



Federal Ministry  
for Economic Cooperation  
and Development

**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

Bonn, 11 January 2022

## Contents

1	Preamble.....	3
2	Objectives and general funding principles.....	4
3	German implementing organisations and project partners.....	5
4	Types of project.....	6
4.1	Youth exchange projects .....	7
4.2	Accompanying projects.....	8
4.3	Pilot projects.....	9
5	Educational plan.....	9
6	Application and financing.....	11
7	Administrative management.....	14
8	Useful documents.....	15

### Published by:

Federal Ministry for Economic Cooperation and Development  
Division 322, Civic engagement, volunteer and exchange services, Engagement Global Dahlmannstr. 4  
53113 Bonn Germany

# 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 interdependent 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 – more than 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. 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 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 sets out to ensure diversity and is based on **global learning goals**<sup>1</sup>.

The programme will therefore help 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.

Last but not least, the programme aims 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
- 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 Sustainable Development Goals
- Facilitation of education for sustainable development through face-to-face contact and insight into the way of life and society in the partner country
- Establishment and expansion of international networks to contribute to the implementation of the 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

---

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

- Empowerment as an individual and as a group
- Encouragement of longer-term civic engagement as promoted by Agenda 2030 on sustainability- and development-related, global perspectives and issues designed to reduce inequalities.

These objectives are to be achieved by setting up dialogue processes, collaborations and networks between all participant in Africa and Germany.

The participants share knowledge and meet virtually and in person from the preparation stage onwards, throughout the entire project and beyond. Rather than being the overriding purpose of the programme, the face-to-face contact forms one component of the overall project, the mobility phase.

### General funding principles

The following principles apply to all of the projects funded:

- **Partnership:** The German implementing organisation and the project partners 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 target groups 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.
- **Evaluation:** Evaluation components 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, 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 partnerships are strengthened beyond the visit phase. The project is implemented in a way that is kind to the environment.

## 3 German implementing organisations and project partners

The German implementing organisation and the project partners 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 multilaterally, with partners from two African countries or, where there are good grounds to do so, trilaterally with an African country and another country outside of Africa (cf. Section 6).

The collaboration between the German implementing organisation and the project partners is characterised by the following features:

- a. Transparency of all key processes:** plans, programmes, the implementation of the project and evaluation 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 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 evaluation to take place during 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:** Partners that do not yet meet the requirements for exchange programmes are given the necessary skills through knowledge-sharing, information and training.
- d.** The project partners and the German implementing organisation work together on the following tasks:
  - verifying, notifying and advising participants in 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,
  - 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 procedures, provision of accommodation and food and drink and travel planning.

The German implementing organisation is the sole recipient of the grant and is responsible for the implementation and financial management of the project as defined in funding law.

## 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.

### Participants

In keeping with the principle of diversity, this programme is intended to be open to a broad group of potential participants, counteracting personal and structural disadvantages. The focus is on the Agenda 2030 promise to “leave no one behind”. Adolescents and young people whose permanent place of residence is in Germany or one of the African countries involved in the exchange (partner country) can participate in the non-formal 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 success of the project, 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. Persons between the ages of 14 and 35 can take part in the following cases (the reasons must be explained in the application and the proof of use):

- if the composition of an existing group was largely constant before the project started;
- if, in individual cases, there are personal reasons why the person should participate;
- if appropriate support is in place for participating minors.

Funding can be granted for youth-exchange projects in which a minimum of 5 and maximum of 10 participants per participating country take part. For multilateral projects and triangular collaborations, the maximum number of participants is 21.

Where there is a valid reason, the group size may differ from the above if 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 Engagement Global 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 to fulfil the project partner's supervisory obligations as defined in the KJHG (German Child and Youth Services Act). The same people should act as group leaders throughout the entire project. They should serve as an example of partnership-based teamwork and intercultural communication to the participants.

### **Duration and 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.

As a rule, the visits take place at the main place of residence of one of the participating groups. Other locations require adequate reasons to be stated and Engagement Global's consent. This does not apply to field trips in the partner country related to the subject matter of the exchange, provided there are no security reasons not to conduct such trips.

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 exchanges on a completely virtual basis, with the participants engaging in dialogue as equals (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 Engagement Global and other implementing organisations can be used to support independent preparation and follow-up activities.

## **4.2 Accompanying projects**

The primary purpose of the accompanying projects is to enhance the quality of youth exchanges, encourage further projects, reinforce the intended development impact and add focus to the programme. Applications for accompanying projects can either be for independent projects or for parts of a youth-exchange project.

The following funding priorities apply:

- improvement of the quality of the projects conducted under the programme;
- cooperation and networking between the project partners and between the participants;

- specific knowledge-multiplier training for the German implementing organisation's and the project partners' staff on projects funded under the programme. This will focus, in particular, on the cross-cutting issues of "partnership" and "a more nuanced view of Germany/Africa" in the youth exchange context;
- production of materials for quality-assuring or evolving transferable methods and strategies for international youth exchange programmes of the type defined in this guideline;
- projects that help raise interest in youth-exchange projects in the context of this programme between partners from Germany and African countries;
- projects that help engage new target groups that have previously had little to do with development-oriented voluntary service and exchange programmes.

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. 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**

In this project category, funding is available for special, innovative exchange formats for any target group, face-to-face meetings and other initiatives. Pilot projects run for a limited period and their results can be applied to other project partners or are of particular interest for development-oriented international youth work (e.g. development, piloting, review and further development of methods and concepts, establishment of structures such as networks or collaborations, events designed to connect future project partners from Germany and a partner country). The pilot projects must be evaluated and their results documented.

In the case of extensive pilot projects, Engagement Global can request expert opinions from third parties as well as scientific supervision.

Pilot projects are not subject to the minimum/maximum participant numbers or 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.

## **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 partner country/Germany
- c) Interim phase (follow-up on the outbound visit and preparation of the return visit)
- d) Return visit – opposite to b) – to Germany/partner country
- 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. Additionally, active presentation of the project by the participants to the public during the preparation phase is explicitly encouraged.

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 pro-

ject. 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 Engagement Global, 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.

## **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 when there is a triangular collaboration 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 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 Engagement Global, 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 collaborating on projects whose German implementing organisations meets these requirements and are grant recipients on 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.

### **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>2</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 Engagement Global and the German implementing organisation as the recipient of the grant. The grant recipient may forward the grant funds to the partner organisations as the end recipients in the form of non-repayable funding to cover their portion of the expenses. The provisions laid down in the forwarding agreement between Engagement Global and the grant recipient shall also apply to the end recipient of the grant.

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

---

<sup>2</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.

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:

- accommodation and food and drink,
- travel expenses (the provisions of the German Travel Expenses Act (BRKG) must be observed),
- 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, special funding for expenses can be provided where there are good reasons, for example for young people requiring additional assistance (including funding of additional transport costs and accessible infrastructure) or where more intensive educational measures are required to support young people.

**Financing for at least 25% of the overall expenditure** must be secured by the grant recipient (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. The project partners can also contribute third-party 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 resourcefulness. 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>3</sup>

A **financing plan** must be submitted with the application. A template is provided with the application forms.

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 (triangular cooperation), to a project partner from another, non-African an exception and where there are valid reasons to do so, additional project partners or participants can be brought in from other countries in consultation with Engagement Global.

---

<sup>3</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 reduction in 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 Engagement Global.

## **7 Administrative management**

Engagement Global, 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 Engagement Global on the AGYO website. Where applications are translated into English or French for the project partners' information, the translation costs are eligible for funding. Engagement Global then submits a funding recommendation to the BMZ on the basis of the submitted applications.

Once the BMZ has decided what funding to provide, Engagement Global concludes a forwarding agreement under private law with the grant recipient (the German implementing organisation) on the basis of the eligible project application including the financing plan. In the agreement, Engagement Global 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 ("Bundeshaushaltsordnung").

Engagement Global 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 Engagement Global and the grant recipient can result in funding being reclaimed or the forwarding agreement being cancelled.

### **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 Engagement Global gGmbH 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 grant 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 11 January 2022.

## 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 Engagement Global gGmbH:

- 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 Engagement Global 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
- Form for requesting funds
- 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

- Change request, including financing plan
- Template document for participant lists
- Status report for interim and final proof of use for youth exchanges and accompanying/pilot projects
- Numerical evidence for interim and final proof of use
- COVID-19 guide including criteria for the resumption of in-person visits