Embajada
de la República Federal de Alemania
Ciudad de Guatemala

Application for financial support in implementing a micro-project

Important note:
This application cannot be used to establish any obligation to grant an allocation.

Brief overview of the application (cover page)

Project title:	
Applicant/organisation:	
Legal status/official registration:	
Implementing organisation: (if different from the applicant organisation)	
Planned measures (What is to be done in *concrete* terms?):	
Concrete project goal:	
Project location/country:	
Duration:	
Total expenditure until 31 December:	
Amount requested:	
Third-party funding :	
Own resources:	
If an allocation is granted, would total expenditure be covered?	yes ☐ no ☐
Is this an application for initial or follow-up funding?	
Has the organisation been granted funding by the Federal Foreign Office or another federal ministry for any previous project(s)?	yes ☐, by no ☐
Has the project already begun?	yes ☐ no ☐ Start of project:

Embajada
de la República Federal de Alemania
Ciudad de Guatemala

Applicant organisation

Name:	**Project contact person**
Address (no P.O. box number):	Name:
Telephone/mobile:	First name:
Fax:	Position:
Email:	Extension No.:
Website:	Email:

Partner organisation (if applicable)

Name:
Address:
Website:
Contact:

---

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

1. 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 it is financed).

    a)   Since when has your organisation been active in the partner country?
    b)   Have you carried out similar projects there before?
    c)   Which staff are already present on the ground and what qualifications does your project staff/the partner organisation's staff have?

2. How do you intend to ensure that the funding applied for is used and invoiced correctly (accounting)?

---

2. Current situation

a) Please briefly outline the current situation in the project area and why the project is necessary. Name the shortcomings which the project is intended to rectify.

---

3. Project planning

a) **Project aim**: Describe the concrete goal your project is aimed at achieving: Which concrete change to the current situation is the project intended to bring about?

b) **Target group:** Which and how many people will benefit from this change? Are there particular reasons for choosing this target group?

c) **If applicable:** To what extent will **gender aspects** play a role in your project? Will this project contribute directly to the implementation of **UN Resolution 1325 or follow-up resolutions**?

d) **Key actors**: Identify the individuals and/or groups with whom you primarily cooperate to facilitate the desired changes.

e) **Measures and activities**: Which concrete steps are envisaged under the project to achieve the aim (including the planned timetable)?

f) **Indicators:** What are the concrete criteria (quantitative and qualitative) for gauging to what extent the purpose and aim have been achieved, as well as for measuring the success of the project (overarching political goal)? Please note that the indicators should be SMART: specific, measurable, acceptable, realistic, time-bound. What means of verification are available?

g) **Risks**: What risks and undesirable side-effects could obstruct the aim and impact of the project? How can these risks be minimised?

---

4. Monitoring, progress reviews and evaluation

The Federal Foreign Office carries out progress reviews of all the projects it funds. In order for it to do so, the following information needs to be submitted at the application stage:

a) How will you guarantee that the project is constantly monitored so that you can react swiftly when the conditions in which you are operating change?

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 and, if applicable, whether an external evaluation is to be carried out.

Please note:
When necessary, the Federal Foreign Office evaluates projects it has provided with funding. The evaluation is carried out by staff from headquarters in Berlin, by the competent German mission abroad or by external experts.

---

5. Public relations

What are you planning to do to generate publicity and guarantee the visibility of the project and of the German contribution? Please state reasons (security or the confidentiality of the measure) If no public relations are planned.

---

6. Financial plan

Please enclose a detailed financial plan along with the application.

The financial plan should consist of a detailed list of the revenue and expenditure involved in achieving the intended purpose of the allocation you are applying for.

The information on the individual types of cost should be broken down as far as possible.

Embajada
de la República Federal de Alemania
Ciudad de Guatemala

You should also make a binding declaration of the amount of own resources, third-party funding and other grants available for the project.

The Federal Foreign Office decides on a case-by-case basis whether the relevant positions are eligible for an allocation.

---

7. Other

In addition, you are required to make the following declaration:

1.   a) Have you enclosed/attached your financial plan?   yes ☐ no ☐

      b) Is the total expenditure covered?   yes ☐ no ☐

2.   a) Total of allocation being applied for   Quetzales _____

      b) Total of own funds and third-party funding   Quetzales _____

      c) Total cost of the project   Quetzales _____

3.   a) This is an application for initial funding ☐ or follow-up funding ☐

4.   Project start date: _____

5.   Project end date: _____

      Has the project already begun   yes ☐ no ☐

      If yes, why? _____

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

      If not, why? _____

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

      _____

8.   Have you explored any other possible way of financing your project?

      _____

9.   Have you already applied for or received any other public grants for this project?

      _____

10.   Are you entitled to deduct input tax under section 15 of the German Turnover Tax Act? Or are you or your organisation eligible for any other form of tax concession?

      yes ☐ no ☐

If yes, please specify:

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

    If yes, how will they be used after the project has ended?

12. The Federal Republic of Germany publishes the data on projects for which funding is provided within the framework of the IATI (International Aid Transparency Initiative). Do you have reservations about the project and the name of your organisation being published there?   yes ☐   no ☐

Place, date

Signature 1   *Signature 2*