

**Application for an allocation<sup>1</sup>  
from the German Embassy New Delhi  
to fund the small scale project**

Please send your application in the English language to the Embassy of the Federal Republic of Germany, only by mail to **wz-10@newd.diplo.de**

Project title:  
Project country/location:  
Planned duration of the project:  
Amount of funding applied for (in INR):

**Applicant organisation (delete as appropriate)**

Surname:	<b>Project contact person</b>
Address:	Surname:
Telephone/mobile:	First name:
Fax:	Position:
Email:	Extension no.:
Website:	Email:
Legal status/official registration: (please submit proof of registration as attachment)	
Person(s) entitled to represent the organisation:	
Bank account details:	

**Implementing organisation(s)/partner organisation(s)**

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

**1. Profile of the applicant organisation and, if applicable, the partner organisation**

- a.) Please describe your organisation and, if applicable, your partner organisation (1. structure, 2. fields of activity, 3. previous activities and 4. funding of your organisation and previous project activities).
- 1.
  - 2.
  - 3.
  - 4.
- (b) Since when has your organisation been active in India?
- (c) Have you carried out similar projects in India before?
- (d) How are your staff qualified for this project?

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- (e) Have you already cooperated with this partner organisation? yes  no
- (f) How do you intend to ensure that the funding applied for is used and invoiced correctly (accounting)?
- (g) Has your organisation or the implementing organisation been investigated by the public prosecution office, in particular for property offences relating to public budgets?  
yes  no   
If yes, please provide evidence of the current status or outcome of the investigations.

## 2. Current situation

- a) Please give a brief outline of the current situation in the project area (with a project-related problem analysis where appropriate). Where available, please include data sources and proof:
- b) If you have already implemented projects in the partner country, please outline their aims, funding (if federal funds were used), the partner organisations involved and the outcomes:
- (c) Is the project connected to activities being carried out by other governmental or non-governmental organisations? Are these bodies carrying out similar projects in the area, and does that entail a risk of duplication or opportunities to exploit synergies?

## 3. Project planning

- a) Project aims: Describe the concrete objective that your project aims to achieve: which specific changes to the current situation described in question 2a is the project intended to bring about?
- b) **Measures and activities:** Which concrete project measures are to be implemented in order to achieve the project aim (please set out all measures individually in the form of a plan with a clear timeline (i.e. specifying dates)?
- c) **Impact of measures and activities:** What specific impact is intended to be achieved with the measures and activities described in section 3b)?
- d) **Indicators:** What criteria (quantitative and qualitative) are to be used to gauge the success of the project? What sources and proof are used for this? How is the success of the project measured with the respective indicators? Please note: Indicators must be SMART: specific, measurable, achievable, realistic and timed.
- e) **Impact:** What changes is the project expected to bring about as a whole? How is the sustainability of the respective outcomes being ensured?
- f) **Key actors:** Identify the individuals and/or groups with whom you primarily cooperate to facilitate the desired changes. Is the project being coordinated with the authorities or other competent local organisations?
- g) **Target persons/groups:** What people or groups is your project aimed at? Why? Is there a gender aspect?

- h) **Sustainability:** Are any local structures or effects being created that will continue beyond the project duration? What are they? How will this be funded after the conclusion of the project?
- i) **Risks:** What risks and undesirable side-effects could obstruct the aim and long-term impact of the project? How can these risks be minimised?

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

The Federal Foreign Office / the German Embassy carries out final progress reviews of all the projects it funds. With respect to overarching aims, ongoing management and final progress reviews are envisaged. For this purpose, the following information must be submitted at the application stage:

- a) How will you ensure that the project is constantly managed (including monitoring, if applicable) so that you can respond swiftly to changing conditions?
- 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. Is an external evaluation envisaged?

In the event that you are commissioning a third party to conduct an evaluation of the project, please include the planned performance specifications and, if available, model performance specifications for a previous evaluation.

**Please note:**

When necessary, the Federal Foreign Office evaluates projects it has provided with funding. The evaluation is carried out by staff from FFO headquarters in Berlin or the German Embassy New Delhi or by third parties.

#### 5. Public relations work

What measures are you planning in order to generate publicity and ensure awareness of the project and Germany's contribution?

#### 6. Financial plan (please submit as attachment)

The financial plan must consist of a detailed list of the revenue and expenditure involved in achieving the intended purpose of the allocation for which you are applying. It must be structured in a way that can be easily understood by outside parties.

The breakdown of the financial plan must, as a minimum requirement, make a distinction between personnel expenditure (staffing costs related to the project), material expenditure (including e.g. fees or contracts for deliveries and services for implementing the project) and capital expenditure (e.g. assets). In the case of personnel expenditure and fees, the respective remuneration (e.g. salary group, hourly rate) and the estimated time required must be stated.

You must make a binding and numerically complete declaration of the amount of own resources, third-party funding and other grants available for the project. If you are not using any resources of your own or any third party funding, you should give detailed reasons and submit any documentation to prove why your own resources cannot (or should not) be used for the project and why no third party funding has been/is to be/could be generated.

The German Embassy decides on a case-by-case basis whether the relevant items are eligible for a funding allocation. **Please note:** Only expenditure that is unavoidably necessary to achieve the project objective supported by the German Embassy can be eligible for allocations. Expenditure that the applicant would have to fund even if the project were not carried out is generally not eligible for allocations.

**Note for applicants from India:**

All amounts must be given in the currency that will be stated in the final report on expenditure of funds. To make it easier for you to plan and then audit your expenditure, you should use the same currency in all your calculations (INR).

**Even if a financial plan is submitted in INR, possible exchange rate losses cannot be recognised as eligible for allocations.**

Personnel expenditure may only be included if it can be attributed directly to the project. General expenditure incurred through your organisation’s/institution’s employment of regular staff will not be funded.

Are you applying for a lump sum?    yes  no

If so, please list standardised expenditure items and explain why consolidation into a lump sum is required (why can the individual expenditure included in the lump sum not be determined or only with considerable effort?):

**7. Miscellaneous**

In addition, you are required to state the following:

- 1.     a) Have you enclosed/attached your financial plan?   yes  no
- b) Is the total expenditure covered?   yes  no
- c) Is follow-up expenditure covered?    yes  no

- 2.     a) Amount of allocation being applied for   INR
- b) Amount of own resources and third-party funding    INR
- c) Amount of expected revenue   INR
- d) Total cost of the project   INR

If parts of the allocation are to be forwarded to a project partner within the framework of a multi-level donor-recipient relationship:

- e) Total amount of funding transferred:    INR

**Please note:**

Public funding is, as a rule, only supplementary in nature (principle of subsidiarity). The applicant must do everything in their power to raise their own resources. If the financial plan does not include own resources or third-party funding, detailed reasons must be given for why not. Proof must be provided in the form of documents (e.g. business reports, bank statements, tax documentation, proof of attempts to attract third-party funding, etc.):

- 3.     Not applicable

4. **Desired project start date:**

5. **Planned project end date:**

Has the project already started yes  no

If yes, why?

What concrete measures have been started or carried out so far?

What expenditure and payment obligations have already been incurred (how much and for what measures)?

**Information for measures starting on an earlier date:**

- Approval of measures starting on an earlier date precludes full funding of the project by the German Embassy. Non-cash own contributions (e.g. use of existing infrastructure) are not considered "own resources" as defined by the Federal Budget Code.
- Expenditure or payment obligations that have already been incurred prior to the grant award document/allocation agreement taking legal effect will not be funded/reimbursed post facto by the German Embassy.
- Expenditure pre-funded from other funds prior to the grant award document/allocation agreement taking legal effect cannot be funded/reimbursed by the German Embassy.
- A right to funding cannot be derived from the approval of the earlier start date of the measure or from the fact that the project has already started.
- We recommend that you take care to comply with the regulations of the General Supplementary Provisions for Project Grants (ANBest-P) and [the Special Auxiliary Conditions for Allocations Provided by the Federal Foreign Office \(BNBest-AA\)](#) when ordering supplies and services within the framework of the earlier start date of the measure as these will become binding supplementary provisions in the event of a possible approval of the allocation.

6. Have you enclosed/attached your annual report and statutes (Annex)? yes  no

If not, please give reasons why:

when will these documents be submitted?

7. Do you plan to use German Embassy funds to fund the project next year as well? yes  no

If yes, please state why:

8. Have you explored any other possible ways of funding your project? yes  no

If not, please state why:

What other funding options have you considered? Please provide proof:

9. Have you already applied for or received other allocations for this project from German legal entities under public law (e.g. direct or indirect agencies of the Federation or Länder) or allocations from the EU? yes  no

If not, please give proof/reasons:

10. What is the amount of overheads for administration included in the financial plan for the implementation of the project?

11. Please describe in detail what types of overheads for administration are envisaged in the project:

Please justify their necessity for implementing the project:

12. If a lump sum has been earmarked for overheads for administration:

- What overheads (types of expenditure) is it to cover?
- Please give detailed reasons for the amount of the lump sum:

**Information regarding lump sums for administration overheads:**

Lump-sum accounting and lump sums for overheads for fixed costs are only eligible for allocations based on costs in accordance with the General Supplementary Provisions for Project Grants (ANBest-P). Allocations based on costs require, among other things, the allocation recipient to be a commercial enterprise (i.e. a business enterprise as defined by Germany's Turnover Tax Act).

In the case of funding for recipients that are not commercial enterprises as defined by Germany's Turnover Tax Act or local authorities, lump sums may only be applied to types of expenditure whose amount can only be determined precisely with considerable effort. Expenditure that cannot be specifically attributed to the project is not eligible for allocations.

**Please note:** the lump sums determined in the application procedure must be substantiated in the proof of employment of funds with individual receipts. Individual receipts must show the usual information for commercial transactions; they must, first and foremost, indicate the recipient, purpose and day of the transaction, proof of payment and – for objects – the intended purpose of use. In addition, every receipt must clearly indicate the project that it is linked with (e.g. by showing a project number), otherwise such expenditure cannot be recognised as eligible for allocations in the proof of employment of funds.

13. Will you use part of the funding to procure supplies, services and/or construction work?      yes  no

If yes, please specify the amount:

14. Will materials be purchased in the course of the project?      yes  no

Which?

If yes, how do you plan to continue using them after the end of the project?

15. Will costs for the employment of regular staff be incurred in the course of the project?      yes  no

If yes, please specify the amount:

Please provide detailed reasons why expenses for the regular staff in connection with the implementation of the project are necessary as well as the basis for calculating the intended amount:

**Please note:** Costs (full or in part) for the employment of regular staff included in the proof of employment of funds can only be approved if their actual work on the project can be evidenced by timesheets for all activities of each individual member of staff.

16. Are you entitled to deduct input tax under section 15 of Germany's Turnover Tax Act? Or are you or your organisation eligible for any other form of tax concession?

yes  no

If yes, please specify:

17. Are the persons submitting (signing) this application authorised to submit the application on behalf of your institution/organisation?

yes  no

Please provide proof (e.g. register excerpt or other proof):

18. Is part of the allocation being forwarded to a partner organisation within the framework of a **multi-level donor-recipient relationship**?

yes  no

If yes, please state why:

Which partner organisation(s) is the allocation intended to be forwarded to?

Which tasks will the respective partner organisation perform in the project?

19. Is the partner organisation entitled to deduct input tax in accordance with section 15 of the Turnover Tax Act (in the event of an international context: comparable regulations)? Is the partner organisation eligible for any other form of tax concession?

yes  no

If yes, please specify:

**Note in the event that parts of the allocation are transferred to a partner organisation:**

Forwarding parts of the allocation to a project partner as part of a multi-level allocation procedure is only permitted with the prior approval of the German Embassy in writing. The German Embassy will verify the necessity and suitability of the project partner before approving any transfer.

20. The following documents must be submitted together with the application, otherwise the application cannot be processed:

- Statutes of the applicant
- If applicable, statutes of the partner organisation(s)
- Extract from the commercial register/register of associations of the applicant and, if applicable, partner organisations
- Business report of the applicant and, if applicable, partner organisations
- Bank statements from the past three months of the applicant and, if applicable, partner organisations
- Financial plan
- Information on the number of employees and salary scale of the applicant and, if applicable, partner organisations
- Information on experience in handling German funding on the part of the applicant and, if applicable, partner organisations
- Logframe for the project presented

21. Data protection

The applicant confirms that, pursuant to Article 7 of the EU General Data Protection Regulation, consent for the transmission of all personal data contained in the application

submitted to the German Embassy has been obtained from all data subjects. The German Embassy is hereby authorised to make further internal use of the personal data.

22. Declaration on subsidy fraud

I hereby declare that I have acknowledged the following information.

The First Act to Combat Economic Crime has created the offence of subsidy fraud, Section 264 of the German Criminal Code (StGB). Accordingly, it is a criminal offence, including in the event of reckless conduct, for anyone who

- furnishes an authority which is competent to approve a subsidy or another agency or person involved in the subsidy procedure (subsidy giver), for themselves or another person, with incorrect or incomplete particulars regarding facts which are advantageous for themselves or the other person, such particulars being relevant for the granting of a subsidy,
- uses an object or cash benefit the use of which is restricted by legal provisions or by the subsidy giver in relation to a subsidy contrary to that restriction,
- withholds from the subsidy giver, contrary to the legal provisions relating to grants of subsidies, facts relevant to the subsidy or
- uses a certificate of entitlement to a subsidy or about facts relevant to a subsidy which was obtained by furnishing incorrect or incomplete particulars in a subsidy procedure

Facts relevant to a subsidy include key information such as

- purpose of use,
- legal provisions, administrative regulations and guidelines on the granting of subsidies, and
- other conditions for the granting, awarding, recovery, continuation or permission to retain a subsidy or subsidy benefit.

Pursuant to Section 30 (4) No. 3 of the Fiscal Code of Germany (Abgabenordnung, AO), I authorise the tax authority to notify the awarding authority of any facts that indicate incorrect or incomplete information on facts relevant to the subsidy.

I hereby confirm that the information provided above is complete and true to the best of my knowledge and belief. I understand that providing incorrect or incomplete information may lead to my application being rejected and, pursuant to the allocation agreement, to a claim for reimbursement of allocations already paid, plus interest at five percentage points above the base rate.

Place, date



*Signature 1*

*Signature 2*