

Supplement to the global format of the ASA Programme in 2023

Important information about the financing of the project phases

To be able to implement projects in the global format within the scope of the ASA Programme, supplementary funding of the participants from the partner countries by the participating partner institutions in Germany is necessary.¹

Projects in presence mode

A Project phase in Germany

1 Participants from the partner country

- 1.1 The cost incurred by participants from countries in Africa, Asia, Latin America, or Southeast Europe during their stay in Germany, including travel costs and other project costs, will be borne jointly by Engagement Global and the relevant partner institution in Germany.
- 1.2 The ASA Programme of Engagement Global will offer a scholarship of currently 861,- Euro per month per participant from the partner country for the duration of the project phase in Germany. This scholarship includes a monthly amount of 427,- Euro for living expenses and subsistence, a monthly amount for accommodation (max. 325,- Euro) and a monthly supplement of 109,- Euro² for participation in social life in Germany.
- 1.3 Additionally, Engagement Global will bear the costs of providing health, liability and accident insurance for the participants from the partner countries for the duration of the project in Germany (three months). Engagement Global will directly conclude the insurance policies.
- 1.4 The partner institution in Germany will bear all other expenses, in particular, costs of flights and visas (if required), provide accommodation and bear housing expenses that exceed the grant of max. 325,- Euro and costs for project implementation (rooms, material, public relations work, etc.) as well as public transport.³ These costs must be covered by the institution's own funds or through fundraising. The project cannot take place without this contribution.
- 1.5 Engagement Global shall also refund the travel costs for participants from the partner countries to attend ASA seminars between April and June 2023 pursuant to the ASA travel cost regulation (Bahncard/rail card price). The partner institution shall first cover these costs and can then claim reimbursement by Engagement Global.
- 1.6 After Engagement Global has accepted the project proposal, the respective partner institution in Germany will submit a project funding application including the expenditure and financing plan, based on which a cooperation and transfer agreement will be concluded.
- 1.7 This cooperation and transfer agreement signed at the beginning of 2023 will specify the items for which the funds will be used. The partner institution in Germany will be responsible for managing the funds and invoicing vis-à-vis Engagement Global. The proper use of the funds must be verified after the completion of the project phase in the partner country providing a statement of relevant expenditure and related

¹ The essential regulations are part of the cooperation and transfer agreement that is to be concluded with the involved partner institution at the beginning of 2023.

² According to the Vocational Training Assistance Act (Bundesausbildungsförderungsgesetz, BAföG for short), financial basis for supporting German students. Fixed amounts for living expenses and subsistence 427,- € per month, for accommodation 325,- € per month and 109,- € for participation in social life in Germany. In total 861,- € per month.

³ Please note that all expenses involved in the provision of the necessary infrastructure, e.g., work spaces in the offices of the agency executing the project or the costs entailed in procuring workers who are already employed, cannot be considered eligible within the scope of the joint financing agreement.

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receipts. A proof of the disbursement of the amount for living expenses and subsistence as well as for the monthly supplement for participation in social life in Germany to participants from partner countries must always be provided. The same applies to the accommodation costs.

2 Participants from Germany

The participants from Germany will receive a monthly scholarship currently totalling 752,- Euro⁴ for the duration of the project phase in Germany directly from Engagement Global. The scholarship consists of money for living expenses and subsistence as well as accommodation. In addition, the costs of travel to the seminars between April and June 2023 as well as in spring 2024 will be reimbursed to the participants pursuant to the ASA travel cost regulation (Bahncard/rail card price). This only applies when the seminars take place in presence mode and not virtually.

B Project phase in the partner country

1 Participants from Germany

For the project phase in the partner country, the participants from Germany will receive a scholarship directly from Engagement Global four weeks prior to their departure, which includes a travel cost grant and a cost-of-living grant. The amount paid as a cost-of-living grant depends on the partner country and amounts to 827,- Euro per month on average⁵. The grant to cover travel expenses is also dependent upon the project country and averages 800,- Euro⁶. Engagement Global will provide health, liability and accident insurance for participants. The insurance policies are concluded directly by Engagement Global.

2 Participants from the partner country

Participants from the partner countries will receive a scholarship for the three-month project phase in their own country. In order to take into account the diverse local circumstances, the partner institution from the partner country where the project takes place proposes the amount of this scholarship that serves to cover living/subsistence costs as well as accommodation costs. The German partner institution has to agree on the amount and request the respective amount when handing in the project funding application. If the amount is higher than 250,- € per month, a short justification by the partner institution from the partner country is required.. The sum forms part of the cooperation and transfer agreement with the partner institution in Germany, who shall transfer these funds to the participants from the partner country.

Projects in digital mode

In the case of digital implementation of both three-month project phases participants from Germany carry out the two project phases from Germany and participants from the partner countries carry out the two project phases from the respective partner country. The participants will be allowed to implement the project on site at the partner institution where applicable.

1 Participants from the partner country

1.1 Engagement Global pays each participant from the partner county a scholarship for both of the three-

⁴ According to the Vocational Training Assistance Act (Bundesausbildungsförderungs-Gesetz, BAföG for short) financial basis to support German students. Fixed amounts for living expenses and subsistence 427,- € per month and for accommodation 325,- € per month. In total 752,- € per month.

⁵ According to the Vocational Training Assistance Act (Bundesausbildungsförderungs-Gesetz, BAföG for short) financial basis to support German students. Fixed amounts for living expenses and subsistence 427,- € per month and for accommodation 325,- € per month plus a country-specific foreign surcharge averaging 75,- € per month. In total 827,- € on average,- € per month.

⁶ According to the Vocational Training Assistance Act (Bundesausbildungsförderungs-Gesetz, BAföG for short) one-time country-specific amount for travel expenses averaging 800,- € for the outbound trip to the partner country.

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month project phases taking place digitally from the partner country. In order to take into account the diverse local circumstances, the partner institution from the partner country where the project takes place proposes the amount of this scholarship that serves to cover living/subsistence costs as well as accommodation costs (see above). The German partner institution has to agree on the amount and request the respective amount when handing in the project funding application. If the amount is higher than 250,- € per month, a short justification by the partner institution from the partner country is required. In addition, Engagement Global will pay each participant from the partner country a digitalisation allowance of 118,- Euro⁷ on average per month. The sum forms part of the cooperation and transfer agreement with the partner institution in Germany, who shall transfer these funds to the bank accounts of the participants from the partner country.

- 1.2 The partner institution in Germany takes over all the other costs, in particular the fees for the transfer of the scholarship to the participants, and costs of project implementation in Germany (rooms, material, public relations work etc.)⁸ These costs must be covered by the institution's own funds or through fundraising. The project cannot take place without this contribution.
- 1.3 After Engagement Global has accepted the project at the end of 2022, the respective partner institution in Germany submits a project funding application including the expenditure and financing plan, based on which a cooperation and transfer agreement will be concluded.
- 1.4 This cooperation and transfer agreement signed at the beginning of 2023 will specify the items for which the funds will be used. The partner institution in Germany will be responsible for managing the funds and invoicing vis-à-vis Engagement Global. The proper use of the funds must be verified after the completion of the project phase in the partner country providing a statement of relevant expenditure and related receipts. A proof of the disbursement of the scholarship and the digitalisation allowance to the participants from the partner countries must always be provided.

2 Participants from Germany

The participants from Germany will receive directly from Engagement Global a monthly scholarship currently totalling 752,- Euro for the duration of the two three-month project phases. The scholarship consists of money for living expenses and subsistence as well as accommodation (see above). In addition, the costs of travel to the seminars between April and June 2023 as well as in spring 2024 will be reimbursed to the participants pursuant to the ASA travel cost regulation (Bahncard/rail card price) as far as the seminars do not take place virtually but in presence.

Date of publication May 2022

⁷ The digitalisation allowance is intended to compensate for the additional costs of digital participation and to ensure that all participants can afford to take part in the programme. In addition to digital project implementation, the digitalisation allowance is also intended to cover participation in the three six-day online seminars, the two digital extra tutorials, the digital extra team time, and participation in the digital RENew. The additional costs arise in particular in the form of additionally required data volume.

⁸ Please note that all expenses involved in the provision of the necessary infrastructure, e.g., work spaces in the offices of the agency executing the project or the costs entailed in procuring workers who are already employed, cannot be considered eligible within the scope of the joint financing agreement