

The new application form and how to complete it

I. Introduction: Why a new application form and LogFrame?

The Federal Foreign Office wants to monitor processes more closely and to coordinate them to an even greater extent with its own engagement. Projects serve to support political processes that are relevant to the Federal Foreign Office.

The decision to fund projects is made jointly by the country desk, the Embassy and Division S03 (and its peace mediation team). Precise applications focused on mediation and dialogue allow very busy structures to comprehend projects more rapidly and to grant them funding quickly, thus gaining time with regard to the volatile political processes in which the work is to be carried out.

The Federal Foreign Office strives for cooperation based on mutual trust and regular exchange with the implementing organisations. To this end, precise descriptions of the planned interventions in the application form, LogFrame and financial plan are the basis for ensuring that changes which may become necessary can be understood or decided on together quickly and easily during the process. The Federal Foreign Office intends to focus more on conducting systematic monitoring during the project.

II. How to complete the funding application

1. Conflict and needs analysis

The Federal Foreign Office is very well informed about the conflict situations in the regions in question, so there is no need to provide a general description of the conflict. We kindly request that you focus (max. 1.5 pages!) on the initial conflict situation and context on which you want to work and on this basis develop the concrete needs you have identified and to which you plan to respond. Please provide brief answers to the questions. The Federal Foreign Office wants to be able to recognise immediately how you define the environment (including other mediating actors etc.) in which you want to become active. It is therefore particularly important to differentiate between the following aspects in the description: (a) between the conflict situation and actors, (b) **if** your approach involves providing mediation or dialogue support to other mediating actors: between the main process and the mediating actors involved in it and (c) between the need for support that you intend to cover. If you are applying for funding for a follow-up project, please show how it ties in with earlier project phases and state the changes that have already occurred.

2. Project and process planning

Please describe in part 2 how you plan to respond to the needs identified in part 1. It is important to differentiate here between your project objectives (2.1.), theory of change (2.2.) and logical framework (2.3.). The project objectives and the impact are not necessarily the same. It is possible that the concrete EXPECTED impacts of the planned activities can only partially meet the TARGETED objectives. The Federal Foreign Office is aware that mediation and dialogue processes sometimes need to react on a daily basis to new developments and to adapt their approaches accordingly. While the project objectives (2.1.) will probably stay the same, the theory of change (2.2.) and the logical framework (2.3.) may change (several times) over the

course of the project. Your answers to 2.2. and 2.3. should therefore reflect your assumptions at the time you submit the application. The idea is to enable the Federal Foreign Office to assess the logic of your expected outcome and impact resulting from input and output, as well as to evaluate your planning based on this.

The appendix provides an example of how to fill out the LogFrame.

Please note that the possibly shortened version of the project objectives in page 1 of the application must be identical to the project objectives stated under 2.1.a. The same applies to project objectives stated in the LogFrame. The shortened version of the outputs on page 1 must also be identical to the outputs in the LogFrame.

If you are carrying out the project with a local partner organisation, you must show the Federal Foreign Office exactly which organisation will be responsible for which tasks. If the activities themselves are carried out by the partner organisation and your role is, for example, to lay the groundwork for them as the recipient of the grant, please make this clear in your application and only enter the resources and activities for your organisation that you will in fact implement. Furthermore, please note that the LogFrame and financial plan must be coherent (identical numbering) as regards the activities.

3. Focus questions

The Federal Foreign Office is particularly interested in the focus questions involving local conflict-management approaches, inclusion and gender mainstreaming. Among other things, the inclusion of women and young people, as intended under UN resolutions 1325 and 2250 respectively, is taken into account here. Please answer the relevant questions in the application form.

4. Political risk analysis

In comparison to the risks and adjustment in the LogFrame, in which the focus is on your countermeasure and adjustment options for individual activities, this involves assessing your project's impact on the political environment and the probability of the risks occurring. The information in the LogFrame should therefore not be identical.

5. Monitoring and quality assurance

The Federal Foreign Office is aware that it is a challenge to define and measure the achievements of mediation and dialogue projects. At the same time, these projects mainly involve processes that ideally are very closely tied in with political processes. It is therefore vital that they take the Federal Foreign Office's political approaches and interests into account. That is why it is important to the Federal Foreign Office that (a) there is close exchange between the Federal Foreign Office (Division S03, the country desk and German missions abroad) so that joint decisions can be made on adjusting the project if the political situation changes and (b) the implementing organisations themselves have and use efficient quality-assurance instruments.

6. Exit strategy and continuity of impact

It is important to the Federal Foreign Office that mediation and dialogue projects can be joined up with other measures (e.g. other stabilisation or development-cooperation instruments) and

(where possible) that initiatives are adopted by local actors after the end of the project. Please describe your strategy for this by answering the questions in the application form.

7. Public relations

Funding always implies political support for a particular approach. For various reasons, it may be particularly helpful or unhelpful to mention that the funding for the planned intervention in the conflict environment has been provided by the Federal Foreign Office. The Federal Foreign Office has an interest in (a) deciding with the funding recipient whether the funding source should be made public knowledge and if so, to what extent, and (b) how questions on financial support should be dealt with if the funding source is not published. We therefore kindly request that you answer the questions in as much detail as possible.

8. Brief description of the applicant

Please describe your organisation in as much detail as possible, providing a list of the staff to be assigned to the positions being applied for, including a clear breakdown of their qualifications and curricula vitae. This information is needed to enable us to evaluate the relevant pay grades, among other things.

9. Brief description of the project partner

Please describe your partner organisation as in section 8 of the application form. We are particularly interested in how you intend to allocate the tasks and roles. Please also include this in the LogFrame.

10. Financial plan

When drawing up your financial plan, please ensure that it is clear and reflects the information in the LogFrame (e.g. that the activities are numbered identically). This will make it easier for us to evaluate the project.