

## FAQs – Call for Proposals for the Center for Advanced Practitioners 2018/2019 I

### 1. In what stage does my idea or project have to be?

You can apply with ideas or projects in various stages of development. It is important that you are able to describe your project proposal in detail and explain its expected impact.

### 2. Can my project cover more than one thematic field?

Yes, your project can touch on a range of thematic fields associated with the Center for Advanced Practitioners (Hertie-Innovationskolleg). However, when filling in your application information in the online registration form, you should choose the thematic field that best fits your project. You can then indicate further fields associated with your project in the application form.

### 3. What does the fellowship entail?

This fellowship program, which allows you to participate in the Center for one year, was developed by the Hertie Foundation and the Hertie School of Governance. The fellowship is intended for vocational development and is awarded by the Hertie School of Governance. The Center gives participants the opportunity to develop and implement solutions to Germany's social issues and its involvement in Europe. It advances ideas and concepts for the development of projects while facilitating valuable vocational experience and contributing with professional knowledge. In addition, participants will make strong and lasting contacts with members of our extensive networks. The monthly salary of the fellowship is based on applicants' educational and professional experiences, and is comparable with the fellowship allowances provided by organizations and foundations, such as the "Studienstiftung des deutschen Volkes," that support talented individuals. There are three remuneration levels: Starter, Mid-Career, and Senior.

- (1) Graduate-level participants with a university degree which may lead to a doctorate, PhD or comparable degree receive a fellowship of €1,350 per month.
- (2) Participants at post-doc level, i.e. individuals with a completed doctorate, PhD or a university degree plus 3-5 years of professional experience, receive a fellowship of €1,900 per month.
- (3) Individuals with much higher qualifications and/or professional experience will receive a fellowship of €2,500 per month.

The fellowship will be directly transferred once a month and in advance by the Hertie School of Governance to a bank account bearing the fellow's name. Acceptance at the Center does not constitute full employment with the Hertie Foundation or the Hertie School of Governance. Participation also allows fellows to take two courses in the certified program in "Executive Education" of the Hertie School of Governance. A vocational qualification or university degree is required for participating in the Center (e.g. State Examination, Diploma, Bachelor's degree, Master's degree, Doctorate or a similar). In order to receive the fellowship, you must participate in the Center program. Active participation in the program is therefore a mandatory component of the fellowship.

#### 4. Am I allowed to work in addition to participating in the Center?

Participation requires participants to commit for one year of full-time work to the Center program in order to take part in workshops, seminars, discussions and other events, as well as to pursue their projects. As such, participants must declare that they do not have or will not take on any other commitments that require more than 10 hours per week. This applies to employment or service contracts as well as volunteer activities.

#### 5. Can we apply as a registered association/society?

Yes, you may apply as a registered non-profit association/society as long as the thematic field is related to an area supported by the Center. Should your application be accepted, one member of the association will be designated as participant. This member will account for the project development and will receive the fellowship. Subsequent funding of the project will be administered within the framework of a regularly funded project of the foundation. Please upload the association's/society's notice of exemption to the online registration form.

#### 6. Can I apply for additional project funding?

Yes, you may apply for additional funding. Please do not forget to include the details in the budget plan in the application form. The following funding cannot be approved:

- Funding which is not directly associated with the project
- Pure administrative costs which amount to more than 15% of the total costs
- Total costs which solely or predominantly serve a purpose according to [§3 of the funding guidelines of the non-profit Hertie Foundation](#)
- Expenses for entertainment outside or beyond project-related events
- Relocation expenses
- Funding used for commercial purposes
- Funding used for the benefit of individuals
- Funding which is not consistent with the Hertie Foundation's [bylaws](#)
- Funding which is not consistent with the principles of cost effectiveness and economic efficiency

Additional individuals may only be engaged in the capacity of volunteers or called in as service providers.

#### 7. How high can my budget be?

The amount of your budget should be based on the funding needed to realize your project within your fellowship year. We recommend that you construct your budget in a modular way, using individual components so that you can flexibly adjust the total sum as needed. In the first two months of your fellowship, the Center's team will work with fellows and Foundation staff to create a final budget. For the application, however, we require an initial budget proposal so that we can assess the anticipated budget levels and specific content of your project.

The following table provides a few examples of costs (based on the Berlin area) that may help you with your budget planning. These are average values. Please note that you have to include value-added tax (VAT) in your budget planning:

Travel costs	Second-class railway fare with Deutsche Bahn; Economy class airfare
Accommodation costs	EUR 60-100 per person per night
Space rental fee for events (e.g., in the Hertie School of Governance)	EUR 1500-2200 per day
Event technology (e.g. technician, microphones, speakers, mixing board, projector, projection screens)	EUR 900-1500 per day
Creating a website	EUR 4000-5000
Event catering	EUR 15-25 per person and depending on the length of the event
Translation costs	12-15 cents per word
Fee for interpreters at an event (depends on the number of hours)	EUR 700-900
Coaching fees (depends on the number of hours)	EUR 500-1000
Moderator fees (depends on the number of hours)	EUR 500-1000
Conference registration fees (participation in conferences and congresses)	EUR 90-300
Consulting fee	EUR 250-1000
Specialist literature	EUR 30-120 per publication
Print and production costs (e.g. brochures, conference materials, flyers, roll-ups, stand-up display, etc.)	EUR 400-3000
Printing costs for final report	EUR 1000-3000

#### **8. Must I reside in Berlin?**

No, you may reside elsewhere but must be willing to travel to Berlin regularly in order to participate in workshops, events and team meetings.

#### **9. Can I also apply if I live abroad?**

No, you must reside in Germany to be eligible for a fellowship.

#### **10. Is it possible that more than one person receives a fellowship per idea or project?**

No, only one person per idea or a project may receive a fellowship.

**11. Does the Center provide equipped and furnished workspaces?**

The Hertie Foundation's office in Berlin provides two equipped and furnished rooms as co-working spaces and for meetings and workshops. In addition, there is an equipped and furnished workspace at the Hertie Foundation's headquarters in Frankfurt/Main.

**12. My project currently receives funding from the Hertie Foundation's fellows & friends program and the German Integration Prize. Am I allowed to apply?**

Dual funding by both Center and fellows & friends or the German Integration Prize is not allowed. Funding by the fellows & friends program or the German Integration Prize must be terminated, should you decide to accept funding from the Center for Advanced Practitioners.

**13. What happens after I submit my application?**

Firstly, all applications will be reviewed and evaluated. Secondly, the most promising applicants will be invited to a personal interview in which they will present their projects to a jury of board members. The interviews will most likely take place in January 2018. Thirdly, adjustments to the budgets may be necessary, and then the selected applicants will be contacted. Accepted applicants will be notified at the end of January 2018. The next fellowship year begins in April 2018.

**14. Have the dates for workshops and seminars been determined?**

No, the exact dates have not been set yet. The kick-off workshop is expected to take place at the beginning of April 2018. The mid-term workshops will take place in September or October 2018, and the final workshop will take place in March 2019.