



Deutscher Akademischer Austausch Dienst
German Academic Exchange Service

Additional information on funding for small alumni activities in East Africa 2020

1. General:

Thanks to their studies or research at German or foreign higher education institutions, the alumni of the DAAD are a highly qualified group of persons who often hold key positions in science, politics, economics, society, and culture. Networking and life-long learning significantly contribute to the alumni acting as experts, decision-makers, and partners of the DAAD, promoting international scientific cooperation, supporting future leaders, and contributing to meeting global challenges.

The objective of this funding programme is to support the thematic exchange and the networking and cooperation both among the alumni and with scientific, political, social, cultural, and economic institutions in the country and region. Further, it intends to help extending and actively contributing to the alumni's competences for meeting global challenges and promote the relationship of alumni with the DAAD and Germany. Another objective is to support the sharing of experiences with the next generation of scholarship holders.

With these intentions, the DAAD offers funding for alumni for the following types of events:

- Events that promote the scientific/thematic exchange and networking of alumni.
- Seminars contributing to the specialist or professional training of alumni.
- Contributions by alumni to the preparation of scholarship holders.
- Seminars for returning alumni.

The alumni event must be scientific or thematic in nature. No subsidies are granted for purely social meetings. The event must involve a large number (about 50% or more) of DAAD alumni. Persons who have received an individual DAAD scholarship for at least three months are considered DAAD alumni.

2. Application Procedures:

For events that take place in the East African region, please submit your application to the DAAD Nairobi offices. We will assess and handle your application in collaboration with our DAAD headquarters in Bonn. For events planned for the first half of 2020 applications should be submitted before **1st November 2019**. A second deadline will be **1st May 2020** for another round of applications. However, applications should be submitted no later than three months before the event.

Applications shall be submitted by National Alumni Associations or local chapters of those. Applications for conference participation **can only** be submitted by one or more members of the conference organising committee (alumni or others). Individual applications from alumni to attend a conference are not considered.

3. Funding:

The following costs can be included:

- 1) Speakers' travel and accommodation costs: Refers to one expert from Germany and two from the East African region that you might want to invite.
- 2) Expenses for DAAD alumni: travel and accommodation costs can be covered for participating DAAD alumni. Please consider that these are not covered for participants living in the town or area where the event is to take place.
- 3) Subsidies towards general event costs such as conference package, cocktail evening, stationary, conference banner, etc.
- 4) Seminar organisation costs **only if** the event is self-organised by a DAAD Alumni association or Alumni chapter from the Sub-Saharan Africa region

As far as possible, participants and/or third parties should be requested **to make a personal financial contribution** towards the costs of the event.

Please note: Funds granted should not be used for any purposes other than the ones specified above without prior consultation with the DAAD office. **DAAD does not pay out per diem or any other allowances.**

4. Application Form:

The following application documents have to be submitted:

- Fully completed **application form**.
- **Project description:** background information, content, objectives and target group of the event.
- **Event programme.**
- List of prospective **participants** (with indication of DAAD alumni).
- Detailed **financial plan** that breaks down the costs indicated in the application form.

5. Accountability of Funds:

Successful applicants must report about the use of granted funds to DAAD Nairobi as soon as possible but not later than **six weeks** after the event. In case the event takes place in the last quarter of the year accounting must be done immediately after the event. A **report** of the event and all relevant **original receipts** must be included and delivered at DAAD Nairobi Offices attn: Miriam Pahl. The report should include an updated list of participants with original signatures from all DAAD funded participants. The accounting must be done in line with the approved budget. Funds not used have to be returned to DAAD Nairobi.

Please get in touch with Programme Officer and Alumni Coordinator of the DAAD Nairobi Office at pahl@daadafrika.org if there are any questions.