

CrossCulture Programme

Frequently Asked Questions (FAQ)

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

“CCP Muslim majority countries”:

- Algeria
- Bahrain
- Bangladesh
- Egypt
- **Germany**
- Indonesia
- Iraq
- Iran
- Jordan
- Kazakhstan
- Kyrgyzstan
- Kuwait
- Lebanon
- Libya
- Malaysia
- Morocco
- Mauritania
- Oman
- Pakistan
- Palestinian Territories
- Qatar
- Saudi Arabia
- Sudan
- Tajikistan
- Tunisia
- United Arab Emirates
- Uzbekistan

“CCP Focus”

- Algeria
- Bahrain
- Bangladesh
- Egypt
- Indonesia
- Iraq
- Iran
- Jordan
- Kazakhstan
- Kyrgyzstan
- Kuwait
- Lebanon
- Libya
- Malaysia
- Morocco
- Mauritania
- Oman
- Pakistan
- Palestinian Territories
- Qatar
- Saudi Arabia
- Sudan
- Tajikistan
- Tunisia
- United Arab Emirates
- Uzbekistan

“CCP Eastern Partnership & Russia”

- Armenia
- Azerbaijan
- Belarus
- **Germany**
- Georgia
- Republic of Moldova
- Russia
- Ukraine

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

Young professionals and long-term volunteers with at least two years of professional experience are eligible to apply for CCP. A long-term involvement in an organisation or institution within the country of residency is assumed. Applicants must be aged between 23 and 45 years. All candidates applying must be citizens of the above mentioned countries or should have been granted permanent residence of one of those countries. Moreover, the applicant must be in a good physical condition - physical as well as mental working capacity for a long stay abroad. A good command of English is expected from all fellows. Knowledge of German is not mandatory but considered a plus. For German applicants knowledge of the lingua franca in the host country is welcomed (French, Arabic). **Applications by enrolled students cannot be considered.**

Professional experience is expected in the following fields of work:

a. "CCP Muslim majority countries":

- Politics and Society
- Human Rights and Peace Building
- Sustainable Development
- Media and Culture

b. "CCP Focus":

In 2019, the focus of this new scholarship offer will be on **civic education**. Professional experience is expected in the following fields of work: civic education and/or digital education.

Important: In addition to the conditions that the ifa imposes on its applicants, the requirements that each position advertised entails must also be met. You can read more about these requirements on the application page or on the corresponding job page.

c. "CCP Eastern Partnership & Russia":

- Human Rights, Migration and Refugees
- Political Education and Youth Participation
- Knowledge Society, Intercultural Dialogue, Mediation and Reconciliation
- Media

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?

a. "CCP Muslim majority countries":

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

- Spring term: April to June 2019
- Summer term: July to September 2019
- Autumn term: October to December 2019

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

b. "CCP Focus":

Selected participants from abroad complete an eight to twelve-week fellowship at one of the pre-selected organisations in Germany between May and December 2019. "CCP Focus" provides fellows with the opportunity to establish professional contacts and to familiarise themselves with the specificities of the host organisations' operational procedures, methods and tools in the field of civic education.

In addition, "CCP Focus" is closely linked to the other CCP scholarships so that a professional exchange among fellows from different countries and regions is possible. Fellows are invited to share experiences with their professional networks in their home country in order to promote the building and maintenance of intercultural and cross-national networks.

c. **"CCP Eastern Partnership & Russia":**

Since CCP fellowships are planned and organised individually for each candidate, the schedules may differ regarding timing and duration. The exact dates within the three 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:

- Letter of motivation (Please use the document on our website!)
- Letter of recommendation by your current employer / home organisation (Please use the document on our website!)
- CV
- Portrait photo (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?

Selected candidates need to confirm acceptance of the fellowship within a stated period of time.

“CCP Muslim majority countries” and “CCP Eastern Partnership & Russia” only: 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?

Grants for each fellowship vary by the duration of stay, but a full monthly grant for living expenses is 550 EUR **for fellows from abroad**. In addition, the following costs are covered by ifa:

- accommodation in Germany
- health insurance
- travel expenses including visa fees
- public transportation at destination

For fellows from Germany the full monthly grant for living expenses is 1100 EUR. These include costs for accommodation and local transport in the host country. In addition, the following costs are covered by ifa:

- health insurance
- refund of travel expenses (economy flight) including visa fee

Travel expenses

The round trip flight is booked and paid by ifa. Once your travel arrangements have been confirmed and you have received your ticket it is not possible to change its schedule. Extra or oversize luggage that is not included in your ticket cannot be covered by ifa.

Health insurance

You will be informed about the conditions of health insurance and the services provided by ifa when you receive the Fellowship Award Letter.

Accommodation

CCP fellows from abroad will be provided with furnished accommodation in Germany - either a room in a shared apartment or within a family or a small apartment with bathroom and cooking facilities. Electricity, heating and water are included. Internet access or a phone might not be available in the apartment, but can be bought by the CCP fellow.

The apartment and the interior furnishings have to be treated with care by the CCP fellow. Guests are only allowed to stay for a few days after consultation with the landlord. Costs of any damages to the apartment, furniture or electrical items have to be covered by the CCP fellow.

15. May family members join me?

Unfortunately, this is not possible. The programme cannot provide any financial support or take any responsibility for accompanying persons (e.g. spouse or children).

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\(at\)ifa.de](mailto:crossculture(at)ifa.de)

18. "CCP Focus" only: Can I apply for more than one of the advertised positions?

Ideally, you should apply only for the offer which suits your professional experiences and competencies the most. We strongly recommend checking the fellowship offers carefully: Please be sure that you meet all the requirements - not only for participation in the CCP programme, but also for the respective placement as stated in the posting.

19. "CCP Focus" only: I already applied for the CrossCulture program in December. Can I also apply for the new call?

In case you already applied in our application round in November/December 2018 for the "CCP Muslim majority countries" you are eligible to apply again, duly filling out the forms. Please consider that only one of your applications will be taken into account. It is not possible to receive two fellowships. If you decide to apply for the CCP Focus even though you have already applied for the "CCP Muslim majority countries" in November/ December 2018, please make sure that you meet all the requirements - not only for participation in the CCP programme, but also for the respective placement as stated in the posting.

20. "CCP Focus" only: What happens if I receive a positive response to the December call and still apply for funding? Can I then go to Germany twice?

The acceptance and refusal letters for both programme modules ("CCP Muslim majority countries" and "CCP Focus") will be sent at the end of March 2019. Therefore, it is not possible that you would receive a positive response for the "CCP Muslim majority countries" before you apply for the CCP Focus. If you have decided to apply for both programme modules we will take only one application into account. Please note that it is not possible to receive two scholarships.

21. "CCP Focus" only: I am already alumni of the CrossCulture Programme. Can I reapply for a grant?

Unfortunately, alumni of CrossCulture Programme are not eligible to apply for another CCP fellowship. However, we are preparing a new module, which will be open for applications from organisations, including home organisations of CCP alumni. Further information on this new module will be provided on the ifa homepage in the upcoming months.