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Guiding questions (as at: 21/03/2022)

## Guiding questions for preparing a proposal for a partnership project under the Fund for Small-Scale Municipal Development Cooperation Projects

### Formal conditions of the Fund for Small-Scale Municipal Development Cooperation Projects

- The proposal must be submitted by the German municipality using the fund's software application. If the proposal is approved, the German municipality will become the contractual partner of Engagement Global gGmbH.
- Proposals may be submitted at any time up to 15 October 2022. Engagement Global must receive the proposals at least 10 weeks before the planned start of the activities.
- The projects must be completed by no later than 31 December 2022.
- For partnership projects, grants of between EUR 1,000 and EUR 50,000 may be applied for. Engagement Global can finance a maximum of 90% of the total eligible expenditure; the municipalities must themselves provide at least 10% of the total eligible expenditure. The municipalities can use third-party funds to make up their own share of the financing.
- During project implementation, the German municipality may pass on the grant to its partner municipality so that the latter can spend it.
- Civil society organisations may be involved in implementation. However, overall responsibility always remains with the municipality.

### Guiding questions for joint project planning

- Need for and context of the measure:  
What is the history of the partnership? What partnership structures already exist in which the proposed project would be embedded? What is the current situation in the municipality in which the project will be implemented, and what structures are in place on the ground? Why is the proposed project needed?
- Project description:  
What exactly is to be implemented through the measure? What activities are planned, and what actors will be involved in implementing them? How will the partners work together? What will the timetable look like?  
N.B.: If investment measures are planned, please also explain how these will be combined with capacity building measures.
- Objective and indicators:  
What exactly is to be achieved by implementing the measure? What indicators can be used to demonstrate that this objective has been achieved once the project is completed?
- Investment measures and follow-on costs:

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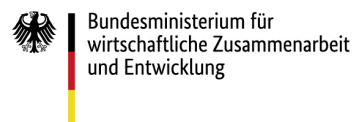
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If the planned project includes investments (e.g. construction measures), please answer the following questions: To what extent are the conditions required to implement the investments known/in place? Who is responsible for what in the local setting? Must projects be registered, e.g. with the government? Do any customs regulations or the like need to be complied with in connection with transport/importation? How can the investment be implemented/operated in the long term? How can any follow-on costs that arise be met?

**Contact:**

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For contact details of our programme officers please see our website:  
<https://skew.engagement-global.de/fund-for-small-scale-municipal-development-cooperation-projects.html>

