***How do I make a project proposal to Konrad Adenauer Stiftung (KAS) Philippines?***

In order for your project to be considered by KAS Philippines, your proposal must have the following information:

1. **Name of the Organization**
2. **Name of the Legal Representative of the Organization**
3. **Title of the Project**
4. **Date and Venue**
5. **Main Topic**
6. **Main Objective**

(What do you want to achieve with this seminar?)

1. **Justification and Topicality**

(Why is it relevant?)

1. **Hypothesis of Impact**

(Explicit explanation of the impact the project will have if the main goal is achieved)

1. **Detailed Schedule**

(Include the schedule, points on the agenda, proposed speakers, and their position and institution)

1. **Methodology**

(Describe the format and details on how the event will be held)

1. **Target Group and Estimated Number of Participants**

(Include a general profile for the participants (professions, age range, etc.)

1. **Involved Cooperation Partners**

(Name all of the partners and sponsors involved in this project. Explain the nature of their contributions (co-finance, intellectual assessment, logistical support, etc.) made by each partner and sponsor).

1. **Budget Proposal**

(Provide an outline of expenses that would be covered by KAS Philippines; include detailed descriptions. Please also mention the contributions made by you.)

***How should the program be structured?***

For the review and evaluation of the program contents, it is very important to have a proposal that contains all of the information shown in the following format. Use the letterhead of your organization and do not forget to always include the KAS logo, as well as the logos of the possible partners.

***(Name of the Event)***

***(Date(s) of the Event)***

***(Venue)***

|  |  |  |  |
| --- | --- | --- | --- |
| **Time** | **Activity** | **Responsible for the activity** | **Notes** |
| 0:00-0:00hrs |  |  |  |
| 0:00-0:00hrs |  |  |  |
| 0:00-0:00hrs |  |  |  |
| 0:00-0:00hrs |  |  |  |

***What kinds of expenses are covered by KAS Philippines?***

* Plane/bus tickets for speakers, staff, and in special occasions, for project participants. Tickets are only accepted in coach/economy class.
* The use of taxis, as well as the reimbursement of gasoline at the expense of KAS, has restrictions. For more information, contact your respective KAS Program Manager.
* Accommodations and food for speakers, staff, and for special circumstances, for project participants.
* Rental of facilities
* Technical equipment
* Simultaneous translation and/or translation of texts
* Stationery and teaching materials
* Designing and printing for the project
* Editing, designing, and printing of publications
* Fees: The payment of fees at the expense of KAS has restrictions. For more information, contact your respective KAS Program Manager.

***What kinds of expenses are NOT covered by KAS Philippines?***

According to the regulations of the BMZ and under the guidelines of KAS, the reimbursement of the following expenses is prohibited:

* Flowers and decorations
* Music
* Gifts
* Strong alcoholic beverages
* Contracting of publicity agencies
* Operating expenses of your office (toner, salaries, canvas structures, computer equipment, etc.)
* Tickets for business and first class
* Luxury Suites/Rooms
* Additional expenses (e.g., mini bar)
* Internet and telephone
* Laundry
* Room service
* Use of gym
* Early check-in, late check-out, no-show
* Travel expenses for people outside of the project
* Consumption of food or beverages not included in the project
* Other extravagant expenses

***How should the budget outline be structured?***

For the review and evaluation of the contents of the project, it is very important to have a draft budget containing all of the information as shown in the following format. Use the letterhead of your organization and do not forget to always include the KAS logo, as well as the logos of possible partners.

***(Name of the event)***

***(Date(s) of the event)***

***(Venue)***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Item/Description** | **Quantity** | **Estimated Unit Price including Taxes** | **Total Amount including Fees and Taxes** | **Notes** |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
|  |  |  |  |  |  |
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|  |  |  |  | **Total:** |  |