التعاون الألماني
DEUTSCHE ZUSAMMENARBEIT

Published by
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TAKAMUL IV – تكامُل

Questions and Answers

TAKAMUL is a **fund** for capacitating and strengthening the Syrian Civil Society and supporting social cohesion.

TAKAMUL is an Arabic word that means **"integration"** and symbolizes the aim of the fund to strengthen the links between Syrian civil society organizations inside and outside Syria.

TAKAMUL is part of the **GIZ BRIDGE** (Strengthening the Capacities of the Syrian Civil Society) project. BRIDGE is commissioned and funded by the **German Federal Ministry for Economic Cooperation and Development (BMZ)**.

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Questions and Answers

License and registration	
Q	Can an organization that's working without registration in Syria apply for TAKAMUL funding?
A	No, both the main applicant and co-applicant must be legally registered. The main applicant must be registered in Germany, and the co-applicant(s) must be registered in Syria.
Q	If the co-applicant's registration in Syria is in progress, does it have to be completed by the submission deadline, or by contracting deadline?
A	The co-applicant must be registered in Syria by the submission deadline. Registration documents should be provided as part of the submission package.
Q	Can associations under registration progress apply for TAKAMUL IV? Is it possible to provide statutory documents after the deadline?
A	No. Full legal registration must be completed, and all statutory documents must be finalized by the application deadline; pending registrations will not be accepted.
Q	Is it possible for unregistered voluntary groups to apply for TAKAMUL IV?
A	It is not possible for unregistered voluntary groups to apply for TAKAMUL IV.
Q	Can an organization registered in another EU member state apply for TAKAMUL IV as the main applicant?
A	No, the main applicant must be registered in Germany.
Q	How will TAKAMUL IV address registration challenges faced by organizations in Syria due to factors beyond their control?

A	TAKAMUL IV will review each case individually.
Eligibility	
Q	Is there a minimum registration period or institutional track record required for the Syrian co-applicant?
A	No. Newly established Syrian organizations are welcome to apply as co-applicants alongside a Germany-based main applicant as long as they hold a valid registration.
Q	Can an organization submit multiple proposals, and who submits the application?
A	Each TANDEM (main applicant and co-applicant) can only submit one proposal. The proposal must be submitted by the main applicant registered in Germany.
Q	Can a German organization and a Syrian diaspora organization (both registered in Germany) cooperate with a local organization in Syria?
A	The main applicant must be one German-based diaspora organization.
Q	Can an international organization participate as a co-applicant?
A	No, the co-applicant must be a local organization in Syria.
Q	Are GmbHs eligible to be the German main applicant?
A	The main applicant must be a German non-profit diaspora organization; the non-profit status is a must for TAKAMUL.
Project proposal	

Q	Does TAKAMUL IV cover entire Syria?
A	Applicants may propose projects anywhere within Syria providing clear, evidence-based rationale for targeting proposed locations.
Q	What tools and indicators TAKAMUL IV use to monitor project progress?
A	TAKAMUL IV tracks projects through regular reports, data tracking, and field evaluations. Selected partners must submit routine progress reports and updated Indicator Tracking Tables (ITT), while TAKAMUL IV may also conduct independent field visits to check milestones.
Q	Can a project whose core target group is youth aged 18–27 also include minors as secondary participants?
A	No, the targeted group is youth aged (18-27).
Q	Can a project be a continuation of a TAKAMUL III project, or must it be entirely new?
A	The submission must be a new project proposal including a logical framework. While the project can build on a TAKAMUL III intervention, it cannot be an identical continuation—it must be updated to address current contexts, community needs, and new local challenges.
Q	Is a project that supports deaf people, inclusive communication, and social cohesion at the community level aligned with the TAKAMUL programmatic focus?
A	TAKAMUL IV seeks to contribute to social cohesion through four mutually reinforcing dimensions: inter-community trust, state–society trust, conflict-sensitive programming, and inclusive participation. Within this framework, TAKAMUL places a strong emphasis on the meaningful inclusion of women, youth, and persons with disabilities.

Q	What documents must be submitted with the application?
A	A complete application package must include a project proposal, a budget, and the legal registration documents of both the main applicant and the co-applicant(s). Official templates must be used and they can be downloaded through this link: https://www.neuanfang-syrien.de/en/takamul-iv-ausschreibung
Q	What is the application deadline for TAKAMUL IV?
A	The deadline is November 8, 23:59 (Damascus Time).

Local Initiatives

Q	Must exact titles and locations of community initiatives be provided when applying, or can they be decided later?
A	No. Exact titles and detailed locations do not need to be provided in the proposal. It is sufficient to state the total number of initiatives and the general geographic area. However, they must still be included in the project design and budget, while final details and costs can be decided during implementation.
Q	Does each individual Local Initiative require prior written approval from the TAKAMUL IV team before implementation commences?
A	Yes. Each individual Local Initiative requires formal approval from the TAKAMUL IV team before implementation begins.

Finance and budget

Q	What financial mechanisms and channels are approved by GIZ for disbursing grant installments from the primary partner in Germany to the field implementing entity?
A	The budget transfer channels will be explained and communicated to the finally selected and granted projects during the kick-off meeting.

Q	What financial documents are acceptable for the eligibility assessment if the organization in Germany has not yet completed its first financial year?
A	Eligible applicants in Germany must have experienced finance staff and a dedicated accounting system.
Q	Is there a separate Legal and Commercial Eligibility Check (KEP) document checklist for Syrian co-applicants?
A	All required documents of the Legal and Commercial Eligibility Check (KEP) for both the main applicant and the co–applicant will be communicated in detail during the KEP process to the pre-selected applicants.
Q	Is it necessary to include “Value Added Tax (VAT)” costs within the budget lines?
A	The specific tax laws in Germany and Syria.
Q	How should employee costs be allocated in the budget?
A	Employee costs must be broken down by individual staff position and based on their level of effort. A valid budget allocation requires: 1. Clear explanation within the budget narrative. 2. A clear separation between direct project staff and shared or administrative staff.
Reporting and audit	
Q	What is the reporting schedule for a six-month grant, and are specific templates required?
A	The grant is split into two reporting periods, with a two-month deadline after each period to submit both narrative and financial reports. The grant recipients must use the official reporting templates.
Q	When is an independent external financial audit required by TAKAMUL IV, and what are the auditor requirements and scope of work?

A	An interim or final audit may be requested by GIZ depending on project needs. All required audit costs will be fully covered by GIZ.

TANDEM approach

Q	How can civil society organizations in Syria reach partners in Germany to submit joint applications?
A	Civil society organizations in Syria can use the partner pool to find a suitable organization for joint proposals here: https://www.neuanfang-syrien.de/en/partnerpool-der-plattform-neuanfang-fur-syrien

- Should you require further clarification, please contact the TAKAMUL team at takamul@giz.de.
- We look forward to receiving your application and wish you the best of luck.