

IKI Small Grants

International Calls

Call 2025

Application guidelines

Part 2

This document guides you through the different steps in the application platform. Please make sure you always read the explanations in this document first before you fill out the platform boxes.

Content

Introduction	3
1 Project.....	4
1.1 Project main data.....	4
1.2 Project summary.....	4
i. Initial situation and problem statement:	4
ii. Link to climate change or biodiversity	4
iii. Project approach	5
iv. Expected results.....	5
v. Interaction with local initiatives	6
1.3 Target group.....	6
1.4 Inclusion of women, indigenous peoples, youth, and/ or other minorities or disadvantaged groups (e.g. persons with disabilities/ LGBTQI+ persons)	6
1.5 Gender mainstreaming	7
2 Project logical framework	8
3 Additional project data.....	11
3.1 Partners for your project implementation	11
3.2 Risks to the success of the project.....	11
3.3 Safeguards system.....	12
3.4 Sustainability and upscaling.....	15
4 Contribution to national and international climate and biodiversity strategies	17
5 Capacity Development	17
6 Project Budget	18
6.1 Staff.....	18
6.2 External services	19
6.3 Transportation / travel costs.....	19
6.4 Procurement of materials and equipment	20
6.5 Other costs / consumables	20
6.6 Administration costs	21
6.7 Own funds / third party financing	21
6.8 How to budget trainings and events.....	21
Annex: Glossary.....	22

List of figures

Figure 1: Project logical framework – example logic.....	8
Figure 2: Example of risk assessment (I)	11
Figure 3: Example of risk assessment (II)	12
Figure 4: Example of risk assessment (III)	12
Figure 5: Visualisation of how replicability works.....	16
Figure 6: Visualisation of the upscaling principle	16
Figure 7: capacity development areas in IKI Small Grants	17
Figure 9: Example Budget line Staff	19
Figure 10: Example Budget line External services	19
Figure 11: Example Budget line Transportation / Travel Costs.....	20
Figure 12: Example Budget line Procurement of materials and equipment.....	20
Figure 13: Example Budget line Other Costs / Consumables	21
Figure 14: Example Administration costs	21

Introduction

IKI Small Grants has recently updated its application process, introducing an assessment of the eligibility criteria as outlined in the funding information, before inviting applicants to complete the project proposal. The project proposal phase focuses on the details of the project idea and budget.

This document serves as a comprehensive guideline for applicants to the IKI Small Grants programme, specifically addressing the **second stage** of the application process. It provides crucial information and explanations to help you navigate the development of a comprehensive project proposal and the corresponding budget.



Please find important terms for IKI Small Grants projects in the **glossary** at the end of this document.

To draft applications, applicants are encouraged to seek assistance from third-party organisations where needed.

Please note that all applications, including annexes must be **submitted in English**.

We highly recommend **uploading** and submitting your application with a **reasonable time buffer** to avoid potential technical issues that may arise due to increased server traffic in the hours leading up to the submission deadline. Please also note that our technical support team is only available until the time indicated on the application platform.

Please follow the guidelines carefully when developing and drafting your proposal to ensure the highest possible quality of your project concept and consequently improve your chances of being selected for funding.

We look forward to receiving your application!

1 Project

1.1 Project main data

Project title

How to define a project title?

The project title should be **concise and informative**: What is the project's main objective? It should be short (50 to 80 characters) and easy to understand. The title should highlight the project's unique selling point, e.g. a special method. The title may contain the region of implementation and/or the [target group](#). Please avoid abbreviations or acronyms in the title.

Examples:

- *On farm conservation of indigenous plant species in Mayuge District*
- *Eco-friendly bricks for affordable, resilient housing*
- *Trees for Lebanon*
- *Women cooperatives promoting clean cooking stoves*
- *Locally manufactured E-Bikes with rental system for peri-urban communities*

For further examples please visit the [IKI Small Grants website](#).

1.2 Project summary

In this chapter, please provide a description of your project and its background.

i. Initial situation and problem statement:

This section describes how **climate change** or **loss of biodiversity** have contributed to the **current situation** in your project region. The problem description must relate to one of the four IKI funding areas. Define the problem you would like to address with the project. Please focus on problems for which the project is offering solution and not on all the problems potentially prevalent in your target region.

Where available, describe all relevant background information on the specific (local, institutional, legal, etc.) context of the project, helpful and important for understanding the project logic.

In addition, please describe briefly how current **climate change risks impact your target group** and – depending on information available – on your target group's socio-economic background.

If land use measures are planned through agriculture or forestry, for example, please also provide information on the **land tenure situation**. It is helpful to know who owns specific land. Furthermore, please indicate if the community, municipality, or private owners have already agreed on the planned measures.

For example, please also check the descriptions on various initial situations by clicking on the project titles on [Projects | IKI Small Grants \(iki-small-grants.de\)](#).

ii. Link to climate change or biodiversity

This section is based on your description of the initial situation and problem statement. Please explain how the problem is specifically linked to climate change and/or biodiversity challenges.

You can refer to local climate change and biodiversity challenges in your project regions, as well as the global context.

Example: If your project proposal addresses local food security and agricultural adaptation

Version 1: needs improvement	Version 2: better and more precise
This project aims to enhance food security and adapt agriculture. The focus is on improving farming techniques and increasing crop yields.	This project aims to enhance food security and adapt agriculture by implementing climate-smart innovations. It addresses the impacts of climate change, such as extreme weather events which have caused crop failures and reduced yields in the past. The increased frequency of droughts significantly reduces our water availability, affecting irrigation and crop productivity. Our project promotes sustainable farming techniques to improve resilience to water scarcity. By reducing greenhouse gas emissions, we thereby link agriculture to broader climate and biodiversity challenges.
The description is missing context. Project goals and the approaches are mentioned, however the connection to local climate change/biodiversity challenges is not fully explained.	The section comprehensively describes the project’s goals and approaches in addressing underlying effects of climate change and biodiversity challenges. It is well presented which challenges the project is aimed at.

iii. Project approach

Please explain the **rationale** of your project concept and mention the approach you intend to apply (e.g. climate smart agriculture, biodiversity monitoring, renewable energies for urban areas, local adaptation plans etc.).

Summarise your project’s main pillars or components. This section should contain a first outline of your project approach, with further details provided in the following logical framework. Indicate your main activities and how they involve your target group but be precise and do not add too many details.

Please briefly mention any **specific methodology or technology** you are applying. For example, instead of mentioning “renewable energies” it would be better to indicate as specific as possible what is going to be implemented, e.g. the “construction of three solar panels”. Please also highlight **how the project addresses the IKI funding area(s)**. For comparisons of other project descriptions, see [Projects | IKI Small Grants \(iki-small-grants.de\)](https://www.iki-small-grants.de)

iv. Expected results

Please briefly summarise your project’s expected contribution and [results](#). **How will the situation improve?** You can relate to the problems mentioned above, describe how the situation is expected to change for your target group and how your results contribute to the IKI funding area(s). Highlight the climate or biodiversity aspect of the project.

v. Interaction with local initiatives

Please explain whether similar projects to your approach already exist locally. How could your project proposal complement or interact with these initiatives?

1.3 Target group

The **target group** are the individuals, groups, or organisations the project wants to directly reach via its activities or results/outputs and with whom it interacts. Please list the individuals, societal groups, or institutional units that the project aims to work with and provide services for. Describe how they will engage with the project and/or how are they supported by the project. Ensure to provide differentiated descriptions based on various factors such as gender, socio-economic status, education level, age, ability, and ethnicity.

There may be cases where the target group and the beneficiary of the impacts are not the same. For example, if a project works with school principals (target group) to introduce energy saving stoves for providing meals to students (beneficiaries).

Please name all the **target groups** you plan to work with in this section. In the description of your activities (chapter [project logical framework](#)), you can explain how they participate in your project. If the project targets various target groups, please describe each of them individually. Where possible, please provide an approximate and realistic number of targeted individuals.

Example:

Description	Number
Small-holder farmers	500
Women	180
Women with disabilities	50
Women from Indigenous communities	40
...	...
Men	150
Men with disabilities	20
...	...
Youth	100
Elderly farmers	40
LGBTQI+ persons	30
Local government authorities	10
Local solar panel producers	2
Regional climate protection committees	10

1.4 Inclusion of women, indigenous peoples, youth, and/ or other minorities or disadvantaged groups (e.g. persons with disabilities/ LGBTQI+ persons)

Please indicate in this box if your organisation is led by representatives of disadvantaged or vulnerable groups or if your project mainly focuses on a group considered disadvantaged or vulnerable.

If the majority of board members of your organisation is considered disadvantaged or vulnerable, tick the respective boxes. You can select the respective boxes, as well, in case your organisation is registered, as women-rights-, youth-based- or similar form of registration.

Proposals that follow a [gender-responsive](#) or [gender-transformative](#) approach, work on structural discrimination or are submitted by women's/LGBTQI* rights organisations, cooperatives or networks are explicitly encouraged in the IKI Small Grants Funding Information and will be considered with priority.

Please note: "Indigenous Peoples and local communities are, typically, ethnic groups who are descended from and identify with the original inhabitants of a given region, in contrast to groups that have settled, occupied or colonised the area more recently." (IPBES, 2023)

Members of rural communities should only be counted if they consider themselves as native/indigenous.

1.5 Gender mainstreaming

Please indicate whether your organisation has already carried out a gender analysis. A [gender analysis](#) examines the relationships between men and women in a particular context and assesses their roles, rights, needs and opportunities. Please refer to the [IKI Gender Guidelines](#) for examples and methodological guidance.

At this stage of your application, however, a **full gender analysis** is **not required**. Please answer the questions in the application form to the best of your knowledge. Make sure to consider your findings throughout the project concept, especially in the project logical framework and the budget. If no previous gender analysis is available, we strongly encourage you to include conducting a gender analysis in your activities or capacity development.

If you require further information, please check this [guideline](#). You can also join the IKI Small Grants consultation hours as indicated on the [IKI Small Grants website](#).

Please note: We are convinced that all IKI Small Grants projects have a gender dimension and can make a positive contribution to gender justice. Only in exceptional cases no gender analysis is required.

2 Project logical framework

IKI Small Grants follows a [results-oriented approach](#). Project concepts should be based on a **results chain**. IKI Small Grants understands project results as the combination of [outcome and output](#). Project concepts do not include impact as the project's long-term overarching goal, as impact is normally not achieved within the project period. Nevertheless, you can address the level of project impact in the proposal where you describe your project's wider socio-political context.

Outcome, outputs, and indicators

Please define **one outcome, i.e. the project goal**, and no more than four outputs that contribute to the outcome. The outcome and each output must be supported by [specific indicators](#). **One or two indicators must be defined for the outcome and at least two indicators for each output.**

The indicators need a value that is comparable from the start to the end of the project. Each indicator requires a **value at the start of the project (baseline)** and a **value at the end of the project (target)**.

Describe how you provide evidence of specific data. Mention if you [verify data](#) through protocols, participant lists, satellite data, photos, videos, signed contracts, etc.

Also apply a gendered approach when drafting your indicators, baseline, and target values.

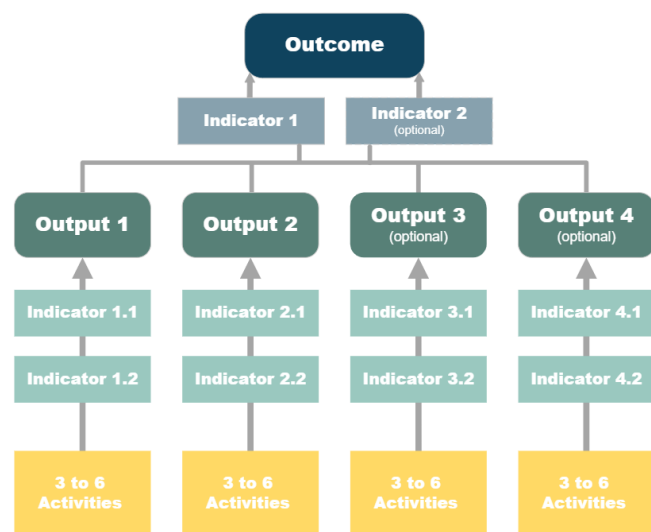


Figure 1: Project logical framework – example logic

[Gender](#) sensitive indicators are:

- **Disaggregated by sex:** indicator findings are reported separately for men and women for all indicators that involve people or groups of people (e.g. cooperatives). In technical areas, ensure the indicators capture changes related to women and men, girls and boys (e.g. instead of indicators such as “# tons of crop harvested in X region”, it is recommended involving people such as: “Percentage (%) of male and female household members who report improved quantity/quality) of water supply in X region.”
- Set sex-disaggregated targets for each indicator and include other disaggregated factors where required. Targets can be set to incrementally improve gender equality. The disaggregation can also include other diversity factors. However, please consider the costs and efforts of data collection, and collect meaningful data that helps improve results.
- **Gender specific:** this indicator measures initiatives targeted at women, such as women's cooperatives.
- **Implicitly gendered:** addresses an issue of specific relevance to women and girls, such as safety in public transport.

- **Chosen by women rather than men:** the indicator is chosen by female community members/project staff and reflects the specific needs and priorities of women.

Examples of how to draft proper indicators:

Who/what?	Change/desired effect	In what?	By when?
Municipal government	adopts policy	to promote rainwater harvesting in residential properties	by Dec 2027
4 farmers' cooperatives	apply soil conservation measures	to improve drought resilience	by the end of the project
100 hectares of deforested land	are managed sustainably	using a silvo-pastoral approach	by month 20

Activities

Besides drafting suitable outputs, please describe the activities planned to achieve the outputs and their respective indicators. Approximately **3 to 6 activities** should support **each output**. The activity descriptions should include a high level of detail and therefore require at **least 5 to 10 sentences**. A set of activities connected to a project output should always come with transparent **budgeting**. Realistic planning and budgeting are key for successfully implementing project activities.

Each activity should clearly answer the following questions:

- Who does what? Who is responsible for this activity?
- Which means/ materials/ resources are used for the activity?
- Who is the target group? Is it clear who this activity will affect?

When you describe workshops or trainings, please specify the content, how many trainings are conducted for how long (how many hours) and how many participants you anticipate.

Examples of how to define proper project activities:

Who?	Is doing what?	Reaching whom?	When?
Your organisation	conducts a workshop	30 farmers	Jan 2026
Your organisation	apply soil conservation measures to improve drought resilience	5 hectares of communal land given by farmers	by the end of the project
A partner you are working with	installs a solar panel	a municipality wastewater treatment plant	by month 20

Note that these examples should be formulated in full sentences and provide further details.

Further resources:

IKI Small Grants specific resources:

- For a **short guide** with tips on the logical framework, please check out this 7-minute video: [IKI Small Grants Tutorial on Results-based Project Management \(youtube.com\)](#)
- For a **deep dive**, watch our one-hour webinar on results-based project management: [IKI Small Grants Results Based Project Management Webinar \(youtube.com\)](#)

General information:

- [What are results? - OECD](#)
- [Development-Results-Note.pdf \(oecd.org\)](#)
- [Social-Impact-Navigitor | Online tutorial for nonprofits](#)
- [SMART criteria - Wikipedia](#)
- [Rapid Guide to Designing SMART Indicators FINAL.pdf \(indikit.net\)](#)

3 Additional project data

3.1 Partners for your project implementation

Please name all partners critical for your project implementation. It is important to mention the name of the partner, their type of organisation (e.g. public institution, government body or civil society). Also, briefly describe their role in the planned project implementation. Please do not mention all networks and partners you work with in other projects or as an organisation, only those directly related to the planned project. If these partners have already agreed to support the planned project, please add in brackets that an agreement is available. You do not need to hand in the agreement yet.

Example:

Name of the partner	Type of partner organisation	Role or relevance in project implementation
Forestry department	Government	Monitoring trees after planting them by the project for up to three years (agreement available)
Local beehive production company	Private sector	Producers of beehives to promote alternative income generating activities
University of xyz	Public institution	Advise on biological aspects related to the project (agreement available)
Women organisation in xyz region	Civil society	Networking partner to reach out to female target group and integrate their interests throughout project implementation

3.2 Risks to the success of the project

This section describes **external risks** that can have an impact on the project's successful completion. This section **does not need to** describe the general or specific situation of the project region (e.g. general impacts of climate change are not considered a project risk). The occurrence of risks can negatively influence implementation, i.e. planned execution of activities and creating project results.

Please describe these risks and the possible impact on the project and present a strategy to minimise the identified risk. Ideally, the elements of your strategy are reflected as activities in the respective outputs and are also budgeted as such.

Example 1: Inflation of local currency

Your project is implemented in a country with a high inflation rate. This poses an economic (financial) risk to your project budget, as it can lead to higher costs and insufficient funds. Your assessment concludes that this **risk is high** for successfully implementing your project, as you could lose up to half the project budget value due to inflation. However, you can influence the impacts of the risk.

Your **strategy** is to reduce costs by evaluating the relevant markets for better offers for the needed resources.

Figure 2: Example of risk assessment (I)

Example 2: Lack of maintenance capacities for solar energy installations

Your project plans to replace fossil fuels (running on generators) with solar panels. However, your project is in a region with few service providers for regular servicing of installations. You consider this a **risk for sustainable use of solar energy installations** (*technical risk*).

Your assessment concludes that the risk level is medium for successful implementation of this part of the project. Your **strategy** is to acquire robust and low-maintenance types of solar panels. Furthermore, you coordinate with other users of solar energy in the area, so you can synchronise interventions by technicians. This should lead to an acceptable level of maintenance by the service provider and reasonable maintenance costs.

Figure 3: Example of risk assessment (II)

Example 3: Internal risks of project staff dropping out

Your project relies on staff contributing continuously. During project implementation, your project manager finds another job and leaves your organisation (*social risk*).

Your assessment shows this is a **high risk for successful implementation** of the project. Your **strategy** is to get all staff members on board before starting implementation. You further plan to hold regular staff meetings that inform staff members on motivation or help find out what might be incentives to stay within the organisation. You have budgeted these regular staff meetings in your project budget.

Figure 4: Example of risk assessment (III)

3.3 Safeguards system

IKI Small Grants uses the Green Climate Fund (GCF) [safeguards system](#), based on [International Finance Corporation Performance Standards](#). The safeguards system is a tool for avoiding, minimising, and mitigating harm to people and environment during project implementation. Applicants must assess whether implementation of a project itself has the potential to cause harm, or even negative impacts.

The project must avoid negative impacts on individuals, groups, or the environment. IKI Small Grants [recipients](#) must adhere to the IKI Small Grants safeguards system.

Please refer to the [IFC Performance Standards on Environmental and Social Sustainability](#) in various different languages for guidance on how to identify and assess potential project risks.

Selected organisations without institutional safeguards system or in-house expertise may receive guidance from the IKI Small Grants team to further sharpen the risk assessment and mitigation strategy.

The planning process of a project needs to assess seven “Performance Standards”. Document the assessment results in the relevant section of the online application platform. Once you identify a potential risk, it needs to be described and monitored properly. The project concept also needs to include management instruments to mitigate risks (e.g. indicators or activities such as mitigation; a desk study on potential risk or a safeguards workshop).

The guiding questions below also help you assess risks for each performance standard.



Please note: The safeguards risks you identify in your organisation will not negatively impact your chances in the project selection process! You need to address these properly in the project concept.

Performance Standard Labour and Working Conditions

Under this Performance Standard, the project is obliged to promote non-discrimination, equal opportunities, and safe working conditions for all workers and must avoid forced labour. This applies to direct workers, contracted workers, and supply chain workers.

Guiding questions: Could the project potentially...

- Cause workers' rights to be violated (working hours, wages, healthy and safe working environment, right to association of workers or to unionise, according to national legislation and international labour standards)?
- Tolerate or promote discrimination or impede equal opportunity?
- Permit child labour, which is illegal, dangerous or endangers a child's right to an education?
- Permit or facilitate forced labour (work carried out under threat of violence or punishment)?

Performance Standard Resource Efficiency and Pollution Prevention

Please make sure to avoid, or as much as possible, minimise negative impacts for human health and the environment. This includes air, soil, and water pollution, emission of greenhouse gases, and use of non-renewable resources. Sustainable use of resources should be supported.

Guiding questions: Could the project potentially...

- Result in energy, water, and other resources being used inefficiently?
- Not apply technically/financially feasible methods for more efficient use of resources (according to Good International Industry Practices)?
- Emit a high amount of greenhouse gas emissions?
- Produce hazardous or non-hazardous waste and/or not apply technically and financially feasible measures for pollution prevention (according to Good International Industry Practices)?
- Result in hazardous materials being used?
- Result in pesticides being used?

Performance Standard Community Health, Safety, and Security

Make sure to avoid or at least reduce possible health risks as well as safety/security risks for the local/affected population, which could result from project-related activities, project equipment and project-related infrastructure. Compliance with relevant international and regional human rights standards/conventions is required. This is particularly relevant in conflict and post-conflict settings.

Guiding questions: Could the project potentially...

- Cause risks to the health and safety of the affected population, for example because Good International Industry Practice (GIIP) is not (sufficiently) considered in infrastructure projects, or the population is exposed to hazardous materials?

- Cause conflicts with, or human rights abuses by, security personnel or park rangers?
- Expose the affected population to communicable diseases by project workers (including indirect and supply chain workers)?
- Expose the affected population to water-based diseases?

Performance Standard Land Acquisition and Resettlement

It is mandatory the project minimises negative social and economic impacts resulting from land acquisition or restriction of land use. **Resettlements as part of the project are not eligible under IKI Small Grants.**

Guiding questions: Could the project potentially...

- Directly or indirectly disadvantage the affected population in their access to land, use of land, or their property rights through project activities or land acquisition?
- Increase the risk of resettlement? Here, the possibility of the project exerting economic or social pressure on these groups to resettle must also be considered.

Performance Standard Biodiversity Conservation and Sustainable Management of Living Natural Resources

All projects are obliged to protect biodiversity, to use ecosystems sustainably, to support sustainable management of biological resources, and to promote integration of nature conservation and development priorities. Avoiding negative impacts for biodiversity and ecosystems are a priority. If negative impacts cannot be completely avoided, they must be minimised, or ecosystems must be restored as far as possible. Project activities with a significant negative impact for biodiversity and ecosystem services requiring biodiversity offsets, are not eligible under IKI Small Grants. In addition, no introduction of invasive species¹ is permitted.

Guiding questions: Could the project potentially...

- Transform or negatively affect natural habitats or critical habitats (habitat conversion, degradation, fragmentation)?
- Implement activities in protected areas or internationally recognized areas (UNESCO World Cultural Heritage, UNESCO Biosphere Reserve, Ramsar Sites)?
- Introduce new alien or invasive species not yet established in the country or region?
- Negatively impact access to ecosystem services for local communities?
- Purchase primary products manufactured or produced in regions with a high risk of significant transformation of natural or critical ecosystems?

Performance Standard Indigenous Peoples and Marginalised Groups

This Performance Standard aims to minimise potential negative impacts for Indigenous Peoples or Local Communities (IPLC) and other marginalised groups in their respective territories regarding their rights, their cultural identity, and their access to and use of land/resources. Project activities that potentially negatively impact the rights and/or the access to and use of traditional land directly require free, prior, and informed consent (FPIC) by the affected groups before the project starts. The project duration must guarantee continuous participation of and

¹ “Animals, plants or other organisms introduced by humans into places out of their natural range of distribution, where they become established and disperse, generating a negative impact on the local ecosystem and species” (IUCN). This global database can be of further help: [GISD \(iucngisd.org\)](http://GISD(iucngisd.org))

consultation with these affected groups. The same standards must be applied if the project affects persons with disabilities.

Guiding questions: Could the project potentially...

- Negatively influence formal or customary rights of indigenous or marginalised local groups through its activities?
- Have a negative impact on the cultural identity and traditional way of life of these groups through its activities?
- Risk not sufficiently consulting indigenous or marginalised groups regarding planned measures that may have an effect as mentioned above?

Performance Standard Cultural Heritage

It helps to protect and conserve cultural heritage and promote equitable sharing of cultural heritage benefits.

Guiding questions: Could the project potentially...

- Negatively impact cultural goods or limit access to cultural goods for local communities?
- Result in commercial usage of cultural heritage (e.g. traditional and/or local knowledge, innovations, spiritual or holy places)?

3.4 Sustainability and upscaling

The aspects of **sustainability** and **potential to upscale/ replicate** a project and/or its results is **crucial** for IKI Small Grants.

Sustainability

The intended positive impacts of the project should prevail and continue to exist after the end of the project. This section lets you explain how this is ensured. Approaches for ensuring sustainability of a project approach may include:

- A concept for permanently financing ongoing costs, for example through mechanisms for generating income for the implementing organisation or its target groups. For example, by showing how developing a sustainable business model can contribute or using existing public funding instruments.
- Integrating innovations created by the project into existing routine processes, rules and regulations in institutions involved, or even a legal framework so improvements can be made without incurring additional costs in the long term. To this end, it is important to explain how the project fits into the existing institutional landscape to make clear how innovations will be effective in the long term without further support through IKI.

In all cases, a good project concept must contain elements that ensure the project results also **benefit a broader interested target group**. The project concept should describe the methods used to achieve continuation and present a **consistent knowledge management** and **information strategy** for a broader public and audience. The project concept should address these aspects right from the beginning, in the best case **as a separate output or set of activities**.

The implementing organisation should also remember that IKI Small Grants projects should always try to contribute in some way to **national climate protection and/or national biodiversity goals**.

The aim is to **spread successful concepts**, approaches, and methods beyond the individual project. This can, for example, be done by advising government on changes in legislation based on pilots successfully tested locally. Your project can also adopt strategies for an **up-scaling or replication approach**.

Replicability

The approaches and results of the project should be **replicable**. That means your project approach is designed so it is easily **implemented in other contexts**. For example, could a successful pilot be implemented in another province or in the same province but by another organisation? A multiplier effect is possible when sharing project results and/or methods with the public (e.g. networks) or relevant stakeholders.



Replicability is using the same project idea again: You trained 200 farmers in country A, now you can train 200 farmers in country B.

Figure 5: Visualisation of how replicability works

Upscaling

Please also outline your upscaling approach. Approaches, instruments, and methods are developed, applied, adapted, and distributed so a larger target group or a bigger area can benefit too. For example, if you develop training manuals, these can be used again in another project, so no new manuals are needed in the next project. It saves time and budget, so a larger target group can be trained with the same amount of money next time. Please integrate these aspects in your logical framework and budget.



Upscaling is making your approach bigger.

First Project: 200 farmers have been trained in climate-smart agriculture

Second Project: You train another 500 farmers on climate-smart agriculture

Figure 6: Visualisation of the upscaling principle

4 Contribution to national and international climate and biodiversity strategies

Achieving the global and national targets formulated in the [Paris Agreement](#) and the [Convention on Biological Diversity \(CBD\)](#) requires the active participation of all social groups worldwide, especially on the local and regional level.

Please evaluate and indicate which national climate or biodiversity policies, (local) development strategies/plans or other policy frameworks your project might contribute to. Contributions may take place on the local, regional, or national level and include any kind of contribution.

Please only mention those international strategies that your project proposal directly addresses. There is no need to include as many strategies as possible. However, we advise you to keep in mind the context of IKI Small Grants, as demonstrating knowledge of and alignment with international climate and biodiversity strategies is considered beneficial and can provide an advantage to your application.

Please follow the instructions on the application platform and provide information on whether you address or do not address the national and international frameworks as listed.

5 Capacity Development

Capacity development is an integral part of IKI Small Grants: In addition to providing funding for projects at local level, IKI Small Grants aims to strengthen its implementing organisations towards greater organisational impact and sustainability.

Please evaluate and describe your current organisation's technical and methodological expertise in relation to your project proposal. Think about project partners you are currently working with or have been working with in the past. How did the collaboration contribute to your institutional growth or expertise?

Together with the IKI Small Grants team, individual capacity development activities are specifically tailored to the individual needs and goals of your organisation after successful selection. **Capacity development measures** are offered in **nine areas**:

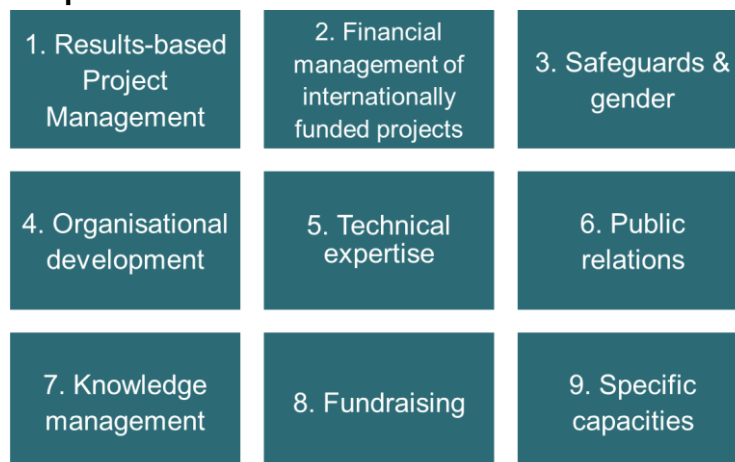


Figure 7: capacity development areas in IKI Small Grants

Please describe your organisation's aspirations and ambitions and indicate in which thematic areas you see the greatest need for capacity development.

For more information about capacity development in IKI Small Grants, please visit: [Capacity Development I IKI Small Grants](#)

6 Project Budget

For an in-depth explanation on how to fill in the [budget template](#), please carefully read the information below and have a look at our [budget guide](#).

All calculations and monetary amounts must be listed in euros. The total share of the project budget financed by GIZ must be in the range between **EUR 60,000 and EUR 200,000**. The funding volume **may not exceed the applicant's average annual revenue of the last three years as confirmed in the invite to submit the second part of your application**. Your application will be unsuccessful, if it is discovered that you have misstated your revenue in the first phase of the application.

Consortia entailing the forwarding of funds to implementing partners or financial instruments such as micro loans are not permitted.



Note: Please **do not make any changes to the general format** of the template! If you have any problems filling in the template, please contact our support: IKI-Small-Grants@giz.de

If your project is selected for funding, we reserve the right to adjust the budget and additional capacity development measures in consultation with you.

6.1 Staff

The budget line staff includes costs for employees of the recipient and for integrated consultants.

Employees of the recipient are individuals with an employment contract with the recipient, who are in an employment relationship subject to labour law, e.g. for whom the recipient pays applicable social security contributions.

Integrated consultants are individuals who are either self-employed or employed by a third party and seconded to the recipient. They do not work under an employment contract with the recipient but still operate under the recipient's instructions and supervision, under conditions similar to those of employees. This includes aspects such as how the work is organised, tasks are performed, and remuneration, provided that it is legally permissible under the applicable law for the contract of the integrated consultant. The costs for these integrated consultants must be reasonable and in line with the normal practice of the recipient, e.g. not significantly different from costs for employees of the recipient performing similar tasks. Temporary workers therefore can also be integrated consultants if they are working under conditions similar to employees and the costs are reasonable and in line with the normal practice of the recipient.

In general, the budget line does not refer to individual persons but to job functions (e.g. the

function “Financial Manager”).

Staff expenditures include:

- Gross salary incl. employer’s contribution (salaries must be in line with local profession standards)
- Other regular salary components defined contractually

The function and role of each employee within the project should be stated in the first column (description/category of expenditure) and his or her working time (in percentage) for the project must be estimated. Names or academic qualifications should not be included in the description. Each staff member should be listed separately, even if they fulfil the same function.

See example below:

Description	Output	Amount	Unit (e.g. person, vehicle, room, unit, ...)	Quantity	Unit (e.g. months, days, trainings, unit, ...)	Eligible up to in EUR	Total GIZ Contribution in EUR (up to)
Staff (Job Title) <i>(Note: This budget line will be settled against payslips and, if partially financed, against payslips and time sheets.) Please check if your employees qualify as staff in GIZ terms (see Application Guidelines).</i>							115.692,29
Project coordinator	All	60%	person	24	months	1.759,00	25.329,60
Field officer	I-III	100%	person	24	months	1.300,00	31.200,00
Financial manager	n/a	30%	person	24	months	1.287,34	9.268,85

Figure 8: Example Budget line Staff

6.2 External services

External services are any kind of external service that is commissioned via a service contract (e.g. advisors/consultants on technical matters, translation, IT services, venue/resource persons/equipment/catering for events, etc.).

Roles, titles, and descriptions of the actual service should be included in detail in the description field. One budget line should be used for each service contract.

See example below:

Description	Output	Amount	Unit (e.g. person, vehicle, room, unit, ...)	Quantity	Unit (e.g. months, days, trainings, unit, ...)	Eligible up to in EUR	Total GIZ Contribution in EUR (up to)
External services (type / content of service)							13.745,00
Forestry Specialist (conduct research, develop plan, provide guidance and training for the tree corridor development and maintenance) - incl. consultant fees and travel expenses	II	1	consultant	10	days	280,00	2.800,00
Solar technology expert - incl. expert fees and travel expenses	I	1	expert	15	days	300,00	4.500,00
Urban Planner (conduct research and survey, develop master plan and design, coordination of the construction of the park) - incl. consultant fees and travel expenses	III	1	service contract	20	days	230,00	4.600,00
Training workshop for target group (incl. costs for catering and room rental) - approx. Participants 20	I	2	workshops	3	days	170,00	1.020,00

Figure 9: Example Budget line External services

6.3 Transportation / travel costs

Travel costs usually include all types of transportation, accommodation, per-diem allowances, and visa charges. All other costs should be listed separately.

Only the travel expenditure of own staff / employees and participants (trainings/ workshops) should be entered in this budget category. Travel costs of external service providers e.g. external experts shall be budgeted under section 2 *External services*.

The document, [IKI Small Grants – Travel Allowances](#), lists the maximum per diems and overnight allowances valid for travel to ODA-eligible countries.



Note: Contact IKI-Small-Grants@giz.de in case the project country is not covered by this list.

When calculating travel costs for the use of private vehicles or vehicles of the organisation, please apply a distance calculation of a maximum EUR 0.30 per kilometre instead of fuel and other costs and note that a driver's logbook must be kept.

Travel expenditures should be based on an average amounts per trip and the number of trips. If possible, national travel as well as international travel should be summarised in two separate budget lines.

See example below:

Description	Output	Amount	Unit (e.g. person, vehicle, room, unit, ...)	Quantity	Unit (e.g. months, days, trainings, unit, ...)	Eligible up to in EUR	Total GIZ Contribution in EUR (up to)
Transportation / Travel Costs							6.295,00
Domestic travel: travel costs for workshop for 4 staff members 2 days, 190 EUR per day (inklusive transport (train/bus tickets), per diem and accommodation) excludes private vehicles and vehicles of the organisation.	II	4	person	2	day	190,00	1.520,00
Use of private vehicles or vehicles of the organisation for travel to workshops and monitoring trips.	I	1	unit	1250	kilometer	0,30	375,00
International travel costs (per diem, accommodation, means of transport, visa, required vaccinations) 2 Persons, 2 international travels	II	2	persons	2	trips	800,00	3.200,00

Figure 10: Example Budget line Transportation / Travel Costs

6.4 Procurement of materials and equipment

Any kind of procured goods such as IT equipment, tools, seedlings, printing costs for booklets, flyers, training materials etc. should be included in this budget category. Additional details for medicines and pesticides and mineral fertilisers should be added as their procurement is subject to approval.

See example below:

Description	Output	Amount	Unit (e.g. person, vehicle, room, unit, ...)	Quantity	Unit (e.g. months, days, trainings, unit, ...)	Eligible up to in EUR	Total GIZ Contribution in EUR (up to)
Procurement of materials and equipment							38.950,00
IT equipment: 2 Laptops	II	1	unit	2	procurement	850,00	1.700,00
Procurement of seedlings for reforestation	II	1	unit	10000	seedlings	1,00	10.000,00
PPE Purchase of Personal protective equipment (face masks, hoods, helmets, glasses, headphones, gloves)	III	1	unit	50	unit	25,00	1.250,00
Solar panels (Purchase, installation)	IV	1	unit	2	unit	4.000,00	8.000,00

Figure 11: Example Budget line Procurement of materials and equipment

6.5 Other costs / consumables

Other costs for materials and equipment which cannot be clearly allocated to the other budget lines, such as publications (e.g. in journals or magazines) or IT licenses can be listed in this category.

See example below:

Description	Output	Amount	Unit (e.g. person, vehicle, room, unit, ...)	Quantity	Unit (e.g. months, days, trainings, unit, ...)	Eligible up to in EUR	Total GIZ Contribution in EUR (up to)
Other Costs / Consumables							1.600,00
IT Software license	I-III	1	unit	4	licenses	200	800,00
Radio broadcasting fees fro radio segment	II	1	unit	2	broadcasts	400	800,00

Figure 12: Example Budget line Other Costs / Consumables

6.6 Administration costs

A percentage may be entered for administration costs (such as office rent, telephone, internet, stationary, etc.) as it is disproportionately time-consuming to work out specific project-related administration costs and provided that the lump sum appears to be set at an appropriate level. By contrast, imputed costings such as risk premiums or depreciation/amortisation are not eligible as they are not associated exclusively with the project. Administrative overhead costs must be reasonable and plausible and shall under no circumstances exceed 12% of the direct expenditures (budget categories 1-5).

6. Administration costs	<i>Admin costs must be plausible and reasonable. It must not include expenditures claimed as direct expenditures in sections 1-5. See our guidelines for further details. Maximum rate for calculation of administration: 12 %</i>
Administration costs (on budget lines 1-6)	%

Figure 13: Example Administration costs

The percentage of administrative costs needs to be entered in the highlighted field in the project budget.

6.7 Own funds / third party financing

Own or third-party funds are not a requirement for funding but are nevertheless appreciated and encouraged. The absence of own or third-party funds will not be detrimental to your application. GIZ will not be able to finance partial costs within one budget line (except for staff costs).

6.8 How to budget trainings and events

The costs for trainings and events need to be split across several budget lines. Venue rent, resource persons and rented equipment as well as hired catering should be listed under *External services*. Purchased food and drinks as well as any training materials or tools need to be listed under *Procurement of materials and equipment*. Travel costs for external participants and daily spending allowance (DSA) in addition to participants accommodation should be listed as part of *Transportation / travel costs*.

Annex: Glossary

Applicant	<p>The organisation that submits the project proposal through the online application platform, pending selection for IKI Small Grants funding.</p>
Gender	<p>A social and cultural construct which distinguishes differences in the attributes of men and women, girls, and boys, and accordingly refers to the roles and responsibilities of men and women. Gender-based roles and other attributes, therefore, change over time and vary with different cultural contexts. The concept of gender includes expectations held about characteristics, aptitudes, and likely behaviours. This concept is useful in analysing how commonly shared practices legitimize discrepancies between sexes.</p>
Gender Analysis	<p>Gender analysis frameworks provide the conceptual structure for your analysis: they help you to structure and carry out gender research, and to frame the content. They are supported by specific tools. Thus, they help define the focus of your research and the methods to gather information. There are a number of different gender analysis frameworks. Each has its own focus and was developed to address different aspects of gender equality.</p>
Gender-responsive	<p>Gender-responsive means taking gender norms, roles and relationships into account and actively addressing the resulting gender-specific disadvantages, inequalities, and discrimination, but also the potentials. Existing gender-specific needs, priorities, power relations, problems and potentials are acknowledged and highlighted, and the corresponding findings are integrated into the design, implementation and evaluation of strategies and measures.</p>
Gender-transformative	<p>The gender-transformative approach seeks to actively examine, challenge, and transform underlying causes of gender inequality rooted in inequitable social structures and institutions. It aims at addressing imbalanced power dynamics and relations, rigid gender norms and roles, harmful practices, unequal formal and informal rules as well as gender-blind or discriminatory legislative and policy frameworks that create and perpetuate gender inequality. By doing so, it seeks to eradicate the systemic forms of gender-based discrimination by creating or strengthening equitable gender norms, dynamics and systems that support gender equality.</p>
Means of verification	<p>An appropriate source for an indicator including a concrete means of verification is determined in the project planning phase and provides the basis for the data that is to be reported for the indicator and for its verification.</p>
Outcome	<p>The actual goal of the project, i.e. the intended changes related to mitigation of greenhouse gas emissions, adaptation to the effects of climate change or conserving biological diversity that can be directly causally attributed to the project. Moreover, this includes transformation in processes that intermediaries and target groups undergo when using project results or outputs.</p>
Outputs	<p>Products, goods or services, and their use by project stakeholders/participants, produced or provided for the implementation of project activities. The combined use of the project's outputs contributes to the attainment of the project outcome.</p>
Project-specific indicators	<p>Project-specific indicators serve as contractually binding benchmarks for measuring goal attainment and project success. They specify the outcome and outputs of IKI Small Grants projects.</p>
Recipient	<p>The formally selected organisation which receives funding through a grant agreement or any other official financing instrument</p>

Result	Denotes a change that results from the IKI Small Grants project. Results can be intended or unintended, expected, or unexpected, positive, or negative. Results can occur from the start of the project and throughout its duration and continue to evolve after conclusion.
Safeguards (system)	Ecological and social principles, (minimum) standards and criteria for project planning and implementation. The IKI Small Grants safeguards system is a tool for preventing and mitigating harm to people and the environment during implementation of a project. During the planning and execution phase of their projects, applicants need to assess whether project implementation can cause harm or have negative impacts.
Target group	Individual and institutional stakeholders the project intends to reach, or which are the focus of the project's outputs and outcome.