

**FAQs on the funding of measures for the programme
“Expanding Cooperation with Civil Society
in the Eastern Partnership Countries and Russia”**

How does the Federal Foreign Office decide on funding?

The Federal Foreign Office decides on formal applications in accordance with section 44 of the Federal Budget Code. As civil society has a strong interest in expanding cooperation with civil societies in the above-mentioned countries and in getting involved with its own projects, it will probably not be possible for the Federal Foreign Office to support all ideas submitted via the available funds. In order to keep the administrative burden as low as possible for all involved, the decision on funding is made in two stages:

- **1. Pre-selection process:** A pre-selection process will identify the project proposals that have the best chances of being awarded funding in line with the above-mentioned criteria and for which a funding application can be recommended. This pre-selection process will be conducted on the basis of project outlines that present the planned project briefly and concisely.
- After all of the project outlines received have been evaluated, the potential applicants will receive notification, probably at the beginning of 2023, with an assessment of whether an application for funding in accordance with section 44 of the Federal Budget Code, taking into account all other project outlines received, is likely to be successful.
- **2. Submission of applications:** Formal applications, including all relevant documentation, can then be submitted for projects that have received a positive assessment. Applications must be submitted by post in German or English by the above deadline in order to be considered.

General questions and information:

- **What is a project outline?**
 - In order to keep the administrative burden as low as possible for all involved, the decision on whether or not a measure can be funded is made in two stages: During the first stage, you must submit a *project outline* via the [online submission form](#), which includes the most important information (project title, cost, project partners, etc.) as well as a short description of the project (max. 6000 characters).
- **What is a project application?**
 - If you receive a message that an application for funding is likely to be successful, you must, in the second stage, submit a formal, signed *application* by post. The application includes (1) a detailed description of the measure, (2) a financial plan, (3) a logframe and (4) a declaration stating that the project was planned in cooperation. You will receive an advance copy of the required forms by email.
- **What information must be included in the outline describing the project?**
 - When writing your outline, try to address the funding criteria set out in the description of the aims and purpose of the programme as precisely and clearly as you can. You will find additional helpful information online when you are filling in the various sections of the

submission form. Please keep in mind that you must clearly state WHO is planning WHAT (e.g. activities, measures) with WHOM, as well as WHERE and WHEN this will occur.

- **What project ideas are eligible? What are the prerequisites for funding?**
 - We fund projects that build and expand *permanent civil-society structures for cooperation* between stakeholders in Germany on the one hand and in the Eastern Partnership countries and Russia on the other. Projects should be tailored as much as possible to the *specific contexts of the target countries* and should be designed to meet one of the four *objectives*. The focus should be on promoting cooperation and exchange, jointly working on a topic, and building knowledge and skills together.
- **Can I submit my outline in a language other than German?**
 - You may submit your outline in German or in English. Unfortunately, no other languages will be accepted. Applications must likewise be submitted in German or in English.
- **Is information about the programme also available in other languages?**
 - Yes – on the Federal Foreign Office website and in the download section of the Eastern Partnership website, where you will soon find detailed information on the programme in Armenian, Azerbaijani, Belarusian, Georgian, Romanian, Russian and Ukrainian – as well as in English, French and Polish.
- **Can I submit more than one outline?**
 - Yes – you may submit more than one outline.
- **Do I have a better chance of being selected if I submit more than one outline?**
 - No – the number of outlines that you submit does not improve the likelihood of being selected.
- **Where can projects be implemented? Must project activities be equally distributed among all target countries?**
 - Projects can be implemented in all Eastern Partnership countries (Armenia, Azerbaijan, Belarus, Georgia, the Republic of Moldova and Ukraine) and Russia, as well as in Germany. Franco-German projects can also be implemented in France, and Polish-German projects can also be implemented in Poland. Other event venues are conceivable in justified cases of funding for persons and organisations in exile. Project activities do not have to be equally distributed among all target countries.
 - **Purely national projects and projects without a partner in Germany or the Eastern Partnership countries or Russia are not eligible for support.**
 - At the Franco-German Council of Ministers on 13 July 2017, the German and French Governments decided to further intensify cooperation between Germany and France. Putting this decision into practice, the Federal Foreign Office and the French Ministry for Europe and Foreign Affairs therefore agreed to allow French non-governmental organisations to take part in the programme “Expanding Cooperation with Civil Society in the Eastern Partnership Countries and Russia” again in 2023 in order to enable more comprehensive cooperation.
 - Partners from Polish civil society can continue to participate in civil-society projects funded by the programme. Both joint Franco-German and Polish-German projects with one or more partners in the target countries are thus also welcome. Only the German partner is entitled to submit an application, but participants who receive funding may have their main place of residence in France or Poland. The prerequisite for funding these projects is the active participation of a Polish or French partner organisation.

- **May I submit outlines for projects that involve participants from countries that are not target countries (e.g. Hungary, Central Asia, Austria, etc.)?**
 - In principle, cooperation projects may involve participants from third countries, provided that the specific project has a connection to the Eastern Partnership countries and/or Russia. Please note, however, that expenses for participants who are not from an Eastern Partnership country, Russia, Germany, France or Poland cannot be covered by this Federal Foreign Office programme. Such expenses must be funded via third-party or own resources.
- **Are Franco-German or Polish-German organisations with headquarters in Germany considered to be French or Polish project partners?**
 - No – organisations whose headquarters are in Germany are automatically considered to be German organisations. Only organisations whose headquarters are located in France or Poland can be considered to be French or Polish partners. Conversely, this means that these organisations may not receive any direct support via the Eastern Partnership programme if they do not have a German project partner.
- **My project is tailored to more than one objective – may I indicate more than one?**
 - No – in this case, you must select the objective that your project is most tailored to and provide the required rationale.
- **I would like to continue my current project. Is that possible?**
 - Yes – please indicate your current project number in the outline (between one and three digits; cf. your 2021 reference number) and give a brief summary of what your project has achieved to date. Projects may receive funding more than once under the programme. The provision of the maximum three rounds of funding depends on tangible progress being made in terms of the project content. However, there is no guarantee that follow-up funding will be granted (section 23 of the Federal Budget Code). The aim of the programme funding is to allocate start-up financing to projects. It is the responsibility of the project organisation to ensure long-term financing through other sources of funding or revenue.
- **Which types of project are suitable for digital or hybrid formats?**
 - As we cannot assume that exchanges and encounters can take place to the extent to which we were once accustomed also in 2023, we would like to suggest the following list of possible formats and contents, which is by no means exhaustive:
 - Digital or hybrid formats for seminars and expert events
 - Digital or hybrid conferences, congresses, festivals, meetings, dialogue formats, trade fairs
 - Streaming of in-person events for a wider audience
 - Hackathons and makeathons
 - Online exhibitions and web presentations
 - Teaching and learning videos, guides
 - Publications, information materials, databases
 - Advisory activities via video conferences
 - Creation of making-ofs
 - Please feel free to make further proposals in your project outlines.
- **To what extent do the United Nations Sustainable Development Goals have to be taken into account in project concepts?**

- The [United Nations Sustainable Development Goals](#) (SDGs) should be taken into account in project concepts with a view to paying greater attention to various aspects of sustainability in project work. Please state at least one SDG that you intend to promote with your project. You may assign up to two SDGs to the project.

Deadlines and important dates:

- **When will I be notified that I can submit an application?**
 - We plan to notify you at the beginning of 2023 whether or not an application for funding is likely to be successful.
- **What is the earliest possible start date for projects?**
 - The project must not have begun before you have been informed that you may submit an application for funding. We recommend that you give greater consideration in your planning to setting a project starting date in the summer of 2023.
- **Can measures begin earlier than that?**
 - In exceptional cases, but not prior to us receiving your application, you may request an early start of project activities. The Federal Foreign Office must approve this early start date. An early start of project activities can only be approved if own or third-party funding is contributed to the project. Moreover, you will not be legally entitled to funding until you have received formal notification of your grant. If you commence work prior to this formal notification, you will be initiating the project at your own financial risk.

Questions related to procedure and the legal framework

- **I do not yet have a partner in the target country. Can I still submit an outline?**
 - No – you are required to have at least one partner in the target country in order to apply. If you need help looking for a suitable partner, you can search suitable organisations in the Eastern Partnership countries and in Russia on the networking platform civilsocietycooperation.net.
- **Can the applicant be a natural person?**
 - No – the application must be submitted by a legal person, such as an organisation, association, etc.
- **Can an application be submitted by stakeholders involved in governance or business activities?**
 - Stakeholders involved in governance or business can only be regarded as part of civil society in exceptional cases when civil-society stakeholders do not exist because of local conditions in the target countries and when the concrete measures to be funded provide sufficient guarantee that the political aims being pursued will be achieved. Cooperation with Russian and Belarussian state bodies or organisations and those with close ties to the state is not possible under any circumstances.
- **Who are civil society stakeholders?**
 - Typical stakeholders include the media, associations, foundations (including the political foundations), institutions of higher education, youth associations, culture professionals and other non-governmental organisations. Public-service broadcasters are also regarded as part of civil society.

- **Can the project partner be an individual?**
 - No – the project partner may not be an individual. The partner must be an organisation, association, network of activists, etc.
 - **We have not yet registered as a legal personality. Can we still apply for Federal Foreign Office funding, or should we apply by partnering with an existing registered organisation?**
 - If, after submission of your outline, the assessment should determine that your application for funding is likely to be successful, then the application must be submitted by a legal person.
- **Is there an upper or lower limit to the funding amount?**
 - Yes – the minimum funding amount provided by the Federal Foreign Office is 50,000 euro. All project-related expenses are, in principle, eligible for funding. For a positive assessment, however, the amounts that you indicate must be reasonable and proportional to the project activities that you describe. The principles of efficiency and economy apply. There is no maximum funding amount.
 - **Does the funding plan need to include a percentage of own resources – and, if so, what?**
 - Funds provided through this programme are granted in the deficit-financing mode. This means that funding provided will cover any shortfall due to insufficient recipient and third-party funding.
- **Can an application for full financing be submitted?**
 - In some circumstances, full financing can be granted. However, we assume that you will then make other forms of contributions, such as through work on the project, by making available expertise or by providing volunteers.
- **What is the decision to provide project funding based on? What expenses are eligible for funding?**
 - The legal basis for funding-related decisions consists of the General Auxiliary Conditions for Grants for the Promotion of Projects ([ANBest-P](#)) and the Special Auxiliary Provisions of the Federal Foreign Office on the Award of Grants ([BNBest-AA](#)), which you will find in the download section of www.oepr.diplo.de. You will also find guidelines on the cost of travel and meals in the Federal Travel Expenses Act ([BRKG](#)) and the Ordinance Governing the Reimbursement of Costs Associated with Foreign Travel ([ARV](#)).
- **What are the requirements for funding lasting more than one year or multi-annual funding?**
 - In this regard, it is not sufficient to merely state the need to continue the project. The aim here is that as many civil-society stakeholders as possible will benefit from funding for as many projects as possible.
 - It will be regarded as necessary to recognise concrete measures of longer than one (calendar) year if the funding's foreign policy goals cannot be achieved without this recognition. For example, this would be the case if concrete measures can, by definition, only be carried out if they run over a calendar year because they need to cover a university semester.
 - It will be regarded as imperative to recognise concrete measures that run over a calendar year if no alternative for carrying out the project is available.