Application\*) for Funding by ifa – Institut für Auslandsbeziehungen   
(zivik Funding Programme) through funds provided by the German Federal Foreign Office

\*) Please choose one focus  from below, in accordance to the German Federal Foreign Office’s funding concepts

Funding for Projects to support international measures in the fields of crisis prevention, stabilisation and peacebuilding

Funding for Projects to support democracy-building aid in the funding area crisis prevention, stabilisation and peacebuilding

Please take note of the following before submitting your application:

* Applications can only be submitted after prior consultation on a project outline with ifa/zivik.
* The application consists of three documents: Application form, Project planning and Financial plan. The maximum numbers of pages specified in the form must be observed.
* In order to identify and assess the effects of the project, applicants need to consider during the planning stage, how these effects are to be measured during and after implementation. Please take note of zivik Funding Programme’s [Manual – Monitoring of effects (movie)](https://www.ifa.de/fileadmin/Content/docs/foerderungen/zivik/ifa_zivik_movie_manual.pdf).
* An application is only complete when all documents specified in section 11 of this application are submitted with the application.
* Applications must be completely filled out and submitted with all documents at least three months before project start.
* The initial submission of the application is only to be sent by e-mail to [zivik@ifa.de](mailto:zivik@ifa.de). You will be asked later to mail the hard copy, signed by the assigned signatory(ies) (no scanned or electronic signature(s)), stamped and dated the day the application is submitted. Please send your application to the following address:

ifa – Institut für Auslandsbeziehungen e.V.

zivik Funding Programme

Linienstr. 139/140

Germany, 10115 Berlin

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| --- | --- | --- | --- | --- |
| **Project** | | | | |
| Project title |  | | | |
| Country, as well as department(s) / province(s) / place(s) of project implementation |  | | | |
| Project duration  (from – until) | **DD.MM.YYYY – DD.MM.YYYY** | | | |
| Requested funding sum | **00,000.00** | **EUR** | | as calculated in the Financial plan  (Project finances file) |
| sum for 2024 | **00,000.00** | | **EUR** | |
| sum for 2025 | **00,000.00** | | **EUR** | |

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| **Applicant Non-Governmental Organisation** | | |
| Applicant Organisation | **is a non-governmental organisation**  if not: not eligible to apply and for funding  (funding only possible through the German Federal Foreign Office) | |
| Name of Organisation | **[full name as given in the official state registration document]** | |
| Street | **[no Post Office Box]** | |
| Zip Code / Town |  | |
| Country |  | |
| Telephone | **[with country and area code]** | |
| Telefax |  | |
| e-mail |  | |
| Website |  | |
| Legal form / Register of associations |  | |
| **Applicant Organisation’s Legally Representative Person(s)  - Person(s) who is/are signing this application, and will sign the agreement in the case of funding** | | |
| Surname(s) | **[full name, underline main name]** | **[mandatory entry, if two persons are jointly authorized to represent]** |
| First Name(s) | **[full first name]** | **[see above]** |
| Capacity |  | **[see above]** |
| Telephone / Mobile |  | **[see above]** |
| e-mail |  | **[see above]** |
| **Project Contact Person at Applicant Organisation (project coordinator responsible for all inquiries)** | | |
| Surname, First name |  | |
| Telephone / Mobile |  | |
| e-mail |  | |
| **Finances Contact Person at Applicant Organisation** | | |
| Surname, First name |  | |
| Telephone / Mobile |  | |
| e-mail |  | |

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| **Partner Organisation 1 (Please copy and complete for further Partner Organisations; delete if none)** | |
| Name | **[full official name]** |
| Street |  |
| Zip Code / Town |  |
| Country |  |
| Telephone | **[with country and area code]** |
| Telefax |  |
| e-mail |  |
| Website |  |
| Legal form / Register of associations |  |
| **Project Contact Person at Partner Organisation 1** | |
| Surname, First name |  |
| Telephone / Mobile |  |
| e-mail |  |
| **Finances Contact Person at Partner Organisation 1** | |
| Surname, First name |  |
| Telephone / Mobile |  |
| e-mail |  |

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| **1. Project summary** |

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| **a) An Abstract of the planned project**  Please outline your project – context (of the conflict dynamic / democratisation process), desired changes, key actors of the project and activities – **one page maximum** (font size 10 pt). |

[Insert text here]

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| **b) Brief presentation of the planned project for the purpose of public relations**  Please summarize your project proposal in a **text of maximum 10 lines** (font size 10 pt), which will be used by ifa/zivik and the German Federal Foreign Office for public relations purposes.   * If possible: provide a German translation, too. * In particular, focus on the desired changes, key actors and most important activities. * Indicate in the text, the country in which the project is to be implemented (if necessary, also province(s), place(s)), and also the local organisation(s) implementing the project). * Otherwise, do not mention any other names of organisations or persons. |

[Insert text here]

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| **2. Short description of the Applicant Organisation**  Please describe your organisation – **one page maximum** (font size 10 pt).   * Fields of activity and locations, target groups, structure, financing * How long has your organisation been active in the project country? * Which qualifications relevant for the project does your project staff have? * How do you intend to ensure that the funding applied for is used and invoiced correctly (accounting)? * Have you ever received any funding from the German Federal Foreign Office or ifa/zivik?  If yes: For which project (incl. number)? What were the results of the final audit? * What experience do you have with using and accounting of grants from other German  state-affiliated donors / from any other donor? |

[Insert text here]

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| **3. Short description of the Partner Organisation(s) indicated in this application for this project**  Please describe your partner organisation(s) – **one page maximum** (font size 10 pt).   * Fields of activity and locations, target groups, structure, financing * When did your organisation start to cooperate with each of the partner organisations? * What role will the partner organisation(s) have in the implementation of this project? * What qualifications relevant for the project do the partner organisation(s)’s experts have,  who are to be entrusted with the implementation of the project (if they are already known)? |

[Insert text here, if partner organisations are indicated in this application; otherwise no entries]

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| **4. Initial situation for the planned *Project to support international measures in the fields of crises prevention, conflict management, stabilisation and peace-building***  Please complete this section – **maximum 4 pages** (font size 10 pt) – only if applying for project funding in the fields of crisis prevention, stabilisation and peacebuilding (your selection on top of page 1). And do not forget to delete below the other option for section 4 (democracy-building aid).  **Take note** of the respective Funding concept and **make concrete reference where appropriate**. |

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| **a) Crisis / conflict analysis**  -Chronological and geographical setting, root causes, topics, central actors**,** dynamics, etc. |

[Insert text here]

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| **b) Basis / Sources of the analysis**  Which evidence or other information is the analysis in a) based on? Specify sources and write out links. |

[Insert text here]

|  |
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| **c) Starting points to initiate change processes that are to be specifically addressed by this project**  Based on the analysis in a): In which way shall the project add a positive contribution? |

[Insert text here]

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| **d) Intended role in this specific crisis / conflict context of the Applicant Organisation and the Partner Organisation(s) indicated in this application** |

[Insert text here]

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| **e) Reference to the work of other organisations and existing coordination with them**  Which reference(s) and links are intended (for example: civil society, local state institutions, International Organisations such as UN, AU, ASEAN, OSCE, EU, and other)? |

[Insert text here]

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| **f) Reference to basic international mechanisms**  Which topics will be addressed, which links are intended (for example: 2030 Agenda for Sustainable Development, UN-Security Council Resolution 1325 on Women, Peace and Security, UN-Security Council Resolution 2250 on Youth, Peace and Security, EU Global Strategy)?  In addition, are there any links with the important political strategies of the project country? |

[Insert text here]

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| **g)** **Linking to similar or previous measures comparable to the planned project**  Which conclusions (lessons learned) have you drawn from similar or previous projects?  Does the planned project follow on from a project, which was funded by another donor?  If yes, please explain. |

[Insert text here]

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| **4. Initial situation for the planned *Project to support democracy-building aid***  Please complete this section – **maximum 4 pages** (font size 10 pt) – only if applying for project funding to support democracy-building aid (your selection on top of page 1). And do not forget to delete above the other option for section 4 (crisis prevention, stabilisation and peacebuilding).  **Take note** of the respective Funding concept and **make concrete reference where appropriate**. |

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| **a) Analysis of the democratisation process**  -Chronological and geographical setting, root causes, topics, central actors**,** dynamics, etc. |

[Insert text here]

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| **b) Basis / Sources of the analysis**  Which evidence or other information is the analysis in a) based on? Specify sources and write out links. |

[Insert text here]

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| --- |
| **c) Starting points to initiate change processes that are to be specifically addressed by this project**  Based on the analysis in a): In which way shall the project add a positive contribution? |

[Insert text here]

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| **d) Intended role in this specific democratisation process context of the Applicant Organisation and the Partner Organisation(s) indicated in this application** |

[Insert text here]

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| --- |
| **e) Reference to the work of other organisations and existing coordination with them**  Which reference(s) and links are intended (for example: civil society, local state institutions, International Organisations such as UN, AU, ASEAN, OSCE, EU, and other)? |

[Insert text here]

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| --- |
| **f) Reference to basic international mechanisms**  Which topics will be addressed, which links are intended (for example: 2030 Agenda for Sustainable Development, UN-Security Council Resolution 1325 on Women, Peace and Security, UN-Security Council Resolution 2250 on Youth, Peace and Security, EU Global Strategy)?  In addition, are there any links with the important political strategies of the project country? |

[Insert text here]

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| **g) Linking to similar or previous measures comparable to the planned project**  Which conclusions (lessons learned) have you drawn from similar or previous projects?  Does the planned project follow on from a project, which was funded by another donor?  If yes, please explain. |

[Insert text here]

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| **5. In consideration of gender aspects in the framework of the implementation of the *Women, Peace and Security agenda* (UN Security Council Resolution 1325 and follow-up resolutions)**  Please answer all questions **on a maximum of two pages** (font size 10 pt). |

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| **a) Specific needs**  Which gender-specific needs in relation to the project’s topic are relevant in the project region?  Which groups are affected how by structural, gender-specific forms of discrimination? Which obstacles exist for an equal participation?  How do the measures planned as part of the proposed project address the needs of those affected by gender-based discrimination? How can you ensure that the planned project initiatives are implemented in a gender-sensitive manner? |

[Insert text here]

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| **b) Involvement of women and girls**  Are there fundamental obstacles for your organisation or local partner organisation(s) to reach women and girls? If so, what are these obstacles? How can you overcome these obstacles? How do you involve women and girls in the design and implementation of measures?  Insofar as funding for events is planned, how can a minimum women’s participation rate of 30% be implemented (minimum requirement for conferences, workshops, training courses, etc., in accordance with the Fourth Equality Plan of the German Federal Foreign Office)?  If this minimum percentage cannot be implemented, what are the reasons for this? |

[Insert text here]

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| **c) Prevention of and protection from sexualized** **violence**  To what extent are women and girls, or other social groups, affected by sexualized violence in the project region? What contribution does the project make to the prevention of and protection against sexualized violence?  What are the risks of the project contributing to sexualized violence, and how do you counteract them? |

[Insert text here]

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| **6. Compliance (measures to protect against sexual exploitation and sexual abuse as well as to** **prevent corruption, terrorist financing and ethical misconduct), Sanctions control**  Please answer all questions **on a maximum of two pages** (font size 10 pt). |

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| **a) Binding standards of conduct / Code of Conduct**  Does your organisation have binding standards of conduct / Code of Conduct?  Do they include at least the following (confirm individually or explain restrictions / deviations): I) List of prohibited actions / conduct;  II) Threat of sanctions for misconduct; III) Reporting channels and obligations in the event of (suspected) violations, including regulations for the protection of whistle-blowers;  IV) Employer’s acknowledgement of receipt (of the standards of conduct / Code of Conduct) |

[Insert text here; please make reference to all the points I)-IV)]

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| **b) Implementation of standards and conduct**  How does your organisation ensure that standards of conduct are not only known but also "lived" (for example: person responsible according to the organisation chart, further training, consideration in performance evaluation, organisational culture)?  Are standards of conduct included and documented in general contract terms with partners, suppliers and other contractors?  Does your organisation have standard operating procedures (SOPs) for handling reports of violations of conduct and irregularities, and for supporting those affected by sexual misconduct? How is it ensured that investigations are conducted promptly and by qualified and experienced personnel? Are complainants informed of the results? |

[Insert text here]

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| **c) Sanctions provisions of the United Nations and the European Union** (<https://www.sanctionsmap.eu/#/main> and <https://data.europa.eu/data/datasets/consolidated-list-of-persons-groups-and-entities-subject-to-eu-financial-sanctions?locale=en>)  Is the project or individual activities you are planning to carry out in a country that is subject to UN or EU sanctions, or are persons or entities involved in the disbursement of funds subject to UN or EU sanctions? If so, which?  How do you ensure during the project implementation that sanctions provisions of the UN and the EU are complied with by all contributing organisations? |

[Insert text here]

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| **7. Short description of other relevant fundamental concepts regarding the self-image and actions**  If applicable, please explain – **one page maximum** (font size 10 pt) – how the following topics are considered within the applicant organisation and the partner organisation(s) indicated in this application. What role will they play in the implementation of this project? |

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| - Environmental, economic, and social sustainability (for example: for awarding contracts, for procure­ment, for transport, for event formats, existence of a sustainability strategy, efficient use of resources).  - Diversity-sensitive approaches (for example: barrier-free event planning and internet presence, training of staff on anti-discrimination, planning of safe spaces for discriminated groups, for the recruitment of project staff and local partner organisations).  - Consideration of other concepts and approaches (please name and briefly explain). |

[Insert text here, if applicable]

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| **8. Project planning – Basis for Monitoring and Evaluation** |

For this application, please complete the *Project planning* chart. In the case of a funding agreement, it will become part of this agreement.

The Word file *Project planning* is available in the download section at <https://www.ifa.de/en/funding/zivik/>.

The document is based on zivik Funding Programme’s [Manual Monitoring of effects (movie)](https://www.ifa.de/fileadmin/Content/docs/foerderungen/zivik/ifa_zivik_movie_manual.pdf); please refer to this document and its important information when completing the application.

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| **9. Project finances** |

For this application, please complete the *Financial plan*. In the case of a funding agreement, it will become part of this agreement.

* The *Financial plan* consists of several sheets, which are part of the Excel file *Project\_finances*. The automatic formula in this file should not be changed or deleted; it the case a formula has been changed or deleted, this must be indicated. (Note: The sheet “Financial report (ongoing)” together with the following sheets in this file are not to be taken into account when submitting the application. They will be required for reporting at a later stage, and only if project funding is granted.)
* In the case of applying for funding for a project which lasts for more than one calendar year, a separate Financial plan for each calendar year must be completed. In addition, the Excel file *Project\_finances\_multi\_year* must be completed for the entire funding period, consisting of two sheets: the overall Financial plan and the detailed calculation for the administrative expenses (lump sum). (Note: The sheet “Overall financial report” in this file is not to be taken into account when submitting the application. It will be required for reporting at a later stage, and only if project funding is granted.)

The Excel file *Project\_finances* and the Excel file *Project\_finances\_multi\_year* are available in the download section at <https://www.ifa.de/en/funding/zivik/>.

* The amount of the grant is calculated on the basis of the Euro. Expenditures / Expenses in foreign currencies must be indicated in foreign currencies and converted into Euros, indicating the exchange rate and the source.
* Personnel expenses may only be taken into account if they are directly attributable to the project. Other expenses for your organisation's permanent staff will not be funded.
* In the case of tax concessions, the reduced amounts must be indicated and identified accordingly. In the case of VAT deduction under Section 15 of Germany’s Value Added Tax Act, only net amounts may be indicated and must be identified as such.

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| **10. Data protection** |

By signing the first page of this Application form, the authorised person(s) of your organisation confirm(s) that he/she/they have read and will use the *Information on data protection and the processing of my personal data*.

You can download this document at: <https://www.ifa.de/en/funding/zivik/>.

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| **11. Other documents required for the application** |

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| **a) Accompanying Documents**  For the verification of the legal capacity of the applicant organisation and the assurance of its sound and prudent management, the following documents must be provided (sent by email) with the first application.  Please check mark the box to confirm that the documents are attached ☒. |

Proof of state registration of the organisation (e.g. an extract from the register of associations)

**Statutes / Charter / By-laws of the organisation**

**Proof of power of representation for the legally representative person(s) who is/are signing this application and – in the case of funding – will sign the agreement**

**Annual financial statement / audit report (approved) for the year \_\_\_\_\_\_\_\_\_\_\_\_**

**Annual report / Activity report for the year \_\_\_\_\_\_\_\_\_\_\_\_**

**Certificate of the principal bank / Clearance certificate of the tax authority**

**Binding standards of conduct / Code of Conduct, guidelines and mechanisms for reporting and handling irregularities or violations (or similar documents)**

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| **b) Documents missing / not available**  If some of the documents listed under a) are not included, please provide an explanation and justification for this. Can you provide references for your work/activities and previous funding instead? From whom? |

[Insert text here]

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| **12. Details on requested funding** | | |
| **a)** **Public allocations for the Applicant Organisation** | | |
| Please choose | **Is your organisation funding more than 50% of its total expenses, i.e. not only project expenses, from public allocations\*?** | **yes  no** |
|  | \*N.B. Public allocations include all subsidies received directly and indirectly from a German public authority, including the federal, regional and local authorities. This also includes subsidies received from the European Union. | |
| **b)** **Funding for the project is possible only, when the Applicant Organisation has exhausted all efforts to find alternative funding sources** | | |
| Please choose | **Have you considered other funding options for this specific project? Have you tried to get third-party funding?** | **yes  no** |
| If yes:  What were the results? |  | |
| If no:  Why not? |  | |
| **c)** **Public allocations for the project** | | |
| Please choose | **Have you already applied for or received other public allocations (see \* above) for this project?** | **yes  no** |
| If yes:  Which grant(s)? |  | |
| **d** **)VAT deduction under Section 15 of the German Value Added Tax Act (UStG)** | | |
| Please choose | **Is the applicant organisation for the project, for which funding is requested, entitled to deduct value added tax in accor­dance to Section 15 of the German Value Added Tax Act?** | **yes  no** |
| If yes: | By signing this application, the applicant organisation declares that it is entitled to deduct input tax for the project in question in accordance with § 15 UStG, and is aware that, in the case of a right to deduct input tax, only the net amounts are eligible for funding. Accordingly, only net amounts were specified in the Financial plan and these were identified separately as such. | |
| **e) Other kind of tax concessions** | | |
| Please choose | **Is the applicant organisation eligible for any other kind of tax concession?** | **yes  no** |
| If yes:  Which tax concession? For which country(ies)?  To what extent are they relevant and taken into account in the Financial plan? |  | |
| **f)** **Procurement (e.g. furniture, technical equipment)** | | |
| Please choose | **Will material goods be procured in the framework of the project?** | **yes  no** |
| If yes:  How should they be used after the project ends? |  | |

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| **13. Confirmation and signatures** |

By signing this document, I / we declare that all entries in the application and related documents   
are correct.

Further, I / we confirm by signing this document,

* that I / we acknowledge the Funding concept for the focus selected on the first page of this application as the basis for this application;
* that the Project planning chart being part of this application, follows zivik Funding Programme’s [Manual Monitoring of effects (movie)](https://www.ifa.de/fileadmin/Content/docs/foerderungen/zivik/ifa_zivik_movie_manual.pdf)
* that the implementation of the project has not yet started, this means that no activity from the Project planning has started and no expense from the Financial plan has been spent   
  (in the case of applications for amending an ongoing funding, please cross out);
* that I / we have exhausted all efforts to find alternative funding sources for this project, and, as a result, only request this funding as a subsidiary financing;
* that the grant applied for (if applicable, together with own resources and/or third party funding indicated in the Financial plan) covers the project’s total expenditure;
* that I / we acknowledge the receipt of the information on data protection and the processing of my / our personal data, and that I / we will forward the data protection information to all project members / participants of the applicant organisation and the partner organisation(s) indicated in this application;
* that I / we agree in ifa/zivik gathering information at the German Federal Foreign Office on previous funding for the applicant organisation and the partner organisation(s) indicated in this application;
* that I / we made note of the fact that the [German Bundestag Decision on BDS on 17.05.2019, Document no 19/10191](https://dip21.bundestag.de/dip21/btd/19/101/1910191.pdf) will apply in the case of funding[[1]](#footnote-1);
* that I am / we are aware that this application cannot be used to establish any obligation to grant funding.

Authorised signatory(ies) of the legally representative person(s)

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Place Date of signature (s)

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First Name(s), Surname(s), Capacity(ies) Signature(s) and STAMP  
(please underline main name(s))

1. Document available only in German language; for information see, among other things, <https://www.dw.com/en/german-parliament-condemns-anti-semitic-bds-movement/a-48779516> [↑](#footnote-ref-1)