

Bensheim, May 16, 2012

## **Training Workshop on „Practical Guidance for BMZ-Project Proposals“**

**KKID - Coimbatore, August 1<sup>st</sup> to 3<sup>rd</sup>, 2012**

We are pleased to inform you about the above mentioned workshop, which we offer at the Karl Kübel Institute for Development Education, Coimbatore ([www.kkid.org](http://www.kkid.org)).

### **Topic**

A good number of Asian NGOs approach organizations in Germany seeking financial assistance in order to fund their project interventions. Despite the fact that the various partner organizations have developed very close cooperation and mutual understanding, most of the German organizations face limitations in financing all requests. Furthermore, the capacity to generate funds through increased acquisition of donations by applying new fundraising methods is limited.

In order to complement their funding capacity many German organizations take advantage in approaching the German Federal Ministry for Economic Cooperation and Development (BMZ) and apply to co-finance suitable projects. Meanwhile for many German funding agencies this instrument is most vital to address the needs of their NGO-partners in the South. It is generally understood that the applicants - German NGOs as well as the counterparts in the South - must cohere to strict regulations in applying for and managing Government funds, which finally are being generated from German tax-payers. Therefore it requires certain knowledge and capacities for the applying organizations to fulfil all these requirements and to formulate and present proper application formats with high chances of success. Additionally, there are more and more organizations competing for the limited government funds available.

It is the experience of German organisations that they receive project proposals, which do not meet the required qualitative standards, i.e. which neither allow the appraising of the underlying idea in a proper manner nor receiving enough information for formulating good co-finance proposals. In many cases, laborious and time consuming processes with numerous communication and telephone conversations follow in order to establish a sound basis on information enabling the German organization to compile a successful application.

### **Target Group**

Participants from NGOs in responsible positions dealing with concept development and planning of projects and programmes of development cooperation in all fields. Knowledge of formalized planning procedures and practical experience in project planning is very much appreciated.

Participants, respectively the organizations of the participants, are invited to present a project idea to the resource person of the workshop on which proposal writing can be practiced. The resource person will finally select the appropriate project idea suitable for the workshop. A respective paper should reach KKS latest on June 29<sup>th</sup>, 2012.

### **The workshop language will be English!**

### **Objectives**

- Participants have a better understanding on the co-finance requirements of the German Federal Ministry for Economic Cooperation and Development (BMZ).
- Participants have the capacity and knowledge in generating and providing appropriate information and data to the German Partner Organisation enabling a successful co-finance application.

### **Contents**

- Theoretical background of BMZ funding
- BMZ funding regulations for NGO projects and formats
- NGO preconditions and capacity requirements
- Problem analysis, setting of objectives, impact and indicators
- Activities to achieve goals

- Information requirements and data collection
- Provisions for monitoring
- Cost establishment und preparation of finance plan
- Time Matrix

The workshop will be organized with an emphasis on practical lectures. There will be regular intervals between theoretical introduction in the plenary and practical discussions in working groups.

At the end enough information in the proper format will have been gathered in order to provide sufficient information to the German partner for a successful application.

### **Resource Person / Trainer Profile**

**Bertold Trittler** is a Social Economist with a M.A: in Rural Social Development, born in 1949 and married, 3 children.

Bertold Trittler has recently retired as the Coordinator of **bengo**, the German Advisory Centre for NGOs in Development Cooperation. He has 20 years of experience in advising and counselling NGOs on writing project applications and on understanding the co-finance facilities of the German Ministry for Economic Cooperation and Development (BMZ). Before, he gathered practical experience in the management of NGO projects in African and Asian countries for many years.



### **Organisational details:**

The number of participants is limited to 30 persons. The costs per person for the three-days workshop are 14.000 Rs. / 230,- Euro incl. food / accommodation, transport from station / airport Coimbatore to KKID and training materials. The costs have to be settled directly with KKID, Coimbatore. Taxes as applicable will be extra and shall be borne by the participant.

Please, register yourself, your colleagues and/or staff **until June 15, 2012 latest** with:  
Mrs. Sabine Beier, Karl Kübel Stiftung, Germany; e-mail: [s.beier@kkstiftung.de](mailto:s.beier@kkstiftung.de)

Due to spam problems we can only accept Online- or Fax-Registration. For online or fax registration please go to the link above or to the English homepage of Karl Kübel Stiftung (<http://www.kkstiftung.de/13-1-Home.html>).

Looking forward to welcome you in Coimbatore!

Ralf Tepel, Executive Director Karl Kübel Stiftung, Bensheim / Germany