

Funding Guideline

***weltwärts* –**

Extracurricular exchange projects
in the context of Agenda 2030

Contents

1	Preamble.....	3
2	Objectives and general funding principles.....	4
3	Project partners	5
4	Types of project.....	7
4.1	Youth exchange projects.....	7
4.2	Accompanying projects and measures	10
4.3	Pilot projects.....	11
5	Educational plan.....	11
6	Application and financing	13
7	Administration of the programme.....	15
8	Useful documents	16

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 help 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. Agenda 2030 is underpinned by the spirit of a new global partnership, replacing “donor”/ “recipient” and “first/second/third world” divisions with the notion of shared responsibility for people and our planet. The Agenda’s 17 Sustainable Development Goals (SDGs) combine the principle of sustainability with economic, ecological and social development, thus bringing together efforts to combat poverty and to secure sustainability in one agenda.

Suitable instruments need to be put into place to advance the implementation of the SDGs and Agenda 2030. 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.

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 inform others, become active citizens in an increasingly interconnected and interdependent global society (i.e. “global citizens”) as well as share responsibility.

Our neighbouring continent Africa is the priority region in German development cooperation activities. The countries of the African continent have young and growing populations. With this in mind, Germany’s Federal Ministry for Economic Cooperation and Development (BMZ) is focusing on youth, transnational partnerships and dialogue through its German-African Youth Initiative (DAJ). Expanding exchange and volunteer programmes with African countries plays a key role in these efforts. Another goal, in political partnership with the African Union, is to strengthen partnership structures at implementing level. Consequently, and in view of the newly established German-African Youth Initiative, the BMZ has made support for exchange projects with African countries a priority in this funding guideline during the pilot phase (scheduled to end in 2019).

The need for this new BMZ funding guideline was identified during dialogue processes with civil society actors, initiated by the German-African Youth Initiative. Similarly, this *weltwärts – Extracurricular exchange projects in the context of Agenda 2030* funding guideline has been drawn up with the involvement of civil society organisations that run exchange programmes for young people.

The funding guideline will be implemented by the BMZ, Engagement Global and civil society, working as partners.

2 Objectives and general funding principles

Objectives

The guideline is intended to strengthen and support areas of civil society action.

It supports the establishment of joint action and awareness-raising to engage participants globally at the local level. By basing exchange programmes on specific topics or projects, a visible contribution can be made to the implementation of the 2030 Agenda for Sustainable Development. To do this, an extracurricular programme of exchange between young people from Germany and DAC countries will need to be set up and developed. Its educational goal will be to ensure diversity both in its organisation and its content and to promote global learning.

The funding guideline will therefore help to shape the global community actively and sustainably.

The funding guideline is particularly intended to address 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.

Objectives for project partners

- Establishment and strengthening of global partnerships in line with the principle of reciprocity
- Strengthening of extracurricular youth exchange structures
- Support for and training of civil society disseminators active in the youth exchange field
- Establishment and expansion of participation structures in youth work, youth education and development policy

Objectives for participants

- Stimulation of learning processes
- Possibility for face-to-face contact, insight into the other side's way of life and society
- Establishment and expansion of networks and incorporation of those networks into global processes
- Acquisition of essential skills and abilities required for global citizenship, such as critical reflection, a nuanced view of "the others" and respect for different perspectives
- Empowerment as an individual and as a group
- Encouragement of longer-term engagement on development-related, global and future-oriented issues

These objectives are to be achieved by setting up dialogue processes, collaborations and networks

between all of the Global South and North participants. In this sense, the “participants” are young people, information disseminators and other persons directly involved through the projects.

The participants share knowledge and meet virtually (e.g. via the internet) and in reality 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 project partners play equal roles in the organisation of the project throughout all of its phases. They engage in a constant process of dialogue, practising true reciprocity and endeavouring to change their perspective.
- **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 between the number of participants, the duration of the exchange visits and the division of tasks among the partners.
- **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 (due to gender, origin, disability, etc.) are taken into account in the implementation of the programme.
- **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 Project partners

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. All project partners involved have the expertise, staff, organisational structure, international experience and language skills to be able to implement the requirements of the guideline and to be responsible for that implementation. They form an **application partnership** with one or more partners from the Global South or North, requiring them to design, conduct and evaluate the project together. Projects can be conducted both with several project partners in one country or multilaterally, with partners from several countries (cf. Section 6).

As confirmed by their having formed an application partnership, the project partners share overall responsibility for the project. Despite the term “application partnership”, there is an underlying structural and financial inequality due to such factors as provisions of budgetary and administrative law, which stipulate that the formal application process can only be performed by the German partners.

Transparency, involvement and joint preparation of documents are therefore all the more important as key features of the application partnership:

- a. Transparency of all key processes: plans, programmes, applications and proof of use must be agreed by all partners. Both sides thus share responsibility for drawing up the following documents:
 - a joint **application**,
 - an **educational plan**, based on a specific topic or project, giving a detailed description of how the various phases of the project are to be implemented, the goals of the project and the methods to be used (cf. Section 5),
 - a **cost budget and financing plan**,
 - a **security and crisis plan**,
 - a description of the **evaluation** to take place during the entire course of the project,
 - **proof of use**.
- b. Method of involvement: the project partners’ opinions and perspectives must be included in an institutionalised manner 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 also share responsibility for the following tasks:
 - verifying and ensuring in good time that the **residence permits (visas)** required for the project have been received,
 - 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.

In addition, the German project partner is legally accountable to the funding body for the

implementation and financial management of the project.

4 Types of project

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

4.1 Youth exchange projects

In this funding guideline, the term “youth exchange” means an extracurricular outgoing visit and return visit, embedded between preparation and follow-up phases. There is substantial communication and contact between the partner groups via various channels during the preparation and follow-up phases. The intended focus of these activities is global learning and development education (see also the BMZ document entitled “Konzept 159, Entwicklungspolitische Informations- und Öffentlichkeitsarbeit”).

Participants

In keeping with the principle of diversity, funding under this guideline is intended to be open to a broad group of potential participants, counteracting personal and structural disadvantages.

Any adolescent or young person whose permanent place of residence is in Germany or one of the countries involved in the exchange (partner country) can participate in the non-formal youth exchanges.

To ensure the success of the project, the 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 participant should participate;
- if appropriate support is in place for participating minors.

Funding can be granted for projects in which a minimum of 5 and maximum of 10 participants (not including the group leaders) per group and participating country take part. The ratio of participants to group leaders should be balanced and in line with the participants' age and the nature of the project.

Where there is a valid reason, the group size may differ from the above if the grant donor gives its consent.

Group leaders

The application partnership ensures that the group leaders have the skills required to lead in 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 outgoing and one return visit, including preparation and follow-up, must be implemented. Each visit should last at least 14 days and at most 30. The number of project days and days with no project-related content during the visit phases should be proportionate to the total dura-

tion and the local circumstances at the site of the visit. On project days, either (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 the grant donor's consent. This does not apply to field trips in the partner country related to the subject matter of the exchange programme, provided there are no security reasons not to conduct such trips.

The project partners must make appropriate arrangements in the respective country for the preparatory and follow-up phases of the exchange visits. The preparation and follow-up must be appropriate to the target group, country of destination, project partners, planned duration, timetable und educational content of both visits. Services offered by Engagement Global and other project partners can be used to support independent preparation and follow-up activities.

4.2 Accompanying projects and measures

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

The following funding priorities apply:

- improvement of the quality of the projects conducted under the guideline;
- cooperation and networking between the project partners in their separate countries and between the project partners from Germany and the other countries;
- specific training for the application partners' staff on projects funded under the guideline. 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 methods and strategies for international youth exchange programmes of the type defined in this guideline;
- projects that help raise interest in youth exchange programmes between partners from Germany and African countries;
- projects that help engage new target groups that have previously had nothing or little to do with development-oriented voluntary service and exchange programmes;
- events by future project partners from Germany and a partner country; and/or
- project partner visits to evaluate, prepare and implement projects under the guideline and to establish partnership structures. The participants are full-time/part-time/volunteer workers who are currently working or will be working on the funded projects and who work for the participating partner organisations or actors cooperating on specific projects. 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.

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. These 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 (development, piloting, review and further development of methods and concepts, establishment of structures such as networks or collaborations). The pilot projects must be evaluated and the results documented/published.

In the case of extensive pilot projects, the grant donor 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 funding principles, particularly the partnership principle, must be ensured. The grant donor decides whether to provide funding and how much on a case-by-case basis, taking into consideration a detailed project application, including a cost budget and financing plan.

5 Educational plan

Every project application must include an educational plan. This is one of the core elements of the application partnership and is drawn up jointly by 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 and the first visit
- b) First visit to the partner country/Germany
- c) Interim phase (follow-up on the first visit and preparation of the return visit)
- d) Return visit – opposite to b) – to Germany/partner country
- e) Follow-up on the return visit and the overall project

The main aspects covered in the **preparation** a) for the visits are global learning and the connection with the objectives set out in this guideline. The preparation also includes an introduction to the way of life in the other country, information about any necessary preventive healthcare measures, health protection 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 knowledge-sharing between all of the participants and the partner group takes place via the available communication channels, for instance regular internet communication

or email. 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 partners' home countries, the partner groups are able to get to know each other as well as to work together on global issues by examining a specific topic together. The subject matter dealt with during both visit phases follows on from the preparation and follow-up 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 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.

In the **interim phase** c) – between the first and second part of the visits – the subject matter covered in the follow-up on the first visit and that of the preparation for the return visit is interlinked. This phase also includes a structural error analysis, leading to an optimisation of structural processes and programme content by the project partners.

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 change of perspective and reflection 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 “disseminators”, sharing their experiences with society so that as many people as possible can benefit from the outcomes of the project. This must be documented. **Longer-term cooperation** between the participating groups on specific topics or non-formal educational projects during and beyond the project period is an excellent means of fulfilling the objectives of this guideline and projects should be designed to promote such cooperation.

The guideline 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 cannot be provided for:

- Governmental organisations' projects
- Projects serving to provide religious instruction, teaching of faith or instruction in a particular ideology
- Projects or project partners whose values do not respect the diversity of human lifestyles and beliefs
- Commercial exchange projects
- 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

6 Application and financing

Funding can be granted for projects for which project partners from Germany and DAC countries submit an application as part of an application partnership. The BMZ reserves the right to prioritise certain regions (see Preamble).

The travel warnings issued by Germany's Foreign Office or other relevant security warnings must be heeded when conducting the planned visits.

Multilateral projects involve a partner from Germany plus several partners from one or more DAC countries. These projects take place in Germany and in one of the home countries of the participating partners. As an exception and where there are valid reasons, project partners or participants from other countries can be included after consultation with the grant donor.

Application partnerships can receive funding via the German project partner if the latter meets the following requirements:

- a) the partner submitting the application must be domiciled in the Federal Republic of Germany;
- b) the partner submitting the application must provide evidence of their status as a legal person and their non-profit nature;
- c) the project partner must have the specialist, financial and administrative ability required to implement the project;
- d) suitable plans and structures must be in place for participant security and for crises,
- e) the project partner's defined mission must be in line with the principles of development-focused, international youth work.

Where a project partner has demonstrated that it fulfils criteria a) to e) above for another programme administered by Engagement Global, a simplified assessment can be carried out.

If the partner submitting the application meets these requirements, the content of the project is assessed on the basis of the project description and the educational plan.

Where a project partner from Germany cannot meet all of the specialist, staffing, organisational or financial requirements to be able to bear sole responsibility for the project, it can still implement projects under this guideline in cooperation with other project partners. To do this, the partner must have a contractual agreement with another German project partner that meets the above-mentioned criteria. In these cases, both project partners benefit and learn as a result of the synergy that arises.

Project partners that are members of an organisation can submit applications through their umbrella association/consortium/interest group. This requires a special cooperation agreement to have been signed with the BMZ, specifying the procedural details.

General principles concerning financing

Projects can be funded by the BMZ by means of non-repayable grants covering part of the required financing (up to **75% of the overall expenditure**¹ can be financed). The funding is provided on the basis of an agreement (including the cost budget and financing plan) under private law between Engagement Global gGmbH (grant donor) and the German project partner (Section 7). 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 through this guideline. 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 are examples of expenses that can be claimed:

- telecommunication expenses,
- documentation,
- liability/accident/health insurance,
- accommodation, food and drink, room rental,
- travel, transport and visa expenses,
- cost of materials, linguistic support and translation,
- professional fees and staff expenses,
- reasonable administrative expenses.

In individual cases, funding for special costs can be considered, for example for young persons with a disability (including funding of additional transport costs and accessible infrastructure) or where more intensive educational measures are required for young people with a relatively low level of education.

Financing for at least **25% of the overall expenditure** must be **secured by the project partners themselves**. This can be done using third-party funds, provided they do not come from Germany's Federal Government. The third-party funds must be specified in the funding application.

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.

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

In the case of bilateral and multilateral projects, funding is only provided for the expenses incurred by project partners from Germany and DAC countries. Expenses for participants from additional countries are not eligible for funding; they will need to be financed through their own funds or third party funds. In exceptional cases, they can be recognised as part of the funding to be

¹ This means all appropriate and documented expenses incurred in Germany and the partner countries during the preparation and implementation of and follow-up on the project.

provided by the partners themselves, if approved by the grant donor.

The totals given in the cost budget and financing plan are binding. Any expenditure above the budgeted amount shall be borne by the project partners using their own funding. Lower expenditure or higher income than planned shall lead to a reduction in funding.

Further information and recommendations on how to prepare applications and proof of use can be found on the Engagement Global website.

7 Administration of the programme

ENGAGEMENT GLOBAL gGmbH, 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 funding programme. The application partners submit a joint application in an official EU working language by the deadline published by ENGAGEMENT GLOBAL gGmbH. If applicants submit their application in a language other than an official EU working language, a German translation is commissioned using ENGAGEMENT GLOBAL funding. ENGAGEMENT GLOBAL then submits a funding recommendation to the BMZ on the basis of the translated application.

Once the BMZ has decided what funding to provide, ENGAGEMENT GLOBAL gGmbH concludes contracts under private law with the German project partner on the basis of the project application and the funding provisions set out in Sections 23 and 44 of the Federal Budget Code (“Bundeshaushaltsordnung”), in the administrative regulations relating to those provisions and in the “ANBest-P” General Auxiliary Conditions for Grants Provided for Projects. ENGAGEMENT GLOBAL gGmbH 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 gGmbH and the grant recipient can result in funding being reclaimed or withdrawn.

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”) und 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 must keep the necessary documents ready for examination and provide the

necessary information. All of the required documents must remain available for examination up to five years after the end of the project. Longer archiving periods required by other rules and regulations shall remain unaffected.

Entry into force

This *“weltwärts – Extracurricular exchange projects in the context of Agenda 2030”* funding guideline shall enter into force on 30 June 2016.

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)
- “ANBest-P” General Auxiliary Conditions for Grants Provided for Projects
- Latest DAC list of countries and territories eligible to receive Official Development Assistance
- “BMZ-Konzept 159 Entwicklungspolitische Informations- und Öffentlichkeitsarbeit”

The following documents are available, as amended from time to time, on the Engagement Global website:

- Glossary for the *“weltwärts – Extracurricular exchange projects in the context of Agenda 2030”* funding guideline
- Notes from Engagement Global on the educational plan and the qualitative requirements concerning the implementation of the guideline
- Guidance document on the use of funding provided through the funding guideline
- Sample funding transfer agreement between Engagement Global and the lead applicant