



AFRICAN-GERMAN  
YOUTH OFFICE

# Funding Guideline for the implementation of the

Teams up! Youth Exchange for Sustainable Development  
programme under the African-German Youth Office (AGYO)

Federal Ministry for Economic  
Cooperation and Development  
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# 1 Preamble

In September 2015, the UN Sustainable Development Summit in New York adopted the “2030 Agenda for Sustainable Development”. The agenda is a global pact for the future, intended to ensure that everyone everywhere can live a life of dignity. It aims to promote peace and to be a step towards a life of freedom and a healthy environment for the whole of the human race. The Agenda’s 17 Sustainable Development Goals (SDGs) combine the principle of sustainability with economic, ecological and social development. Agenda 2030 is underpinned by the spirit of a new global partnership, replacing old ascribed roles with the notion of shared responsibility for people and our planet. The intention is that governments, civil society and business should join forces to implement the SDGs in a global partnership involving all stakeholders. This partnership approach is the only way to ensure that the prerequisites for sustainability can be put into place at the local, regional, national and global level.

In order to advance the implementation of Agenda 2030 and its goals, suitable instruments are needed for people of all age groups but particularly for young people as they will soon be the ones shaping the future. Creating opportunities for global learning helps young people develop an awareness of their role as both globally active individuals and part of a globally active group. This in turn enables them to become active citizens in an increasingly interconnected and inter-dependent global society (i.e. “global citizens”) as well as to share responsibility.

Exchange programmes in which participants reflect on their experiences can provide tangible experience of the different perspectives of the Global South and North. Equality-based dialogue can generate awareness and commitment to active involvement in the face of global challenges as well as serving as a platform upon which to consider what action needs to be taken.

Our neighbouring continent Africa is the priority region in German development cooperation activities. It is also the world’s youngest continent – some 60% of its population are under 25. Young people play a crucial role in ensuring long-term political, social, economic and ecological development. Africa’s youth symbolise the continent’s future and its opportunities.

With this in mind, Germany’s Federal Ministry for Economic Cooperation and Development (BMZ) has established the **African-German Youth Office (AGYO)** to focus on the potential offered by the young people of Germany and Africa. As defined in the BMZ Africa Strategy, the aim is to deepen our partnership with our neighbouring continent of Africa and enable young people in particular to gain a real sense of what that partnership means. Expanding exchange programmes with African countries is an important instrument for doing this.

The **Teams up! Youth Exchange for Sustainable Development** programme builds on the lessons learned through the German-African Youth Initiative (DAJ), which was piloted between 2016 and 2020, and replaces the weltwärts – Extracurricular exchange projects in the context of Agenda 2030 funding line. Teams up! will be implemented by the BMZ, Engagement Global gGmbH (EG) and civil society, working as partners.

## 2 Objectives and general funding principles

### Objectives

The Teams up! programme is intended to increase the quantity and quality of SDG-related youth exchange between African countries and Germany.

It supports the establishment of **global partnerships** to engage participants globally at the local level. It promotes young people's development as **global citizens** through topic-based or project-based exchanges dealing with the implementation of the 2030 Agenda for Sustainable Development. This programme of exchange between young people in Germany and African countries on the OECD's DAC list is based on **global learning goals**<sup>1</sup>.

The programme therefore helps to shape the global community actively and sustainably as well as to develop joint solutions to global challenges such as eradicating hunger and poverty, promoting fair trade, ensuring clean water and protecting the climate. It takes its direction from the topics covered by German development cooperation<sup>2</sup>.

The Teams up! programme is open to all young people and embraces all forms of diversity<sup>3</sup>; structural and institutional obstacles (to access) in the programme will be identified and, where possible, removed.

The programme aims specifically to attract adolescents and young people whom other funding programmes for development-related youth and educational work have not been successful or only had minor success in reaching. This is to be done in accordance with the central promise of Agenda 2030: "**leave no one behind**". As a key principle in global partnership, the aim is to make social, economic and political participation possible for everyone and to promote equal opportunities – both within societies and in the global community. Inclusive societies and an inclusive, just global world order are essential if we are to have enduring peace and thus sustainable development.

### Project objectives

- Strengthening of international development-related youth exchange structures focusing on sustainable development
- Establishment and strengthening of global partnerships in line with the principle of reciprocity as promoted by Agenda 2030

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<sup>1</sup> BMZ Strategies, "Development Education and Awareness Raising", July 2021.

<sup>2</sup> [www.bmz.de/en](http://www.bmz.de/en)

<sup>3</sup> Definition of diversity: Diversity is a social reality. Significant potential for society lies in people's diverse points of view, experiences and characteristics (Source: EU Charter of Fundamental Rights, UN Convention on the Rights of Persons with Disabilities (CRPD) and the German General Act on Equal Treatment (AGG)).

- Support for and training of civil-society “knowledge multipliers” active in the area of development-related youth exchange

## Objectives for participants

- Stimulation of learning processes related to global interdependencies in the context of the 17 Sustainable Development Goals. Facilitation of education for sustainable development through face-to-face contact and insights into the way of life and society in the partner country
- Establishment and expansion of national and international networks to contribute to the implementation of the 17 Sustainable Development Goals
- Acquisition of skills and abilities required for action on the Sustainable Development Goals in line with the principle of global citizenship, such as critical reflection, a nuanced view of “the others” and respect for different perspectives
- Encouragement of longer-term civic engagement on sustainability, development and global perspectives and issues and on the reduction of inequalities.

These objectives are to be achieved by setting up dialogue processes, collaborations, and work on actual projects and networks between all participants in African countries and Germany.

The participants share knowledge and meet virtually and in person from the preparation stage onwards, throughout the entire project. Rather than being the overriding purpose of the programme, the face-to-face contact forms one component of the overall project. The aim is for the participants to gain tangible insights into the subject matter of the project and the SDGs by exploring them from a practical perspective. In addition, the virtual and in-person encounter phases support knowledge-sharing and relationship-building between the participants and are intended to promote perspective-taking.

## General funding principles

The following principles apply to all of the projects funded:

- **Partnership:** The German implementing organisation and the project partner(s) organise the project in close collaboration. They engage in a constant process of dialogue, practising true reciprocity and perspective-taking.
- **Involvement of all participants:** The participants are involved in the design and shaping of the programme. From start to finish, the project provides scope for self-organised contributions to the shaping of the project.
- **Balance:** There is a balance in the partner country and in Germany between the number of participants, the duration of the exchange visits and the division of tasks.
- **Monitoring:** Periodic monitoring and evaluation methods are used throughout the process. Their findings are taken into account in efforts to optimise the remainder of the project.
- **Diversity:** The project reaches young people from all segments of society. Target-group-specific needs in relation to gender, origin/migration history, education, disability, etc. are taken into account in the implementation of the programme. This can be done by such

measures as ensuring accessibility, providing education and mentoring support, intercultural learning, removing language barriers and providing anti-racism and anti-sexism training.

- **Sustainability:** Social, ecological and economic aspects of sustainability are taken into consideration in the implementation of the project. The project is implemented in a way that is kind to the environment. The partnerships are strengthened beyond the encounters.

### 3 German implementing organisations and project partners

The German implementing organisation and the project partner(s) align their activities with the objectives of this guideline and contribute actively and sustainably to their realisation. Their project contributes to the implementation of the 2030 Agenda for Sustainable Development. The German implementing organisation and all project partners involved have the expertise, staff, organisational structure, experience and language skills to be able to implement the requirements of the guideline. Projects can be conducted with several project partners in one country or multi-laterally, with partners from two African countries or, where there are good grounds to do so, tri-laterally with an African country and a project partner in another country outside of Africa (cf. Section 4.4). German implementing organisations and African partner organisations can take part in two projects at the same time only as an exception.

The collaboration between the German implementing organisation and the African project partners or the German “piggybacking” partner is characterised by the following features:

- a. Transparency of all key processes:** plans, programmes, the implementation of the project and monitoring of its results must be agreed by the German implementing organisation and all project partners. In accordance with this principle, they draw up the following documents in close collaboration:
  - an educational plan that gives a comprehensible and detailed description of the project, how its various phases are to be implemented, the goals and the methods to be used (cf. Section 5),
  - a plan showing the financing for the expenses incurred in all partner countries,
  - a security, crisis and emergency management plan,
  - a description of the monitoring system for the entire course of the project.
- b. Method of involvement:** The opinions and perspectives of the German implementing organisation and the project partners must be included in all project phases and on all key processes.
- c. Establishment and strengthening of partner structures:** The German implementing organisations share knowledge and provide information and training to give partners that do not yet meet the requirements for exchange programmes the necessary skills to be able to do so.
- d. The project partners and the German implementing organisation work together on the following tasks:**
  - Verifying, notifying and advising participants on good time with regard to the necessary documents, any meetings at the embassy and the process for applying for the **residence permits (visas)** required for the project; in addition, checking that participants have been

granted residence permits (visas) before they travel. When selecting participants, the German implementing organization and its project partners must apply the criteria set out in the “Information sheet regarding the selection procedure for participants from the African partner country”.<sup>4</sup>

- informing participants about preventive **healthcare and insurance cover** (accident, health and compensation claims) and ensuring this information is heeded and
- ensuring the project is **properly organised**. This includes, for example, the participant selection procedure (using the above-mentioned information sheet), provision of accommodation and food and drink and travel planning.

The German implementing organisation is the sole recipient of the EG funding and is responsible for the implementation and financial management of the project as defined in the forwarding agreement, which is based on German funding legislation. The German implementing organisation shall also be strictly liable in the event that the project partner does not use the funding for the approved purpose or that proof that the funding has been used as intended is not provided. This applies irrespective of whether the German implementing organisation is able to successfully claim refunds from project partners.

If the German implementing organisation(s) or African partner organisations are already involved in an ongoing project under the programme, EG must be informed when the application is made. The German implementing organisation or the African partner organisations can participate in two projects at the same time if adequate reasons are given.

## 4 Types of project

Below is a description of the types of project eligible for funding under this programme.

### 4.1 Youth exchange projects

For the purposes of this programme, the term “youth exchange project” means an outbound visit and return visit, embedded between preparation, interim and follow-up phases. Using various digital communication channels, the partner groups discuss matters concerning their selected SDG and are in contact with each other during the preparation, interim and follow-up phases. Youth exchange projects must always have an SDG as their primary focus. However, specific aspects of another SDG that are connected to the chosen topic and SDG of the exchange project can also be covered. For instance, SDG 5 on gender equality can be combined with aspects of SDG 1 on ending poverty and inequality. The application process consists of two phases. In the first, a project outline document summarising the project’s subject matter and financial details must be submitted. In the second, the projects chosen in the first stage are asked to submit an application before the next deadline. Further

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<sup>4</sup> The information sheet containing the criteria for the participant selection procedure is part of the forwarding agreement.

information on this two-stage application process and the current deadline can be found on the Teams up! programme website.

## **Participants**

A central aim of the programme is to recruit as diverse a range of project participants as possible. The focus is on the Agenda 2030 promise to “leave no one behind”. Consequently, potential participant differentiation categories are to be taken into consideration in the funding decision, e.g. giftedness/disability, ethnicity/ethnicisation, sex/gender/sexual orientation, origin, culture, migration history, religion, socioeconomic status or languages. Adolescents and young people whose permanent place of residence is in Germany or in one of the African countries involved in the exchange (partner country) can participate in the extracurricular youth exchanges. In the case of triangular collaborations between project partners from three continents, adolescents and young people whose permanent place of residence is in no more than one non-African country involved in the exchange can also participate.

To ensure the project is successful in achieving its aims, the German implementing organisation and the project partners make sure there is a good match between the make-up of the groups participating in an exchange. The participants must be able to communicate directly with one another in a language that they understand.

The participants must have turned 16 by the start of the project and should usually not be older than 30. If minors participate, appropriate support must be ensured for them and proof thereof must be provided. Persons between the ages of 14 and 35 can take part as an exception in the following cases:

- if the composition of an existing group was largely constant before the project started;
- if, in individual cases, the project requires the participation of a specific person because, for example, they have a particular skill.

Funding can be granted for youth exchange projects in which a minimum of 5 and a maximum of 10 participants per participating country take part.

Where there is a valid reason, the group size may differ from the above if EG gives its consent (e.g. in the case of orchestras or sports teams).

## **Group leaders**

Besides the participants, group leaders are involved in the project. The ratio of participants to group leaders should be balanced and in line with the participants’ age and the nature of the project. Funding can be granted for projects that are supported by a maximum of 2 group leaders from each participating country. Where there is a valid reason, the number of group leaders may differ from the above if EG gives its consent (e.g. if additional educational or SDG-related support or special expertise is required).

The German implementing organisation and the project partners ensure that the group leaders have the skills required to lead international youth exchanges. In the case of group visits involving minors,



the leader must be able and authorised to fulfil the project partner's supervisory obligations as defined in the KJHG (German Child and Youth Services Act). The same person should act as group leader throughout the entire project. They should serve as an example of partnership-based teamwork and intercultural communication to the participants.

### **Duration, accommodation/exchange locations**

The projects can last a maximum of 24 months within a three-year period. During that project period, one outbound and one return visit, including a preparation, interim and follow-up phase, must be carried out. The preparation, interim and follow-up phases should each last at least three months. The visits should last at least 14 days and at most 30 (not including travel to and from the visit destination). The number of project days and days with no project-related content during the visit phases should be proportionate to the total duration and the local circumstances at the site of the visit. On project days, either an appropriate amount of (methodological) work is carried out on the chosen topic or there are reflective and team-building activities. If any exceptions are to be made in terms of duration of stay, e.g. because of special needs on the part of participants, plausible reasons must be given for them in the project application and EG must approve them in advance. EG.

The decision as to how participants will be accommodated is up to the German implementing organisation and the partner organisation. Shared group accommodation (in a youth hostel, for instance) and accommodation in host families are both possible options. Where participants are accommodated in host families, only expenses that can be proved to have been for food and drink for the participants can be claimed.

As a rule, the visits take place at the main place of residence of one of the participating groups. If other locations are to be used, the implementing organisation must provide adequate reasons in the project application and EG must give its consent. This does not apply to field trips in the African partner country or Germany related to the subject matter of the exchange, provided there are no security reasons not to conduct such trips.

The first in-person group visit should take place in the African partner country. In exceptional circumstances, it can take place in Germany. In this case, justifiable reasons for the exception must be given and EG must give consent. Reasons for exceptions can be things such as national holidays, limited time due to holiday periods or climatic challenges in specific seasons. The in-person visits are intended as a way for participants to experience first-hand different perspectives in relation to the chosen SDG as part of a global citizenship approach. When in-person visits cannot take place in specific countries (due to security restrictions for instance), it is also possible to conduct virtual exchanges, including digital meetings, with participants engaging in dialogue on an equal basis (cf. Section 5).

The German implementing organisation and the project partner concerned must make appropriate arrangements in the respective country for the preparatory, interim and follow-up phases. The preparation and follow-up for the visits must be appropriate to the target group, country of destination, project partners, planned duration, timetable and educational content of both visits.

Services offered by EG and other implementing organisations can be used to support in-dependent preparation and follow-up activities.

## **4.2 Accompanying projects**

The primary purpose of the accompanying projects is to improve the quality of youth exchanges and thus the development impact of international youth exchange projects, especially those in-volving Germany and/or African countries. The initial focus is on improving projects conducted under the Teams up! programme in the future. However, it is also possible to carry out an accompanying project without it being followed by a Teams up! youth exchange project. Applications for accompanying projects can be for independent projects or for parts of a youth exchange project. The participants on accompanying projects are full-time/part-time/volunteer workers from the participating organisations, persons cooperating on specific projects and persons interested in becoming knowledge multipliers.

The following funding priorities apply:

- improvement of the quality of the Teams up! projects conducted under the programme by means, for example, of specific knowledge-multiplier training for the German implementing organisation's and the project partners' staff on projects funded under the programme; and
- activities to support cooperation and networking between potential project partners and between the stakeholders involved, e.g. through partner-matching formats in which German and African organisations are brought together to conduct a youth exchange project.

In these cases, the rules set out in this guideline with regard to group size, age range and visit duration do not apply; however, the number of project days should not be less than five. Funding is not available for the administrative application process or the production of proof-of-use documents for planned or ongoing projects, nor for trips required to prepare for specific youth-exchange projects.

## **4.3 Pilot projects**

Pilot projects have an innovative character in that they develop/evolve new formats and strategies for the AGYO. They are also intended to provide answers to key issues concerning African/German youth exchange. The aim is for their results to be able to be applied to other implementing organisations and project partners or to be of particular interest for development-oriented international youth work. This can include such things as the development, piloting, review and further development of methods and strategies (e.g. workshop formats, apps, etc.). Scaling and transferability of the project's findings to other contexts and other organisations are a constant feature of pilot projects. The intention is that the focus topics of pilot projects should be of strategic interest for the entire AGYO and help, for example, to tap into new target groups that have previously not been very involved in development-oriented volunteering and exchange programmes. The evaluation, transferability and documentation of pilot projects' results must be ensured and described in the application. This includes forwarding the knowledge gained to relevant international youth work stakeholders by means, for instance, of an event at which the strategy devised is made

available to an interested audience. The project results are disseminated in consultation with the AGYO and supplied to the AGYO for PR purposes.

Pilot projects are not subject to the minimum/maximum participant numbers nor the minimum number of project days. Adequate preparation and follow-up, expert supervision and adherence to the general funding principles under this programme, particularly the partnership principle, must be ensured. The BMZ decides on a case-by-case basis whether to provide funding and how much, taking into consideration a detailed project application, including a financing plan. A consultation session with EG is compulsory before the project outline for a pilot project is submitted.

#### **4.4 Multilateral projects**

As an exception and where there are valid reasons to do so, it is possible to conduct a project (youth-exchange, pilot or accompanying project) with up to three<sup>5</sup> participating organisations on the condition that at least one German and at least one African organisation is involved. As a rule, the third partner organisation should be domiciled in an African country or another country on the OECD DAC list. In this case, the German implementing organisation can forward funds to two partner organisations.

This enables adolescents and young people whose permanent place of residence is in a country on the OECD DAC list to take part in multilateral projects as well as adolescents and young people from African countries.

The maximum total number of participants for multilateral projects is 21 and the visits must take place in Germany or an African country. Visits may not take place in countries outside the African content or outside Germany.

A consultation session with EG is required before organisations planning a multilateral project can submit their project outline.

#### **4.5 “Piggybacking”**

Piggybacking is when, before applying for EG funding, two German organisations conclude an agreement with one another to cooperate on a project under the programme. The agreement details which organisation is to be responsible for which planning, implementation and administration tasks. At least one of the organisations must meet the formal criteria to be approved as an implementing organisation by EG (cf. Section 6). The organisation that is approved as an implementing organisation typically has more experience in finance and administration.

The implementing organisation submits the application to EG on behalf of the other German organisation. As the sole recipient of the EG funding, it is responsible for the financial management as defined by funding law (cf. Section 3). In this scenario, however, the funding recipient can forward funds to German piggybacking partners. If the project is the first that the less experienced

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<sup>5</sup> Where “piggybacking” is used, a further German organisation can participate in the project as a piggybacking partner.

piggybacking partner has conducted under Teams up!, the rules for first-time applications are applied, e.g. the maximum funding amount. The rules can be found on the Africa-German Youth Office website.

As with other scenarios, simultaneous funding is not possible for piggybacking set-ups. This applies to all organisations participating in the piggybacking. Youth-exchange and accompanying projects are eligible for piggybacking application but pilot projects are not.

## 5 Educational plan

Every project application must include an educational plan. It is drawn up jointly by the German implementing organisation and the project partners. It shows how the educational measures for the project are to be planned and implemented and how global learning is to be made possible. In addition, the educational plan describes how the project will help fulfil the objectives set out in this guideline.

The plan takes into consideration the following criteria in each of the project phases:

- a. Preparation of the overall project, especially the outbound visit
- b. Outbound visit to the African partner country
- c. Interim phase (follow-up on the outbound visit and preparation of the return visit)
- d. Return visit to Germany
- e. Follow-up for the overall project, especially the return visit

Apart from preparations for the actual visit, the **preparation phase** a) mainly deals with global learning and the objectives set out in this guideline. It also includes an introduction to the way of life in the other countries, aimed at ensuring cultural awareness. In addition, information is provided about any necessary preventive healthcare measures, health protection, entry requirements for the host country (including visa requirements and documents) and the security situation in the host country. If challenges arise in the visa process, the contact person at EG must be contacted immediately.

Regular contact and discussion between the two partner groups' participants takes place via the available communication channels, for instance, regular virtual dialogue. The method shall be described in the educational plan. This virtual contact should start during the preparation phase.

**During the visits** b) and d) to the respective project, the partner groups are able to get to know each other as well as to work together on global issues by exploring a specific topic concerning one of the SDGs. The aims, methods and intended outcomes must be described in detail in the application. The subject matter dealt with during both visit phases follows on from the **preparation and interim phases**. The methods employed during the visits are chosen in line with the target group and subject matter concerned and other aspects where necessary. The visits should also include **reflection phases**, during which the participants from both groups consider and evaluate together their

experiences so far. This is also an opportunity to ascertain all of the participants' opinions and to do any tweaking necessary for the subsequent visit phases and the project overall.

**The interim phase c)** is used for follow-up work on the outbound visit and preparation of the subject matter to be dealt with during the return visit. This phase should also include a structural error analysis, leading to an optimisation of structural processes and programme content by the project partners. Work on the project topic and the virtual contact between the groups continue during the interim phase.

The **follow-up phase e)** offers the participants an opportunity to describe and discuss their experiences and lessons learned and to place them in a global context. The follow-up activities focus on perspective-taking and reflecting on experiences. The feedback from the participants is incorporated into the evaluation of the overall project, which also assesses how and to what extent the insights gathered can be used to implement the objectives of this guideline. The participating groups are explicitly encouraged to act as "knowledge multipliers", sharing their experiences with society so that as many people as possible can benefit from the lessons learned on and results of the project. Adequate **documentation of the relevant project results** must be ensured. **Longer-term cooperation** between the participating groups on specific topics or educational projects during and, in particular, beyond the project period helps to fulfil the objectives of this guideline and to evolve the design of the programme.

In addition to the project structure described above, **virtual exchange meetings are also possible**. In cases where in-person visits cannot take place due, for example, to security alerts or pandemics, exchanges can be conducted on a completely virtual basis. In consultation with EG, one or both of the visits can be implemented by means of a higher proportion of virtual cooperation and project work from the groups' respective locations.

Projects are required to contribute material for the programme's/AGYO's PR activities. Preferred contributions include such things as testimonials for the website or social media posts about youth exchanges.

## 6 Application and financing

The programme can be used for a variety of project ideas and is designed to provide support for as wide a range as possible of civil society initiatives. Funding can be granted for projects that are carried out in close collaboration between the German implementing organisation and the project partners. As required by the funding legislation, the formal application is submitted by the German implementing organisation. The forwarding agreement is also concluded with the German implementing organisation.

### **Funding cannot be provided for:**

- a. Governmental organisations' projects

- b.** Projects serving to provide religious instruction, teaching of faith or instruction in a particular ideology
- c.** Projects or project partners whose values do not respect the diversity of human lifestyles and beliefs
- d.** Commercial exchange projects
- e.** Projects that fall into categories such as tourism, procurement, infrastructure or real estate development/renovation rather than being primarily intended to promote exchange and dialogue

The travel and security guidance issued by Germany's Federal Foreign Office, particularly any travel warnings it includes, and other relevant security warnings must be heeded when conducting the planned visits.

The outbound and inbound visits always take place in Germany and an African country even in multilateral projects with another, non-African country on the OECD DAC list.

To receive funding, the German implementing organisation must meet the criteria below. This is checked by EG as part of the implementing organisation assessment. However, in line with the programme's principle of partnership, the intention is that criteria c, d and e should apply both to the German implementing organisation and to all project partners.

The criteria are:

- a.** The applicant implementing organisation must be domiciled in the Federal Republic of Germany;
- b.** the applicant must provide evidence of their non-profit nature;
- c.** the German implementing organisation and the project partners must have the specialist, financial and administrative ability required to implement the project;
- d.** the German implementing organisation and the project partners must be able to provide and implement suitable plans and structures for participant security and for crises,
- e.** the defined mission of the German implementing organisation and the project partners must be in line with the principles of development-focused, international youth work.

Where the German implementing organisation has demonstrated that it fulfils criteria a) to e) above for another programme administered by EG, a simplified implementing organisation assessment can be carried out.

If the applicant German implementing organisation meets these requirements, the application is assessed on the basis of the project description and the educational plan.

Where a German implementing organisation cannot meet all of the requirements to be approved as an implementing organisation, it cannot receive funding under the Teams up! programme. However, it can still play a key role by piggybacking (Section 4.5) on projects whose German implementing organisations meet these requirements and are parties to a forwarding agreement for a Teams up! project. In these cases, the non-approved implementing organisation can gain knowledge and expertise and synergy can be created between the two German organisations.

A German implementing organisation cannot submit a subsequent project until it has completed at least one previous project and the final proof of use for that project has been received and assessed at least in cursory detail. In the case of first-time projects, an in-depth assessment of the final proof of use must be performed before a subsequent project can be implemented.

It is usually not possible for a German implementing organisation to participate in two projects simultaneously (even in a piggybacking scenario). It is possible as an exception if all of the following requirements are met:

- Successful implementation of the previous project. This is judged based on interim proof-of-use documents, in-depth assessments of final proof-of-use documents and project management experience.
- The implementing organisation and the partner must have sufficient human and financial resources to be able to implement two projects simultaneously.
- A new target group and submission of a new project outline (objectives, selected SDG, focus topic). In other words, different participants and a different SDG must be chosen.
- There must not be any time overlap between the visit phases.
- Availability of funds at EG and of the funding recipient's/partner's own funds and/or third-party funds.

African partner organisations may also only be involved in parallel projects as an exception where there are valid reasons. The requirements to be met in such cases are the same as for German implementing organisations.

## General principles concerning financing

Projects can be funded by the BMZ by means of a non-repayable grant (project funding) **covering up to 75%** of the overall **expenditure**<sup>6</sup>. The funding is provided on the basis of an eligible project application (including a financing plan) and a forwarding agreement under private law. This forwarding agreement is concluded between EG and the German implementing organisation as the funding recipient. The latter may forward the funding to the partner organisations in the form of a non-repayable full grant. The terms agreed in the forwarding agreement between EG and the funding recipient are then applied to the project partner in the form of a written agreement.

In addition to the expenses incurred during the two exchange visits, expenditure on suitable educational support, preparation and follow-up, PR work and documentation of the project can be funded under the programme. Funding can only be granted for expenses that are incurred in connection with the implementation of the project and for which records can be supplied. The following expenses can be claimed as specified in the financing plan:

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<sup>6</sup> This means all appropriate and documented expenses incurred by the German implementing organisation and the project partners during the preparation and implementation of and follow-up on the project.

- accommodation and food and drink,
- travel expenses (the German Travel Expenses Act (BRKG) must be observed),
- standard local professional fees and staff expenses,
- cost of materials,
- rental
- visa expenses and insurance (liability/accident/health),
- miscellaneous expenses (e.g. linguistic support and translation, documentation, transport) and
- administrative expenses up to 5% of overall expenditure.

In individual cases where there are good reasons, funding can be provided for additional expenses incurred in connection with young people requiring extra assistance (e.g. funding of additional transport expenses, accessible infrastructure or more intensive educational measures).

**Financing for at least 25% of the overall expenditure** must be secured by the German implementing organisation itself. This can be done using third-party funds, provided they do not come from Germany's Federal Government. The composition of the third-party funds must be specified in the project application. Third-party funds can also be provided by the project partners. The (third-party) funds that the project partner provides to the funding recipient can also be deemed to be the German implementing organisation's own funds.

The participating groups can be actively involved, on a voluntary basis, in the establishment of donor pools and efforts to collect donations through events. These activities must be described in the educational plan as part of measures to promote participant involvement and resource-fulness. Third-party funds secured before the agreement is signed can be used instead of the funding otherwise to be provided by the grant recipient. Third-party funds received after the agreement is signed reduce the share of funding to be provided by the grant recipient and the grant itself in line with the percentage of funding provided by the BMZ<sup>7</sup>.

A **financing plan** must be submitted with the application. A template is provided with the application forms. A maximum of 50,000 euros of funding can be provided for first-time applications. The current maximum funding amounts for subsequent projects (pilot, accompany and youth-exchange projects) can be found on the Teams up! programme website.

In the case of Teams up! projects, funding is only provided for the expenses incurred by the German implementing organisation and for the funding forwarded to the project partners in Africa and, as an exception and where there are valid reasons (multilateral cooperation), to a project partner from another, non-African OECD DAC country. Where there are valid reasons to do so, additional project partners or participants can be brought in from other countries as an exception in consultation with EG.

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<sup>7</sup> Cf. "ANBest-P" General Auxiliary Conditions for Grants Provided for Projects, Section 2.1.1



The totals given in the financing plan are binding. Any expenditure above the budgeted amount shall be paid for from the German implementing organisation's/project partners' own funding. Lower expenditure or higher income than planned shall lead to a proportionate reduction in the amount of EG funding.

Further information and recommendations on how to submit applications, implement projects and prepare proof-of-use documents can be found on the African-German Youth Office website, provided by EG.

## **7 Administrative management**

EG, in its capacity as initial recipient on the basis of the notice of grant issued by the BMZ, is responsible for the administrative and financial management of the programme. The applicant German implementing organisation submits an application in German in accordance with the deadlines published by EG on the AGYO website. Where applications are translated into relevant languages for the project partners' information, the expenses incurred for translation are eligible for funding. EG then submits a funding recommendation to the BMZ on the basis of the submitted applications.

Once the BMZ has decided what funding to provide, EG concludes a forwarding agreement under private law with the funding recipient (the German implementing organisation) on the basis of the eligible project application including the financing plan. In the agreement, EG transfers to the project partners the duty that it has towards the BMZ to ensure compliance with the "ANBest-P" General Auxiliary Conditions for Grants Provided for Projects and the general administrative regulations relating to Sections 23 and 44 of the Federal Budget Code ("Bundes-haushaltsordnung").

EG must be informed immediately of any changes in content or financing. Violations of this guideline and failure to comply with the funding conditions set out in the contractual agreement between EG and the funding recipient can result in funding being reclaimed or the forwarding agreement being cancelled by EG.

### **Legal entitlement**

This guideline does not provide a basis for a legal entitlement to funding – even if similar or identical projects have been funded in the past.

### **Right of scrutiny**

The BMZ, the German Supreme Audit Institution ("Bundesrechnungshof") and EG are entitled to examine the project and the use of the funding, or to have representatives do so as required, by visiting the project site, checking the books and records and collecting data on the ground.

The funding recipient (German implementing organisation) must keep the necessary documents ready for examination and provide the necessary information. All of the required documents must

remain available for examination for five years after the end of the project. Longer archiving periods required by other rules and regulations shall remain unaffected.

## Entry into force

This guideline shall enter into force on 22 October 2024.

## 8 Useful documents

The following documents do not form part of the guideline. They are intended as guidance for those applying for, implementing and performing accounting for projects. They are also intended to explain the text of this guideline and to provide assistance.

- Federal Budget Code (“Bundeshaushaltsordnung”) (in German)
- Federal Travel Expenses Act (“Bundesreisekostengesetz”)
- “ANBest-P” General Auxiliary Conditions for Grants Provided for Projects
- Latest OECD DAC list of countries and territories eligible to receive Official Development Assistance

The following documents are available, as amended from time to time, on [the African-German Youth Office website](#), provided by EG:

- Glossary
- Current application deadlines for the programme
- Form for implementing organisation assessment
- Application forms for youth-exchange, accompanying and pilot projects, including financing plan
- Notes from EG on the educational plan and the qualitative requirements concerning the implementation of the programme
- Guidance documents on how to complete the application form and the financing plan
- Template document for programme schedules
- Job-description form for staff posts
- Form for details of other partners from Germany and the project partners from the partner countries
- Sample forwarding agreement
- Sample forwarding agreement
- Change request, including financing plan
- Template document for participant lists
- Status report for interim and final proof of use for youth exchanges and accompanying/pi- lot projects
- Numerical evidence for interim and final proof of use
- Information sheet regarding the selection procedure for participants from the African partner country

## 9 Legal Notice

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### Status

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**African-German Youth Office**