

Information for Applicants

Medical / Humanitarian Funding Line at Else Kröner-Fresenius-Stiftung

Status: July 2020

The goal of project funding is to improve medical training and/or direct patient care in developing countries (see [OECD DAC list of countries](#)).

We request that applicants please comply with the following information:

The application (without appendices) should not exceed a maximum of 15 pages (Arial 11 pt, single spaced) in the German DIN A4 format.

Applications can be submitted in German or English.

Please structure your application into three separate PDF documents. Please send your application via e-mail to kontakt@ekfs.de

- A Project Description
- B Institutions and Persons
- C Appendices

Re: A Project Description

General Instructions

1. Project Title

Applicant and institution

Please state the complete postal addresses and contact data (telephone, e-mail addresses) of all applicants involved.

Please designate an accountable lead applicant in charge as project manager and person to contact for EKFS. The responsibility for the implementation and financial management of the overall project is borne by the lead application-submitting organization and the project manager, who is a member of staff at the application-submitting organization.

If multiple institutional facilities are taking part, the lead applicant's institution shall function in a capacity as funding recipient. It shall administrate and, when applicable, remit those resources envisaged for the partner(s) accordingly. If the institutions taking

part are not a university, we request a brief description of the organizations actively involved in the project (legal structure, non-profit status, performance capability).

Project partner(s)

Please state the complete postal addresses and contact data (telephone, e-mail addresses) of the key project partner(s).

At least one partner organization and one local person to contact in the project country must be designated. The project can also be implemented by a local partner organization on-site. In doing so, this partner organization must be a separate legal entity.

Term of project in months

Applications can be submitted for projects bearing a duration of at least 6 (six) and a maximum of 36 (thirty-six) months.

Sum total of the financial resources applied for

Projects with a budget volume of up to 100,000 euros per year can be submitted.

2. Project Description

Summary

Please briefly summarize the project in a generally understandable form, including the targeted objective, concrete activities and awaited outcomes (max. 500 characters, incl. blank spaces).

Project context and significance

Please outline the project's country-specific and/or regional backgrounds, its humanitarian aspect on behalf of the population and sector, its significance with respect to activities performed by other stakeholders, and account for the need.

Preliminary work

Please outline the preliminary work, the project preparation status and, where applicable, already ongoing or concluded pilot projects or accompanying projects.

3. Project Targets and Indicators

Please describe the project's targets and subtargets in detail. Specify respective indicators pertaining to each target and subtarget. Please state the number of people who are benefiting from the project. A depiction as table is encouraged.

4. Work Plan and Timeline

Please outline the planned work steps and milestones, including chronological data. A depiction as table is encouraged.

5. Risks and Perspective

Please outline the risks to the project and illustrate perspective and sustainability (e.g. handover to local partners, follow-up support and stewardship by the applicant, sustainable effect in the region).

6. Costs and Funding

Funding plan

Please specify how high the total costs of the project are, preferably in the form of a table including explanations, and how the costs are broken down into self-participation, other forms of funding, and the financial resources applied for from EKFS.

As regards the financial resources applied for from EKFS, please break them down into funding for human resources (incl. period and type of employment, areas of responsibility for the persons employed, number of hours) and project costs. The latter include, for example, resources for equipment investments (only equipment directly necessary for the project can be applied for), costs of training and education, non-monetary resources (i.e. materials) and consumables, travel allowances and other financial resources (such as maintenance and transport expenses).

Solely travel and accommodation expenses can be invoiced for German project staff, not the costs of food and beverages while traveling or per diem allowances. Per diem allowances for local staff must be justified.

You can find an example of a funding plan here:

Item No.	Description	Term in Months	Currency	1st Year	2nd Year	Total Costs	Total Costs of Activity
1.	<i>Project Personnel</i>						
1.1	2 Physicians	12	EUR		10,000	20,000	
1.2	1 Project manager	24	EUR	8,000	8,000	16,000	
1.3	1 Bookkeeper (prorated)	24	EUR	2,000	2,000	4,000	
							40,000
2.	<i>Project Resources</i>						
2.1	Medication	24	EUR	25,000	10,000	35,000	
2.2	Awareness campaign	24	EUR	7,000	5,000	12,000	
2.3	Equipment acquisition	12	EUR	40,000		40,000	
2.4	Travel expenses: flights to project site	24	EUR	6,000	6,000	12,000	
							99,000
Etc.							
						Sum total:	139,000

Please explain what the financing for continuation of the project is going to look like once the funding by EKFS has come to an end. A concrete depiction in the form of a table is encouraged.

Cost projection plan

Please specify in which quarter instalments shall be needed in which amount (concrete disbursement dates).

7. Signatures of the applicants

Re: B Persons and Institutions

1. Applicants

Please briefly outline the applicants, their project-specific experience and their role in the project being submitted for application.

2. Persons to contact and those involved in the project

Please state all relevant persons to contact and the people involved in the project. Please describe their role within the project. One local project manager is to be designated for each project country.

3. Partner institutions

Please briefly outline the applicant's parent organization along with the institutional facilities directly involved in the project. Please describe their role within the project and/or their infrastructure bearing a relevance to the project.

4. Cooperation partners

Please state all other cooperation partners that are involved in the project (e.g. government agencies, relief organizations).

Re: C Appendices

1. CVs, résumés and, where applicable, publications by the applicants and key project participants
2. Letters of reference (at least one and not more than three)
3. Cooperation commitment on the part of the partner(s) involved
4. Proof of the non-profit status of the application-submitting organization
5. Proof that all project partners provide support, independent of people's religion, color or nationality (e.g. charter, articles of association)
6. Statement that the funds being applied for shall be to the benefit of people of all religious affiliations
7. Declaration that funding for the submitted project has not been submitted to any other funding institution, or attachment of the application submitted in a parallel manner, including disclosure of the funding institution
8. Where applicable, list of the funds which the project currently receives
9. Official permits and authorizations, national accreditation of educational training programs, etc.
10. Where applicable, ethics committee vote

11. Where applicable, price quotes tendered for equipment applied for (in the event of individual acquisitions costs over EUR 10,000, explanations regarding the selection of the equipment applied for and at least two price quotes from different manufacturers)
12. Declaration of consent to the storage of data