

Information Sheet

For the Funding of developmental projects (Title 1320/685 42)

Date: June 26th 2020

I. Introduction

The support and promotion of development projects is important to the Landesstelle für Entwicklungszusammenarbeit (Berlin department for development cooperation; LEZ). The aim of this fund is to fund projects of Berlin non-governmental organisations (NGOs). The basis are "Guidelines for the support of projects of educational and information work in development policy" (LEZ-Förderrichtlinien) of LEZ. This information sheet intends to guide through the procedures, from the application to the final report.

LEZ mainly funds international development projects that focus on educational and informational aspects. Projects abroad are only funded in connection with town twinning of the Senate or the districts (official 'Städtepartnerschaften') and within the framework of school twinning ('Schulpartnerschaften').

The Stiftung Nord-Süd-Brücken is commissioned by the State of Berlin to administer the funds. Applications, inquiries and final reports (accounting at the end) for funded projects should therefore be sent directly to the Stiftung Nord-Süd-Brücken. For additional information and consultation, please contact:

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All required documents are listed on the foundations' website. There, you will also find necessary templates for the application process¹. The Senate's Department for Economy, Energy and Enterprises/LEZ decides who will receive funding. It is advised by the Stiftung Nord-Süd-Brücken and a committee.

II. Funding recipient/applicants

Organizations that receive funding from LEZ are funding recipients. The funding recipients are responsible for carrying out the projects' objectives as well as using approved funds in an economic and resource-sparing manner.

¹ <https://nord-sued-bruecken.de/downloads/>

Eligible to apply are registered non-profit organisations („e.V.“) and church congregations located in Berlin. All funding recipients must also be registered in the transparency database.² NGOs that are not based in Berlin may receive funding only under the condition that the objective of the projects lies in the interest of the State of Berlin. No organisation has a legal claim to funding.

III. Project application

Please use **LEZ's application forms**³; unstructured applications will not be processed. Please note that all complete applications must be submitted in German. A complete application consists of the following documents:

- **completed project application** form (in pdf format); a complete project application with all attachments avoids further questions and shortens the processing time,
- **project description**⁴ (word format) including a detailed problem analysis, the projects' impacts and outlined activities; please do not forget to include qualitative and/or quantitative indicators of success⁵, such as expected number of participants, increase in knowledge, etc. The application submitted to FEB/Engagement Global can also be used as project description,
- **short project description**, illustrating the planned activities and goals, for publication on LEZ's website
- **complete finance plan** (in Excel format) based on the Excel spreadsheet on the website, containing **all expenditure and income** generated in the project. Please note that there are different formats for one-year, two-year or three-year projects.
- **description of tasks** when applying for personnel costs (with indication of the tariff classification in Germany: 'TVöD'), fee payments abroad must be in accordance with local practice.

IV. Application procedure

Please note that there should be at least three months between the application date and the intended start of the project.

The selection committee meets only once a year in December to review and select large projects (over 2.000€). Small project applications (under 2.000€) can be submitted every second month, on the 20th of each month (February 20th, April 20th, June 20th, August 20th, October 20th). Applications for the current year must be **submitted by 20 October** at the latest in order to be carried out. Please check beforehand if there are funds still available.

The application has to be submitted to Stiftung Nord-Süd-Brücken before the project starts. If you have already submitted your application, but you have not yet received a response and still want to start with the project, you can do so at your own risk. A **formal approval** of the Stiftung Nord-Süd-Brücken is required in order to start the project ('Vorzeitiger Maßnahmenbeginn' – part of the application document).

Completed projects are not eligible for funding.

²https://www.berlin.de/buergeraktiv/informieren/transparenz/transparenzdatenbank/index.cfm?dateiname=organisation_suche_transparenz.cfm&anwender_id=5

³ <http://nord-sued-bruecken.de/downloads/>

⁴ Please note that there are different formats for projects within Germany, projects abroad and small projects

⁵ For assistance see: <https://nord-sued-bruecken.de/wirkungsmessung.html>

Anyone applying for a project agrees that basic information of the NGO, as well as the type, amount and purpose of the project and a brief description of the project will be published on Stiftung Nord-Süd-Brücken's website (regulation No. 9.4 §44 Berlin financial regulations).

V. Approval procedure

Submitted applications are screened for completeness by Stiftung Nord-Süd-Brücken and then discussed in an awarding committee. Final decisions regarding approval or rejection are made by LEZ. In case of rejection, you will receive a justified letter of rejection. If your application is accepted, you will receive a written letter of approval ('Zuwendungsbescheid'). Please read the notification of approval and the attached 'Allgemeine Nebenbestimmungen - Projekt (ANBest-P)' carefully. They contain important information (e.g. conditions) for the use of the funds and for the final report. If you have any questions or concerns, please contact the Stiftung Nord-Süd-Brücken immediately.

In addition to the letter of approval you will also receive the acknowledgement of receipt with waiver of appeal ('Empfangsbestätigung mit Rechtsmittelverzicht'). As soon as the conditions of the approval are fulfilled and you have sent us the original document, you can request funds by post using the form for requesting funds ('Mittelanforderung'). Please make sure to apply approx. 2-3 weeks before the desired transfer date. Since the funds must be spent within 8 weeks, it is often advisable to request smaller portions of the total funding amount.

The approved grants are available from the date of approval until 31 December of the respective year and must be spent during this period. It is not possible to carry over unused funds to the next year.

VI. Binding character of the finance plan

Approved funds may only be used for the project objective. The final and approved version of your finance plan is binding (date specified in the letter of approval). It is therefore important to keep an eye on all expenditures during the course of the project. Additional expenses regarding the project may be allowed without the foundations direct approval, if the expenses do not extent 20% of approved costs (e.g. 1. accommodation and food/ 2. travel costs). Supposing the cost go over 20%, a written consent by the foundation is required. In such a case, please contact the Stiftung Nord-Süd-Brücken.

Example: An application included 200€ of travel expenses for travels of two speakers from Hannover. Due to change of circumstances, the two speakers from Hannover are not available anymore but two speakers from Stuttgart can substitute. Their travel expenses are expected to be 400€- an overrun of 100% of travel costs. This has to be communicated in writing to the Stiftung Nord-Süd-Brücken. An updated finance plan (excel table) with a new column ('Soll') should also be submitted. Furthermore it should be explained how the additional project costs of 200€ are going to be paid for. The Stiftung Nord-Süd-Brücken will then understand why these changes were necessary and will most certainly agree.

The approved funds are available from the date of approval until 31 December of the respective year and must be spent during this period. It is not possible to spend the funds in the next year.

Please always use the approved finance plan for the finance report. The numbers of the approved plan should be displayed in the target column ('Soll').

VII. Fundable costs

Expenditures necessary for the success of the project can be financed. **Accommodation, meals and travel expenses** are eligible for funding under the **Federal Travel Cost Law** ('Bundesreisekostengesetz' BRKG).

Accommodation is generally eligible up to a maximum of 70 €. In justified cases, expenses of more than 70 € for one overnight stay can be accepted. Daily allowances and flat rates for overnight stays cannot be paid to participants of events. Verifiable expenses for catering can be accounted for in terms with BRKG per person/per day with a maximum of 24 € (from January 1st 2020: 28€): for expenses in form of breakfast 4,80€ per day (from Jan 1st 2020: 5,60€), for dinner or lunch 9,60€ (from Jan 1st 2020 11,20€) per person. If participants receive catering, they should pay a participation fee.

Rail journeys in 2nd class can be subsidised, as well as 0.20€ per kilometre for car use (maximum 130€ per total distance). International travel costs are also eligible for funding. Compensation contributions for flights are generally considered eligible for funding. The contribution can be determined via www.atmosfair.de. The climate protection levy is to be paid to the Stiftung Naturschutz Berlin (DE33430609670007777005) under the keyword 'Klimaschutzabgabe'.

In the case of personnel expenses, the salary should not be higher than those of employees of the State of Berlin (Besserstellungsverbot). A classification according to the collective agreement of the state of Berlin ('Tarifvertrag Land Berlin' TVL) should be indicated.

When paying professional fees, the "scale of fees for events" ('Honorarstaffel für Veranstaltungen') of 15 June 2009 applies.⁶

Material costs must be directly related to the project. Larger expenses must be explained.

VIII. Administration costs

The administrative costs in the course of project implementation can also be financed. They must be indicated in the finance plan.

For administrative costs a maximum of 10% of the total costs may be granted. Please note that the composition of the administrative costs may have to be explained in a comprehensible way in the end.

The lump sum for administrative costs is calculated on the basis of the project expenses ('Soll') in the application and on the basis of the project expenses ('Ist') in the end. It is therefore not a fix sum, but a sum that depends on the final costs.

IX. Non-fundable costs

The following costs cannot be financed:

- Trips to countries that are not on the OECD DAC list⁷
- Voluntary activities and activities without actual payment ('valorisierte Leistungen')
- Insurance not required by law and
- Projects in crisis areas.

⁶ <https://nord-sued-bruecken.de/downloads/>

⁷ https://www.bmz.de/de/zentrales_downloadarchiv/Ministerium/ODA/DAC/Laenderliste_Berichtsjahre_2018_2020.pdf

X. Composition of own funds and third-party funds

Own funds: As a rule, the recipient should contribute **at least 10%** of the total project costs. The **own contribution** can also be replaced by money from other sources. If the project costs more than initially planned, the additional expenditure must be financed by own or third-party funds. Stiftung Nord-Süd-Brücken must be informed in writing about changes in the financing.

Third-party funds: Due to limited funds and a high volume of applications, it is more likely that your application will be approved if third-party funds (money from other donors) are contributed to a project. Proof of third-party funds must be provided (e.g. by written 'Bewilligungen'). For applications of more than 30,000 € you have to prove that you have applied for third-party funding (see Administrative Regulations, No. 4.5.6).

XI. Method of financing

The money of LEZ is usually given to **partially finance** the total costs of a project ('Fehlbedarfsfinanzierung' or 'Anteilsfinanzierung'). This means that other funds must be used for the project as well. It is assumed that the NGO has its own funds (e.g. donations), but these are not sufficient to pay the planned project expenses in full.

The costs of a project that cannot be paid for by the NGO's own funds and for which a project is applied for at LEZ are called '**Fehlbedarf**' (**shortfall**). The funding type determines a maximum amount for the LEZ funding. When implementing the project, the NGO's own funds must always be spent first. If the costs of the project are ultimately lower than planned or more money is received from others, the amount of reduced funding and unused funds must be paid back. In the case of the LEZ, a 'Fehlbedarfsfinanzierung' always applies if no other funds from other sources (third-party funds) are used for the project in addition to the LEZ funding.

Example: A discussion event on the topic of "fair trade" will probably cost 900€. The NGO itself has 500€ (own funds). LEZ funds the project with 400€. In the end, the discussion event only cost 800€. Since the own resources have to be used first, 500€ are already paid. So only 300€ of the 400€, which were granted by LEZ, are needed. 100€ have to be paid back.

An '**Anteilsfinanzierung**' (**share financing**) is funding as a share of the total costs of a project. The defined grant, i.e. the defined share/percentage, is the maximum amount of the funding. If fewer costs accrue, the grant must be paid back proportionally. Proportional financing is always used if other third-party funds (funds from other sources) are used in addition to the LEZ funding.

Example: A discussion event on the topic of "Fair Trade" will probably cost 900€. The NGO contributes 500€ as own funds. LEZ funds the project with 200€, and 200€ are provided by another donor. The funding percentage of LEZ is at 22,22% ($(200/900) \times 100$). Due to changes, the total cost decreases to 800€ instead of 900€. LEZ continues to pay 22.22% of the project costs, i.e. 177.76 €. 22,24€ (200-177,76) have to be paid back.

XII. Publication requirements

All publications, event advertisement, invitations, posters, etc. must clearly indicate that LEZ is funding the project. For this purpose, the **Berlin logo** and the mention of "Landesstelle für Entwicklungszusammenarbeit bei der Senatsverwaltung für Wirtschaft, Energie und Betriebe" must be

visible. Alternatively, the logo of the Senate Administration with the addition LEZ can be used. In addition to the logo a **text** should be attached:

„Wir bedanken uns für die Unterstützung“ plus Logo or

„Mit freundlicher Unterstützung“ plus Logo or

„With kind support of“ plus Logo of

„gefördert aus Mitteln der Landesstelle für Entwicklungszusammenarbeit des Landes Berlin“ plus Logo

Furthermore, the following **addition** must be included: "Für die Inhalte der Publikation(en) ist allein die bezuschusste Institution verantwortlich. Die hier dargestellten Positionen geben nicht den Standpunkt der Senatsverwaltung für Wirtschaft, Energie und Betriebe wieder".

If the above-mentioned requirements are not met, the funding can be reclaimed.

XIII. Final report

By the date stated in the notification of approval, the final report ('Verwendungsnachweis') must be submitted to Stiftung Nord-Süd-Brücken **electronically and by mail**. Templates are also available.⁸ The **final report** consists of

- **description of activities** (see templates), which should report on the indicators of success and impact mentioned in the application
- **gender statistics**, listing all activities carried out and the number of people directly reached, broken down by gender ('m/f/d')
- **updated short description** of the project, reporting on completed activities and goals achieved
- **finance plan**, which includes a 'Soll/Ist Vergleich' (target/actual comparison). The 'Soll' from the project application is based on the last confirmed finance plan. For this purpose, the excel spreadsheet from the application, or a confirmed newer version, should be used.
- **'Belegliste'** (list in which all payments are listed chronologically), which can be assigned to the cost items (e.g. travel costs, personnel and fee costs, etc.) of the finance plan. A template can be found in the excel spreadsheets of the finance plan.
- Information on **equality** measures (LGV data entry form, 'Erhebungsbogen Landesgleichstellungsgesetz') for organizations with min. 10 employees
- If applicable, **participant lists** or event confirmations for closed events, and **copies of printed materials**.

Original receipts must only be submitted if a '**vollständiger**' (**complete**) report is requested. Please note that the original invoice and payment receipts must be stored by the funding recipient for at least five years after completion of the project (cf. Administrative Regulations No. 6.4.). Original receipts will be returned to the NGO after successful report review. Please note: if the final report is not complete, part or all of the funding may be reclaimed by LEZ.

If a project runs for several years an **interim report** ('Zwischennachweis') must be submitted to Stiftung Nord-Süd-Brücken **electronically and by mail** by the date stated in the notification of approval. It contains a description of activities (with gender statistics and an updated short description), a finance plan, a 'Belegliste' and the information on equality.

Further **information** concerning LEZ project funding can be found in the constantly updated Questions and Answers page of the Stiftung Nord-Süd-Brücken: <http://nord-sued-bruecken.de/lez-faq/>.

⁸ <http://nord-sued-bruecken.de/downloads/>