

Project Proposal Form

Before phrasing your proposal please read the "ASA Factsheet. If you don't have this document on hand, you can download it here: <https://asa.engagement-global.de/dokumente.html>

A- Presentation of the host organization

Information about the host organization

Please answer the following questions precisely (maximum 300 characters in each case).

Name of the organization			
Type of organization			
Postal address			
Phone		Fax	
E-mail		Homepage	
Continent		Host country	
Region within the country		Place / Town	

Contact details of the person proposing the project

Surname			
First name			
Organisation (if applicable)			
Position (if applicable)			
Postal address			
Phone		Fax	
E-mail			

Information about the person proposing the project if the proposing person is not part of the host organization (maximum 500 characters):

Explain shortly why you propose the project.

- How are you related to the partner organization?
- What is your role in the organization?

If you are not working for the partner organization, please also describe how and with which member of the organization you designed the project proposal.

Contact person for the program and the participants (this person will communicate with the participants before the beginning of the project and will supervise their work in the host country)

Surname			
First name			
Position			
Phone		Fax	
E-mail			

How did you hear about ASA for the first time?

- Internet
 Personal contacts / colleagues
 ASA approached me directly
 In another way (please specify):
 I am a (former) ASA participant,
 Year:

Has the organization ever proposed an ASA or GLEN project? Yes, year: No
 Has the organization ever proposed **this** ASA or GLEN project? Yes, year: No

Did the organization submit several project proposals for the ASA program 2018? Yes No

1.1. What work does the organization do? What are its objectives?

- 1.3. How is the organization integrated locally (political, social, economic, ecological context)? Does the organization cooperate with other organizations (national and international)? If yes, with which organizations and in which projects?

- 1.4. What are the **goals** of the ASA internship in relation to the objectives of the organisation?

- 1.5. How many people work for the organization (employees / volunteers)? Since when does the organization exist?

- 1.6. What working conditions can you offer the participants (work space, computer, etc)?

1.7. Accommodation

Would you be able to provide the participants a suitable accommodation for free?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If "No", could you assist the participants in finding a suitable accommodation?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Which would then be the average cost for accommodation at the project place c?	Maximal monthly cost <input type="text"/> minimal monthly cost <input type="text"/>

- 1.8. Describe the security situation in the region in which the organization works. If there are conditions which are special to the region please explain those.

- 1.8. Is your organization registered in you country or has the organization a legal status? Yes No

- 1.9. It might be necessary for the interns in order to apply for a visa to receive a written reference from your organization. Is your organization willing to write such a written reference for the interns? Yes No

- 1.10. In your opinion, which kind of visa is the best one to implement a project internship with your organization?

Attention! A tourist visa is not sufficient in most of our partner countries. It is the responsibility of the interns to find out which visa is the best one to implement the project internship in the project country. An unauthorized entry with a wrong visa can have severe consequences for the interns (fine, imprisonment, entry ban in the project country et cetera). In this case, the ASA program is free to cancel the project internship.

- 1.11. 1.11. Is your organization able to receive people with disability? Yes No

- 1.12. 1.12 Do you have experience in the work with people with disability? Yes No

- 1.13. Which obstacles do you see by involving people with disability?

B- Detailed information concerning the project

Please answer the following questions precisely.

Project title

Required language skills

Project Allocation in the field of development politics

(Select one or two options)

- | | | |
|------------------------------------------------|--------------------------------------------------|------------------------------------------------------------------|
| <input type="checkbox"/> 1 Economy, labour | <input type="checkbox"/> 6 Youth child care | <input type="checkbox"/> 11 Sustainable economy |
| <input type="checkbox"/> 2 Education | <input type="checkbox"/> 7 Culture | <input type="checkbox"/> 12 Urban development |
| <input type="checkbox"/> 3 Gender | <input type="checkbox"/> 8 Rural development | <input type="checkbox"/> 13 Climate and environmental protection |
| <input type="checkbox"/> 4 Civil participation | <input type="checkbox"/> 9 Media and information | <input type="checkbox"/> 14 Conflict management |
| <input type="checkbox"/> 5 Health | <input type="checkbox"/> 10 Human rights | <input type="checkbox"/> 15 Migration |

Time of implementation of the internship

The three-month project must take place between July 2018 and January 2019. In case your project should take place at a specific or within a certain time of that period, please indicate the precise period of time:

From: Until:

Please note: Only in exceptional cases, internships can take place later than mentioned above. Please contact the ASA team!

Number of participants who can be hosted by the organization (minimum 2, maximum 3):

Including, if possible:

Desired number of jobholders (with non-academic background):

Desired number of students (with academic background):

2. What will be the **concrete tasks** of the participants?

When planning the participants' tasks please note that there is a nine month period of time between the project proposal (August 2017) and the beginning of the internship (July -October 2018). Therefore, please describe in your project proposal a possible scope of duties, with which the participants can cope during their stay. After the participants' selection phase, in March 2018, please specify the tasks together with the participants.

2.1 What specific knowledge / skills should the participants have? What experience acquired in the past could be useful for their work during the project?

The ASA program will refer to these requirements for choosing the participants for your project, if your proposal is accepted.

2.8. What can the participants learn about global challenges and how these challenges influence the host country and its population in particular?

2.9 Please write a short summary about the whole project and try to emphasize on the task of the Internship:

Declaration of honour

(to be signed by the person proposing the project)

Name of the person
proposing the project

I undersigned certify that the information contained in this application is correct to the best of my knowledge.

I agree that in case of admission to the ASA program all data provided in this form may be used for managing the ASA program as far as the right for privacy is respected.

I commit to informing the ASA program about all changes affecting the possible implementation of the proposed project

In case that I am applying for the partial scholarship myself, I confirm that the project could take place without my participation.

(Please note in case you would like to apply for the scholarship: proposing a project does not automatically entitle you to participate in the program. You have to go through the normal application process for participants, although your application will be considered with priority. The proposal can only be accepted if you confirm that the internship can take place even if you are not chosen as a participant.)

Place, date

Signature

Please hand in the signed declarations of honour and of cooperation before 15th August 2017

by e-mail to

asa-basis@engagement-global.de, asa-asien@engagement-global.de; asa-afrika@engagement-global.de or asa-lateinamerika@engagement-global.de

or by fax to the following number: **+49 (0)30 - 254 82 - 359**

Declaration of cooperation

of the partner organization in the host country

(to be signed by the contact person, responsible for supervising the interns)

Host country	
Title of the project	
Hosting organization	

We agree to cooperate with the ASA program of ENGAGEMENT GLOBAL gGmbH within the proposed project and to supervise the ASA participants selected by the ASA program.

We commit to:

- appointing a contact person from our organization as mentor for the ASA participants
- coordinating the project planning with the ASA participants during the preparatory phase (communication via e-mail as from March 2018)
- helping the participants with their application for a visa for the period of the internship
- helping the participants with orientation in their new environment (for example by helping them finding accommodation)
- holding an initial meeting with the ASA participants upon their arrival and regular meetings during their stay with our organization
- ensuring the adequate working conditions necessary for the implementation of the internship
- informing the ASA program about all changes affecting the possible implementation of the proposed project.

I agree that in case of admission to the ASA program the organizational data provided in this proposal form may be used for managing the ASA program as far as the right for privacy is respected.

Yes / No

We agree that the organizational contact details (e-mail, phone number) are listed in official program reports and that the contact details can be shared with other ASA-Partner organisations for networking and exchange. Yes / No

Place, date

Name and signature

Please hand in the signed declarations of honour and of cooperation before 15th of August 2017 by e-mail asa-basis@engagement-global.de, asa-asien@engagement-global.de; asa-afrika@engagement-global.de or asa-lateinamerika@engagement-global.de or fax to the following number: **+49 (0)30 - 254 82 - 359**

Handing in the project proposal:

After having completed the form, please send it **by e-mail** to the ASA program.

Please sign the declarations of honour and of cooperation and send them to us by fax.
You can also sign them, scan them and send them by e-mail. A digital signature will also be accepted.

Please send us your project proposal by **15th of August 2017!**

A project selection commission will decide in October 2017 whether your project proposal is accepted or not. We invite you to send it in as soon as possible, in order to give us the possibility to make comments on your proposal and see if anything is missing or not yet sufficient.

If you have further questions or need support concerning the project proposal please do not hesitate to contact us: asa-basis@engagement-global.de
or

For projects in Latin America:
asa-lateinamerika@engagement-global.de

For projects in Africa:
asa-afrika@engagement-global.de

For projects in Asia and Southeast Europe:
asa-asien@engagement-global.de

You will find further information about the ASA program on: www.asa-programm.de