

Check-list Partnership Project Fund (PPF)

The application has to be submitted at least six months before the scheduled start of the project. This is necessary for leaving sufficient time for both the handling of the application as well as the counselling by the department "education and financial support" and the regional representatives of the German Churches' Development Service or the representatives of the ecumenical community.

Applications for subsidisation have to be submitted not only to the EED but also to the representative for the Churches' Development Service of the respective regional church or the representative of the ecumenical community.

There has to be a period of at least one year between two (supported) project applications.

The following information is necessary for the application for the Partnership Project Fund to be handled by the EED:

- Application form
- Optional: catalogue of measures or time schedule of the project
- Costs projection and financial budget
- Estimate of costs for the project by the implementing firms / organisations in the recipient country
- Statement or priority list of the superordinate church institution in the recipient country
- Contents as well as programme of the preparation and evaluation seminars
- Resolution about the establishment of the partnership
- Statement of the regional church (will be obtained by the EED)
- At work camps: List of the German participants including details on birth date, profession / qualification, function as disseminator

After the potential granting through the EED:

- Project agreements between the German partner and the partner in the recipient country. This should be reached after the termination of the planning phase and prior to the start of the project, describing the project plan, its implementation and the resulting tasks for both sides.