

# Supplement to the factsheet in global format of the ASA-Programme

## Important information about financing the project internship in global format 2019

To be able to implement projects in the global format within the scope of the ASA program, supplementary financing by the participating partner institutions in Germany is necessary throughout the duration of the partner country participants' stay in Germany.<sup>1</sup>

### 1.1 Project phase in Germany (participants from the partner country)

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.
2. The Engagement Global ASA program will offer a grant of currently €822 per month per participant from the partner country for the duration of the project phase in Germany. This grant is calculated based on a monthly spending allowance of €350<sup>2</sup> as well as monthly allowances for accommodation (max. €226) and meals (max. €246).<sup>3</sup>
3. Additionally, Engagement Global will bear the costs of providing health, accident, and third party insurance for the participants from the partner countries for the duration of the project (three months). The insurance policies will be concluded directly by Engagement Global.
4. The partner institution in Germany will bear all other expenses, in particular, for flights, visas (if required), and costs for project implementation (rooms, material, public relations work, etc.), as well as costs for language courses.<sup>4</sup> These costs must be covered by the institution's own funds or through fundraising. The project cannot take place without this contribution.
5. Engagement Global shall also refund the travel costs for participants from the partner countries to attend ASA seminars between April and June 2019 pursuant to the ASA travel cost Handbook (*Bahncard/rail card price*).
6. Engagement Global will conclude a transfer agreement with the respective partner institution in Germany in early 2019. This agreement 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 Germany through the provision of the relevant financial statements and original receipts. Proof of the disbursement of meal and spending allowances to participants from partner countries must always be provided. The same applies to accommodation costs.

<sup>1</sup> Based on BMZ Directives for Essential Development Projects of Private German Executing Agencies (Chapter 2302 Title 687 76).

<sup>2</sup> In line with the spending allowance in the Federal Volunteer Service (BFD).

<sup>3</sup> In line with the Social Security Compensation Directive (SvEV, § 2); the SvEV amounts are adjusted annually; therefore, minor deviations may be possible for 2019.

<sup>4</sup> It should be noted 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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## 1.2 Project phase in Germany (participants from Germany)

The participants from Germany will receive a monthly grant currently totaling €596 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 (€226 max.) will, however, only be paid in exceptional cases (e.g. if a participant has relocated for the project internship) as participants are expected to already have a permanent residence in Germany. The ASA program will also provide participants with accident and third party insurance cover. In addition, participants will receive a flat preliminary allowance, which should be used to finance the cost of travel to the seminars.

## 2.1 Project phase in the partner country (participants from Germany)

For the project phase in the partner country, the participants from Germany will receive a partial grant from Engagement Global six 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 should be presumed to be around €600<sup>5</sup> per month. The grant to cover travel expenses is also dependent upon the project country. ASA will provide health, accident, and third party insurance for participants.

## 2.2 Project phase in the partner country (participants from the partner country)

Participants from the partner countries will receive, on average, a grant of €200<sup>6</sup> 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 fellows during their participation in the project internship in their own country. The sum forms part of the 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.

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<sup>5</sup> 75 % of the scholarship of German Academic Exchange Service (DAAD) for the respective country for doctoral candidates minus participants' contribution

<sup>6</sup> 13% of the scholarship of DAAD for the respective country for doctoral candidates

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