



ENGAGEMENT GLOBAL gGmbH

Abt. Förderung Freiwilligenaustausch

Tulpenfeld 7

53113 Bonn

## YOUTH EXCHANGE PROJECT APPLICATION

Project application to ENGAGEMENT GLOBAL gGmbH for a grant or subsidies funded by the Federal Ministry for Economic Cooperation and Development under the **“weltwärts Extracurricular exchange projects in the context of Agenda 2030”** funding guideline

## 1. Details of application partnership

Organisation	Project partner in Germany	Project partner in partner country
1. Engagement Global registration number (if there is one)		Please leave blank
2. Name of the applicant organisation		
3. Full address		
4. Country code, country		
5. Telephone number	+	+
6. Email address		
7. Website	www.	www.
8. Account holder		Please leave blank
9. Bank account	IBAN , BIC	Please leave blank

**Kommentar [M1]:** As well as being named, the project partner must visibly (!) have been involved on an equal basis in the writing of the application. It is therefore possible for parts of the application to be completed in English or French.

**Kommentar [M2]:** If there is more than one project partner, the name of a main project partner, in whose country one of the two exchange visits takes place, must be given. Any further partners can be listed on the "Cooperation partners" sheet.

Contact person(s) for project	Project partner in Germany	Project partner in partner country
10. Title, surname	,	,
11. First name(s)		
12. Role		
13. Telephone number	+	+
14. Email address		
15. Instant Messenger		
16. Fax	+	+

## 2. Details of partnership

<p>1. Since when have the project partners been in contact? (Please enclose the official declaration of partnership here if there is one)</p>	<p><input type="checkbox"/> Contact established specifically for this project  <input checked="" type="checkbox"/> Since: 01.06.2014</p>
<p>2. If the partnership already exists, what joint activities have been implemented in the past two years?</p>	<p>1. Titel Jugendaustausch Global Kids, von 25.01.2016 bis 08.02.2016, Land Deutschland, Bonn, TN-Zahl 20, kurze Beschreibung Visit by Tanzanian group "Global Kids", exchange on everyday realities and situation, empowerment          Funded by the Federal Ministry for Family Affairs, Senior Citizens, Women and Youth, Welt Stiftung</p> <p>2. Titel Globale Woche, von 20.07.2015 bis 26.07.2015, Land Deutschland, Bonn, TN-Zahl 80, kurze Beschreibung Presentations, workshops, panel discussion          Funded by the Federal Ministry of Education and Research, European Fund.</p> <p>3. Titel Global Kids Action Week , von 13.10.2014 bis 19.10.2014, Land Tanzania, TN-Zahl 150, kurze Beschreibung Environmental education for children and young people, presentation of local projects. Funded by the BMZ, Kirchenstiftung</p>

## 3. Basic project information

<p>1. Title of project</p>	<p>[...]</p>
<p>2. Total duration          2.1 Duration and location of first exchange visit          2.2 Duration and location of second exchange visit</p>	<p>From 01.06.2017 to 31.12.2018          From 04.12.2017 to 23.12.2017, Full address 53111 Bonn, location of the visit and country Germany          From 04.06.2018 to 23.06.2018, Full address Dar Es Saalam, location of the visit and country Tanzania</p>
<p>3. Summary of project (max. 500 characters)</p>	<p></p>
<p>4. What measures to you intend to take to ensure successful communication between participants, group leaders and project partners from the participating countries?</p>	<p></p>
<p>5. How will participant diversity be taken into account when deciding the make-up of the groups?</p>	<p></p>
<p>6. How do you plan to cater for any special needs participants might have?</p>	<p></p>

**Kommentar [M3]:** Please make use of the 500 characters available here and describe your project as succinctly and precisely as possible. This summary may be used in our correspondence with the BMZ.

**Kommentar [M4]:** Please make a distinction between visit and non-visit phases and include virtual communication as well.

**Kommentar [M5]:** Diversity in relation to nationaliy, gender, income, health, etc. Please describe here how you recruit participants and what criteria you use to select them.

	To be completed by German project partner	To be completed by project partner in partner country
7. What qualifications do group leaders have?		

**Kommentar [M6]:** The group leaders of both groups must have suitable qualifications for the project. For example, if they will be travelling with minors, they must have the necessary qualifications to do so. Or, if the programme is demanding in terms of the subject matter covered, the group leaders must be experienced in the methods necessary to conduct the programme.

8. Anticipated group make-up						
	Participants					
Age	16-18	19-27	>28	Subtotal	Number of group leaders	Total
Number of participants from Germany						
Number of participants from partner country						
Number of participants from third country						
Total						

**Kommentar [M7]:** Please ensure the two groups are balanced in terms of:  
- group size,  
- age structure and  
- number of group leaders.

**Kommentar [M8]:** Any differences compared to the specifications in the funding guideline must be explained here. Examples would be participants over the age of 30 or a higher number of group leaders than specified.

9. If age structure or group size are different to those specified in the funding guideline, please state the reasons here.

**Kommentar [M9]:** The subject matter covered on the project must be based on one of the SDGs. This means that both groups work separately and jointly on the practical implementation of the goal and on the reflection on/theoretical aspects of the goal. The intercultural learning and international comparison focus on this aspect. The ideal scenario would be to cover all three of the following aspects adequately:  
- Familiarisation with the SDG context  
- Theoretical work/reflection on the chosen SDG  
- Practical implementation of the SDG in the local projects

#### 4. Project objectives

1. Which of the 17 SDGs is your project based on?	Please select a response.
2. What overarching objective does this result in for the overall project? Please answer this question in relation to: a) participants b) project partners	
3. What objectives have been defined for the following project phases? a) Preparation phase b) First exchange visit c) Interim phase d) Second exchange visit	a) b) c) d)

**Kommentar [M10]:** Please try to formulate your objectives using the following model:  
S = Specific  
M = Measurable  
A = Appealing  
R = Realistic in terms of resources  
T = Timebound

e) Follow-up phase	e)
4. What criteria will you use to verify whether the objectives of the project have been achieved?	

**Kommentar [M11]:** How will you determine whether the objectives have been achieved? How can the level of achievement be verified and measured?

## 5. Educational plan

The following questions can also be answered by enclosing a separate educational plan that has been agreed by the partners.

Preparation phase	Preparation in Germany		Preparation in partner country	
	Period	Activities	Period	Activities
1. Please describe the educational methods you intend to use in the <b>preparation phase</b> to achieve the objective(s) for that phase.				
2. Please describe which activities are to take place in which period or enclose a timetable for the <b>preparation phase</b> . Please include details of <b>intercultural preparation</b> (duration, involvement of partner group, content, formats, speakers).				
How will information about the following topics be provided? a) Visa applications b) Preventive healthcare c) Security d) The partner country (culture, politics, society)				

**Kommentar [M12]:** The “non-visit phases” are equally as important as the visits themselves. It is even possible for the exchange visits to focus on reflecting on the work done in the local projects in each country when the partner group is *not* there.

**Kommentar [M13]:** This section is to be completed by the partner only. There should be no use of “ditto” or copy and paste from the first column. We assume that it is not possible for the preparation phases to be completely identical in both countries.

**Kommentar [M15]:** Please describe in as much detail as possible which measures/activities are to take place in which period. This information helps provide a better picture of the quality of the preparation phase.

**Kommentar [M14]:** Particular importance is attached to the intercultural preparation. Please describe it in as much detail as possible.

<b>First exchange visit</b>		
3. Please describe the educational methods you intend to use during the <b>first visit</b> to achieve the objectives for that phase.		
4. Please describe which activities are to take place in which period or enclose a timetable for the <b>first visit</b> . Please include details of how dialogue between the two countries' groups is to be promoted (joint activities, shared accommodation, etc.).	Period	Activities

**Kommentar [M16]:** Since we do not have any experience with regard to visa issues as yet, it is advisable to hold the first exchange visit in Germany. In addition, doing so allows for a longer and more thorough period of preparation and the interim phase can then be shorter. Otherwise, the risk is that the second exchange visit might have to be postponed, making the interim phase too long for the groups.

**Kommentar [M17]:** Please give as specific a description as possible of the methods you intend to use during this phase. Show how the methods you have selected relate to the objectives you have formulated in 4.3. The more detailed your description, the better our chances of judging the quality of the project.

**Kommentar [M18]:** Please answer this item in the form of a day-by-day seminar plan. If you use other documents to draw up seminar plans, feel free to use them here. The following should be clearly visible:

- ratio of project days to days off,
- focus on the SDG and
- self-organised leisure time.

There must be a good balance between the following three elements:

- 1 . Learning phase (input through presentations, lectures, field trips, etc.)
2. Reflection phase (interpretation, discussion-based analysis/work in small groups, other methods)
- 3 . Implementation/active participation in the group's own/a joint project at the local level

<b>Interim phase</b>	Interim phase in Germany		Interim phase in partner country	
5. Please describe the educational methods you intend to use in the <b>interim phase</b> to achieve the objectives for that phase.				
6. Please describe which activities are to take place in which period or enclose a timetable for the <b>interim phase</b> .	Period	Activities	Period	Activities

**Kommentar [M19]:** The interim phase is just as important as the exchange-visit phases. As well as being used to prepare the organisational aspects of the second visit, it should be used to

- continue work on the group's project at the local level and
- maintain dialogue with the partner group.

**Kommentar [M20]:** Please describe in as much detail as possible which measures/activities are to take place in which period. This information helps provide a better picture of the quality of the interim phase.

**Kommentar [M21]:** Please give as specific a description as possible of the methods you intend to use during this phase. Show how the methods you have selected relate to the objectives you have formulated in 4.3.

<b>Second exchange visit</b>				
7. Please describe the educational methods you intend to use during the <b>second visit</b> to achieve the objectives for that phase. <sup>1</sup>				
8. Please describe which activities are to take place in which period or enclose a timetable for the <b>second visit</b> . Please include details of how dialogue between the two countries' groups is to be promoted (joint activities, shared accommodation, etc.).	Period	Activities		

<b>Follow-up phase</b>	Follow-up in Germany		Follow-up in partner country	
9. Please describe the educational methods you intend to use during the <b>follow-up phase</b> to achieve the objectives for that phase.				
10. Please describe which activities are to take place in which period or enclose a timetable for the <b>follow-up phase</b> . Please include details of evaluation/reflection activities.	Period	Activities	Period	Activities

**Kommentar [M22]:** The important aspect here is the impact that the project has in the organisations involved and the local communities.

**Kommentar [M23]:** Please give as specific a description as possible of the methods you intend to use during this phase. Show how the methods you have selected relate to the objectives you have formulated in 4.3.

**Kommentar [M24]:** The follow-up phase will not be happening for quite some time. Nonetheless, we would ask you to give us as much detail as possible about the activities in this phase when you complete your application. You can be a little more "generous" in your estimates of the timing.

<sup>1</sup> Even though the second exchange visit is still a long way off, we do need a basic structure, including such aspects as the ratio of leisure/theoretical/practical work and a time schedule/seminar plan with as much detail as possible.

## 6. Follow-up for overall project/outlook

1. How will you evaluate/document whether the objectives have been achieved?	
2. How will the participants be given motivation and connected with one another so that they can continue their civic engagement?	
3. How will the sustainability of the project be ensured?	
4. Please describe any other activities that might arise as a result of the project.	

**Kommentar [M25]:** Please be specific in your description of the documentation methods: Photos? Film? Report? Newspaper articles? Performance? Exhibition? Toolkit? Manual? Etc.

Please describe the methods that are to be used to evaluate the extent to which the objectives have been achieved. Will there be regular participant surveys? Will any evaluation tools be used? If so, which ones?

**Kommentar [M26]:** Precise description of any other opportunities offered for volunteering/civic engagement, the project partner organisations involved, the local projects visited or other opportunities offered to the participants during the project.

**Kommentar [M27]:** Please describe the effects the project will have beyond the end of the funding period.

**Kommentar [M28]:** Please describe any plans there are to disseminate and act on the project's results or any follow-up projects with the same or other target groups and how the results could be transferred to other contexts.

## 7. Declarations

We declare our consent to this application being forwarded to the BMZ if necessary. We also consent to the BMZ disclosing in confidence to the German Bundestag's Budget Committee the name of the applicant organisation and the amount and purpose of the grant in individual cases where the Budget Committee requests this information.

We hereby confirm that no other funding has been applied for or approved for the project for which this application is made.

We will make available any images and documentation produced in connection with the project to ENGAGEMENT GLOBAL and hereby grant the latter non-exclusive right of use, unrestricted in terms of place, content and time. We agree to support ENGAGEMENT GLOBAL by providing images and documentation produced in connection with the project. We give our consent to the details of our organisation being published on the Engagement Global website and the website of the funding programme in question.

We undertake to grant the BMZ or persons authorised to conduct audits unrestricted access to documents (financial accounts, project reports, etc.) for the purpose of assessment/inspection and – if required – to allow them to visit projects.

The project will not result in any subsequent expenses that cannot be covered by our own funds.

We hereby confirm that the planned project cannot be carried out without funding from ENGAGEMENT GLOBAL/BMZ.

Please place a cross next to the relevant statement below:

- The German project partner is entitled to deduct input tax.
- The German project partner is entitled to deduct input tax to a limited degree.
- The German project partner is not entitled to deduct input tax.

We confirm that the project for which the grant has been applied for has not yet started.

The application partners give their consent to the data provided with regard to the applicant organisations (not including private addresses) being passed on for the purpose of supporting networking activities and provision of information on training and partner searches.

I consent

I do not consent

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Place and date of signature; legally binding signature of authorised signatory or person authorised by law/by applicant organisation's regulations to act as a representative

Place and date of signature; signature of project partner's authorised signatory

**Kommentar [M29]:** A scanned version of the partner's signature is sufficient to begin with but the original signature should be provided as soon as possible.

## **8. Annex 1 Binding cost budget and financing plan**

(Please complete the Excel spreadsheet, print it off, sign it and enclose it with your application)