

Call for Proposals 2025:

NAKOPA: Partnership Projects for Sustainable Local Development, and FKKP: Programme to Support Municipal Climate Change Mitigation and Adaptation Projects

Supporting municipal partnerships

German municipal administrations can apply for funding for development-related projects through the Nakopa and FKKP funding programmes. Nakopa (“Partnership Projects for Sustainable Local Development”) and FKKP (“Programme to Support Municipal Climate Change Mitigation and Adaptation Projects”) fund the design and implementation of development-related projects in the context of partnerships with municipalities in the Global South. The programmes are administered by Engagement Global’s Service Agency Communities in One World (SKEW) on behalf of the Federal Ministry for Economic Cooperation and Development.

Funding is provided under sections 23 and 44 of the Bundeshaushaltsordnung (Federal Government budget directive) to channel funds into municipal development policy. No guarantee is made that applicants will be successful in applications for funding. Funding is provided subject to the availability of budgetary resources. Funding decisions are taken in line with the guidelines set out in this Announcement and OECD-DAC criteria for relevance to development policy, efficacy, efficiency, effectiveness, and sustainability.

Guidelines on project planning and applications

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1. OBJECTIVE

This offer of funding is designed to support municipalities actively involved in development work in designing – together with their partner municipalities – local solutions to global issues as envisaged by the 2030 Agenda, and implementing these in the form of projects.

2. WHO CAN APPLY?

Applications may be submitted by:

- Municipal administrations
- The city administrations of Berlin and Hamburg may submit applications on their own behalf

Further information on the role of applicants and other stakeholders:

- The municipal partner must be in a country which the OECD defines as eligible to receive official development assistance.

The project being proposed must be planned and implemented jointly in the context of a partnership on equal terms. The projects must have the explicit political support of both municipalities. It must be guaranteed that both partners will manage both the project activities per se and the financial aspects. Both partners should actively contribute their municipal expertise and experience to the project. This must be supported by a partnership declaration included with the application.

➔ [List of DAC countries on the BMZ website](#)

- Since these projects usually run for several years, applicants should get approval from the local council before submitting an application.
- Joint proposals from several German municipalities and their partners may be submitted. In these cases, one German municipality acts as the applicant. This municipality then receives the funding under an on-lending agreement. Other municipalities can provide funding in a third-party capacity and/or take part in implementing the project.
- Where a German municipality maintains a three-way partnership with two municipalities in different countries in the Global South, the German municipality can submit a joint project application and carry out activities in both countries on an equal basis and also network the municipalities with one another.
- Funding recipients can work with publicly owned enterprises, independent companies and civil society organisations such as local initiatives and charities in Germany and abroad. These count as participants in the project, supporting the funding recipient in delivering the project. They should demonstrate specific skills related to the project and, wherever possible, share local connections with the funding recipient or project partners. Overall leadership of the project and accountability remains solely with the applicant and may not be transferred to third parties.
- Under this Call for Proposals, funding will generally be granted to no more than two applications per municipality.

3. FUNDING PURPOSE

Only projects which can be designated as municipal development policy projects are eligible for funding. By “municipal development policy”, we mean the sum of development-related funding and activities deployed by German municipalities in Germany and abroad. Municipal development policy is designed to promote development which is globally sustainable and community-oriented. It should contribute to improving social and economic development in the Global South.

The content of the project must contribute to implementing Agenda 2030 and achieving the SDGs, and thereby support the German Federal Government’s Sustainability Strategy. Furthermore, the project must clearly relate to the municipalities’ skills and spheres of impact and be connected to sustainable municipal public services, good local governance, or climate protection and adaptation.

Projects must take into account the goals of gender equality and inclusive societies. They must be designed in a conflict-aware way and work in harmony with local and national development planning.

Applicants must consider relevant BMZ strategy papers when planning and implementing the project. These documents can be accessed at <https://www.bmz.de/de/aktuelles/publikationen>

4. FUNDING CONDITIONS AND VALUE

The maximum duration of a project is three years. Projects may begin no earlier than **1 January 2025** and end no later than **30 June 2028**.

Part-funding: Projects are funded on a part-funded basis. Funding may be awarded for up to 90% of eligible spending such as project spending, reserves and lump sum for administrative costs, Applicants must contribute at least 10% of total spending in the form of their own or third-party funds.

Co-financing contributions of funds from a (German) federal state can be recognised as part of this contribution of the partners' own funds. Applicants must ensure they comply with state budgetary regulations in such instances. Non-cash contributions from own funds cannot as a rule be offset against own funds contributions. These should be listed next to the budget for information.

Grants may be awarded for:

- **Project grants worth €50,000–€100,000.** Projects may last no more than 24 months.
 - **Project grants worth €100,000–€250,000.** Projects should last between 24 and 36 months.
 - **Project grants worth €250,000–€500,000.** Projects must be explicitly related to climate as per FKKP in line with the guidelines referred to above. Applicants must have prior experience of delivering projects with Service Agency funding. Projects should last between 24 and 36 months.
- ➔ [More information about FKKP \(Change Mitigation and Adaptation Projects\)](#)
- A lump sum for administrative overheads to cover costs such as staffing and communications may be awarded up to 7% in addition to the eligible project spending as stated on the spending and funding plan. The lead municipality may pass on the lump sum for

administrative costs wholly or in part to project partners or other stakeholders to compensate them for staffing or fees.

- Applicants may apply for reserves worth up to 3.5% for unavoidable additional costs. Reserves are primarily intended to cover additional costs due to inflation. Drawing on reserves for unavoidable additional costs **not** related to inflation requires the prior agreement of Engagement Global.

Progress monitoring: A project is only eligible for funding if it includes a clearly defined and measurable project objective which can be achieved within the proposed funding framework and timescale. When planning a project, applicants should ensure the project is deliverable in a realistic and timely manner, such as by breaking objectives down into no more than 4 achievable sub-objectives. Indicators should be used to demonstrate progress. There must be progress and outcome monitoring during and after the completion of the project. Annual regular interim reports and proof of use must be submitted in accordance with German funding law.

Funding recipients must ensure the sustainability of a project beyond its conclusion. In addition to this, funding recipients must undertake to use other sources of funding to cover other costs arising from the project.

Funding recipients and project partners are not permitted to benefit their own commercial interests or the commercial interests of third parties, either directly or indirectly, through project activities.

Avoiding funding chains and double-funding: Funding recipients must take care that each funded project represents a separate project and is not dependent on other funding. This provision does not include any third party as described above. Furthermore, funding recipients may not use any funding from federal sources or Engagement Global (approved or applied for) for the project in this application or its component elements.

Both municipalities should give regard to carrying out appropriate publicity activities related to the project and/or partnership.

5. USE OF FUNDS

- The core elements of the project should consist of the partnership between the municipalities and sharing municipal expertise. Developing and extending the relationship between the municipalities should be a key component of the activities carried out.
- Spending on investment activities or infrastructure investment must be associated with capacity development activities, raising awareness or international sharing of experience. Capacity development includes spending on accommodation and catering, travel and/or transport, material spending, fees, seminar room hire, course fees for training activities etc. Projects which only focus on infrastructure are not eligible for funding.
- Spending on equipment, facilities and initial fitting out (including consumables) and the necessary procurement and transport costs is eligible for funding. Funding recipients must ensure equipment and materials are appropriate to local needs in terms of their quality, price, availability, maintenance and upkeep.
- Spending on construction which directly contributes to achieving project objectives is eligible for funding. However, property or land purchases are not eligible for funding. The property

or land used for the project must be owned by the partner municipality or a local charity, and cannot be counted as a contribution from own funds or assets. If a suitable site is not currently available, the purchase must be made separately from the funding. It must also consider social criteria and apply procedures which are transparent to the local population.

- Where funds should be used: The majority of the funds should be put to use in the partner country. Nevertheless, funding to promote engagement explicitly calls for accompanying activities in Germany, such as networking and awareness-raising, or development-related education activities and publicity. Accompanying activities in Germany should account for no more than 20% of expenditure eligible for grant funding (see interim spending plan items 6.1 and 6.6). Spending in Germany is not subject to the 20% rule if it has a direct impact on the partner country. Examples of this include work experience or study trips in Germany for individuals from the partner country, or purchasing items in Germany if a market analysis indicates that it is not possible to purchase them locally in the partner country.
- Studies: Feasibility studies and preliminary assessments of the purpose of a project must be completed before the project commences. Spending on these studies in the same year that the application is submitted may amount to no more than 5% of the total budget in order to be eligible for grant funding. Technical and scientific studies, designing plans and strategies in the course of the project can account for up to 1/3 of the total project spending which is eligible for funding. Furthermore, this spending is only eligible for funding if it is connected to initial pilot activities. The application must include examples of activities for implementing the project and these must be accounted for in the budget. Planning pilot projects can be adjusted up to three months after the completion of the study. This requires the approval of Engagement Global if such plans were not included in the initial application.
- Spending on costs arising from impact assessments is eligible for funding if the outcomes of those assessments are shared with Engagement Global.
- See the Travel, Safety and Security section for information on funding for travel costs.
- Material costs such as printing for publications, flyers, posters and information materials are eligible, as is spending on consumables, renting office space, rental fees, transport and technology.

6. STAFFING COSTS

- Roles in the partner country which are required to ensure the sustainability of the project beyond its conclusion are eligible for funding. Staffing costs are assessed with annual decreases from the time of claim, generally 100%, 80%, 60%. Staffing costs must be in line with local levels and appropriate to the total spending on the project. The application must state the need for the role and describe the nature of the work. Ongoing funding for roles must be in place after the completion of the project. Spending on local staff in the partner country is eligible where this is directly related to delivering the project. This includes temporary training measures.

It is not possible to use this tool to fund roles in German municipal administrations. Fees for municipal staff cannot be included in the application.

It is possible to synergize Nakopa/FKKP with individual support from Engagement Global

schemes such as Coordinating Municipal Development Policy and the FKPW Expert fund. However, the project must be designed in such a way that it can be delivered without other project funding.

- Delegations of administrative staff or staff with skills related to the subject of the project are not eligible for funding if they are longer than 12 weeks. Medium or long-term secondments and delegations should access support from the relevant staff secondment tools.

➔ [Information on Coordinating Municipal Development](#)

➔ [Information on funding for expert staff for municipal partnerships around the world](#)

➔ [Information on the Senior Expert Service \(SES\)](#)

7. DISTRIBUTING FUNDS

- Funding recipients may distribute funds to project partners in the partner country. We recommend concluding a project agreement in a contractual form to ensure compliance with the conditions contractually agreed with Engagement Global. The German municipality remains the responsible contractual partner of Engagement Global.
- Where local stakeholders play an important role in the project and contribute to achieving its goals, funds worth up to 1/3 of the total grant may be passed on to these actors. Funds are to be used for project activities as agreed in the on-lending agreement. Where funds are transferred, these may only comprise funds for operational measures. Project management remains under the control of the municipalities. It is not possible to claim for staffing costs and services provided by local initiatives and charities. Funding recipients are not permitted to transfer funds to municipal companies and associations. The only exceptions to this are publicly owned enterprises and independent companies which are part of municipal administrations, and charitable bodies. Funding recipients are also not permitted to transfer funds to private individuals.
- Where funds are transferred to a partner municipality, funding recipients must ensure this is carried out in line with local regulations on importing foreign currency and keep receipts for the transaction.
- Where funding is transferred to a partner organisation in the partner country, the funding recipient may engage a chartered accountant to prepare accounts rather than keeping original receipts as proof of use, where this is permitted by local laws governing receipts in the partner country. This spending is eligible for funding.

8. TRAVEL, SAFETY AND SECURITY

When applying for travel to the partner region, you must specifically state the purpose of the trip, along with the number of travellers, their positions and roles. The number of travellers and the duration of the visit must be reasonable and appropriate. This includes:

- Trips with a primary purpose of sharing expertise and knowledge, such as delivering training or conferences.

- Applications may include one trip a year for project management purposes such as monitoring and handovers. Such trips should last no longer than seven days and involve up to two travellers.
- Expert missions where the sole purpose is representative are not eligible for funding.

Economy airline travel and second-class rail travel are eligible for funding. Air travel in other classes will only be reimbursed in justified individual cases with written prior approval from Engagement Global. Expenses for vaccinations, medications and visas are eligible for funding. Coverage is based on the recommendations of the Standing Committee on Vaccination (STIKO) at the Robert Koch Institut in conjunction with travel advice provided by the Federal Foreign Office. No funding is provided for clothing for specific local climates.

For travel abroad, the funding recipient is required to take due care that travellers are aware of local laws and the security conditions at their destination. Funding recipients are also required to ensure travellers are informed of necessary health precautions and that they have taken appropriate measures such as vaccinations and taking out travel insurance covering sickness, injury and public liability. Involvement in disaster preparedness and response activities of the German Embassy requires online registration with ELEFAND (diplo.de) not less than 10 days before the commencement of a visit.

➔ [ELEFAND disaster preparedness list managed by the Federal Foreign Office](#)

Travel abroad should take into account advice on safety and security precautions and disasters.

➔ [To documents](#)

9. HOW TO APPLY

Project applications and verification may be submitted via Engagement Global's project funding tool only:

➔ [project funding tool](#)

Please note that you will need to register for the project funding tool and request an audit before you can submit your application. If the audit is successful, you will receive confirmation that you can proceed to submit your application.

The application process involves two stages, beginning with submitting a declaration of interest, which must be submitted **by 30 April 2024**. If this declaration of interest is successful, the German municipality must submit the proposal by **no later than 30 June 2024**. The application must be accompanied by the signature of the authorised signatory of the German municipality. Proposals received will be processed in order of their submission according to OECD-DAC criteria and the guidelines in this Announcement. Funding will only be granted once eligibility has been confirmed.

You must ensure your proposal is submitted via the project funding tool in a timely manner.

Application documents can be sent by post to the following address.

Engagement Global gGmbH
 Servicestelle Kommunen in der Einen Welt
 z. Hd. Team Nakopa/FKKP

Friedrich-Ebert-Allee 40
53113 Bonn

10. OUR SERVICES

Service Agency supports interested municipalities at every stage of the funding process from application to delivery and reporting. We provide expertise and administrative advice along with networking and training services.

To help you prepare your application, we recommend our *Applying Made Easy* seminar. The seminars take place on various dates during the application period. The dates are published on the homepage of our website. We also offer one-to-one advice. If you'd like to arrange an advisory session, we recommend getting in touch with our team in good time. We'd love to hear from you!

Visit our website for the contact information for this funding tool:

[Nakopa - SKEW \(engagement-global.de\)](https://www.engagement-global.de)

We also offer seminars on project delivery and project accounting.

- [Seminar dates](#)
- [Documents and forms](#)
- [FAQs](#)