

## FAQs – CCP Synergy 2024

### 1. What is CCP Synergy?

CCP Synergy is aimed at strengthening ties between civil society organisations from Germany and the CCP partner countries. The programme is designed for tandems that are planning on implementing a joint activity, such as public events, fact finding missions, research activities or artistic initiatives. They can either be implemented online or on-site.

For further information please visit our website: <https://www.ifa.de/en/funding/ccp-synergy/>

### 2. What do you have to take into consideration before applying to CCP Synergy?

Please note that your joint activities have to be concluded before November 15<sup>th</sup>, 2024

### 3. Can digital signatures be used for signing the contract?

Yes, digital signatures can be used for signing the contract.

### 4. Can CCP alumni apply for CCP Synergy?

Yes, but not as an individual. CCP Synergy is designed for joint activities of two organisations. CCP alumni can apply in a tandem collaboration with either a German or international organisation from one of CCP's partner countries. Also, collaborations between the home organisations of two former CCP Fellows are possible and applications are welcome.

### 5. Can CCP alumni apply to CCP Synergy and an Alumni-Mobility scholarship at the same time?

Yes, CCP alumni can apply to CCP Synergy and to an Alumni-Mobility scholarship at the same time.

However, it is not possible to participate in both programmes in the same year. CCP alumni can either participate in CCP Synergy or in an Alumni-Mobility scholarship.

### 6. Can former CCP host organisations apply to CCP Synergy?

Yes, organisations that hosted a CCP Fellow in the past are welcome to apply to CCP Synergy.

### **7. Can organisations that were not previously involved in CCP apply?**

Yes. The application is open to all organisations that are planning on collaborating with a partner organisation, are active in the mentioned fields below (see question no. 8 ) and are based in a CCP partner country. Please check our website for more information on the participating countries:

<https://www.ifa.de/en/funding/ccp-synergy/>

### **8. Do organisations that apply to CCP Synergy have to operate in a specific area?**

Yes, the two organisations that apply to CCP Synergy should both operate in one of the following areas:

- Policy and society
- Media and culture
- Human rights and peace
- Sustainable development and climate justice

In addition, in 2024, the focus will also be on the following key topics:

- Circular economy
- Gender and diversity

### **9. What kind of organisations can apply to CCP Synergy?**

There's no specific guideline regarding the legal form of the collaborating organisations. NGOs, registered associations, limited companies, foundations, universities and other organisations are welcome to apply to CCP Synergy.

Please note that the collaborating organisations need to be legally registered in their country of origin.

### **10. What happens if in some countries the registration of NGOs or other civil society organisation is not possible, restricted or dangerous?**

Instead of the registration please upload a document with explanations regarding the difficult and/or restricted situation in the respective country. Furthermore, please add any kind of proof in the document such as link to a Webpage, copy of official document, photos etc.

### **11. What can the funding be used for?**

CCP Synergy funding can be used to finance employees' one-sided or reciprocal short visits between 7 and 30 days, which include travel and accommodation expenses, meals, health insurance, visa fees, but also expenditure allowances for staff and other costs related to the joint activities. Please note that the funding cannot be used for acquisitions such as technical equipment or internet/online services.

**12. Is it possible to receive more than the total amount of 4,500 EUR?**

No, it is not possible. Each collaboration is funded with 4,500 EUR in total (i.e., 2,250 EUR for each participating organisation).

**13. How will the grant be disbursed?**

The grant will be paid in two instalments to each participating organisation: 50% before the beginning of the joint initiative and 50% after the activities have been concluded and both organisations have completed an online survey that serves as a final report.

In certain cases it is possible to transfer the funds to the German partner organisation only. The funding is supposed to be shared equally among the two collaborating organisations, although ifa will not monitor this process.

**14. What do you have to consider when preparing the calculation of costs?**

In order to get a better idea of the activities outlined in your application, we need you to submit a calculation of costs. Please make sure your estimated costs are exactly 4,500 EUR in total. Please also ensure that your calculation is sustainable and comprehensible.

**15. Do you have to submit a financial report or receipts of your expenses?**

No, you are not required to submit a financial report or any receipts. But we need you to complete an online survey that serves as your final report after your activities have been concluded.

**16. How many people can participate in the exchange?**

In general there's no specific guidelines, but of course the number of participants who can be actively involved in the collaboration depends on the total funding amount of 4,500 EUR, especially if travelling is required.

**17. Is there an age limit for the participants of each organisation?**

No. For CCP Synergy there is no age limitation.

**18. Is CCP Synergy a project grant?**

No, CCP Synergy is a scholarship that is given to one representative of each of the two collaborating organisations. Normally scholarships are tax-free. We kindly ask both organisations to check with their administration department if they are allowed to accept the scholarship before applying to CCP Synergy.

**19. What happens if international travel is not possible?**

All CCP Synergy participants need to provide a **remote** backup plan for the activity outlined in their application since it is not possible to shift the

activities to next year – all activities have to be concluded before November 15<sup>th</sup>, 2024

## **20. How do I apply for a visa?**

Detailed information about the visa procedure is provided on the homepage of the relevant German Embassy/Consulate in the country of residence or the destination country. On demand, CCP Synergy participants receive the necessary supporting documents from ifa. 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.

ifa recommends requesting the visa appointment immediately after signing the Funding Agreement.

## **21. What happens after the application deadline?**

The applications will be reviewed after the application deadline has passed. ifa might reach out to you via email or phone for further inquiries regarding your application, however selection interviews will not take place.

Candidates will be selected within the following weeks and notified until **May 06<sup>th</sup>, 2024**. If you are accepted for the CCP Synergy programme, ifa will set up a Funding Agreement with both organisations that you need to sign, stamp and send back to us via email within two weeks. The beginning of your joint activities can therefore be envisaged in the period of June-November 15<sup>th</sup>.

## **22. How are the applications evaluated?**

The collaboration proposals are evaluated against six criteria: 1) contains the idea of Synergy (long-term nature, inst. co-operation); 2) relevance of the topic/project according to CCP's and ifa's objectives; 3) feasibility/realisability (partners/project plan/reliability); 4) cost/effort estimate; 5) visibility/publicity on site and for CCP; 6) innovation. These criteria serve as the basis upon which evaluative judgements are made. The key criteria are initially assessed on the basis of a point rating scale.

A selection committee of ifa consisting of at least 3 people – regional coordination, Synergy coordination, programme management – makes the final decision.