

Information for Submission of a Full Application

Status: February 26th, 2025

The goal of project funding is to improve medical training and/or direct patient care in developing countries (see OECD DAC list of countries).

Prior to submission of a full application for a proposal we expect you to send a 2-page project outline written in English plus an excel budget. You can find pertinent information on this to download on our website.

Following review thereof, a full application can be submitted by the person authorized to represent the applicant institutional entity and the project manager. Applications for proposals should be presented in English if possible. In justified exceptional cases, applications may also be submitted in German.

We request that applicants please comply with the following information:

The application (Part A without appendices) should not exceed a **maximum of 10 pages** (Arial 11 pt, single spaced) in the German DIN A4 format. Please avoid repetitions within part A and part B!

Please structure your application into three separate PDF documents plus two EXCEL files, Parts D and E. You can find the EXCEL files to download on our website.

A Project Description.pdf
B Institutions and Persons.pdf

Attached documents:
C Appendices.pdf
D Logframe.xls
E Budget.xls

Please send ALL five documents via email to antrag-humanitaer@ekfs.de. Applications which do not comply with this form cannot be accepted.

A Project Description

Part A should not exceed a maximum of 10 pages (Arial 11 pt, single spaced) in the German DIN A4 format

1. General Instructions (In Part A please state only the institutional entity, persons and project partners involved; the detailed description follows in Part B.)

Project title

Applicant institutional entity (funding approval recipient)

The application-submitting institutional entity must be a university or an institution of higher education, a public-law healthcare facility (e.g. university hospital, hospital), or a non-profit entity (e.g. organization, association or social enterprise with a medical orientation) based in Germany, the EU, the EFTA or the UK.

Please state the complete contact data for the application-submitting entity.

If multiple institutional entities are involved, the application-submitting entity shall function in a capacity as sole funding approval recipient. It takes over the administration and, where required, remittance of earmarked resources to the partner organizations involved.

Person authorized to represent

Designate the person authorized to represent your entity who is responsible for the application and, if successful, for the implementation as well as the financial management of the overall project within the entity.

Project manager

Furthermore, please designate a project manager (not the PR or press office) as content-related person to contact for EKFS in the event that the person authorized to represent does not lead the project in a content-related sense.

Local partner organization

The project must be implemented by a locally registered non-profit partner entity. In doing so, this partner organization must be a separate legal entity. Please state the complete postal address and contact data (telephone, email addresses) of the local project manager.

We also request a brief description of all entities actively involved in the project.

Term of project in months: The project has a maximum duration of 36 months.

Previous and actual funding by the EKFS:

Please list all projects funded EKFS with the EKFS project number, the country and the amount received.

Funding overview:

Representation of the total costs for the project, broken down into:

- ✓ financial resources applied for from EKFS (the minimum funding sum is EUR 50,000)
- ✓ own contribution to funding
- ✓ where applicable, proportional financing from other sources of funding.

It is mandatory to budget for one financial audit of the project, which is to be carried out by a local auditing company. You will receive further details after approval.

A detailed budget of the financial resources applied for from EKFS and any cofinancing is to be drawn up separately in euros (EUR) using the “Template on the Preparation of the Budget” (for download on the website)

Please be sure to follow the instructions in excel sheet 1 of the template. Common errors are a lack of details in column G. Lump sums, as well as overhead or contingency are not permitted.

2. Project Description

Summary

Please write a summary of the targeted goal, activities and expected outcomes in German (max. 1,000 characters, incl. blank spaces).

Project context and background

Please outline the country-specific and/or regional backgrounds, the humanitarian aspect on behalf of the population, inclusion in the healthcare system, as well as the significance with respect to activities performed by other stakeholders, and justify the need. Please outline the preliminary work and, where applicable, already ongoing or concluded pilot projects or accompanying projects.

3. Project Goals and Indicators

Please briefly describe the project's goal and a maximum of three subgoals.

4. Activities

Describe the maximum of 5 most important activities of the project.
The goal, outcome and outputs as well as the indicators and activities should be presented in detail in a separate Excel logframe format.

5. Beneficiaries

Please state the number of persons who benefit from the project.

Example:

- ✓ 12 midwives receive 3 two-day workshops from specialist physicians
- ✓ 700 women give birth per year under professional supervision at healthcare institutions
- ✓ The target population (20,000 people) in the project region benefits from the awareness-raising activities

6. Sustainability

Please illustrate perspective and sustainability, e.g. maintenance and servicing concept, handover to local partner entity and/or government structures/institutions, follow-up support by the applicants, sustained effect in the region. Please explain how project financing is going to be secured after the end of funding by EKFS.

7. Risks

Please outline the fundamental risks within the project, including assessment thereof along with preventive and reactive strategies toward reducing the probability of the risks or of detriments due to them.

8. Signatures of the Applicants

Person authorized to represent

Project manager

B Persons and Institutions

Part B should not exceed a maximum of 3 pages (Arial 11 pt, single spaced) in the German DIN A4 format

1. Persons
Please briefly describe the project-managing person acting as applicant, their project-specific experience, and their role in the project being submitted for application.
Please state other relevant persons to contact and people involved in the project, and describe their roles within the project. In addition to the lead project manager submitting the application, one project manager is to be designated for each project country.
For all persons for whom (partial) salaries are being applied for, the precise scope of the areas of responsibility, i.e. job description, must be explained in the EXCEL Budget.
2. Partner institutional entities
Please briefly outline the application-submitting institutional entity and those entities directly involved in the project. Please describe their role within the project and/or the relevant infrastructure being provided by them.
3. Cooperation partners
Please state all other cooperation partners that are involved in the project (e.g. government agencies, UN entities, professional associations, etc.).

C Appendices

Part C should not exceed a maximum of 50 pages.

Please submit the following attachments here.

1. CVs (not longer than 3 pages) are expected for the following persons: accountable project management from the applicant entity, local project management, possibly professionally relevant staff from the applicant entity and from partner entities (not more than 4 CVs)
2. Cooperation commitment from the implementing partner entity
3. Cooperation commitment (MoU) or letter of intent from the government health authorities in the project country
4. Proof of the non-profit status of the applicant entity. In the case of an application-submitting institutional entity outside of Germany, notification whether this entity is subject to limited tax liability in Germany. In the event that a limited tax liability exists in Germany, documents are to be enclosed from which it emerges that the organization is a non-profit entity and recognized in Germany as tax-privileged.
5. Proof or declaration that all project partners provide relief support, independent of people's religion, color or nationality
6. Declaration that a funding of the project has not been submitted to any other funding institution
7. Where applicable, list of all currently ongoing funding for the project
8. Where applicable, official permits and authorizations, national accreditation of educational training programs, etc.
9. Where applicable, ethics committee vote
10. Where applicable, price quotes tendered for equipment applied for (in the event of individual acquisition costs over EUR 10,000, explanations regarding the selection of the equipment applied for and at least two price quotes from different manufacturers)

11. Confirmation that the implementing partner entity uses a standardized accounting system, has an internal-control-system for financial authorizations (i.e. „four-eyes-principle“), has procurement guidelines and is locally audited on a regular basis. Do not attached the policies.
12. Overview of relevant projects covering the last three years (max. 2 pages, please do not include copies of the relevant annual reports)
13. Overview of the institution’s revenues/expenditures for the last three years (max. 2 pages). Do not attach financial reports.
14. Declaration of consent to the storage of data in the form of a PDF file to download on our website:
<https://www.ekfs.de/humanitaere-foerderung/foerderlinien/regulaere-foerderlinie>

In the event that this is the first time you are submitting an application for a proposal to EKFS, please additionally submit:

15. Letters of reference for the application-submitting entity, e.g. from prior project partners or sources of funding (maximum of three)

Please refrain from attaching any documents not explicitly requested, e.g. articles of association, manuals, guidelines, codices, etc.