

## Leaflet on application for grants towards the costs of alumni events

### Context of the programme

Thanks to their studies or research work at a German or foreign higher education institution, the alumni of the DAAD are a very well qualified group of persons who often hold key positions in science, politics, economics, and culture. Networking and life-long learning significantly contribute to the fact that the alumni act as experts, decision-makers, and partners of the DAAD, promote international scientific cooperation and are in a position to contribute to solving global challenges.

The 180–250 subsidised topical alumni events held each year reach about 15,000–17,000 persons annually. The DAAD's alumni concept is resulting in some new impulses for the programme: subsidies can be granted for bi- and multi-lateral alumni events that bring together different alumni groups and include German alumni, for example North-South or regional events. The DAAD is particularly interested in supporting events that contribute to achieving the Sustainable Development Goals (SDGs). Networking and activities beyond the scope of the event are particularly welcome.

### What are the programme objectives?

The objective is to support the topical exchange and the networking and cooperation both among the alumni and with scientific, political, social, cultural, and economic institutions, to extend and actively involve the alumni's competences for solving global challenges, to promote the relationship of alumni with the DAAD and Germany, and to support the sharing of experiences with the next generations of scholarship holders.

### Who can apply?

DAAD alumni, registered German and foreign DAAD alumni clubs or DAAD alumni networks, DAAD regional offices, IC Lektors and Lektors are all eligible to apply.

German higher education institutions are not eligible for application. They can submit an application to the Alumni Programme: [www.daad.de/alumni-programme](http://www.daad.de/alumni-programme).

### What are the prerequisites for receiving a grant?

The alumni event must be scientific or topical in nature.

The event must usually involve a large number (at least 50%) of DAAD alumni.

The DAAD defines DAAD alumni as individuals who have verifiably received a DAAD individual scholarship.

### Selection

The DAAD decides on applications based on how well the planned event serves the purpose of the programme. Do not miss the occasion of explaining convincingly why your event deserves to be supported and how it fits into the programme. The speakers should be selected with care, especially when they are travelling from abroad. The DAAD is looking for result-oriented and interactive formats and events that contribute to solving global challenges. Long-term networking and activities beyond the event are particularly welcome. DAAD alumni should contribute actively, if possible also as speakers. Regional or bilateral events that bring together different alumni groups and include German alumni are welcome, if they are well-founded. The decision also depends on the availability of the DAAD's budgetary resources and on the length of time since the last alumni event with a similar group of participants was sponsored in the respective country.

### What can be funded?

The following types of events can be supported:

- Events that promote the scientific/topical exchange and networking of alumni.

- Seminars contributing to the specialist or professional continuing education of alumni.
- Seminars in which DAAD alumni pass on their knowledge as trainers.
- Events that serve the support of German scholarship holders abroad or foreign scholarship holders in Germany.
- Contributions by alumni that serve the preparation of scholarship holders.
- Seminars for alumni returning to their home country.

**The following can be funded:**

**Travel and accommodation:**

- Speakers' travel and accommodation costs
- DAAD alumni travel and accommodation costs

Travel costs will be calculated in accordance with the German Federal Travel Expenses Act (BRKG); usually public transport and air travel (economy). Taxi journeys require special justification.

**Material resources, in particular:**

- Printing and materials
- Hall rent
- Technical equipment (rent only)
- Communication costs
- Thematic/professional excursions
- Fees for external speakers (no university staff and no DAAD alumni)

Eligible are only expenditures that are **necessary and appropriate** to implement the measure. Voluntary expenses, for example for gifts and tips, are not eligible. The funds can only be used to finance expenses that were included in the financial plan and approved by the DAAD. All income and expenses related to the grant purpose must be proven by receipts.

Personal contributions by participants and/or financial contributions by third parties are key criteria in deciding the financial support to be provided by the DAAD.

The maximum subsidy amount is EUR 12,500.00 per event.

The programme is open to all subject areas.

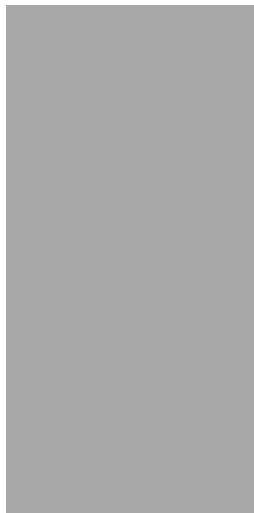
Which subject areas are eligible for funding?

Application procedure

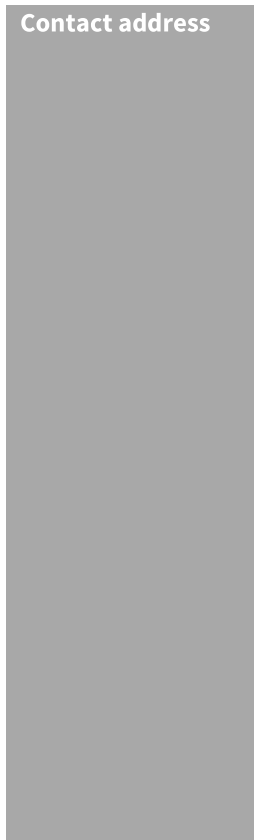
**Application deadline:** Applications can be submitted continuously, no later than three months before the beginning of the event. As a rule, applications submitted at shorter notice can usually not be considered.

**Relevant application documents:**

1. Fully completed **application form**



2. <b>Fully completed financial plan (Annex 1)</b>
3. <b>Project description:</b> Starting situation, content, objectives and target group of the event
4. <b>Event programme</b>
5. <b>List of prospective participants</b> with mention of DAAD alumni
6. <b>For events being held outside of Germany, a written statement</b> by the responsible DAAD external network (DAAD regional office, DAADe Information Centre, DAAD Lektor), the German foreign representation (embassy, consulate general), or the management of the respective Goethe-Institute must be obtained. The statement may be submitted separately.



**Contact address**

Deutscher Akademischer Austauschdienst  
Section ST16 – Alumni: Concept and coordination  
Kennedyallee 50  
53175 Bonn, Germany

**Your contact persons:**

**Germany and Europe:**

Regina Kleinschmidt  
kleinschmidt@daad.de  
Phone: +49 (0) 228 882 270

**Africa, North and South America:**

Barbara Müller  
b.mueller@daad.de  
Phone: +49 (0) 228 882 8205

**Asia, Australia, Middle East, Russia, Central Asia/South Caucasus**

Hauke Nehrhoff  
nehrhoff@daad.de  
Phone: +49 (0) 288 882 8623

Tips for planning your alumni event as well as short explanatory videos on the application process can also be found on our website at

[www.daad.de/grants-alumni-events](http://www.daad.de/grants-alumni-events).