

CrossCulture Programme

Frequently Asked Questions (FAQ)

Table of content

1. Which countries take part in the CrossCulture Programme (CCP)?
2. Who is eligible to apply for CCP?
3. How long is the duration of the CCP fellowship?
4. How is the period of the fellowship determined?
5. What does the side programme offer?
6. How do I apply?
7. Who should write my letter of recommendation?
8. How should I sign the motivation and recommendation letter?
9. What happens after I have submitted the application?
10. Is there a waiting list?
11. Will I be interviewed during the application process?
12. What happens after being selected for CCP?
13. How do I apply for a visa?
14. What is covered by the CCP grant?
15. May family members join me?
16. Will I get assistance during my first days in Germany?
17. What are the specific features for German applicants?
18. CCP key issues “civic & citizenship education” and “digital civil society” only: Can I apply for more than one of the advertised host organisations?

1. Which countries take part in the CrossCulture Programme (CCP)?

Algeria	Indonesia	Pakistan
Armenia	Iraq	Palestinian Territories
Azerbaijan	Iran	Qatar
Bahrain	Jordan	Republic of Moldova
Bangladesh	Kazakhstan	Russia
Belarus	Kuwait	Saudi Arabia
Bolivia	Kyrgyzstan	Sudan
Brazil	Lebanon	Tajikistan
Chile	Libya	Tunisia
Colombia	Malaysia	Ukraine
Egypt	Mexico	United Arab Emirates
Georgia	Morocco	Uzbekistan
Germany	Mauritania	
Guatemala	Oman	

2. Who is eligible to apply for CCP (all three scholarships)?

- The applicant must be between the ages of 23 and 45 at the time of the application.
- Good written and spoken English skills.
- At least two years of proven professional experience or volunteer work in a civil society organisation in the country of origin.
- The applicant is in good health for a longer stay abroad.

Desirable:

- The applicant has been and is socially engaged for the long-term.
- The applicant can prove full-time experience in his or her field of work.
- A collaboration with an organisation in the target country is in progress or planned.
- The applicant possesses other language skills, particularly, German language skills.

3. How long is the duration of the CCP fellowship?

CCP fellowships last between eight and twelve weeks. Stays for a longer or shorter period cannot receive any support by ifa.

4. How is the period of the fellowship determined?

Professional fellowships are awarded for a period of eight to twelve weeks in the following terms:

- Summer term: May to August 2020
- Autumn term: September to December 2020

Since CCP fellowships are planned and organised individually for each candidate, the schedules may differ regarding timing and duration. The exact dates within the two terms are coordinated in detail with the respective host organisation and the CCP fellow.

5. What does the side programme offer?

The CCP side programme is intended to promote the fellows' intercultural, vocational and specialist skills and to strengthen networks. A three-day intercultural workshop invites the CCP participants to Stuttgart. Apart from that, an individual side programme may offer visits to other organisations of the fellow's field of interest.

6. How do I apply?

Applications for CCP are to be submitted **online via our application portal**.

The following mandatory documents have to be uploaded:

- Curriculum vitae in English with details about education/training, work experience, volunteering and other skills.
- Letter of motivation using the template.
- Letter of recommendation from the applicant's home organisation/workplace in the applicant's country of origin, for example from a supervisor, using the template.
- Photo is optional.

Please pay attention to the technical requirements (e.g. size of documents) and make sure that you have all the necessary documents available when starting the application process, as partial applications cannot be saved. Only fully completed applications will be eligible. Do not send your application via e-mail to ifa as those applications will not be considered!

7. Who should write my letter of recommendation?

The recommendation letter gives us the opportunity to assess applicants from an outside perspective and also get an idea of the potential benefits for your home organisation. Therefore, your immediate supervisor from your home organisation should formulate the recommendation letter for you.

In exceptional cases, e.g. if you are the head/founder of your organisation, we recommend to identify a competent external source for your recommendation – a previous supervisor, a member of your board of directors, a partner organisation or any other individual who can evaluate your work.

8. How should I sign the motivation and recommendation letter?

The letter of motivation must either be signed electronically or by hand. In order to sign the letter electronically we would ask you to type in your name in the respective text box. Alternatively, you can print out the form, sign the motivation letter by hand and submit a copy via the online application portal. Both types of signature will be accepted by ifa.

The letter of recommendation must be signed by the reference person and stamped by the respective organisation. We also accept recommendation letters without stamps in exceptional cases. In case the recommendation letter is not stamped, we reserve the right to check and verify the contact details of the reference person.

9. What happens after I have submitted the application?

Applicants receive an e-mail that acknowledges the receipt of the application.

Applications will be reviewed by selection committees composed of ifa and the German Embassy/consulate in the respective country. Grants are awarded according to a competitive selection process. Selected applicants will be informed by ifa in due course.

Candidates rejected on formal grounds or with respect to the eligibility criteria are notified via e-mail as soon as the decision has been made. Please note that ifa does not make known the reason(s) why an application is rejected. Your understanding is much appreciated.

10. Is there a waiting list?

Yes. Due to limited space availability and competition, a limited number of candidates is placed on the waiting list. The waiting list status will be announced via e-mail in early April and is no guarantee for future acceptance, as it depends on the given circumstances whether a person actually advances from the list.

11. Will I be interviewed during the application process?

In most cases, interviews are conducted with the shortlisted candidates. In some cases these interviews take place in the German embassies on site. However, Skype interviews are also possible. In addition, interviews with potential host organisations may become necessary. In any case, candidates will be informed about the procedure in good time.

12. What happens after being selected for CCP?

According to the profile and qualifications of the candidate, the CCP team identifies a suitable host organisation in Germany. Your professional contacts to potential host organisations might be helpful in this process and should be mentioned in the application documents or after acceptance.

After approval by the host organisation, the candidate will receive a funding agreement outlining the conditions of the grant. The agreement has to be signed between the candidate and ifa.

13. How do I apply for a visa?

Detailed information about the visa procedure for fellows from abroad is provided on the homepage of the relevant German Embassy/Consulate. Moreover, CCP fellows receive precise instructions by ifa and the German Embassies/Consulates how to apply for a visa. German fellows should seek information about visa regulations on their own. Make sure to have a **valid passport** available which should not expire within the given time frame indicated by the visa regulations of the destination country.

14. What is covered by the CCP grant?

First and foremost, this programme provides financial support for the fellowship recipients.

ifa covers the following costs for fellowship recipients from abroad:

- A monthly allowance of 550 euros
- Roundtrip airfare
- Accommodation
- A monthly ticket for public transport within the place of residence
- A refund of applicable visa fees
- Health insurance

ifa covers the following costs for scholarship recipients from Germany:

- A monthly allowance of 1,100 euros
- A refund of roundtrip airfare
- A refund of applicable visa fees
- Health insurance

15. May family members join me?

No provisions will be made for travelling with family members such a spouse or children. ifa assumes no costs or responsibility for other persons beyond the fellowship recipient.

16. Will I get assistance during my first days in Germany?

CCP fellows from abroad will receive support by tutors during the first days of their stay in Germany. The tutors are available for a limited amount of hours in assisting to settle in and get acquainted with the context (e.g. local transport). Autonomy of the fellows is assumed and demanded.

17. What are the specific features for German applicants?

CCP fellows from Germany have to find a suitable local host organisation and accommodation independently. If needed, ifa supports the placement through its alumni network. Please note that for security reasons some countries or regions within a country are excluded as host countries. Please find more information about current travel advices on the homepage of the Federal Foreign Office of Germany.

Further Questions

If you have further questions, please contact us by e-mail: crossculture@ifa.de

**18. CCP key issues civic & citizenship education and digital civil society only:
Can I apply for more than one of the advertised host organisations?**

Ideally, you should apply only for the host organisation which suits your professional experiences and competencies the most.