

1. General support requirements

- 1.1 Support is available to projects of proper ecclesiastical partnerships between partners in Germany and the countries of the Global South (countries in which Bread for the World has expertise). The German church-based partnerships must belong to Bread for the World member churches.
- 1.2 Partnerships will be recognized as “proper”, if there is an agreement (partnership agreement or something comparable) about the partnership work between the partners or will be adopted in the near future and the partners have been working together for at least three years.
- 1.3 Partners in the Global South could be parishes, deaneries, church-related institutions, civil-society based action groups or NGO; not, however, individuals.

2. Partnership projects eligible for support

- 2.1 Partnership projects eligible for support must comply with the “Rahmenplan für entwicklungsbezogene Bildung und Publizistik”, July 2008 (see www.brot-fuer-die-welt.de/inland).
- 2.2 No group of people may be excluded from the benefits of the project for reasons of belief or a particular ideologically- or ethnically-motivated worldview.
- 2.3 The overall budget of the project should not exceed € 40,000.00 Bread for the World will usually support up to € 10,000.00.
- 2.4 Only those projects can be granted support whose clearly-defined aims can be reached within the scheduled funding limits and after a duration of two years.
- 2.5 Administration, workshops, seminary costs etc. incurred in Germany are eligible for support for up to 10% of the total project budget.
- 2.6 One project trip is eligible for support up to € 500.00 per application. It is required to pay a compensation fee for CO2 emissions to Klima-Kollekte. Bread for the World takes 30% of these costs, in which the subsidy is correspondingly increased.
- 2.7 Excluded are
 - a) the support and subsidization of theological and pastoral work as well as related material and staff costs,
 - b) salaries for staff dispatched by the German partner,
 - c) the funding of running costs such as rent, salaries, electricity, water etc., unless they not project related.
- 2.8 Projects that are already running cannot be granted support. Measures taken for project preparation can be described in the schedule of budgeted expenses and sources of income.
- 2.9 Neither the German partnership group which is submitting the application nor the partner in the project country is allowed to transfer the overall implementation of the project to a commercial enterprise (e.g. consultant company).

3. Support procedure

- 3.1 The support is granted on the basis of a project proposal together with an income and expenditure plan and a time schedule for the project implementation. This application needs to be made to Bread for the World in writing.
- 3.2 Applicant and recipient of the financial support is the German partner.
- 3.3 The applicant is responsible for the proper implementation of the project.
- 3.4 Simultaneous funding of more than one project is excluded.
- 3.5 The project financing is set up as follows: contribution of the north and the south partners, additional third party funds and support of Bread for the World. The own contribution of the legal entity as well as the potential cash funds from the partner in the Global South will be listed in the income and expenditure plan. The own non monetary contribution in form of material, work etc. of the partner in the project country will be described in the proposal and has to be quantified.

- 3.6 The income and expenditure plan is standardized. An excel sheet is made available on the website of Bread for the World.
 - 3.7 For large-scale projects (i.e. with a budget exceeding € 10,000), a suitable quotation of the total costs has to be proved.
 - 3.8 Expenses for the audit through an independent auditor in the project country are part of the total costs.
 - 3.9 A project includes an evaluation. Evaluation costs can be included in the income and expenditure plan.
 - 3.10 The partnership contract must be attached to the application. The project agreement describing the project plan, the implementation and the resulting duties for each partner must be signed by both partners and submitted to Bread for the World after approval of the project.
 - 3.11 The project proposal must be submitted three months before the scheduled project start.
 - 3.12 After successful approval and submission of the project agreement, 75 % of the granted funds will be paid immediately on written request. After submission, examination and approval of both the final narrative report and the accounting documents including the audit report, the remaining amount will be paid out.
4. Statement of accounts and reporting
- 4.1 No later than six months after the end of the project period the applicant will submit to Bread for the World the final narrative report as well as the accounting documents including the audit report about the use of the funds.
 - 4.2 The Audit shall be conducted by an independent, local auditing firm, represented by either a chartered accountant or a certified public accountant, or equivalent. An audit conducted by internal staff members is not accepted.
 - 4.3 If project-related costs are incurred in Germany (e.g. planning workshops, logistic costs) they can be reported and settled accordingly in the income and expenditure plan. Project-related documents must be kept for seven years for possible auditing.
 - 4.4 For a project duration of 24 months or more, an interim report must be submitted after one year.

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