



**Engagement Global gGmbH
Service Agency Communities in One World
Tulpenfeld 7**

53113 Bonn

**Project proposal to ENGAGEMENT GLOBAL gGmbH
for a grant or subsidies made available through funding provided by the German Federal Ministry
for Economic Cooperation and Development (BMZ)**

The proposal is submitted for the following programme:

**Service Agency Communities in One World –
Middle East Quick-Starter Package II**

Name of the planned project:

Information about the form

When you complete the form, please refer to the instructions provided in the Announcement, which is available for download on our website.

Realisiert von

Im Auftrag des



A. Information on the municipality submitting the proposal and on the partner municipality

1. Name and address of municipal applicant

Name of applicant:	
Address:	
Federal state in Germany:	
Telephone:	
Fax:	
Email:	
Website:	
Specialist depts./sub-depts. involved in the project:	

2. Authorised signatory of the municipal applicant

(Please note that the person listed here signs the proposal and bears responsibility for the implementation of the project and the achievement of objectives)

<input type="checkbox"/> Ms <input type="checkbox"/> Mr Title:	Family name, given name
Position:	
Email:	

3. Contact person for the project

<input type="checkbox"/> Ms <input type="checkbox"/> Mr Title:	Family name, given name
Position:	
Address:	
Email:	
Telephone:	

**4. Name and address of the partner municipality**

Name of the partner municipality:	
Address:	
Country:	
Website:	
Specialist depts./sub-depts. involved in the project:	

5. Contact person for the project in the partner municipality

<input type="checkbox"/> Ms <input type="checkbox"/> Mr Title:	Family name, given name
Position:	
Address:	
Email:	
Telephone:	

6. Information about the partnership

Status and basis of the partnership:
If the partnership has not yet acquired formal status, is this planned?
Please describe the joint project experience gained to date, in particular with regard to the joint implementation of funded projects:



B. Brief description of the planned project

Name:	
Name in English:	
Country:	
Region:	
Project term:	from to
Size of grant you are applying for:	
Please describe your planned project concisely (approx. 5 sentences)	

C. Programme-specific proposal

1. Description of the project

Context and problem analysis:
Target groups of the project:
Preparation of the project:
Involvement of other donors:
Overall objective (impact):
Project objective (outcome) and indicators: Summarise the project objective clearly in one sentence.
Success indicator 1:
Success indicator 2:

Sub-objectives, success indicators and project activities leading to the achievement of objectives
Sub-objective 1:
Success indicator 1:
Data collection method and source:
Activities:



1.1.*	
1.2	
1.3	
1.4	
1.5	
1.6	
Sub-objective 2:	
Success indicator 2:	
Data collection method and source:	
2.1	
2.2	
2.3	
2.4	
2.5	
2.6	
Sub-objective 3:	
Success indicator 3:	
Data collection method and source:	
3.1	
3.2	
3.3	
3.4	
3.5	
3.6	
Sub-objective 4:	
Success indicator 4:	
Date collection method and source:	
4.1	
4.2	
4.3	
4.4	
4.5	
4.6	
Sub-objective 5:	
Success indicators 5:	
Date collection method and source:	
5.1	
5.2	



5.3	
5.4	
5.5	
5.6	
Project support activities:	

Table 1: Sub-objectives, indicators and project activities

Description of the planned causal relationships:

Visits to the partner country (workshops and dialogue events, project support missions):
 The names of the persons undertaking the journey and a schedule must be agreed with the Service Agency no later than 14 days prior to departure.

Schedule of measures												
Activities	2019			2020			2021					
1.1												
1.2												



Table 2: Schedule of measures



2. Development-policy context of the project

What contribution does the project make to the internationally agreed goals of development cooperation? <http://www.bmz.de/de/ministerium/ziele/index.html>

Which BMZ strategy papers are the focus of particular attention in the project setting?

The following strategy paper must be referred to: Helping refugees build a future (March 2017) and Informationsbroschüre Kommunalwirtschaftliches Know-How (Information brochure on municipal management know-how, German only):

<http://www.bmz.de/de/mediathek/publikationen/reihen/strategiepapiere/index.html>

To what extent are gender aspects considered in the project?

Information on the social, environmental and economic sustainability of the project and the financing of follow-on costs after the completion of the project:

Projects whose sustainability or follow-on costs are not secure are ineligible for support.

Risks and risk-reduction measures:



3. Information, networking and cooperation

How is the municipal expertise of the project executing agency and the project partner anchored in the project?

Project executing agency:

Project partner:

What other cooperation partners are to be involved in the project? Describe their role: Provide details of onward funding to cooperation partners and give reasons.

Germany:

Partner country:

Was the advice of the project executing agency heeded in the project? If yes, in what form? Was a resolution taken and documented?

A council resolution is not a prerequisite for a proposal but is nevertheless recommended.

Does the applicant have its own audit facility in the municipality and has this already been integrated in the project?

After completion of the project, the preliminary audit of the final statement must be carried out by the legal department in the municipality.

Has the partner municipality submitted a written declaration of intent regarding its participation in the project?

If not, when do you expect this to be submitted?

The document is available for download on our website.

In which language will the persons responsible for the project on both sides communicate? Is it necessary to budget for translation costs in the project proposal?

4. Statistical data

Geographical region:

Jordan

Lebanon

Turkey

**The project addresses the following themes:**

Basic public services:

Local infrastructure

Refugees:

Training/advisory services:

Good local governance:

Organisational development

Other:

Target groups

- | | | |
|---|---|---|
| <input type="checkbox"/> Municipal administration | <input type="checkbox"/> Municipal enterprises | <input type="checkbox"/> Political office holders |
| <input type="checkbox"/> Rural population | <input type="checkbox"/> Urban population | <input type="checkbox"/> Refugees |
| <input type="checkbox"/> Children/young people | <input type="checkbox"/> Elderly | <input type="checkbox"/> Women |
| <input type="checkbox"/> Ethnic minorities | <input type="checkbox"/> People with disabilities | <input type="checkbox"/> Other groups |

Use of fundsWill nearly 100% of the funds be expended in the partner country? Yes No Will part of the funding be used for support measures in Germany? Yes No **How will the public be informed about the project?**

- | | | |
|---|---|---|
| <input type="checkbox"/> Campaign days | <input type="checkbox"/> Exhibitions | <input type="checkbox"/> Leaflets and brochures |
| <input type="checkbox"/> TV spots | <input type="checkbox"/> Information stands | <input type="checkbox"/> Radio spots |
| <input type="checkbox"/> Newspaper articles | <input type="checkbox"/> Delegation visits | <input type="checkbox"/> Other |

5. Information on construction projects The following points are to be considered (if relevant).

- Plots of land made available for building projects must be in the ownership and possession of a non-profit national institution. The right of ownership and possession must be confirmed through the presentation of suitable evidence (prior to the commencement of building work).
- The costs of the building measures must be in line with the local going rates. The costs of the building measures are to be broken down under the following building phases:
 - Land development and building preparation
 - Structural work
 - Interior construction.
- In addition, the costs per cubic metre of the interior building space are to be calculated and shown.
- In the case of construction projects, the following information must be provided:
 - Suitability of the plot of land (including subsoil, incline, buildings on neighbouring plots) including service/utility connections (supply and disposal);



- Confirmation that all building supervisory and other approvals are on hand and that the construction work will be supervised by an architect/building engineer;

A statement that the type of building and the costs comply with customary local or national standards.



6. Cost and Financing Plan

The currency exchange rate from euros to the local currency was calculated as follows:

1 € :

Cost Plan (in €)

No.	Cost item	Costs (€)
1 Investments		
2 Project implementation costs and operating expenses		
3 Cost of awareness-raising and educational work (support measures in the partner country (max. 20% of cost items 1 – 5))		
4 Personnel costs [Please remember to include a breakdown of the personnel costs on the following sheet of the table]		
5 Other costs		



Interim total for cost items 1 – 5		
Funding reserve for unavoidable additional expenses (up to 3.5 % of cost items 1 – 5)		
in % of cost items 1 – 5		
Interim total		
Lump-sum administration costs (max. up to 7 % of the interim total)		
in % of the interim total		
Total expenditures		

Table 3 Project cost plan

Detailed list of project operating costs (included in Financing Plan)

Overview of operating costs				
Cost items	2019 amount (€)	2020 amount (€)	2021 amount (€)	Sum [€]

Table 4 Project operating costs in the partner country

Detailed costs of project personnel in the partner country (included in Financing Plan)

Overview of personnel costs					
Activity	Ø salary [€] per month	2019 number of months/amo	2020 number of months/amo	2021 number of months/amo	Sum [€]



		nt (€)	unt (€)	unt (€)	
		/	/	/	
		/	/	/	
		/	/	/	
		/	/	/	
		/	/	/	

Table 5 Project personnel in the partner country

Financing Plan

Project financing - projected				
Donor/financial year	2019	2020	2021	Sum
Support Engagement Global/Service Agency				
Project executing agency contribution				
Partner municipality - third-party funding				
Other third-party funding:				
National funds:				
Total amount				

Table 6 Project Financing Plan

D. Declaration

We consent to this proposal – insofar as necessary – being forwarded to the BMZ, and we grant permission for the BMZ in individual cases to disclose in strict confidence the name of the organisation submitting the proposal and the amount and purpose of the grant to the Budget Committee of the German Bundestag, should the Budget Committee request such information.

We will make available to ENGAGEMENT GLOBAL any images and documentation created in connection with the project and grant it unrestricted rights of use with regard to location, content and time. We agree to support ENGAGEMENT GLOBAL by providing images and documentation produced in connection with the project. We grant permission for details of our organisation to be published on the Engagement Global website and the corresponding online presentation of the funding programme.



On signing this proposal we confirm that

- no other funding has been applied for or approved for the proposed project with the exception of the funding described above;
- the BMZ or the persons entitled and engaged to conduct audits will have unhindered access to documents (accounts, project reports etc.) for the purpose of the assessment/audit and, if requested, will be able to undertake project visits;
- no work has yet been commenced on the project that is the subject of the grant application;
- no follow-on costs will arise as a result of the project that cannot be covered through the organisation's own resources;
- no commercial interests are being pursued with the project;
- the contract award principles applicable under the relevant budget regulations will be observed when awarding contracts for supplies and services. When bids of equal merit are received, preference shall be given to bids from the main partner country of the project in question. Furthermore, when bids of equal merit are received, procurements from other partner countries of development cooperation shall be given precedence over procurements from industrialised countries. When awarding contracts for supplies and services in the partner country, the provisions valid in that country shall be observed. This notwithstanding, at least three comparative bids must be obtained.
- we will participate in the project "Municipal know-how for host communities in the Middle East" operated by Engagement Global/Service Agency and will channel the lessons learned into the Service Agency network. The Service Agency shall be informed without delay should the project not be implemented. We verified the feasibility of the project prior to its approval.

Please tick as appropriate:

- We are entitled to input tax deduction. (Please find attached a copy of proof.)
- We are entitled to input tax deduction under certain conditions. (Please find attached a copy of proof.)
- We are not entitled to input tax deduction.

E. Date, signature of authorised signatory

Date Town/ City Signature of authorised representative

Name and function (capital letters)



The application must be submitted in electronic form at schnellstarter-nahost.skew@engagement-global.de and, in addition to the electronic form, printed out at least 3 months before the start of the project (date of postmark) and signed by the authorised signatory of the municipality and sent to the following address:

**Engagement Global gGmbH/
Servicestelle Kommunen in der Einen Welt
Attn:Faraz Dahar
Tulpenfeld 7
53113 Bonn**