**Project description - Grant** Approval

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| **A** | **Applicant’s Data** |

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| Project name |  |
| Name of Institution or surname, first name |  |
| Address |  |
| Authorisation to represent  Surname, first name (only for institution) |  |

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| **B** | **Implementation period, disbursement period, subsidy** |

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| **Variant by subsidy amount** (Euro) *(select)* | | **Implementation period** (from - to) | | | **Payment period\*** | **Requested subsidy** (Euro) |
|  | up to 4.000 | max. 12 months | date | date | corresponds to implementation period |  |
|  | 4.001 to 9.000 | max. 10 months | date | date | at the earliest 6 months before the end of the implementation period |  |
|  | 9.001 to 25.000 | max. 8 months | date | date | at the earliest 4 months before the end of the implementation period |  |

\*) If the implementation period extends beyond 31 December and is more than two months into the following budget year, payment may be made at the earliest at the beginning of the following budget year.

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| **C** | **Content description of the project** |

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| Describe the content (what will be done) of the project as specifically as possible. Please also justify the choice of speakers. 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. Does the event aim at longer-term networking of the participating alumni? In this case, please describe how the event will contribute to this. |
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| **D** | **Necessity of expenditure** |

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| Describe the necessity of the expenditure associated with the measure(s) so that the technical quantity structure (expenditure required to implement the measures) is recognisable.  Note:  Not applicable if the necessity of the expenditure has already been described under **C**. |
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| **E** | **Description of the project objective** |

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| Describe one or more sufficiently specific and measurable objectives that are to be achieved through the implementation of your project. Name indicators and/or target values on the basis of which you can check the achievement of the objective. Please briefly name the target group of the alumni event. The involvement of alumni from other countries needs to be specially justified. 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. Which channels do you want to use to announce the event and report on the results of the event? Is a virtual networking of the participating alumni planned, e.g. on the Alumniportal Deutschland? |
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| **F** | **General declaration on the application** |

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| * The applicant hereby confirms that the information provided is correct and complete. The applicant will notify the German Academic Exchange Service (DAAD) immediately of any changes and/or additions. * The application must be accompanied by a financing plan that includes all revenues and expenditure (by individual-listed expenditure) in accordance with the purpose of the grant. * The measure has not yet been started. * The applicant is not entitled to deduct input tax in accordance with § 15 UStG (Value Added Tax Act). * The information provided in the application for funding constitutes subsidy-relevant facts in accordance with Section 264 StGB (German Civil Code). * The applicant hereby affirms that he/she has not received and will not receive funding for the same purpose from the DAAD or a third party (private or public) (prohibition of double-funding). * The persons entrusted with the implementation of the project have not made themselves liable to prosecution for embezzlement, fraud, breach of trust, forgery of documents, offences against competition, formation of criminal or terrorist organisations, sedition, money laundering and terrorist financing, child trafficking or other offences in connection with human trafficking and forced labour, tax offences. * The applicant is technically and administratively capable of ensuring the proper utilisation of the grant. * There are no legally binding court or administrative decisions against the persons commissioned with the implementation of the project because obligations to pay taxes or social security contributions have not been fulfilled and/or they have committed serious misconduct in the course of their professional activities due to a violation of applicable laws, regulations or ethical standards of their profession or due to any form of unlawful behaviour. * **Data protection provision:** We hereby confirm that we have sufficient authorisation under data protection law to pass on the personal data contained in the application for funding. |

| **G** | **Legally binding signature** |

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| Place, date | Legally binding signature, function designation if applicable  (for institutions: Surname, first name of the authorised signatory in block letters and stamp) |