

**Application for an allocation  
from Federal Foreign Office funds – Division OR06 –  
to promote human rights**

**Important note:**

**This application cannot be used to establish any obligation to grant an allocation.**

**Brief overview of the application (cover page)**

Project title:	
Applicant/organisation:	
Legal status/official registration:	
Implementing organisation: (if different from the applicant organisation)	
Planned measures (What is to be done in <i>concrete</i> terms?):	
Concrete project goal	
Project location/country/region:	
Duration (please specify the date):	
Total expenditure (in euros) until 31 December	
Amount requested (in euros):	
Third-party funding (in euros):	
Own resources (in euros):	
If an allocation is granted, would total expenditure be covered?	yes <input type="checkbox"/> no <input type="checkbox"/>
Is this an application for initial or follow-up funding?	
Has the organisation been granted funding by the Federal Foreign Office or another federal ministry for any previous project(s)?	yes <input type="checkbox"/> , by _____ no <input type="checkbox"/>
Has the project already begun?	yes <input type="checkbox"/> no <input type="checkbox"/> Start of project:

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Project title:	
Project country and location:	
Project duration:	
Amount requested in euros:	
Annual report and statute of the applicant organisation are enclosed:	<input type="checkbox"/>
Annual report and statute of the partner organisation are enclosed:	<input type="checkbox"/>

If your organisation is based in Germany: Please first of all email your application to [OR06-R@auswaertiges-amt.de](mailto:OR06-R@auswaertiges-amt.de). Please do not complete and send a signed original until you are requested to do so by Division OR06. Only then should you send it by post to Auswärtiges Amt, Referat OR06, Werderscher Markt 1, 10117 Berlin.

If your organisation is based outside Germany, please submit your application to the German mission abroad responsible for the area in which your headquarters is based.

**Applicant organisation (delete anything which does not apply)**

Name:	<b>Project contact person</b>
Address (no P.O. box number):	Name:
Telephone/mobile:	First name:
Fax:	Position:
Email:	Extension No.:
Website:	Email:
Legal status/official registration:	
Person(s) entitled to represent the organisation:	
Bank account details:	
IBAN:	

**Partner organisation**

Name:
Address:
Website:
Legal status/official registration:
Contact:

**1. Profile of the applicant organisation and, if applicable, the partner organisation (maximum 1000 characters)**

1. Please describe your organisation and, if applicable, your partner organisation (outlining how it is structured, in what fields it operates, what activities it has previously undertaken, and how it is financed).
  - a) Since when has your organisation been active in the partner country?
  - b) Have you carried out similar projects there before?
  - c) Which staff are already present on the ground and what qualifications does your project staff/the partner organisation's staff have?
2. How do you intend to ensure that the funding applied for is used and invoiced correctly (accounting)?

**2.2 Current situation**

- a) Please briefly outline the current situation in the project area and why the project is necessary. To what extent will your project help promote human rights? Name the shortcomings which the project is intended to rectify (maximum 1000 characters).
- b) Is the project connected to activities being implemented by other governmental or non-governmental organisations (in particular, German implementing agencies in the sphere of development cooperation, the EU, UN, OSCE, etc.)? Are these bodies carrying out similar projects in the area, and does that entail a risk of duplication or opportunities to exploit synergies? (maximum 500 characters)
- c) Are or were there similar projects carried out by your organisation or other organisations known to you in the project country? If yes, what are they? (maximum 500 characters)

**3. Project planning**

- a) **Project aim:** Describe the concrete goal your project is aimed at achieving: Which concrete change to the current situation is the project intended to bring about? (maximum 350 characters)
- b) **Target group:** Which and how many people will benefit from this change? Are there particular reasons for choosing this target group? (maximum 350 characters)
- c) **If applicable:** To what extent will **gender aspects** play a role in your project? Will this project contribute directly to the implementation of **UN Resolution 1325 or follow-up resolutions**? (maximum 700 characters)
- d) **Key actors:** Identify the individuals and/or groups with whom you primarily cooperate to facilitate the desired changes. (maximum 350 characters)
- e) **Measures and activities:** Which concrete steps are envisaged under the project to achieve the aim (including the planned timetable)? (maximum 1000 characters)
- f) **Indicators:** What are the concrete criteria (quantitative and qualitative) for gauging to what extent the purpose and aim have been achieved, as well as for measuring the success of the project (overarching political goal)? Please note that the indicators should be

SMART: specific, measurable, acceptable, realistic, time-bound. What means of verification are available? (maximum 1000 characters)

- g) **Risks:** What risks and undesirable side-effects could obstruct the aim and impact of the project? How can these risks be minimised? (maximum 750 characters)

#### 4. Monitoring, progress reviews and evaluation

The Federal Foreign Office carries out progress reviews of all the projects it funds. In order for it to do so, the following information needs to be submitted at the application stage:

- a) How will you guarantee that the project is constantly monitored so that you can react swiftly when the conditions in which you are operating change? (maximum 700 characters)
- b) Please detail how you intend to monitor internally whether aims are being achieved, how much of an impact is being made and how cost-effective the measures undertaken are and, if applicable, whether an external evaluation is to be carried out. (maximum 700 characters)

**Please note:**

When necessary, the Federal Foreign Office evaluates projects it has provided with funding. The evaluation is carried out by staff from headquarters in Berlin, by the competent German mission abroad or by external experts.

#### 5. Public relations

What are you planning to do to generate publicity and guarantee the visibility of the project and of the German contribution? Please state reasons (security or the confidentiality of the measure) If no public relations are planned. (maximum 500 characters)

#### 6. Financial plan

*Please enclose a detailed financial plan along with the application.*

The financial plan should consist of a detailed list of the revenue and expenditure involved in achieving the intended purpose of the allocation you are applying for. Only project-related costs and not the organisation's running costs (such as wage or rental costs) can be met. It needs to be laid out in a way that outside parties can easily understand (e.g. divided into personnel expenditure (staffing costs related to the project), material expenditure (project-related rental costs, e.g. for conference rooms, travel costs, accommodation, the printing of brochures, etc.). The information on the individual types of cost should be broken down as far as possible.

You should also make a binding declaration of the amount of own resources, third-party funding and other grants available for the project.

The Federal Foreign Office decides on a case-by-case basis whether the relevant positions are eligible for an allocation.

**Please note:**

All amounts have to be given in the currency stated in the final report on expenditure of funds as well as in euros.

Staffing costs may only be included if they can be directly attributed to the project. Any other costs incurred through your organisation's employment of regular staff will not be funded.

**Specimen financial plan**

<b>Costs:</b>	Number/unit	Unit price	Amount in local currency	Amount in euros
Project-related staff costs/fees				
Project-related rental costs (e.g. for seminar rooms, equipment, vehicles)				
Travel expenses				
Accommodation				
Food				
Printing of brochures or other material				
<b>TOTAL COSTS</b>				
<b>Financing of costs</b>				
<b>Revenue</b>				
<b>Own funds/other resources</b>				
<b>Third-party funding (stating the donor)</b>				
<b>TOTAL FINANCING</b>				
<b>DIFFERENCE (= allocation applied for from the Federal Foreign Office)</b>				

**7. Other**

In addition, you are required to make the following declaration:

1. a) Have you enclosed/attached your financial plan? yes  no   
b) Is the total expenditure covered? yes  no
2. a) Total of allocation being applied for € \_\_\_\_\_  
b) Total of own funds and third-party funding € \_\_\_\_\_  
c) Total cost of the project € \_\_\_\_\_
3. a) This is an application for initial funding  / follow-up funding   
b) If follow-up funding: are the accounts for the previous allocation settled yes  no

Reference number of the most recent item of correspondence received from the  
Federal Foreign Office: \_\_\_\_\_

4. Project start date: \_\_\_\_\_
5. Project end date: \_\_\_\_\_  
Has the project already begun yes  no   
If yes, why? \_\_\_\_\_
6. Have you enclosed/attached your annual report and statute? yes  no   
If not, why? \_\_\_\_\_
7. Do you plan to use Federal Foreign Office funds to finance the project next year as well?  
\_\_\_\_\_
8. Have you explored any other possible way of financing your project?  
If not, why? \_\_\_\_\_
9. Have you already applied for or received any other public grants for this project?  
\_\_\_\_\_

10. What are your overheads for administration? (please specify the type of overheads)

\_\_\_\_\_

11. Are you entitled to deduct input tax under section 15 of the German Turnover Tax Act? Or are you or your organisation eligible for any other form of tax concession?

yes  no

If yes, please specify:

12. Will you use allocation funds to purchase deliveries or services?

yes  no

If yes, please specify the amount:

13. Will materials be purchased in the course of the project?

yes  no

If yes, how will they be used after the project has ended?

14. The Federal Republic of Germany publishes the data on projects for which funding is provided within the framework of the IATI (International Aid Transparency Initiative). Do you have reservations about the project and the name of your organisation being published there?

yes  no

Place, date

**Signature 1**

**Signature 2**