

IKI Small Grants

International Calls

Call 2024

Application guidelines part 1

This document guides you through the different steps in the application platform. Please make sure to always read through the explanations here first before you fill in the boxes on the application platform.

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1. Introduction

This document serves as a guideline for applicants under the IKI Small Grants programme. It provides essential information and explanations for section 1 of the online application platform that focuses on the applying organisation. Section 2 will focus on the project proposal and will be covered by [this guideline](#). It is crucial to follow these guidelines when developing an IKI Small Grants application.

Applications must be **submitted in English**. Official documents of the organisation (e.g. accounting guidelines) and register entries must be translated into English. A notarised translation is not required.

We highly recommend **uploading** and submitting your application with a **reasonable time buffer** to avoid increased internet traffic on our server close to the deadline which can result in technical problems, especially in the last hours before the deadline.

We look forward to receiving your application!

2. Legal and financial information about your organisation

Besides the project's evaluation GIZ also conducts a legal and commercial background check of the applicant organisation. Hence, this chapter outlines different aspects this evaluation focusses on.

2.1 Legal entity / juridical person status

The direct beneficiary of the grant must be a corporation (legal entity / juridical person), i.e. it must have an independent and verifiable legal personality. This can be assumed if the recipient is legally independent and has legal competence and capacity. Having rights and obligations means that the recipient has the legal capacity to conclude contracts in its own name.

Register extracts, statutes, or articles of association, but also other proof according to the respective requirements of the relevant legal regulations of the country of registration can serve as evidence of legal status. For example, laws, foundation deeds, registration information, decrees and tax numbers may be submitted.

Applicants must also indicate in the relevant section of the (online) project application platform if they are a non-profit organisation. IKI Small Grants classifies a non-profit organisation (NPO, generally also known as a not-for-profit organisation, charitable institution, or non-business entity), as an organisation dedicated to the promotion of a particular social cause. Economically, it is an organisation which uses the surplus of its income to promote its objective, rather than distributing its income to the shareholders, managers, or members of the organisation.

Finally, we ask applicants to specify through which law(s) their organisation has been registered.

2.2 Accounting

Financial statements

Every applying organisation must submit a copy of their annual financial statements of each of the last three completed and available financial years. Financial statements older than 4 years cannot be considered. These statements must be **dated** and **signed** and should be scanned documents. If your financial statements are subject to external audits, then these must be submitted in full. External financial audits must be signed by the auditor and contain his or her findings.

As a minimum standard, annual financial statements must contain detailed information on the income/revenue and expenses of the organisation (income statement). It is not sufficient to submit an overview of i.e. the balance sheet, a bank statement, or an output from an accounting software.

The currency and the reporting period must be clearly visible in the financial statements.

General advice: Deliberate misstatements will lead to exclusion from the selection process. Each financial statement is checked and compared to the information made in the budget template (see chapter 3.1.)

The income/revenue information in the budget template must correspond exactly to the information in the financial statements (see chapter 3.1).

2.3 Internal controls

Internal controls are processes that ensure the achievement of an organisation's objective in terms of operational effectiveness and efficiency, reliable financial reporting, and compliance with laws, regulations, and policies. As a broad concept, internal control involves everything that minimizes risks for an organisation. It serves to avert damage that might be caused by the organisation's own staff or malicious third parties. Measures may be undertaken independently of the internal control process in the form of retrospective controls, for example by an internal auditing unit. Alternatively, they may take the form of preventive rules as an integral part of the internal control process.

The following principles form the basis of what we regard as an internal control system:

- a) The principle of transparency: For processes, process-concepts (or process plans) must be established that enable an outsider to assess the extent to which employees work in conformity with these process-concepts. At the same time, process-concepts represents the expectations of higher management. This can take the form of accounting manuals, process descriptions and similar documents.
- b) The principle of four-eyes: In a well-functioning control system no essential process should be carried out without countercheck. This means that a certain activity, i.e. a decision, transaction, etc., must be approved by at least two people.
- c) The principle of functional separation: Executive tasks (e.g. processing purchases), booking tasks (e.g. financial accounting, stock records) and administrative tasks (e.g. stock management) that are carried out as part of a corporate process should not be performed by one and the same person.

- d) The principle of minimum information: Staff members should only be provided with the information they need to perform their work (need-to-know principle). This entails that the organisation has measures in place that sensitive information such as salaries, personal details of employees and/or participants of events etc. is kept securely. This also covers the corresponding security measures for IT systems.

2.4 Compliance with the law and anti-corruption

Compliance with the law means that the potential recipient has not violated any laws (as far as it is known) for example, by evading tax payments or encouraging undeclared work.

Corruption is the misuse of public or private sector positions of power or influence for private benefit. This may take the form of bribery, dispatch money, embezzlement, nepotism, blackmail, fraud, kickbacks, the exertion of unlawful influence, secret arrangements, and insider dealing. Anti-corruption covers all activities designed to prevent and combat corruption wherever and whenever it occurs.

IKI Small Grants provides measures to reduce the risk of corruption. As part of the application process, we will examine if your organisation, members of its executive bodies or executive managers have been subject of allegations or investigations concerning breaches of the law, corruption or other offences (e.g. fraud, embezzlement, breach of trust) in the last five years. If such allegations have been made, we will require information on what measures the organisation has taken as a consequence. Consequently, we will require evidence that an effective system for preventing and combating corruption has been established and that it is being implemented consistently.

2.5 Procurement standards for goods and services

Internal procurement standards need to be submitted by the applicant if they are not covered as part of the internal accounting guidelines. These should include a chronological order of administrative steps to be completed when purchasing goods and services. It should also state clearly which role each employee has, who is involved in this process. Also, it should be clear what award procedure applies to which estimated contract value. Annex 4a Procurement guidelines for projects financed by GIZ can serve as a reference.¹

3. IKI Small Grants Budget

The budget document is separated into two tabs: *Revenue* and *Project Budget*.

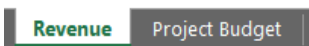


Figure 1: Budget tabs

Filling in the **Revenue** and **Project Budget** tabs is mandatory and failure to do so will result in an unsuccessful application.

¹ [giz-2023-en-anlage 4a-procurement-guidelines.pdf](#)

If your project is selected for funding, we reserve the right to adjust the budget and additional capacity development measures in consultation with you.

Note: Please **do not make any changes to the general format** of the budget template! The information entered will be read out automatically.
If you have any problems filling in the budget template, please contact our support: IKI-Small-Grants@giz.de

3.1 Revenue tab

In this tab the applicant organisation must provide information on its annual revenue for the last three available years. Filling in the information for this tab is mandatory for all applicants.

As a first step, applicants will have to select the starting month of their reporting periods, the last year of their reporting as well as the currency they use in their financial reporting (**red circles**).

Period of three years from :		Currency:		
Jan	2022	USD		
Fiscal year - Period from Jan - Dec				
Year	Revenue/Income in USD	Page(s) in the annual report (Attachment D)	Ø-annual exchange rate EUR/USD	Revenue in EUR
01/2022 - 12/2022	120.000,00	5	0,94763	113.715,14 €
01/2021 - 12/2021	150.000,00	5	0,84145	126.217,72 €
01/2020 - 12/2020	150.000,00	5	0,88114	132.171,49 €
Ø - annual revenue	140.000,00			124.034,79 €
Maximum budget volume:				124.034,79 €
We are sorry, your average annual revenue is too low in relation to the funds requested!			Currently budgeted volume in EUR:	126.000,00 €
<small>* Basis of data: https://ec.europa.eu/budget/qgraphs/inforeuro.html * the annual exchange rate is calculated as an average of the monthly rates stated below * Please contact IKI-small-grants@giz.de if your currency is not available</small>				

Figure 2: Revenue tab

The second step is to enter the revenue of the last years as well as the page numbers in the financial statements where the revenue can be found (**orange square**).

The income/revenue information in the budget template must include all income regardless of the source or type of use. Some organisations differ between operational income and income from grants or restricted and unrestricted income. Both must be included.

The box in the **blue triangle** is shown as red, as seen in this example, if the requested financing amount exceeds the permitted maximum. As stated in the funding information, the funding volume shall not exceed the average annual revenue of the last three years.

The template should not be altered in any other way as this might lead to false information and possibly an unsuccessful application. Please contact us via IKI-Small-Grants@giz.de if you have problems with the drop-down menus.

3.2 Project Budget tab

For an in-depth explanation on how to fill in the budget, please carefully read the information below and have a look on our [budget guide](#).

All calculations and monetary amounts must be listed in euros. The total share of the project budget financed by GIZ must be in the range between **EUR 60,000 and EUR 200,000**. The funding volume **may not exceed the applicant's average annual revenue of the last three years**. This can be checked via the **Revenue tab** that will show the average revenue in euros when filled in correctly.

Consortia entailing the forwarding of funds to implementing partners or financial instruments such as micro loans are not permitted.

3.2.1 Staff

Under section 1. *Staff* only expenditures for internal staff that have a regular employment contract and are assigned to the project should be listed. The applicant (recipient) has to make a clear distinction with regard to staff costs (employment relationship subject to social security contributions) and costs for external services/experts. Differences, especially in terms of vouchers/supporting documents, are described in Annex 3a Financial Guidelines for Grant Recipients 07/2023 - p. 13 onwards.²

Staff expenditures include:

- Gross salary incl. employer's contribution (salaries must be in line with local profession standards)
- Other regular salary components defined contractually

The function and role of each employee within the project should be stated in the first column (description/category of expenditure) and his or her working time (in percentage) for the project has to be estimated. Names or academic qualifications should not be included in the description. Each staff member should be listed separately, even if they fulfil the same function.

See example below:

Description	Output	Amount	Unit (e.g. person, vehicle, room, unit, ...)	Quantity	Unit (e.g. months, days, trainings, unit, ...)	Eligible up to in EUR	Total GIZ Contribution in EUR (up to)
Staff (Job Title) <i>(Note: This budget line will be settled against payslips and, if partially financed, against payslips and time sheets.) Please check if your employees qualify as staff in GIZ terms (see Application Guidelines).</i>							115.692,29
Project coordinator	All	60%	person	24	months	1.759,00	25.329,60
Field officer	I-III	100%	person	24	months	1.300,00	31.200,00
Financial manager	n/a	30%	person	24	months	1.287,34	9.268,85

Figure 3: Example Budget line Staff

3.2.2 External services

External services are any kind of external service that is commissioned via a service contract (e.g. advisors/consultants on technical matters, translation, IT services, venue/resource persons/equipment/catering for events, etc.)

² [giz-2023-en-annex-3a-financial-guidelines-for-grant-recipients.pdf](#)

Roles, titles, and descriptions of the actual service should be included in detail in the description field. One budget line should be used for each service contract.

See example below:

Description	Output	Amount	Unit (e.g. person, vehicle, room, unit, ...)	Quantity	Unit (e.g. months, days, trainings, unit, ...)	Eligible up to in EUR	Total GIZ Contribution in EUR (up to)
External services (type / content of service)							13.745,00
Forestry Specialist (conduct research, develop plan, provide guidance and training for the tree corridor development and maintenance) - incl. consultant fees and travel expenses	II	1	consultant	10	days	280,00	2.800,00
Solar technology expert - incl. expert fees and travel expenses	I	1	expert	15	days	300,00	4.500,00
Urban Planner (conduct research and survey, develop master plan and design, coordination of the construction of the park) - incl. consultant fees and travel expenses	III	1	service contract	20	days	230,00	4.600,00
Training workshop for target group (incl. costs for catering and room rental) - approx. Participants 20	I	2	workshops	3	days	170,00	1.020,00

Figure 4: Example Budget line External services

3.2.3 Transportation / travel costs

Travel costs usually include all types of transportation, accommodation, per-diem allowances and visa charges. All other costs should be listed separately.

Only the travel expenditure of own staff / employees and participants (trainings/ workshops) should be entered in this budget category. Travel costs of external service providers e.g. external experts shall be budgeted under section 2 *External services*.

The document, [IKI Small Grants – Travel Allowances](#), lists the maximum per diems and overnight allowances valid for travel to ODA-eligible countries.

Note: Contact IKI-Small-Grants@GIZ.de in the case that the project country is not covered by this list.

When calculating travel costs for the use of private vehicles or vehicles of the organisation, please apply a distance calculation of a maximum EUR 0.30 per kilometre instead of fuel and other costs and note that a driver's logbook has to be kept.

Travel expenditures should be based on an average amounts per trip and the number of trips. If possible, national travel as well as international travel should be summarized in two separate budget lines.

See example below:

Description	Output	Amount	Unit (e.g. person, vehicle, room, unit, ...)	Quantity	Unit (e.g. months, days, trainings, unit, ...)	Eligible up to in EUR	Total GIZ Contribution in EUR (up to)
Transportation / Travel Costs							6.295,00
Domestic travel: travel costs for workshop for 4 staff members 2 days, 190 EUR per day (inklusive transport (train/bus tickets), per diem and accommodation) excludes private vehicles and vehicles of the organisation.	II	4	person	2	day	190,00	1.520,00
Use of private vehicles or vehicles of the organisation for travel to workshops and monitoring trips.	I	1	unit	1250	kilometer	0,30	375,00
International travel costs (per diem, accommodation, means of transport, visa, required vaccinations) 2 Persons , 2 international travels	II	2	persons	2	trips	800,00	3.200,00

Figure 5 : Example Budget line Transportation / Travel Costs

3.2.4 Procurement of materials and equipment

Any kind of procured goods such as IT equipment, tools, seedlings, printing costs for booklets, flyers, training materials etc. should be included in this budget category. Additional details for

medicines and pesticides and mineral fertilizers should be added as their procurement is subject to approval.

See example below:

Description	Output	Amount	Unit (e.g. person, vehicle, room, unit, ...)	Quantity	Unit (e.g. months, days, trainings, unit, ...)	Eligible up to in EUR	Total GIZ Contribution in EUR (up to)
Procurement of materials and equipment							38.950,00
IT equipment: 2 Laptops	II	1	unit	2	procurement	850,00	1.700,00
Procurement of seedlings for reforestation	II	1	unit	10000	seedlings	1,00	10.000,00
PPE Purchase of Personal protective equipment (face masks, hoods, helmets, glasses, headphones, gloves)	III	1	unit	50	unit	25,00	1.250,00
Solar panels (Purchase, installation)	IV	1	unit	2	unit	4.000,00	8.000,00

Figure 6: Example Budget line Procurement of materials and equipment

3.2.5 Other costs / consumables

Other costs for materials and equipment which cannot be clearly allocated to the other budget lines, such as publications (e.g. in journals or magazines) or IT licenses can be listed in this category.

See example below:

Description	Output	Amount	Unit (e.g. person, vehicle, room, unit, ...)	Quantity	Unit (e.g. months, days, trainings, unit, ...)	Eligible up to in EUR	Total GIZ Contribution in EUR (up to)
Other Costs / Consumables							1.600,00
IT Software license	I-III	1	unit	4	licenses	200	800,00
Radio broadcasting fees fro radio segment	II	1	unit	2	broadcasts	400	800,00

Figure 7: Example Budget line Other Costs / Consumables

3.2.6 Administration costs

A percentage may be entered for administration costs (such as office rent, telephone, internet, stationary, etc.) as it is disproportionately time-consuming to work out specific project-related administration costs and provided that the lump sum appears to be set at an appropriate level. By contrast, imputed costings such as risk premiums or depreciation/amortisation are not eligible as they are not associated exclusively with the project. Administrative overhead costs must be reasonable and plausible and shall under no circumstances exceed 12% of the direct expenditures (budget categories 1-5).

6. Administration costs	<i>Admin costs must be plausible and reasonable. It must not include expenditures claimed as direct expenditures in sections 1-5. See our guidelines for further details. Maximum rate for calculation of administration: 12 %</i>
Administration costs (on budget lines 1-6)	%

Figure 8: Example Administration costs

The percentage of administrative costs needs to be entered in the highlighted field in the project budget.

3.2.7 Own funds / third party financing

Own or third-party funds are not a requirement for funding but are nevertheless appreciated and encouraged. The absence of own or third-party funds will not be detrimental to your application. GIZ will not be able to finance partial costs within one budget line (except for staff costs – see chapter 3.2.1).

3.2.8 How to budget trainings and events

The costs for trainings and events need to be split across several budget lines. Venue rent, resource persons and rented equipment as well as hired catering should be listed under *External services*. Purchased food and drinks as well as any training materials or tools need to be listed under *Procurement of materials and equipment*. Travel costs for external participants and daily spending allowance (DSA) in addition to participants accommodation should be listed as part of *Transportation / travel costs*.