



📍 AMMAN · JORDAN + ALL DKH OFFICES

— DG ECHO · 2021 SINGLE FORM

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.



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.

SCALE-UP & IMPACT

From classroom to live submission.

90%

PARTICIPANTS SCORED 8/10+

100%

FACILITATION SATISFACTION

4

COUNTRY PROGRAMMES
SUPPORTED

Full ECHO proposal cycles

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



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

— Training participant, Diakonie Katastrophenhilfe

IMPLEMENTED BY



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 →