Knorr-Bremse Global Care
Project Application

# Introduction

In addition to providing emergency relief in crisis situations, Knorr-Bremse Global Care funds primarily projects from the focal sectors education and WASH (water, sanitation and hygiene) with which we contribute to the Sustainable Development Goals 4 (Quality Education) and 6 (Clean Water and Sanitation). In the allocation of funds we place particular emphasis on sustainable and impact-oriented project selection criteria.

The purpose of this application form is to introduce the specific project for which you are applying for funding, explaining how it is embedded in “the big picture”. We want to understand how your project addresses the cultural, traditional and practical needs of the local people, how it takes account of the conditions of the respective region or country and how the requested funding is to take effect. In addition, we want to know about the long-term vision you are pursuing as project initiator or organization and which higher-ranking goals you are striving for.

In the case of approval on our part, the final version of this application will be a constituent part of the legally effective funding agreement. We therefore ask you to provide accurate details.



© PHINEO gAG, Social Impact Navigator 2013

# Key data

|  |  |
| --- | --- |
| Date of application |       |
| Partner organization in Germany (name, address, contact partner, tel., e-mail) |       |
| Partner organization in the project country (name, address, contact partner, tel., e-mail) |       |
| Brief project title |       |
| Focal sector (WASH or education) | Wählen Sie ein Element aus. |
| Country | Wählen Sie ein Element aus. |
| Region and location(geo-coordinates as applicable) |       |
| Project term (expected starting and ending date) |       |
| Funding amount requested from Knorr-Bremse Global Care  |       |
| Anticipated number of direct and indirect beneficiaries |       |

# Details of the initiators

## Partner organization in Germany

**Founding year:**

**Legal status:**

**Has a valid certificate of tax exemption been issued?**

**Vision of the partner organization:**

**Focus of project work:**

**Relationship to the partner organization the partner country:**

**Revenue structure:**

|  |  |  |  |
| --- | --- | --- | --- |
| Year |       |       |       |
| Total Revenues  |        |       |       |
| No. of full-time employees |       |       |       |

**Main source of revenues (e.g. donations, public funding, membership fees):**

**A DZI donation seal or equivalent has been awarded:**

*Optional: link list for YouTube videos (image movie, tutorials etc.)*

## Partner organization in the project country

**Founding year:**

**Legal status:**

**Has a legal certification of non-profit status (proof of non-profit organization) been issued?**

**Goals and visions of the partner organization:**

**Focus of project work:**

**How exactly will the organization participate in project implementation? What are its specific tasks and responsibilities?**

**Revenue structure:**

|  |  |  |  |
| --- | --- | --- | --- |
| Year |       |       |       |
| Total Revenues  |       |       |       |
| No. of full-time employees |       |       |       |

**Main source of revenues (e.g. donations, public funding, membership fees):**

*Optional: link list for YouTube videos (image movie, tutorials etc.)*

# Narrative description

## Overall situation and approach

### Initial situation

**What is the basic problem that you – where applicable with the support of the project initiator – want to address in the field?**

**How were the needs determined?**

**If data is available: Which consequences must be anticipated if the problem is not solved?**

### Target group

**Which target group is affected by the basic problem?**

**Please provide details of socio-economic characteristics of the target group (e.g. level of education, profession, income, ownership, etc.)**

**To what extent was the target group involved in the planning?**

**How will the target group be involved in the implementation of the project?**

### Previous approaches and cooperations

**Do any government programmes exist? Are there other non-profit organizations or commercial enterprises that are also endeavouring to solve the problem in the field? Are you already cooperating with these protagonists? Do other cooperations with government or civic organizations exist?**

**How were the activities funded up until now?**

### Long-term funding and continuation

**Who will be responsible for the initiative in the field in the long term? (One or more persons: What happens if they are not available?)**

*Optional: If the project is based on a business case / social business approach, please describe it.*

# Results chain of the project which is the subject of this application in its embedding in the overall context

### Vision (overall goal) of the project

***The following should not contain a description of the implementation of measures or their direct results and outcome, but the indirect effects (impact): To which overriding benefits (SDGs 4 and 6) does the project contribute?***

|  |
| --- |
| **Overall goal (impact):** *What is the overriding, long-term goal of the local project initiator in terms of SDGs 4 and 6?*      |

**What effects and changes do you anticipate through the project (theory of change)?**

**What contribution will the funds requested by you make towards tackling the basic problem as described?**

### Project goal (outcome)

|  |  |
| --- | --- |
| **Project goal (outcome):** *What is/are the specific project goal(s) to be achieved with the aid of the requested funding? To which sub-targets of SDG 4 and/or 6 contribute the project goal? What changes for the target group should result from the activities implemented (output)?* | **Indicators**      |
| Actual | Target |
| *e.g.: Number of people who have access to safe drinking water.* | *1.000* | *5.000* |
| *Proportion of students who leave lower secondary with a degree.* | *60%* | *80%* |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |

**Further explanations can be added here if necessary:**

### Activities (output)

|  |  |
| --- | --- |
| **Activities (output)***What will be created or supplied by these activities (products, services, acquired knowledge)?* | **Indicators**      |
| Actual | Target |
| *e.g.: 20 shallow wells were built* | *0* | *20* |
| *Every student in lower secondary has relevant textbooks* | *30 out of 100* | *100 out of 100* |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |

**Further explanations can be added here if necessary:**

### Activities (Input)

**Describe your individual activities. Which measures must be implemented in order to achieve the project goals?**

### Risks and risk mitigating measures

**Are there any existing risks in the implementation and success of the project (political/economical/local security)? If yes, how can they be minimized?**

### Financing plan (input by Knorr-Bremse Global Care)

**Knorr-Bremse Global Care adheres to the principles of the German Central Institute for Social Affairs (DZI). Accordingly, the following definitions should be applied to project budgeting:**

|  |  |
| --- | --- |
| ***Project expenditure and funding*** | *Costs of project implementation in the project country: e.g. for buildings & equipment and tangible assets, but also – depending on the project – intangible assets such as training measures, awareness raising campaigns and training. These also include project-internal administrative expenses of the project and coordination offices in the project country.* |
| ***Project-related costs*** | *Project support:**Up- and downstream activities such as preparation and selection of suitable projects, examination of applications for support, controlling, Revision and evaluation of projects.* |
| ***Administrative expenses*** | *Administrative expenses for partner office in Germany:**These expenses relate to the organization as a whole and ensure the basic functions of operational organization and processes. The main areas are management and supervisory boards, finance & accounting, personnel management and organization.* |

**Please subdivide into the three named categories in individual budget lines. Break down the total budget as detailed as possible by individual measures. Please state amounts in the local currency and EURO.**

***Project expenses and funding:***

***Project-related costs:***

***Administrative expenses***

***Summary of all costs (all three sub-groups)***

**Proposed total funding of the project:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Year | Contribution of partner organization in Germany | Contribution of partner organization in project country | Contribution of target group | Funds requested from Global Care | Other sponsors | Total expenses |
|       |       |       |       |       |       |       |
|       |       |       |       |       |       |       |
|       |       |       |       |       |       |       |

Additional funding years may be stated in a separate table.

Calculations were made using the following exchange rate from € to the local currency.

Date of calculation:

# Declaration of consent and data protection notice

I hereby declare that the information contained in this application and all annexes is correct and complete. I will inform Knorr-Bremse Global Care immediately of any relevant changes to the facts. The personal data provided by me in the application process and in the implementation of the project will be used to review the application and to implement the support provided by Knorr-Bremse Global Care (see Global Care Project Application Privacy Policy). The applicant must ensure that all those involved in the project are informed of this, insofar as their personal data is transferred to Knorr-Bremse Global Care.

|  |
| --- |
|[ ]  Yes, I agree that Knorr-Bremse Global Care processes the data collected for invitations to its own events and for sending information about the association, such as the annual report.*This consent is voluntary and not a prerequisite for approval of the application.* |

You can revoke your given consent at any time without giving reasons and without costs, with effect for the future, by e-mail to global.care@knror-bremse.com. The revocation of your consent does not affect the legality of the processing that took place on the basis of your consent until you revoke your consent.

City, Date


# Annex: Documents to be submitted

Please attach all relevant documents (as far as available) in digital form as a collected PDF file.

**Documents relating to partner organization in Germany**

* Certificate of charitable status
* Annual reports incl. financial statements of the previous three years
* Proof of DZI donation seal as appropriate.

**Document relating to project initiator in the project country**

* Certificate of charitable status according to state law

**Project**

* Precise details of location, incl. map material
* Photographic material on previous and planned activities
* Detailed budget
* Letter of Commitment (as applicable) from a cost-bearing third party (e.g. state, diocese donating land)
* If the proposed buildings (e.g. water treatment plant) or facilities (e.g. solar system) enable savings, calculation of expenses saved in future.

**For building projects**

* Detailed description
* Building plans and calculations
* Cost estimate
* Proof of ownership of both the site to be developed and the proposed building after completion (both must be owned by a charitable organization)
* In the event of a leased site and/or building, modalities and length of agreed use
* Proof that building and other permits for planned construction have been obtained (if permits have not yet been obtained, confirmation of that building supervisory authority that there are no obstacles to the planned building);
* Proof of suitability of the site for proposed construction, incl. supply connections
* Proof of construction by qualified personnel.

**For procurement measures**

* At least two independent, detailed cost estimates for the funds to be raised.

**For training measures**

* Planned curriculum or training content.

**Long-term funding**

* List of current expenses after phase-out and proposed long-term funding
* Letter of Commitment (as applicable) from a third party bearing current expenses (e.g. state, diocese).

**Data Protection Information according to Art. 13 EU General Data Protection Regulation (GDPR)**

The protection of personal data is important to us. This is why Knorr-Bremse Global Care your data in accordance with the provisions of the European General Data Protection Regulation (GDPR) and other applicable legal provision for the protection of personal date and data security.

This Data Protection Information contains information about how we process your personal data when you submit a project application.

**Name and contact details of the responsible person**

Knorr-Bremse Global Care e. V.
Moosacher Str. 80
80809 München
Tel.: +49 89 3547 180022
E-Mail: global.care@knorr-bremse.com

**For what purposes and on what legal basis are your personal data processed?**

The personal data will be used to check the application and to process the grant
The legal basis for the processing of personal data is Art. 8 Para. 1 lit. f) GDPR. The legitimate interest is to verify compliance with the requirements for approval of the grant application.

If you have agreed to the sending of information that we may process your data for invitations to events and for the sending of information about the association, the legal basis for processing your data is your consent pursuant to Art. 6 Para. 1 lit. a) GDPR.

**To whom do we pass on your data?**

We use service providers (so-called contract processors) to provide IT services and to send information. We do not pass on your data to third parties, expect and exclusively to Knorr-Bremse locations in the referring project country the application is valid for.

**When will your personal data be deleted?**

Your personal data will be processed by us as long as this is necessary for the examination of the application or for the processing of the grant. Your data will be deleted as soon as the review of the application or the processing of the grant has been completed, unless legal retention periods require longer storage.
If you have agreed to receive information, your personal data will be processed by us for as long as you wish to receive information from us. Your data will be deleted as soon as you unsubscribe, unless legal retention periods require longer storage. You can unsubscribe at any time by sending an e-mail to global.care@knorr-bremse.com

**What rights do you have?**

According to the GDPR you have the right as a person concerned.

* To request confirmation as to whether Knorr-Bremse Global Care processes your personal data and to receive information on the processing of your personal data by Knorr-Bremse Global Care,
* Demand that incorrect personal data be corrected by Knorr-Bremse Global Care,
* Request the deletion of personal data processed by Knorr-Bremse Global Care,
* Request Knorr-Bremse Global Care to restrict the processing of personal data,
* To request the transfer of data within the framework of the statutory provisions or
* To object the processing of personal data by Knorr-Bremse Global Care

**You can revoke your consent to the processing of your personal data at any time. The revocation of your consent does not affect the legality of the processing, which took place on the basis of your consent until revocation.**

**Who can you contact if you have any questions or would like to exercise your rights?**

If you have any questions about the project application or wish to exercise your rights, please contact Knorr-Bremse Global Care at global.care@knorr-bremse.com.

**Right of appeal to a supervisory authority**

We take your enquiries and concerns very seriously and always endeavor to comply with them. In addition, however, you have the right at any time to lodge a complaint with a competent data protection supervisory authority. In Bavaria, the responsible supervisory authority is the Bayerisches Landesamt für Datenschutaufsicht (BayLDA).