



• AMMAN · JORDAN + ALL DKH OFFICES

# Mastering the Single Form — *from Amman* to every DKH office.

From a three-day, hands-on workshop with seven country teams in Amman, to a blended-learning programme reaching every DKH field and headquarters office by year-end.

WHY THIS WORK MATTERS

# The funding gateway is also the toughest gate.

DG ECHO's 2021 Single Form is the gateway to European humanitarian funding — yet its complexity can be a barrier for programme, finance and MEAL teams writing their first competitive proposal.

8

**COUNTRIES & HQ TRAINED**  
7 country offices + Berlin headquarters

10

**TAILOR-MADE MODULES**  
Every section of the 2021 Single Form

3 days

**INTENSIVE WORKSHOP IN AMMAN**  
15–17 April 2025

67

**STAFF & PARTNERS TRAINED**  
Blended scale-up, December 2025

PARTICIPANT SATISFACTION · SCORED 8/10 OR HIGHER

90%

Average satisfaction 8.6 / 10 · Facilitation satisfaction 100%. Source: Post-training evaluation, April 2025.

— 10 MODULES · EVERY SECTION OF THE FORM

# Every section of the form — covered.

Each module pairs a structured presentation with a live exercise on DG ECHO's APPEL platform — building muscle memory alongside conceptual understanding.

## STRATEGY & CONTEXT · MODULES 01-03

### From mandate to needs analysis.

DG ECHO's mandate and funding instruments; evidence-grounded needs assessments; operational, contextual and institutional risk analysis.

## DESIGN & BUDGET · MODULES 04-05

### Logframes that hold up.

SMART indicators aligned to DG ECHO's results framework; budget structuring, eligible costs, co-financing and justifications.

## COMPLIANCE & MAINSTREAMING · MODULES 06-07

### Visibility, gender, protection.

EU visibility obligations and communication plans; mainstreaming gender, protection, resilience and environmental considerations across the form.

## SUBMISSION & REPORTING · MODULES 08-10

### APPEL, reporting & live drafting.

Navigating the APPEL online system; interim and final reporting; a hands-on group exercise drafting a full Single Form from scratch.

#SingleForm

#APPEL

#Logframe

#BudgetJustification

#Visibility

#ProtectionMainstreaming

#GenderMarker

#SMARTIndicators

## — SCALE-UP &amp; IMPACT

# From classroom to live submission.

**90%**

PARTICIPANTS SCORED 8/10+

**100%**

FACILITATION SATISFACTION

**4**COUNTRY PROGRAMMES  
SUPPORTED**01****Tailored to DKH's context.**

Every module used examples and scenarios drawn from DKH's actual programming regions — not generic case studies.

**02****Live APPEL practice in every module.**

Structured presentations paired with applied exercises on the real submission platform — building muscle memory alongside knowledge.

**03****Blended scale-up reached every office.**

67 staff and partners across all DKH country offices and Berlin headquarters completed self-paced modules plus live virtual sessions and mentoring.

**04****Real proposals, weeks later.**

Between Dec 2025 and Jan 2026, IC supported four DKH country programmes through full ECHO proposal cycles — turning learning into competitive applications.



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**We left Amman confident that we can develop competitive DG ECHO proposals on our own.**

— Training participant, Diakonie Katastrophenhilfe

IMPLEMENTED BY

**Integrity Consulting**

Curriculum design, facilitation & technical review

COMMISSIONED BY

**Diakonie  
Katastrophenhilfe**

Middle East Programme & Berlin HQ

#DGECHO

#SingleForm

#HumanitarianFunding

#DKH

#CapacityBuilding

#BlendedLearning

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17 MODULES · 38 H →