

Funding Guidelines for Orient helper e.V.

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1. Introduction

These guidelines are intended for local non-governmental organizations seeking financial support from Orient helper e.V. for their projects. They outline eligibility, funding principles, and application procedures to ensure transparency and foster partnerships built on trust and shared values.

2. About Orient helper e.V.

Orient helper e.V. is a German non-governmental organization that funds impactful projects in the MENA region empowering vulnerable groups and creating long-term perspectives. Our support focuses on strengthening small and medium-sized organizations, enabling them to implement meaningful projects with lasting impact in their communities. In specific cases, we also support larger NGOs when circumstances call for broader, coordinated efforts to address urgent needs or achieve significant outcomes.

3. Becoming an Implementing Partner of Orient helper e.V.

Before Orient helper e.V. enters a new cooperation with a local Implementing Partner, the local NGO must complete a detailed Partner Assessment (see chapter 0). The process is divided into a total of three phases, whereby the first phase is either carried out directly by the local organization or by Orient helper e.V. as a desk search.

4. Funding Philosophy

Orient helper e.V. is committed to ensuring that all financial resources entrusted to us are used transparently, responsibly, and with maximum impact for the beneficiaries we serve. Our funding philosophy is guided by the principles of sustainability, local empowerment, and effectiveness.

We prioritize partnerships with local organizations that demonstrate a strong commitment to quality, accountability, and long-term development.

We believe in fair and realistic budgeting that enables our Implementing Partners to operate effectively. This includes recognizing the importance of administrative and operational costs, which we support within clearly defined limits to ensure that the majority of funds directly benefit project participants.

Our approach to funding is collaborative and impact-oriented. We seek to build trust-based relationships with our Implementing Partners, encouraging transparency, continuous learning, and shared responsibility for achieving meaningful and measurable outcomes.

5. Scope of Funding

Depending on the type of project, Orient helper e.V.'s support may take the form of one-time charitable assistance for special occasions (e.g. religious or cultural celebrations such as Ramadan, Easter, or Hanukkah), emergencies (e.g. earthquakes) or longer-term funding for development cooperation initiatives. Orient helper e.V. provides flexible financial support tailored to the needs and capacities of Implementing Partners, aiming to enable effective and sustainable project implementation.

6. Funding criteria

Orienthelfer e.V. places particular importance on ensuring that Implementing Partners adhere to the “do no harm” principle, operate independently and transparently—meaning that the selection of beneficiaries is based solely on need and remains free from political, religious, or other external influence—and act without discrimination. Full transparency must be maintained across all operational, financial, and decision-making processes to ensure accountability and trust.

Implementing Partners are only eligible for funding by Orienthelfer e.V. if they

- successfully completed Partner Assessment Phases 1 to 3;
- are registered as a non-governmental, non-profit organization in the country of implementation; and
- hold a bank account in the country of implementation under the organization’s name that is capable of receiving EUR transactions.

6.1. Regional Scope

Orienthelfer e.V. supports new projects in the following countries of implementation:

- Syria
- Lebanon
- Israel
- Palestinian Autonomous Territories

6.2. Target Groups

Projects funded by Orienthelfer e.V. support – mainly but not exclusively – the following target groups:

- Children and young adults
- Elderly
- Refugees, asylum-seekers and internally displaced people (IDPs)
- People with disabilities
- Vulnerable communities or marginalized groups
- Women and girls

6.3. Thematic Focus

The work of Orienthelfer e.V. focuses on the following areas:

Education	SDG 4: Quality Education, SDG 5: Gender Equality S4D: Sport for Development
Food Security	SDG 2: Zero Hunger, SDG 5: Gender Equality
Health	SDG 3: Good Health and Wellbeing, SDG 5: Gender Equality
Rescue Services	SDG 3: Good Health and Wellbeing, SDG 5: Gender Equality

7. Implementing Partners

Implementing Partners play a key role in the success and sustainability of humanitarian and development initiatives. Their knowledge of target communities, contextual expertise and cultural competence are essential for needs-based planning, building trust and ensuring effective implementation.

Despite these strengths, structural and operational limitations may restrict Implementing Partners from fully realizing the intended impact of their work. Therefore, investing in capacity development is crucial to strengthening their ability to deliver effective, scalable, and sustainable projects.

In order to provide more strategic support, we differentiate between small, medium- and large sized NGOs. This categorization allows us to provide tailored capacity development support, strengthen institutional resilience and improve the effectiveness and sustainability of our joint efforts.

The parameters listed below are provided exclusively as guidance for our Implementing Partners to support planning and alignment. They do not constitute a binding commitment. Orient helper e.V. evaluates each proposal in the overall context, including strategic priorities, available resources, and specific circumstances, to make final decisions.

7.1. Small NGOs

To further refine our support strategy, we classify small NGOs into two subcategories: 'start-up' and 'established small' organizations. This distinction enables us to address their respective needs more precisely and to offer tailored capacity-building activities e.g. in the area Finance, Fundraising, Social Media, M&E, Safeguarding.

7.1.1. Start-up small NGO

Years of Operation	Up to 5
Number of full-time office staff	Up to 2
Annual operating budget /spent budget on projects	Up to 250.000 EUR
International Partnership Experience	none

7.1.2. Established small NGO

Years of Operation	More than 3
Number of full-time office staff	More than 2
Annual operating budget /spent budget on projects	More than 250.000 EUR
International Partnership Experience	Limited / no experience in applying for funding from international donors.

7.2. Medium Size NGOs

Years of Operation	More than 3
Number of full-time office staff	More than 5
Annual operating budget /spent budget on projects	More than 800.000 EUR
International Partnership Experience	Limited experience in applying for funding from international donors.

7.3. Large Size NGOs

Years of Operation	More than 5
Number of full-time office staff	More than 10
Annual operating budget /spent budget on projects	More than 2.500.000 EUR
International Partnership Experience	Experienced in applying for funding from international donors.

8. Project Expenditures

Orienthelfer e.V. recognizes that well-planned and transparent budgeting is essential for effective project implementation. All project costs must be reasonable, necessary, and directly related to achieving the intended objectives. This includes direct project expenses (project costs) as well as essential administrative and operational costs (overhead costs) within defined limits. Our goal is to ensure that resources are allocated efficiently, maximizing impact for beneficiaries while safeguarding the sustainability of our Implementing Partners.

Eligible expenditures are specified in the project budget that is an integral part of the Project Proposal and Cooperation Contract between the Implementing Partner and the Funding Partner.

9. Local Contribution of the Implementing Partner

To ensure sustainability, ownership, and effectiveness of development cooperation projects, all Implementing Partners are required to contribute a **financial or in-kind share** to the overall project budget. This local contribution is a key principle of partnership and reflects the mutual commitment to the project's success.

9.1. Objectives of the Local Contribution

The local contribution serves several important purposes:

- **Ownership and Responsibility:** Encourages the Implementing Partner to take active responsibility for the project, fostering long-term commitment and sustainability.
- **Partnership on Equal Terms:** Reinforces the principle of equitable cooperation by ensuring that both parties invest resources into the project.
- **Accountability:** Increases the Implementing Partner's focus on using resources efficiently, as their own assets are also at stake.
- **Contextual Relevance:** Ensures that local knowledge, priorities, and capacities are integrated into project planning and implementation.
- **Leverage for Additional Funding:** Demonstrates credibility and commitment, which can attract further support from other donors or stakeholders.

9.2. In-Kind contribution

In-kind contributions refer to non-cash support and must represent tangible goods, services, or resources that have a clear and verifiable monetary value. They should be essential to the implementation of the project and directly contribute to its objectives. The valuation should be based on fair market rates and documented in a transparent manner to ensure accountability. Typical examples include staff time (salaries), office rent, transportation, equipment, and professional services.

9.3. Financial Support and Local Contribution

The parameters listed below are provided exclusively as guidance for our Implementing Partners to support planning and alignment. They do not constitute a binding commitment. OrientHelper e.V. evaluates each Implementing Partner and proposal in the overall context, including strategic priorities, available resources, and specific circumstances, to make final decisions.

Years of Cooperation	1st year		2-3 years		4-7 years	
	Annual Funding Max. Amount	Min. local contribution	Annual Funding Max. Amount	Min. local contribution	Annual Funding Max. Amount	Min. local contribution
Start-up small NGOs	20.000€ p.a.	5% entirely in-kind	20.000€ p.a.	5% max. 3% in-kind	n.a	n.a
Established small NGOs	40.000€ p.a.	10% max. 5% in-kind	80.000€ p.a.	15% max. 5% in-kind	160.000€ p.a.	20% max. 5% in-kind
Medium NGOs	80.000€ p.a.	15% max. 8% in-kind	160.000€ p.a.	20% max. 8% in-kind	320.000€ p.a.	25% max. 8% in-kind
Large NGOs	120.000€ p.a.	25% max. 10% in-kind	240.000€ p.a.	25% max. 10% in-kind	480.000€ p.a. tbd	25% max. 10% in-kind

9.4. Local Contribution BMZ-Funded Projects

For BMZ-funded projects, the Implementing Partner is required to cover 50% of the share of the budget that is not financed by BMZ.

10. Financial Guidelines

Orient helper e.V. is committed to best practices and quality of work. The Financial Guidelines serve as a tool for all Implementing Partners of Orient helper e.V. to comply with transparent financial reporting structures.

11. Templates

It is mandatory to always use the latest version of the official templates provided by Orient helper e.V. for all submissions.

12. Partner Assessment

Orienthelper e.V. follows a formalized Partner Assessment that consists of three phases. As mentioned above, the Partner Assessment is defined in a separate document. In the following passage, we will briefly describe the three phases of the Partner Assessment. Please note that entering the next phase is contingent upon approval by Orienthelper e.V. of the previous phase.



12.1. Phase I

12.1.1. Self-Assessment

The Self-Assessment applies when the initial contact originates directly from the Implementing Partner, with no prior contact. It is available for download on the website for interested Implementing Partners. In the Self-Assessment, the potential Implementing Partner is asked to provide initial general information about its organization, founding members and board members.

12.1.2. Assessment by Orienthelper e.V.

Phase I of the Partner Assessment is carried out independently by Orienthelper e.V. The data recorded is identical to that from the Partner Self-Assessment plus our own research. For organizations that have already made the Self-Assessment available, additional information will be added by Orienthelper e.V. All data collected in this phase is based exclusively on publicly available data.

Phase I of the Partner Assessment is carried out for potential Implementing Partners that have attracted the attention of Orienthelper e.V. in different ways.

12.2. Phase II

During phase II of the Partner Assessment, additional information about the organization, ethical standard and financial sustainability will be requested.

After completing this phase, Orienthelper e.V. has a better picture of the general compatibility of the organizations and the supported sectors and target groups.

12.3. Phase III

In phase III of the Partner Assessment, very detailed information and documentation from the areas of strategy and management as well as finance are requested.

13. Application Process

To ensure a transparent and efficient allocation of resources, Orienthelfer e.V. has established a structured application process. This enables Implementing Partners to present their project ideas in a clear and comprehensive manner and ensures that all proposals are assessed fairly and consistently.

Implementing Partners can submit concept notes and project proposals at any given time if they see a local need. Orienthelfer e.V. trusts that its Implementing Partners have sufficient local expertise to realistically evaluate the needs.



As the implementation of projects depends on the availability of external funding, it is essential that Orienthelfer e.V. is granted adequate time to secure additional funding for the implementation of your project. Based on experience, a period of 6 to 9 months should be anticipated between the submission of the final proposal and the actual project start.

This process can be sped up in the event of an emergency, such as a natural disaster, in case a long-standing and trusted partnership already exists between the Implementing Partner and Orienthelfer e.V.

13.1. Concept Note

As soon as Phase III of the Partner Assessment is completed and approved by the Orienthelfer e.V., the Implementing Partner can submit a concept note for an initial assessment of the project's eligibility. Please make sure to use the latest template provided by Orienthelfer e.V. for your concept note.

Depending on the project content, the budget and our own capacities, we will inform the Implementing Partner within 4 weeks if there is general interest in this project. After our positive feedback on the concept note, we will ask the Implementing Partner to submit a detailed proposal.

13.2. Project Proposal

Based on the approved concept note, a full project proposal will be developed jointly between the Implementing Partner and Orienthelfer e.V. The main content of the project proposal is the following:

- Problem Analysis
- Target group
- Narrative Project description
- Logical Framework
- Detailed Budget

At the beginning of the project development process, the Implementing Partner and Orient helper e.V. will jointly assess the feasibility of financing the proposed project and determine whether additional donors need to be approached. If project implementation depends on the availability of external funding acquired by Orient helper e.V., it is essential that Orient helper e.V. is granted sufficient time to secure the necessary resources. Based on experience, a period of 6 to 9 months should be anticipated between the submission of the final proposal and the actual project start.

A final funding commitment by Orient helper e.V. can only be made once the financing of Orient helper e.V.'s share is secured, either through internal funds or external donors. Based on the project proposal, Orient helper e.V. will give the final decision to the Implementing Partner.

13.3. Cooperation Contract

Based on the approved project proposal, Orient helper e.V. agrees on the final content of the Cooperation Contract with the Implementing Partner. Usually, this process can be completed within 10-14 days.

After finalization of the Cooperation Contract by Orient helper e.V. it will be sent to the Implementing Partner for signing. The countersignature by Orient helper e.V. usually occurs within a few days. As soon as Orient helper e.V. has received all signed documents and records related to the Cooperation Contract, the joint project can start, and the Implementing Partner can send the first request for funds to Orient helper e.V.

14. Reimbursement of Expenses

The project costs are paid in installments. The first installment will be transferred within 14 days after both parties have signed the Cooperation Contract, provided that all required supporting documents have been submitted fully signed.

The **last instalment** of up to **15%** of the total budget covered by Orient helper e.V. will be transferred based on **the approved last Interim Report and the Final Report** of the project.

The period between the second last and the final installment can be up to 6 months.

15. Contact information Orient helper e.V.

Organizations seeking a partnership with Orient helper e.V. are encouraged to reach out to Orient helper e.V. via email (kontakt@orienthelper.de).

16. Definitions of Groups and Persons

(sorted alphabetically)

Term	Definition Explanation
Beneficiaries / Program Participants	Beneficiaries / Program Participants are usually individuals – children, adults, elderly people with or without disabilities – who directly receive goods or services from Orienthelper e.V. and/or its Contract Partners.
Contract Partner	Contract Partners are signatories of a contractual agreement with Orienthelper e.V. – typically Implementing Partners, Suppliers or Service Providers who will be named as such. If specific individuals working with the Contract Partner are addressed, they will be named accordingly, such as “Contract Partner Staff” or “Contract Partner Management.” The entire team of the Contract Partner will be referred to as “Contract Partner Team.”
Donors	Donors are individuals or entities donating funds or goods.
Funders	A donor can also be referred to as “funder”: Funders are typically organizations / institutions granting funds based on a contractual agreement, stipulating specific conditions, such as intended use of funds, reporting guidelines and sanctions.
IP	is the abbreviation for “Implementing Partner”
IP Project Staff	IP Project Staff includes all individuals who are involved in the realization of project activities on behalf of the Implementing Partner and <u>who are listed in the project budget</u> .
IP Team	IP Team refers to the team of the Implementing Partner and includes all individuals of the Board, Management and Staff as well as Freelancers, Volunteers and Interns who are acting on behalf of and/or under the name of the Implementing Partner. When only certain individuals of the IP Team are concerned or addressed in parts of this document, they will be referred to accordingly, i.e., IP Board Members, IP Executive Management, IP Managers, Specialists and Experts, etc.
OH	is the abbreviation for “Orienthelper e.V.”
OH Members	OH Members (the abbreviation for “Members of Orienthelper e.V.”) pay a modest annual membership fee after applying for membership. In most cases, OH Members are not actively involved in the implementation of projects and the daily work of the OH Team (Members who are actively involved in a project, are considered volunteers). Members have certain rights and duties, such as electing and discharging Orienthelper e.V.’s President and his deputy.

Term	Definition Explanation
OH Team	<p>OH Team refers to the team of Orienthelper e.V. and includes all individuals of the Board, Management and Staff as well as Freelancers, Volunteers and Interns who are acting on behalf of and/or under the name of Orienthelper e.V.</p> <p>When only certain individuals of the OH Team are concerned or addressed in parts of this document, they will be referred to accordingly, i.e., OH Board Members, OH Management, OH Staff, etc.</p>
Service Providers	<p>Service Providers can be Contract Partners <u>or</u> Third Parties of any contractual agreement.</p> <p>Service Providers are individuals, organizations or other entities who provide services of any kind to Orienthelper e.V., the Contract Partner and/or any organization affiliated with the implementation of a project in return for payment or free of charge.</p>
Stakeholders	<p>Stakeholders are individuals or groups, with or without a legal status who directly or indirectly, voluntarily, or involuntarily contribute to, participate in or benefit, in any way, from the actions, projects and activities of Orienthelper e.V. and/or one of its Third Parties and/or one of the Contract Partners of the Orienthelper e.V. network.</p>
Suppliers	<p>Suppliers can be Contract Partners <u>or</u> Third Parties of any contractual agreement.</p> <p>Suppliers are individuals, organizations or other entities who provide goods of any kind to Orienthelper e.V., the Contract Partner and/or any organization affiliated with the implementation of a project in return for payment or free of charge.</p>
Third Party	<p>A Third Party is affected by and/or involved in the implementation of a project but is <u>not</u> a signatory of a contract (Contract Partner) or any other cooperation agreement.</p> <p>Depending on the type of document – such as a contract and/or related annexes – Third Parties include service providers, suppliers, consultants, subcontractors, and/or other individuals or professionals hired for the implementation of the project as well as any individual or professional employed by an entity that carries out missions for Orienthelper e.V. or the Contract Partner.</p>