

On behalf of:



Federal Ministry  
for the Environment, Nature Conservation  
and Nuclear Safety

of the Federal Republic of Germany



**IKI Medium Grants 2021  
PROJECT OUTLINE**

**IMPORTANT NOTE**

This form can be used to design project outlines offline and transfer the information to the online form. This is not a stand-alone application form and will not be recognised as such when submitted. Only complete online applications will be considered in the selection procedure. All fields marked with an asterisk \* contain mandatory information.

<i>Data requested</i>	<i>Data type</i>	<i>Data input</i>	<i>Input advice</i>
<b>1. Project information</b>			
<b>1.1. Project data</b>			
<b>Project title*</b>	Textbox (max. 250 characters including spaces)		
<b>Funding approach*</b>	Checkbox	<input type="checkbox"/> Funding approach 1: <b>Pilot project</b> <input type="checkbox"/> Funding approach 2: <b>Capacity building</b>	The project has to apply one funding approach. A combination of both approaches is possible, as long as it is well justified and plausibly demonstrated how the selection of the respective funding approaches contribute to the planned impact of the intended project objective.
<b>Funding priority*</b>	Dropdown	<ul style="list-style-type: none"> <li>- Funding priority 1: <b>COVID-19 &amp; Climate Change Adaptation - Building Resilience by the local population and communities</b></li> <li>- Funding priority 2: <b>Development, supporting and strengthening participatory processes and methods for ambitious and inclusive climate protection</b></li> </ul>	The project has to focus on one thematic funding priority and will be evaluated accordingly.
<b>Country/countries of implementation*</b>	Dropdown (max. two countries)	List of selected ODA countries	The list contains all ODA-eligible countries that can be selected within the framework of the current funding information (Annex II). Please select a minimum of one and a maximum of two countries. If you select two countries, they must be of the same geographical region.

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<b>Project start*</b>	Calendar		Please note that IKI Medium Grants projects of this selection process will not start earlier than April 2022 due to the necessary administrative processes.
<b>Project end*</b>	Calendar		Please note that the minimum project duration is 24, the maximum 36 months.
<b>Project duration</b>	Number	Calculates automatically.	
<b>Project description*</b>	Textbox (max. 1,000 characters including spaces)		Please briefly describe your project using the following structure: 1. The text begins with a description of the initial situation or problem. It should answer the question, "Why is the project needed?" 2. This is followed by descriptions of the project targets, how they are to be achieved and the project's potential multiplier effect – these three items should create a short and easily-understood story.
<b>Summary of project outcome*</b>	Textbox (max. 250 characters including spaces)		Please summarize the outcome of the project in one concise sentence.
<b>1.2 Project requirements</b>			
<b>Start of project not ahead of approval*</b>	Checkbox	<input type="checkbox"/> The implementing organisations confirm that the project has not been launched or started yet.	Funding is only granted for projects that have not yet started.
<b>Need for public funding*</b>	Checkbox	<input type="checkbox"/> The implementing organisations confirm that the project cannot be implemented without public funding.	Only projects that cannot be implemented without a significant amount of public funds are eligible.
<b>No double funding*</b>	Checkbox	<input type="checkbox"/> The implementing organisations confirm that no other donors already fund the project activities.	Only projects/activities that are not already funded are eligible.
<b>No institutional funding*</b>	Checkbox	<input type="checkbox"/> The implementing organisations confirm that the project does not pursue institutional funding.	Funding is only granted for the implementation of a project with a defined funding period. Institutional funding is excluded.
<b>No investment activities*</b>	Checkbox	<input type="checkbox"/> The implementing organisations confirm that the sum of items over 800 EUR do not exceed 50% of the total funding.	The sum of items over 800 EUR cannot exceed 50% of the total funding.

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<b>No research funding*</b>	Checkbox	<input type="checkbox"/> The implementing organisations confirm that the project does not fund pure research.	The project needs to have a strong implementing character. Results of studies may be implemented/tested. Pure research projects/studies are not eligible.
<b>No focus on Germany*</b>	Checkbox	<input type="checkbox"/> The implementing organisations confirm that the project activities focus mainly on the implementing country/countries and not predominantly on Germany.	The majority of the funded measures must take place in the country/countries of implementation and not predominantly in Germany.
<b>Goods and services non-eligible for funding*</b>	Checkbox	<input type="checkbox"/> The implementing organisations confirm that no goods or services non-eligible for funding are funded with IKI funds within the scope of the project.	Luxury goods, environmentally harmful and military goods (incl. firearms), technologies and installations or services oriented on such purposes are excluded from any funding without exception.
<b>Evaluation requirements*</b>	Checkbox	<input type="checkbox"/> The implementing organisations confirm to comply with IKI evaluation requirements.	The implementing organisations are obliged to provide the necessary data and information for the purpose of project evaluation.
<b>IATI-Standards Reporting*</b>	Checkbox	<input type="checkbox"/> The implementing organisations confirm to be aware of the IATI reporting procedures of the BMU.	The BMU publishes quarterly comprehensive project information on current and newly committed IKI projects in the field of climate and biodiversity protection according to the IATI standard. (See also: <a href="#">IATI data</a> ).

## 2. Implementing organisations

### 2.1.1 German implementing organisation – Organisational information

<b>Registered name*</b>	Textbox		Please indicate the name under which the German implementing organisation is registered officially.
<b>Legal form*</b>	Textbox		Please specify your legal form in German.
<b>Year of foundation*</b>	Year		
<b>Website*</b>	Textbox		
<b>Country and city of headquarters and core business activities*</b>	Textbox		IKI Medium Grants caters to organisations fulfilling the prerequisite of having their headquarters and core business activities based in Germany. Please specify accordingly.

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<b>Type of institution*</b>	Dropdown	<ul style="list-style-type: none"> <li>- Non-governmental organisation (NGO)</li> <li>- Foundation</li> <li>- Think tank</li> <li>- University</li> <li>- Research institute</li> <li>- Non-profit enterprise</li> <li>- Other</li> </ul>	Please select one type of institution.
<b>Explanation to "other"</b>	Textbox		If "other" is selected for type of institution, please specify here.
<b>Non-profit business unit*</b>	Checkbox	<input type="checkbox"/> The German implementing organisation confirms to have an ideal, non-profit business unit.	The German implementing organisation must have an ideal, non-profit business unit.
<b>Project within non-profit business unit*</b>	Checkbox	<input type="checkbox"/> The German implementing organisation confirms that the project is based within the ideal, non-profit business unit.	The project has to be based within the ideal, non-profit business unit of the German implementing organisation.
<b>No profit-making intentions*</b>	Checkbox	<input type="checkbox"/> The German implementing organisation confirms not to pursue profit-making intentions with the project.	The German implementing organisation may not pursue profit-making intentions with the project.
<b>Accounting based on expenditure*</b>	Yes/No	<input type="checkbox"/> Yes <input type="checkbox"/> No	Generally, expenditure-based accounting is used as a the basis for assessing project funding. Cost-based accounting is only possible in exceptional cases. A transfer to local implementing organisations is not permissible with this form of accounting and this significantly increases the administrative effort for all parties involved.
<b>Total number of employees*</b>	Number of FTE		Full time equivalent (FTE) – Please specify the number of FTE the German implementing organisation employs per year at the time of outline submission. An FTE of 1.0 is equivalent to a full-time employee per year.
<b>Total number of employees for the project*</b>	Number of FTE		Full time equivalent (FTE) – Please specify the <u>average</u> number of FTE per year of the German implementing organisation for the project. An FTE of 1.0 is equivalent to a full-time employee per year.

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<b>Comments on number of employees for the project</b>	Textbox (max. 500 characters including spaces)		
<b>Average annual turnover (last two fiscal years)*</b>	Amount in EUR		<p>Please specify the average annual turnover of the German implementing organisation of the past two fiscal years.</p> <p>Turnover includes all revenues such as sales, services, donations, membership fees or other project funds raised.</p> <p>The calculated average budgeted annual BMU-funding may not exceed 50% of the average annual turnover of the last two fiscal years of the German organisation.</p> <p>Universities are exempted from this criterion and need to enter 0 EUR.</p>
<b>Comments on average annual turnover</b>	Textbox (max. 500 characters including spaces)		
<b>Experience in international cooperation in ODA countries*</b>	Rounded number of years		<p>The German implementing organisation needs to prove at least 3 years of on-site experience in the implementation of projects in the field of international cooperation. This may but does not have to include the target region. Please specify the number of years here and give proof in Annex 1 "References – German implementing organisation".</p>
<b>Experience in target region</b>	Rounded number of years		<p>If the German implementing organisation has explicit experiences in the target region, please specify the number of years here and give proof in Annex 1 "References – German implementing organisation". <b>This criterion is not a pre-requisite for the grant.</b></p>

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<b>Technical expertise relevant to the selected funding focus*</b>	Rounded number of years		The German implementing organisation needs to prove at least 3 years of technical expertise relevant to the selected funding focus. Please specify the number of years here and give proof in Annex 1 "References – German implementing organisation".
<b>2.1.2 German implementing organisation – Contact information</b>			
<b>Contact*</b>	Dropdown	Mr / Ms / Mx	
<b>Title</b>	Textbox		
<b>First name*</b>	Textbox		
<b>Surname*</b>	Textbox		
<b>Telephone*</b>	Textbox		
<b>Fax</b>	Textbox		
<b>Email*</b>	Textbox		
<b>Department</b>	Textbox		
<b>Street and number*</b>	Textbox		
<b>Post code*</b>	Number		
<b>City*</b>	Textbox		
<b>Country</b>	Textbox	Germany	
<b>2.2 Local implementing organisation 1 (mandatory)</b>			
<b>Registered name *</b>	Textbox		Please indicate the name under which the local implementing organisation is registered officially.  For the IKI Medium Grants a minimum of one local implementation organisation is mandatory.
<b>Legal form*</b>	Textbox		Please specify your legal form in English.
<b>Year of foundation*</b>	Year		
<b>Website*</b>	Textbox		
<b>Country*</b>	Dropdown	List of selected ODA countries	The local implementing organisation needs to be located in the selected implementing country or in one of the countries if two were selected.

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<b>City*</b>	Textbox		
<b>Type of institution*</b>	Dropdown	<ul style="list-style-type: none"> <li>- Non-governmental organisation (NGO)</li> <li>- Foundation</li> <li>- Think tank</li> <li>- University</li> <li>- Research institute</li> <li>- Non-profit enterprise</li> <li>- Other</li> </ul>	Please select one type of institution.
<b>Explanation to "other institution"</b>	Textbox		If "other" is selected for type of institution, please specify here.
<b>Non-profit status*</b>	Checkbox	<input type="checkbox"/> The local implementing organisation confirms not to pursue any economic interest in the implementation of the project or to derive any economic benefits from the grant.	Commercially oriented companies and institutions are generally not eligible. The programme aims at organisations who are oriented towards the common good and who do not pursue any economic interest in the implementation of the project or who do not derive any economic benefit from the grant.
<b>Total number of employees*</b>	Number of FTE		Full time equivalent (FTE) – Please specify the number of FTE the local implementing organisation employs per year at the time of outline submission. An FTE of 1.0 is equivalent to a full-time employee per year.
<b>Total number of employees for the project*</b>	Number of FTE		Full time equivalent (FTE) – Please specify the <u>average</u> number of FTE per year of the local implementing organisation for the project. An FTE of 1.0 is equivalent to a full-time employee per year.
<b>Comments on number of employees for the project</b>	Textbox (max. 500 characters including spaces)		
<b>Average annual turnover (last two fiscal years)*</b>	Amount in EUR		Please specify the average annual turnover of the local implementing organisation of the past two fiscal years.

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			<p>Turnover includes all revenues such as sales, services, donations, membership fees or other project funds raised.</p> <p>Universities are exempted from this criterion and need to enter 0 EUR.</p>
<b>Comments on average annual turnover</b>	Textbox (max. 500 characters including spaces)		
<b>Technical expertise relevant to the selected funding focus*</b>	Rounded number of years		The local implementing organisation needs to prove at least 3 years of technical expertise relevant to the selected funding focus. Please specify the number of years here and give proof in Annex 2 "References – Local implementing organisation".
<b>2.3 Local implementing organisation 2 (optional)</b>			
<b>Registered name*</b>	Textbox		<p>Please indicate the name under which the local implementing organisation is registered officially.</p> <p>For the IKI Medium Grants a maximum of two local implementing organisations are allowed, independent of the number of countries of implementation.</p>
<b>Legal form*</b>	Textbox		Please specify your legal form in English.
<b>Year of foundation*</b>	Year		
<b>Website*</b>	Textbox		
<b>Country*</b>	Dropdown	List of selected ODA countries	If the project is going to be implemented in <u>one implementing country</u> , at least one local implementing organisation is located in the selected implementing country. The second local implementing organisation should be based preferably in the selected implementing country. However, it may also be located within the same geographical region (see Annex II).



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			If the project is going to be implemented in <u>two implementing countries</u> , each local implementing organisation has to be based in one of the selected implementing countries.
<b>City*</b>	Textbox		
<b>Type of institution*</b>	Dropdown	<ul style="list-style-type: none"> <li>- Non-governmental organisation (NGO)</li> <li>- Foundation</li> <li>- Think tank</li> <li>- University</li> <li>- Research institute</li> <li>- Non-profit enterprise</li> <li>- Other</li> </ul>	Please select one type of institution.
<b>Explanation to "other institution"</b>	Textbox		If "other" is selected for type of institution, please specify here.
<b>Non-profit status*</b>	Checkbox	<input type="checkbox"/> The local partner confirms not to pursue any economic interest in the implementation of the project or to derive any economic benefits from the grant.	Commercially oriented companies and institutions are generally not eligible. The programme aims at organisations who are oriented towards the common good and who do not pursue any economic interest in the implementation of the project or who do not derive any economic benefit from the grant.
<b>Total number of employees*</b>	Number of FTE		Full time equivalent (FTE) – Please specify the number of FTE the local implementing organisation employs per year at the time of outline submission. An FTE of 1.0 is equivalent to a full-time employee per year.
<b>Total number of employees for the project*</b>	Number of FTE		Full time equivalent (FTE) – Please specify the <u>average</u> number of FTE per year of the local implementing organisation for the project. An FTE of 1.0 is equivalent to a full-time employee per year.

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<b>Comments on number of employees for the project</b>	Textbox (max. 500 characters including spaces)		
<b>Average annual turnover (last two fiscal years)*</b>	Amount in EUR		Please specify the average annual turnover of the local implementing organisation of the past two fiscal years.  Turnover includes all revenues such as sales, services, donations, membership fees or other project funds raised.
<b>Comments on average annual turnover</b>	Textbox (max. 500 characters including spaces)		
<b>Technical expertise relevant to the selected funding focus*</b>	Rounded number of years		The local implementing organisation needs to prove at least 3 years of technical expertise relevant to the selected funding focus. Please specify the number of years here and give proof in Annex 2 "References – Local implementing organisation".

### 3. Project concept

Please present a coherent project concept by reflecting on all of the aspects required in the concept note template (max. 6 pages). Please do not include quotations and photos and delete the requirements per section written in blue and italics. Shortcomings will be reflected within the assessment during the selection phase and may result in lower ranking. Please upload the project concept as a pdf file using the upload button below. Please use the provided project concept template including the results chain log frame.

[Link to concept note template](#)

**Please upload your project concept as pdf here\*:**  
-UPLOAD BUTTON-

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4. Budget (in EUR)			
4.1 Planned funding requirements of overall project			
<b><i>The total volume of the planned funding requirements must be equal to the total volume for planned financing (to be completed in 4.2).</i></b>			
<b>Staff expenditure*</b>	Amount in EUR		Please enter here all staff expenditures expected for the project.
<b>FTE*</b>	Number		Full time equivalent (FTE) – Please specify the <u>average</u> total number of FTE per year of all implementing organisation for the project. An FTE of 1.0 is equivalent to a full-time employee per year.
<b>Material expenditure*</b>	Amount in EUR		Please enter here all material expenditure expected for the project. The material expenditure includes in particular rent, literature and printing expenses, expenses for events, travel and flat-rate administrative costs.
<b>Items and investments of more than 800 EUR in individual cases*</b>	Amount in EUR		Please enter here all expenditures for items and investments of more than 800 EUR expected for the project. The sum of items over 800 EUR cannot exceed 50% of the total funding.
<b>Total expenditure of the project*</b>	Amount in EUR	Calculated automatically	
<b>Comments on the planned and necessary use of funds</b>	Textbox (max. 500 characters including spaces)		Here you can enter further details on the planned and necessary employment of funds. This includes in particular explanations on necessary investments, equipment, subcontracts and further use of funds from 50,000 EUR onwards. Please also refer to the respective work packages.

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**4.2 Planned funding overview of overall project**

**The total volume for the planned funding must be consistent with the total volume for the planned funding requirements, as calculated under 4.1.  
The grant from the BMU must correspond to the sum calculated under 4.3.**

BMU grant (EUR; annual breakdown to be filled in under 4.3.)*	Amount in EUR		The BMU funding amount must be between 300,000 EUR und 800,000 EUR.
Own funds provided by the German implementing organisation	Amount in EUR		Please insert the financial contributions that are supplied by the German implementing organisation. Own funds must be uncommitted financial resources. In-kind contributions are encouraged but cannot be counted as own funds.
Other external funding	Amount in EUR		Please indicate the expected amount of contributions from other donors or the further local implementing organisation/s for this specific project proposal. If applicable, please use the field below "Comments on the planned financing overview for the overall project" to provide information on the status of cooperation with other donors.
= Total volume	Amount in EUR	Calculated automatically	
Comments on the planned financing overview for the overall project	Textbox (max. 500 characters including spaces)		Please use this field to explain your total financing in more detail. This includes in particular statements on the status of financing from other donors. You can also use this field to indicate and explain in-kind contributions, for example.

**4.3 Annual allocation of BMU funding**

**The funding volume of the BMU must correspond to the sum calculated under 4.4.**

2022 (EUR)	Amount in EUR		
2023 (EUR)	Amount in EUR		
2024 (EUR)	Amount in EUR		
2025 (EUR)	Amount in EUR		
= BMU funding volume	Amount in EUR	Calculates automatically.	

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**4.4 Planned distribution of BMU funding and own resources between German and local implementing organisation(s)**

**The funding volume of the BMU must correspond to the sum calculated under 4.3.**

		BMU grant* (EUR)	Own funds (EUR)
German implementing organisation	Amount in EUR		
Local implementing organisation 1	Amount in EUR		
Local implementing organisation 2	Amount in EUR		
Total financing volume	Amount in EUR	Calculates automatically.	Calculates automatically.

**Annex 1 – Reference projects German implementing organisation**

**Entering multiple references is possible and restricted to a maximum of five. References need to proof:**

- A minimum of three years of experience in international cooperation (mandatory)
- A minimum of three years in technical expertise relevant to the selected funding focus (mandatory)
- Experience in the target region (optional)
- Experience in administrating public funding projects (desirable)

**References should not be older than 10 years.**

Project title	Textbox		
Project start	Calendar		
Project end	Calendar		
Country/countries of implementation	Textbox		
Project goals and activities that are relevant to the implementation of this project outline	Textbox (max. 1,000 characters including spaces)		
Role of the German implementing organisation in the reference project	Textbox (max. 500 characters including spaces)		
Total funding (EUR)			
Own funding (EUR)			

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<b>Financier/donor (funds provide by)</b>	Textbox (max. 500 characters including spaces)		
<b>Link to project website (if available)</b>	Textbox		
<b>Annex 2 – Reference projects local implementing organisation 1</b>			
<p><b>Entering multiple references is possible and restricted to a maximum of three. References need to proof:</b></p> <ul style="list-style-type: none"> <li>- A minimum of three years in technical expertise relevant to the selected funding focus (mandatory)</li> <li>- Experience in administrating public funding projects (if applicable)</li> </ul> <p><b>References should not be older than 10 years.</b></p>			
<b>Project title</b>	Textbox		
<b>Project start</b>	Calendar		
<b>Project end</b>	Calendar		
<b>Country / countries of implementation</b>	Textbox		
<b>Project goals and activities that are relevant to the implementation of this project outline</b>	Textbox (max. 1,000 characters including spaces)		
<b>Role of the local implementing organisation in the reference project</b>	Textbox (max. 500 characters including spaces)		
<b>Total funding (EUR)</b>			
<b>Own funding (EUR)</b>			
<b>Financier/donor (funds provide by)</b>	Textbox (max. 500 characters including spaces)		
<b>Link to project website (if available)</b>	Textbox		

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### Annex 2 – Reference projects local implementing organisation 2

**Entering multiple references is possible and restricted to a maximum of three. References need to proof:**

- A minimum of three years in technical expertise relevant to the funding (mandatory)
- Experience in administrating public funding projects (if applicable)

**References should not be older than 10 years.**

<b>Project title</b>	Textbox		
<b>Project start</b>	Calendar		
<b>Project end</b>	Calendar		
<b>Country / countries of implementation</b>	Textbox		
<b>Project goals and activities that are relevant to the implementation of this project outline</b>	Textbox (max. 1,000 characters including spaces)		
<b>Role of the local implementing organisation in the reference project</b>	Textbox (max. 500 characters including spaces)		
<b>Total funding (EUR)</b>			
<b>Own funding (EUR)</b>			
<b>Financier/donor (funds provide by)</b>	Textbox (max. 500 characters including spaces)		
<b>Link to project website (if available)</b>	Textbox		