

Supplement to the global format of the ASA Programme in 2022

Important information about financing the project phases

To be able to implement projects in the global format within the scope of the ASA Programme, thus to facilitate the participation of participants from the partner country supplementary financing by the involved 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 870,- Euro per month per participant from the partner country for the duration of the project phase in Germany. This scholarship is calculated based on a monthly spending allowance of 370,- Euro² as well as monthly allowances for accommodation (max. 237,- Euro) and meals (max. 263,- Euro).³
- 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 which exceed the grant of max. 237,- Euro and costs for project implementation (rooms, material, public relations work, etc.) as well as public transport.⁴ 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 2022 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 2022 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

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 2022.

² In line with the spending allowance in the Federal Volunteer Service (BFD).

³ In line with the Social Security Compensation Directive (SvEV, § 2); the SvEV amounts are adjusted annually; therefore, minor deviations may be possible for 2022.

⁴ 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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of the project phase in the partner country providing a statement of relevant expenditure and related receipts. A proof of the disbursement of meal and spending allowances to participants from partner countries must always be provided. The same applies to the accommodation costs.

1 Participants from Germany

The participants from Germany will receive a monthly scholarship currently totalling 633,- Euro for the duration of the project phase in Germany directly from Engagement Global. This comprises both a meal and spending allowance (see above). Funds for accommodation (237,- Euro max.) will, however, only be paid in exceptional cases (e.g. if a participant has relocated for the project) and upon presentation of corresponding receipts as participants are expected to already have a permanent residence in Germany. In addition, the costs of travel to the seminars between April and June 2022 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 719,- Euro per month on average⁵. The grant to cover travel expenses is also dependent upon the project country and averages 1.102,- Euro⁶. The ASA Programme will provide health, liability and accident insurance for participants.

2 Participants from the partner country

Participants from the partner countries will receive, on average, a scholarship of 237,- Euro⁷ per month for the three-month project phase in their own country. This amount is a spending allowance that is intended to cover the additional expenses incurred by the participants during their participation in the project in their own country. 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 prior to their departure from Germany.

Projects in digital mode

In the case of digital implementation of both three-month project phases participants from Germany carry out the whole project from Germany and participants from the partner countries carry out the whole project 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 The ASA Programme of Engagement Global will offer a scholarship of currently 237,- Euro⁸ on average per month as well as a digitalisation allowance of 118,- Euro⁹ on average per participant from the partner country for the duration of two three-months project phases in the respective partner country. The given

⁵ Equals 61% of the scholarship of the German Academic Exchange Service (DAAD) for the respective country for students; the amounts are adjusted annually, minor deviations may thus be possible for 2022.

⁶ Equals 82 % of the travel cost grant of the German Academic Exchange Service (DAAD) for the respective country for students; the amounts are adjusted annually, minor deviations may thus be possible for 2022.

⁷ Equals 20% of the scholarship of German Academic Exchange Service (DAAD) for the respective country for students.

⁸ Equals 20% of the scholarship of German Academic Exchange Service (DAAD) for the respective country for students.

⁹ Equals 10% of the scholarship of German Academic Exchange Service (DAAD) for the respective country for students.

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amount represents a spending allowance supposed to cover additional expenses incurred by the participants during their digital participation in the project in their own country. 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.

- 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.)¹⁰ 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, 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 2022 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 633,- Euro for the duration of the two three-month project phases. This comprises both a meal and spending allowance (see above). Funds for accommodation (237,- Euro max.) will, however, only be paid in exceptional cases (e.g. if a participant has relocated for the project) and upon presentation of corresponding receipts as participants are expected to already have a permanent residence in Germany. In addition, the costs of travel to the seminars between April and June 2022 as well as in spring 2023 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.

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¹⁰ 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