

Application for a grant towards the costs of an alumni event

Please see the leaflet on the application for a grant towards the costs of an alumni event.

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I. Applicant	Contact person in charge:	
	Akademic title:	
	Address:	
	Telephone:	
	Email:	
II. General information about the event	a. Title of the event:	
	b. Number of participants in total:	
	c. Number of participating DAAD alumni:	
	d. Place:	
	e. Country:	
	f. Date:	
	g. Where applicable, names of speakers from Germany (for events being held abroad)	

Only one person can be the applicant here. Please decide who is responsible for the project.

Please be sure to enter your address here as it is linked to your bank account. This is important for the payout process should your application be approved.

Also important for the ongoing communication.

III. Relevance of the event to the Sustainable Development Goals	<p>Through the Agenda 2030 for Sustainable Development, the international community expresses its conviction that global challenges can only be met in cooperation. The core of the Agenda is a catalogue of 17 Sustainable Development Goals. Relevance of the event to at least one of the Sustainable Development Goals is an <u>additional criteria</u> for funding through the DAAD.</p> <p>Please relate your event to at least one of the Sustainable Development Goals.</p>
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Please select the 3 most important SDGs.

	<ul style="list-style-type: none"><input type="checkbox"/> Goal 1: No poverty<input type="checkbox"/> Goal 2: Zero hunger<input type="checkbox"/> Goal 3: Good health and well-being<input type="checkbox"/> Goal 4: Quality education<input type="checkbox"/> Goal 5: Gender equality<input type="checkbox"/> Goal 6: Clean water and sanitation<input type="checkbox"/> Goal 7: Affordable and clean energy<input type="checkbox"/> Goal 8: Decent work and economic growth<input type="checkbox"/> Goal 9: Industry, innovation, and infrastructure<input type="checkbox"/> Goal 10: Reduced inequalities<input type="checkbox"/> Goal 11: Sustainable cities and communities<input type="checkbox"/> Goal 12: Responsible consumption and production<input type="checkbox"/> Goal 13: Climate action<input type="checkbox"/> Goal 14: Life below water<input type="checkbox"/> Goal 15: Life on land<input type="checkbox"/> Goal 16: Peace, justice and strong institutions<input type="checkbox"/> Goal 17: Partnerships for the goals
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Please include the following documents with your application:

- Financial plan (Annex 1) enclosed
- Project description (Annex 2) enclosed
- Event programme enclosed
- List of prospective participants with mention of DAAD alumni enclosed

For events being held abroad:
A **Statement** by the responsible DAAD external network (DAAD regional office, DAAD information centre, DAAD Lektor), the German foreign representation (embassy, consulate general), or the management of the respective Goethe-Institute needs to be submitted. The statement may be submitted separately.

I have read and understood the **data protection information for applicants**

Applications can only be processed once all required documents have been handed in.

Applicant's signature	Place, Date

Project description of the alumni event (Annex 2)

A General information		Date: Please select the date
Applicant	Surname, First Name	
Titel of the event	Please fill in.	
Date of the event	Please fill in.	
Place and country of the event	Please fill in.	

If you are planning an excursion, please describe/justify it. How is the content related to the event? In addition, please address the alumni component in particular. What makes this event an alumni event? Please note that conferences with a single alumni slot, for example, do not necessarily qualify as an alumni event.

B Summary and content-related description (1 - 2 pages)
<p>Please describe the contents, formats (e.g. panel discussion, workshops, work in small groups, World Café, Science Slam, speed dating) and the schedule of the planned alumni event.</p> <p>Please also justify the choice of speakers.</p> <p>If possible, please explain the relevance of the topic for the country or region and the additional value of the event for local alumni work.</p> <p>Does the event aim at longer-term networking of the participating alumni? In this case, please describe how the event will contribute to this.</p> <p>If you have held an event with a similar focus and/or group of participants within the last year, please explain whether and how the events build on each other.</p> <p>Please fill in.</p>

If you invite international alumni with long journeys for the event, please justify your selection. Explain why their participation in the event is crucial. How do they contribute to the content of the event? Why should they be preferred over local alumni, if applicable?

C Goals and target group
<p>Please name the goals of your event as precisely as possible. Please explain how these goals contribute to at least one of the programme objectives (see leaflet).</p> <p>Please briefly name the target group of the alumni event. The involvement of alumni from other countries needs to be specially justified.</p> <p>Please fill in.</p>

D Public relations and virtual networking
<p>Which channels do you want to use to announce the event and report on the results of the event?</p> <p>Is a virtual networking of the participating alumni planned, e.g. on the Alumniportal Deutschland?</p> <p>Please fill in.</p>

Optional information to the financial plan
<p>At this point, you can explain or concretize complex information on the planned receipts and expenditures in the financial plan. This is not a mandatory field and should only be filled in if you think additional information is necessary.</p> <p>Please fill in.</p>

Financial Plan

Title of the event:
Applicant:
Country:

Serial No.	Expenses	Expenses per unit in EUR	Persons	Days	Total
1.	Expenses for speakers	Expenses per unit in EUR	Persons	Days	Expenses in EUR
1.1	Travel costs inland			-	0,00
1.2	Travel costs from abroad			-	0,00
1.3	Accommodation				0,00
1.4	Meals				0,00
	Subtotal expenses for speakers				0,00
2.	Expenses for DAAD alumni	Expenses per unit in EUR	Persons	Days	Expenses in EUR
2.1	Travel costs inland			-	0,00
2.2	Travel costs from abroad			-	0,00
2.3	Accommodation				0,00
2.4	Meals				0,00
	Subtotal expenses for DAAD alumni				0,00
3.	Other expenses				Expenses in EUR
3.1	Printing and materials				
3.2	Hall rent				
3.3	Technical equipment (rented only)				
3.4	Communication costs				
3.5	Thematic/professional excursion/supporting programme				
3.6	Fees for external speakers (no university staff and no DAAD alumni, max. EUR 260,00 per person/day)				
3.7	Protective measures against COVID-19 / hygiene concept				
	Subtotal other expenses				0,00
	Total expenses				0,00

Serial No.	Revenues	Revenues in EUR
1.1	Personal contributions of participants	
1.2	Other revenues (financial contributions by other parties)	
	Total revenues	0,00

	Requested DAAD funding	
	Total expenses	0,00
	Total revenues	0,00
	Total DAAD funding requested	0,00

Please always state the travel costs for one person in total. Please do not split the amounts, otherwise we will not have a good overview. e.g. If a speaker is travelling from Germany, please state the total travel costs of the speaker (train in Germany, flight, possibly bus in host country, etc.) in section 1.2. If a speaker is travelling from the same country, please state the costs in section 1.1. The same applies to the travel

Accommodation costs should be approximately the same for all persons. Please do not give the speakers too many privileges.

Costs for meals and accommodation should be local, no luxury or holiday hotels. Since we are spending taxpayers' money, the most economical option should always be chosen.

For sustainability reasons please refrain from producing print products such as banners, T-Shirts, folders and the like that will be thrown away shortly after the event

Try to look for a free room on campus or another public facility that suits your needs and is free or low in charge.

See above: Instructing to use or borrow equipment from the universities. If you need to purchase certain items, provide an explanation.

If you are planning an excursion as part of the course, it must be related to the content of the course. Please justify your choice in the project description. Visiting tourist attractions is not desired.

Fees for speakers are only permissible if they are not DAAD alumni or university staff. Fees are foreseen, for example, for freelance workshop facilitators, etc.

Please indicate all other donors.