



Middle East Quick-Starter Package I

Financial support for municipal relations between German municipalities and host communities of Syrian refugees in the Middle East

Pamphlet

1. Funding aim

1.1 Objectives

The “Middle East Quick-Starter Package I” is offered by Engagement Global/Service Agency Communities in One World (EG/SKEW). The package is aimed at German municipalities and municipal companies who are already in project or municipal partnerships with host communities of Syrian refugees in the Middle East or who intend to found new project partnerships.

The objective of the quick-starter package is to encourage the commitment of German municipalities to development with host communities of Syrian refugees in the Middle East. This is intended to improve the capacity of host communities with regards to providing public services in partner countries. Partnerships between German municipalities and host communities in the region are vital for this. The package focuses on the development and intensification of bilateral project partnerships. In project partnerships, municipalities from Germany and partner countries develop project ideas about core municipal themes and sustainable development and then implement them jointly. Joint project implementation and the resulting transfer of know-how contribute towards the strengthening and sustainable development of the communities involved.

With the “Middle East Quick-Starter Package I”, municipalities from Germany and partner countries are supported in:

- Establishing or solidifying cooperation structures, thus initiating project partnerships.
- Jointly developing and implementing project ideas and/or smaller development policy undertakings.



- Revitalising development policy discussion and commitment in both communities as well as networking relevant actors.

1.2 Target groups

Target groups include German municipalities (understood in terms of municipal administration and policy) and municipal companies which are already in project or municipal partnerships with host communities of Syrian refugees in the Middle East or which intend to found new project partnerships.

Development policy actors in the communities' sphere of activity should also be mobilised (e.g. citizens, civil society and municipal institutions).

1.3 Themes

The only projects eligible for grants are those which concern municipal development policy. Municipal development policy is defined as the sum of resources and measures employed or undertaken by municipalities in order to promote global sustainable development in partner municipalities in developing countries.

1.4 Eligible measures

In order to achieve the aforementioned objectives, EG/SKEW subsidises the following municipal activities and networking measures:

- Fact-finding visits: the identification of joint objectives and interests, the planning of joint projects as well as further action must be given priority for the intended partnership.
- Meeting and delegation visits: only a maximum of ten people who have been demonstrably and actively involved (as input providers visible on the agenda or as authors of relevant professional documents) in the professional exchanges are funded. Exclusively eligible for funding are travel periods that are demonstrably occupied with the respective development policy contents of the meeting.



- Work meetings/project planning workshops in the German or partner municipality (thematic) in host communities of Syrian refugees.
- Partnership conferences in the German or partner municipality in the region.
- Feasibility studies or needs analyses related to the project undertaking.
- Expert seminars in the German or partner municipality in the region.
- Expert short-term applications by experts in consulting services and know-how transfer in the municipality in the region.
- Sitting in on lectures by administrative staff from the partner municipality.
- Qualification measures (consulting, intercultural dialogue and regional studies).
- Municipal information work in Germany (public and education work through the project partnership and/or the partner municipality/region).

Particularly eligible are measures which:

- Take the aspect of cooperation on an equal footing and partnership into consideration throughout preparation and implementation.
- Extend the range of the partnership activities of the applying municipality.
- Enable inter-municipal education.
- Bring both municipal policy and administration actors as well as those from civil society together in professional exchange.

2. Application eligibility

Eligible to apply include:

- German municipal administrations and companies as well as municipal policy bodies.
- German municipal associations.
- German district administrations.

3. Application and approval process



Applications for the Middle East Quick-Starter Package I **must have been received by EG/SKEW at least eight weeks before the start of the first planned measure (date of receipt applies)**. Applications are approved in the order in which they are received. The final application deadline for a given financial year is the first working day in October.

The following documents must be submitted with the application:

- Application form: please ensure that the requested measures correspond to the funding aim (see section 1).
- Expenditure and financing plan: please ensure that the financial planning corresponds to the conditions of eligibility (see section 4).

Should the application be considered eligible following assessment by EG/SKEW, an **on-lending agreement** can be made between EG/SKEW and the applicant (receiver of the grant).

4. Conditions of eligibility for the implementation of the Middle East Quick-Starter Package I

4.1 General conditions of eligibility

Generally, grants are only granted for measures which have not yet been started. The delivery and service agreements associated with the measure may only be made after the on-lending agreement has come into effect.

- Measures not eligible for funding include: Mature measures.
- Activities in regions with strict travel warnings by the Foreign Affairs Office, respectively in partner communities in areas not under government control.
- Measures of an institutional nature such as the organisation of a member's meeting or travel to a network meeting purely as a result of membership of a network.
- Measures which are part of another project that is funded by federal funds.

4.2 Nature and scope of funding



- Depending on the project, the Middle East Quick-Starter Package I grant amounts to a minimum of €10,000 and a maximum of €50,000. It is granted in the form of a non-repayable grant as full financing. The financing plan is binding in terms of the overall result.
- The measures supported by the Middle East Quick-Starter Package I must be self-contained.
- Total expenditure must be covered by total earnings.
- It is possible to transfer up to one third of the total expenditure eligible to be subsidised to cooperation partners (e.g. partner communities in the region or partnership associations). They are not permitted to receive federal funding for their part in the planned measures (see section 4.1). A (joint) subsidy with a cooperation partner is only considered if it is shown clearly that the subsidy contributes considerably to the success of the supported measure.
- The funding period begins with the issuance of the funding agreement by EG/SKEW. In general, only expenditure incurred during the funding period is eligible. This means that services must be rendered during the funding period and that invoices must be drawn up and paid.
- In exceptional cases, it is possible to request early project commencement.

4.3 Expenditure eligible to be subsidised

When awarding delivery and service contracts, the provisions of the procurement and contract regulation for services – section A (VOL/A) as at 20/11/2009 as well as additional regulations on the awarding of contracts must be taken into consideration.

- 4.3.1 Accommodation, provisioning, travel costs: the provisions of the German Federal Travel Costs Act (BRKG) and the German International Travel Costs Regulation (ARKV) apply. In accordance with the Federal Travel Costs Act (BRKG) in conjunction with the International Travel Costs Regulation (ARKV), daily and overnight expenditure for economy-class flights and second-class rail travel can be accounted for as travel. A maximum of 20



cents per kilometre travelled and a maximum of EUR 130 (650 km) can be claimed as compensation for distance travelled. The expenditure must be verified with proof.

- 4.3.2 Fee expenditure: adjusted to the fee scale for further education events. The applicant is responsible for declaring which category the contributor should be assigned to.
- 4.3.3 Administrative expenditure: includes for example expenditure on printed material (publications, informational material, flyers, posters etc.), consumables, space rental, rental fees, transport and technology.
- 4.3.4 Flat-rate fee for administrative costs: intended to finance expenditure on postage, telephone and general business needs etc. Up to 7% of the total amount eligible to be subsidised can be requested. An individual statement with proof of receipt is not required.

4.4 Funding notes for publication material

Any printed or media material (included audio-visual media and websites) produced in relation to the measure must indicate that it is funded by the BMZ. Depending on the context, the following standard sentence should be used for this: “Supported by Engagement Global with their Service Agency Communities in One World with financial support from the Federal Ministry for Economic Cooperation and Development (BMZ)”.

The following note shall be added to the legal notice of printed matter and media: “[Name of the receiver of the grant/publisher] is solely responsible for the contents of this publication; the positions presented here do not necessarily reflect the position of Engagement Global gGmbH/Service Agency Communities in One World nor that of the Federal Ministry for Economic Cooperation and Development.”

4.5 Amendment of the measure – rezoning



The measures supported within the scope of the Middle East Quick-Starter Package I must be implemented in accordance with the application, i.e. the funding aim determined in the on-lending agreement. The following types of amendments, in terms of content, time and financial matters, must be voluntarily disclosed in writing to EG/SKEW before implementation of the funded measure.

- Changes to content: when it is found that the purpose of the contract is not achievable with or without the approved grant or due to a fundamental change to the basic structure (concept), the themes, the implementation of the measure or the target group.
- Changes to financing: when expenditure exceeds more than 20% or additional covering funds were able to be acquired.
- Changes to timing: when the course of events of the measure change or the funds withdrawn are unable to be spent within the funding period (six weeks in Germany, four weeks abroad).

These amendments are subject to approval with the exception of amendments during the year within the course of events of the measure which are only subject to disclosure.

4.6 Rescission from/termination of the on-lending agreement

EG/SKEW is entitled to withdraw from the on-lending agreement if the measures supported by the Middle East Quick-Starter Package I have not been implemented in accordance with the application/on-lending agreement or if proof of the expenditure is not provided in a timely manner. Wrongfully obtained grants, in particular due to inaccurate or incomplete information, must be repaid with interest.

If a strict travel warning is announced by the Foreign Affairs Office for the partner country during the time between the contract being concluded and the measure beginning, the on-lending agreement shall be terminated (see section 4.1).

5. Accounting procedures



In general, the measures must be implemented during 2018. The final withdrawal of funds must take place no later than 10 December.

The following accounting documents must be submitted to EG/SKEW within four weeks of the end of the funding period:

- Administrative report: please ensure that the use of the grant and the achieved result are described in detail and that a variance comparison is made between the planned objectives and the achieved result.
- Numerical evidence: with a variance comparison of the expenditure and financing.
- List of supporting documentation: to include all incurred expenditure and earnings within the scope of the supported measure. Original documents only to be provided upon request.

When the assessment by EG/SKEW has been completed, the applicant shall receive a final letter. Nevertheless, please note that the original documentation of the implemented measures must be kept for a minimum of five years.



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