

<b>Application</b> <b>for an allocation of funds from the German Consulate General in Guangzhou</b>
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**Please note:**

**This application does not give rise to any right to a Federal Foreign Office allocation.**

Please fill out this form and E-Mail your application to [KU-10@kant.diplo.de](mailto:KU-10@kant.diplo.de). All attached documents must be in ENGLISH or GERMAN.

**Brief overview of the application**

Project title:	
Applicant/organisation:	
Implementing organisation(s)/partner organisation(s) (if different from the applicant organisation):	
Aim of the project (intended impact of project):	
Planned measures (what is to be done in <i>concrete</i> terms?):	
Project location:	
Duration:	
Total expenditure (in euro or RMB)	
Amount requested (in euro or RMB):	
Third-party funding (in euro or RMB, with names of the third-party donors):	
Financial own resources (in euro or RMB) and other own contributions made by the applicant:	
Is the total expenditure for the project covered, including follow-up expenditure to maintain the project aims?	
Has your organisation received funding by the the German Government or the European Union? Please specify.	
Has the project already started?	yes <input type="checkbox"/> no <input type="checkbox"/>
What is your Interest in implementing this project?	

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**Detailed Information on the application**

Project title:
Project country and location:
Project duration:
Amount requested in euro:

**Applicant organisation (delete as appropriate)**

Name:	<b>Project contact person</b>
Address:	Name:
Telephone/mobile:	First name:
Fax:	Position:
Email:	Extension no.:
WeChat:	Email:
Website:	WeChat:
Legal status/official registration:	Telephone/mobile:
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 (outlining how it is structured, in what fields it operates, what activities it has previously undertaken and how they were financed).
- (b) Since when has your organisation been active in China?
- (c) Have you carried out similar projects before?
- (d) How are your staff qualified for this project?
- (e) (if applicable) Have you already cooperated with this partner organisation? yes  no
- (f) Has your organisation or the implementing organisation been investigated by any public prosecution office, in particular for property offences relating to public budgets?  
yes  no

If yes, please provide evidence of the current state of play 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 China, please outline their aims, financing (if federal funds were used), the partner organisations involved and the outcomes:

## 3. Project planning

- (a) **Project aims:** Describe the concrete goal your project aims to achieve: which specific change to the current situation 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? How is the success of the project measured with the respective indicators?
- (e) **Impact:** What changes is the project expected to bring about? How is the sustainability of the respective outcomes being ensured?
- (f) **Key actors:** Which individuals or groups do you primarily cooperate with 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?
- (h) **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. Monitoring, progress reviews and evaluation

The German Consulate General carries out progress reviews of all the projects it funds. With respect to overarching aims, progress (monitoring) and final reviews are envisaged. For this purpose, the following assurance must be given at the application stage:

- I ensure that the project is constantly monitored so that I can react swiftly when the conditions in which I operate change.
- I ensure to monitor internally whether aims are being achieved, how much of an impact is being made and how cost-effective the measures undertaken are.

### Please note:

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

## 5. Public relations work

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

## 6. Financial plan

The financial plan should 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 third parties.

To this end, the items should be divided into 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).

You should also make a binding declaration of the amount of your 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 Federal Foreign Office decides on a case-by-case basis whether the relevant items are eligible for a funding allocation.

### **Please note:**

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 (**euro or RMB**).

**The Consulate General's budget is based in euro. If a financial plan is submitted in RMB, possible exchange rate losses cannot be recognised as eligible for allocations.**

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

## 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
- (b) Amount of own resources and third-party funding
- (c) Amount of expected revenue
- (d) Total cost of the project

If parts of the funding are to be forwarded to project partners:

- (e) Total amount of forwarded funding:

**Please note:**

Public funding is in general only supplementary in nature (principle of subsidiarity). The applicant must do everything in its power to raise its 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. (a) The applicant/organisation is applying for initial funding  or repeat funding   
(b) If repeat funding: are the accounts for the previous allocation settled? yes  no   
Reference number of the most recent item of correspondence received from the German Consulate General:

**Please note, if this is repeat funding:**

Applications for repeat or follow-up funding cannot be approved before the brief review of the most recent proof of employment of funds by the German Consulate General.

**4. Project start date:**

**5. 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 has already been incurred (how much and for what measures)?

**Please note, if the project has already started:**

- Expenditure that has already been incurred cannot be funded/reimbursed post facto.
- Expenditure pre-funded from other funds cannot be funded/reimbursed.
- No right to funding can be derived from the fact that the project has already started.

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

If not, please give reasons why:

7. Do you plan to use Federal Foreign Office funds to finance the project next year as well?

yes  no

If you do, please give reasons why:

8. Have you explored any other possible way of financing your project? yes  no

If not, please give reasons why:

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

9. What are your planned overheads for administration?

10. What overheads for administration are envisaged for the project? Please explain:

11. If a lump sum has been earmarked for overheads for administration:  
- what administrative expenses (types of expenditure) is it to cover?  
- please give detailed reasons for the amount of the lump sum:
12. Will you use part of the funding to procure supplies, services and/or construction work? yes  no   
If yes, please specify the amount:
13. Will materials be purchased in the course of the project? yes  no   
What materials?  
How will they be used after the project has ended?
14. 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 give reasons why this is necessary and justify the amount earmarked for these costs:

**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 a person's actual work on the project can be evidenced by timesheets for all their activities.

15. 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
  - Business report
  - Bank statements from the past 12 months
  - Information on the number of employees and salary scale
  - Information on experience in handling German funding on the part of the applicant and, if applicable, partner organisations

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

Personal data will be processed when considering your application. The legal basis for such processing is Article 6 (I) (e) of the General Data Protection Regulation in conjunction with section 3 of the Federal Data Protection Act, since we need this data in order to perform our tasks (deciding whether to grant funding).

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***

***Official function of signatory***

***Official function of signatory***