:

- a) How the two countries' groups will interact
- b) How the visit will focus on the selected SDG
- c) Which days are project days and which ones are days off

The exchange visits last at least 14 days (plus time for travel to and from the destination) and no more than 30 days. Please add extra rows if needed. You can also submit the schedule in a separate document. To do so, please use the template documents provided on our website.

Day 1				
Hours	Planned activity	Aim	Topic covered	Method/material
	Arrival			
Day 2				
Day 3				
Day 4				
Day 5				
Day 6				
Day 7				

Day 8			
Day 9			
Day 10			
Day 11			
Day 12			
Day 13			
Day 14			
Day 15			
Day 16+ (add more rows if needed)			
	Departure		
3. Additional comments on the implementation of the outbound visit			

--

3. Interim phase

	Interim phase in Germany	Interim phase in partner country
1. What are your aims for the participants, group leaders and the project partnership in the interim phase? Please give specific questions concerning the project topic, measurable aims and expected outcomes	a) Participants b) Group leaders c) Project partnership	a) Participants b) Group leaders c) Project partnership

2. Schedule for interim phase

Please explain the following aspects in the schedule:

- a) Continued work on the SDG topic selected for the project
- b) Follow-up work on the outbound visit
- c) Preparation for the return visit
- d) (Digital) interaction between the partner groups

If necessary, additional rows can be added to the table. You can also submit the schedules in separate documents. To do so, please use the template documents provided on our website.

Activities in partner country

Day	Hours	Planned activity	Aim	Topic covered	Method/material

Activities in Germany

Day	Hours	Planned activity	Aim	Topic covered	Method/material

3. Additional comments on the implementation of the interim phase

4. Return visit

<p>1. What are your aims for the participants, group leaders and the project partnership during the return visit?</p> <p>Please give specific questions concerning the project topic, measurable aims and expected outcomes</p>	<p>a) Participants</p> <p>b) Group leaders</p> <p>c) Project partnership</p>
---	--

2. Schedule for return visit

Please explain the following aspects in the schedule:

a) How the two countries' groups will interact

b) How the visit will focus on the selected SDG

c) Which days are project days and which ones are days off

The exchange visits last at least 14 days (plus time for travel to and from the destination) and no more than 30 days. Please add extra rows if needed. You can also submit the schedule in a separate document. Please make sure that the schedule contains all the required information; you can find template documents on our website.

Day 1				
Hours	Planned activity	Aim	Topic covered	Method/material
	Arrival			
Day 2				

Day 3			
Day 4			
Day 5			
Day 6			
Day 7			
Day 8			
Day 9			
Day 10			
Day 11			
Day 12			

Day 13			
Day 14			
Day 15			
Day 16+ (add more rows if needed)			
	Departure		
3. Additional comments on the implementation of the return visit			

5. Follow-up phase		
	Follow-up phase in Germany	Follow-up phase in partner country
1. What are your aims for the participants, group leaders and the project partnership in the follow-up phase? Please give specific questions concerning the project topic, measurable aims and expected outcomes	a) Participants b) Group leaders c) Project partnership	a) Participants b) Group leaders c) Project partnership
2. Schedule for follow-up phase Please explain the following aspects in the schedule: a) What follow-up work will be done regarding the return visit b) How the overall project will be reflected on c) How the overall project is to be evaluated and documented		

d) How the partner groups will interact (digitally)

If necessary, additional rows can be added to the table. You can also submit the schedules in separate documents. To do so, please use the template documents provided on our website.

Activities in partner country

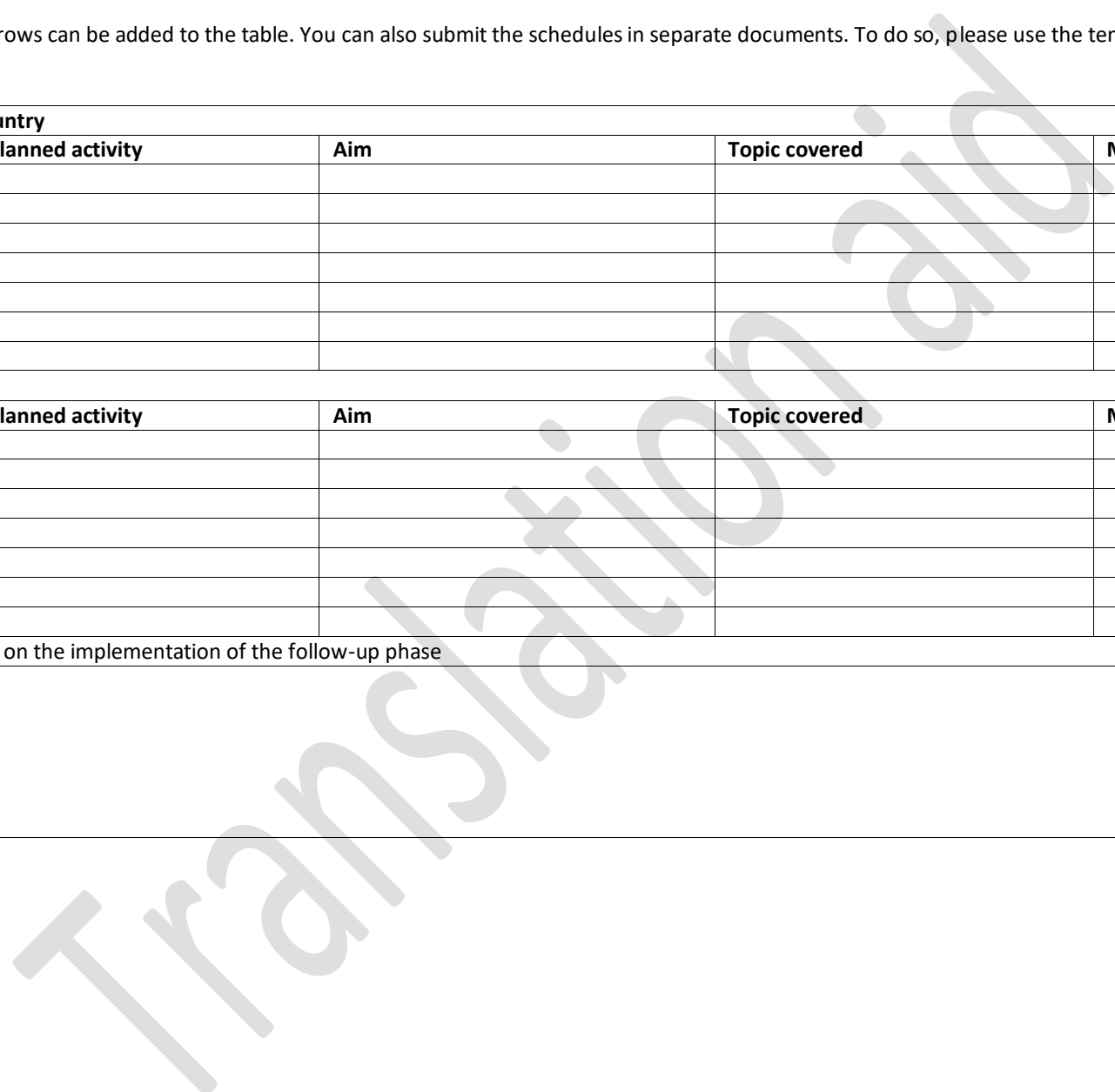
Day	Hours	Planned activity	Aim	Topic covered	Method/material

Activities in Germany

Day	Hours	Planned activity	Aim	Topic covered	Method/material

3. Additional comments on the implementation of the follow-up phase

--



8. Checklist

Please make sure the application and its annexes include all the required information and check them off below:

- 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 this document or the latest version of the “Programme schedule” template on our website to draw up schedules.

- 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 as a PDF (not scanned) by email and post.

- Security and Crisis plan
- Additional partners

Please submit this annex document 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.

9. General information and declarations

1. This application may be forwarded to the BMZ and the BMZ may disclose in confidence to the German Bundestag’s Budget Committee the name of the applicant organisation and the amount and purpose of the grant in individual cases where the Budget Committee requests this information.
2. You undertake to give the BMZ or persons authorised to conduct audits unrestricted access to documents for the purpose of assessment and review and to allow them to visit projects. You must make available to Engagement Global gGmbH any images, project reports, accounts, documentation etc. produced in connection with the project.
3. We have taken note of Engagement Global gGmbH’s “Information on data processing” (<https://www.engagement-global.de/datenverarbeitung.html>)
4. We consent to Engagement Global gGmbH, Friedrich-Ebert-Allee 40, 53113 Bonn, Germany, in its capacity as the controller as per the European General Data Protection Regulation (GDPR) and the Federal Data Protection Act (BDSG) processing and disseminating the details of our organisation (name and country) and of the project (selected SDG, project duration, project description in Section 3.7) on the Engagement Global gGmbH and AGYO websites.

We consent to Engagement Global gGmbH using materials produced in relation to ourselves and data we provide ourselves for the AGYO's PR activities, for example, in its publications, on its website and in its social media channels. We are aware that this may also involve the material being forwarded to third parties, the Federal Ministry for Economic Cooperation and Development and the partner organisations/service providers to the extent required by the stated purpose.

We can revoke this declaration of consent with future effect at any time and without having to cite reasons by sending an email to datenschutz@engagement-global.de. This does not affect the legality of the processing that takes place prior to revocation. If we revoke our consent, our materials may no longer be forwarded or processed.

We consent

We do not consent

5. We hereby confirm that the planned project cannot be carried out without funding from Engagement Global gGmbH/BMZ.
6. We hereby confirm that no other funding has been applied for or approved for the project for which this application is made.
7. The project will not result in any subsequent expenses that cannot be covered by our own funds.
8. Please place a cross next to the relevant statement below
 - We are entitled to deduct input tax.
 - We are entitled to deduct input tax to a limited degree.
 - We are not entitled to deduct input tax.
9. We confirm that the project for which the grant has been applied for has not yet started.

Place and date of signature

Legally binding signature of the person authorized to sign or the person authorized to represent the applicant organisation according to the legal provisions/statutes of the applicant organization