

Dear GAPP Coordinator,

We are glad to hear that you are planning an exchange trip to Germany and invite you to complete the following GAPP Travel Grant Application with the steps below:

Step 1

Save this document to your computer so that you can complete the sections at your own pace.

Step 2

Acquire a quote for airfare for your exchange group (see Section 2), and have it ready to upload with this application

Step 3

Read the Guidelines for the Implementation of the German American Partnership Program available on our website, complete all fields in the application form (pages 2-7), and sign the document on page 8.

- Section 1 - School and Partnership Information
- Section 2 - Travel Details
- Section 3 - Grant Distribution
- Section 4 - Exchange Topic and Weekly Plan
- Section 5 - Your Group in Numbers
- Section 6 - Professional Liability and Accident Insurance
- Section 7 - Terms and Conditions

Step 4

Submit the signed and completed grant application document, along with your airfare quote by email to gapp@goethe.de

Application Deadlines for Travel in 2022:

February 1, 2022

For a spring / summer 2022 exchange | Groups departing to Germany before August 1, 2022

June 1, 2022

For a fall / winter 2022 exchange | Groups departing to Germany August 1 - December 31, 2022

Please only submit this application when you have all the completed documents ready to upload!

GAPP GRANT APPLICATION

SECTION 1 - SCHOOL AND PARTNERSHIP INFORMATION

U.S. SCHOOL

Name of School: _____

School Address, Street: _____

City: _____ State: _____ Zip: _____

School Phone: _____

US GAPP Coordinator

Ms/Mr/Mrs/Dr: _____ First Name: _____ Last Name: _____

School Email: _____ Alternative email: _____

* Please provide us with both a school and alternative Email address. School servers often block e-mails from outside servers, including the Goethe-Institut, preventing us from reaching you. If possible please also add gapp@goethe.de to your safe sender/receiver lists.

Coordinator Phone: _____

US School Principal

Ms/Mr/Mrs/Dr: _____ First Name: _____ Last Name: _____

School Email: _____

GERMAN SCHOOL

Name of German School: _____

School Address, Street: _____

PLZ: _____ Ort: _____ Land: _____

School Phone: _____

German GAPP Coordinator

Frau/Herr: _____ First Name: _____ Last Name: _____

School Email: _____ Alternative email: _____

Coordinator Phone: _____

Is this a new partnership? Yes No

If applicable, list other **U.S. SCHOOLS** participating in this exchange

If applicable, list other **GERMAN SCHOOLS** participating in this exchange

GAPP GRANT APPLICATION

SECTION 2 - TRAVEL DETAILS

Dates of your trip to Germany: Please provide us with departure and return dates

From _____ To _____
(mm.dd.yyyy) (mm.dd.yyyy)

Trip Length (including departure and return): _____days

Name of Airline: _____

Note: GAPP has partnership agreements with [Lufthansa](#) and [Iceland Air](#), however you are free to use any airline of your choosing.

If you are interested in flying with Lufthansa, please contact Chris Rottach at chris@objectix.com.

For Iceland air please contact groupsusa@icelandair.is.

Total number of **U.S. students traveling** to Germany _____

Total number of **adults traveling** with the group (including coordinator) _____

Projected **cost per student** for the entire trip to Germany (US\$) _____

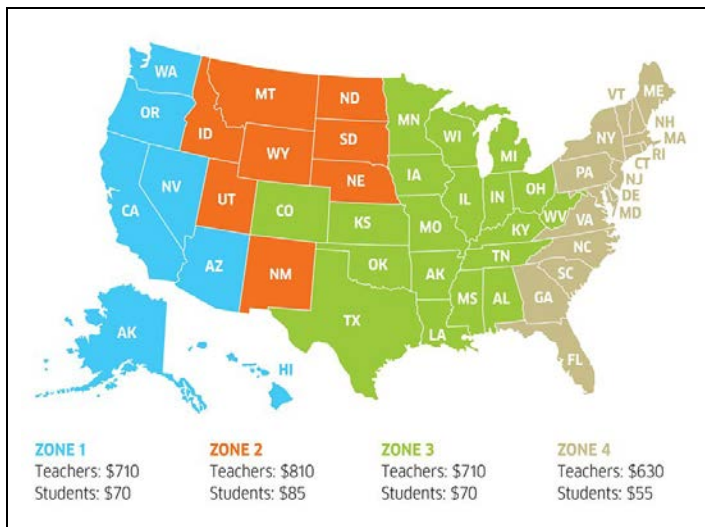
German to U.S. Exchange: Please provide us with dates of your partner school's next visit to the U.S.:

From _____ To _____
(mm.dd.yyyy) (mm.dd.yyyy)

Number of expected German Students Travelling (Approx.) _____

GAPP GRANT APPLICATION

SECTION 3 - GRANT DISTRIBUTION



The travel grants are airfare subsidies for **GAPP coordinators** and their **student groups**. Grants are calculated depending on the region of departure.

All qualifying groups (see *terms and conditions*, p.8) may apply for a **Group Grant** equal to their student zone rate multiplied by the number of students travelling, and a **Teacher Grant** to subsidize the airfare of the GAPP Coordinator, equal to the teacher zone rate.

***Note: Groups traveling with more than 10 students may apply for 2 teacher grants.**

GROUP GRANT: Please provide us the name and address for the check for the **student airfare subsidy**.

Name _____

Address _____

TEACHER GRANT Please provide us the name and address for the check for **your airfare subsidy**.

Name _____

Address _____

2nd TEACHER GRANT*: Please provide us the name and address for the check for the **2nd Chaperone airfare subsidy**.

Name _____

Address _____

Are you planning to apply for additional funding through the PAD for your project? Yes No

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SECTION 4 - EXCHANGE TOPIC AND WEEKLY PLAN

GAPP partner schools adhering to the GAPP Guidelines choose a common, or related, topic for each of their exchanges. These topics provide a thematic framework for the exchange visits. To fulfill the guidelines, groups incorporate activities that are connected to the chosen topic into their exchange trips.

Examples are available to download on the application page of our website www.goethe.de/GAPP

Are you planning a joint project with your partner school? Yes No

Please share your exchange topic ideas with us:

Are you planning a **German American Virtual Exchange (GAVE)** before you travel? Yes No

Please share an outline of your planned activities with us here.

WEEK 1

WEEK 2

I certify that our exchange will meet the following requirements.

- The trip is at least 14 days in length (including arrival and departure days)
- At least 10 days will be spent with host families
- At least 5 days will be spent at the host school

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SECTION 5 - YOUR GROUP IN NUMBERS

GENDER DISTRIBUTION:

	Students
Female	
Male	
Non-Binary	
Total # of US Students	

AGE AND LANGUAGE:

	# Students
Under age 15	
18 years or older	
Heritage learners/German speakers*	

*Please indicate how many of your students have some proficiency in German or a cultural connection to Germany through family (heritage), community, or country of origin.

ETHNIC DISTRIBUTION: Please enter only numbers below

	Students	Chaperones
American Indian/Alaska Native		
Asian		
Black/African American		
Hispanic/Latino		
Native Hawaiian/Pacific Islander		
White		
Other		

If you indicated "other", please provide a comment:

SPECIAL NEEDS ACCOMODATION: Please specify which special needs are accommodated in your group (e.g. ADHD, etc.)

YOUR SCHOOL:

Is your school: Public Private

Does your school receive Title 1 funding? Yes No

Approximate student population: _____

What is the population size of the surrounding community?

Under 5,000 5,000 - 10,000 10,000 - 50,000 Over 50,000

How would you describe the area your school serves? Please check all that apply

Urban Suburban Small town Rural Other _____

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SECTION 6 - PROFESSIONAL LIABILITY AND ACCIDENT INSURANCE

GAPP offers liability & accident insurance for up to two teachers per group. The coverage is valid for Germany and the neighboring European countries (Schengen Area) for the duration of the exchange and meant as a supplement to professional liability insurance you carry in the U.S. If necessary, please make sure to expand your existing coverage of your regular professional liability insurance for the duration of the exchange.

Enrollment is optional and automatically ensured by completing the information on the applicant(s) in this section. No separate confirmation or insurance policy number will be issued.

In matters of liability or in case of an accident, please contact the German insurance broker and state that you are a GAPP coordinator / GAPP chaperone:

Klemmer International Versicherungsmakler

Tel.: 49 (0) 8041-7606-300

Fax: 49 (0) 8041-7606-350

E-mail: info@klemmer-international.com

Please check the boxes below, if they apply:

- I have read the information on the complimentary insurance for GAPP Coordinators and Chaperones
- I understand that travel insurance for the entire group needs to be purchased separately.

I apply for the free Professional Liability & Accident Insurance. Please check only one: **YES** **NO**

Information about **GROUP LEADER**
applying for insurance

Full Name _____

Address _____

Information about **SECOND CHAPERONE**
applying for insurance

Full Name _____

Address _____

Date of birth: _____

Date of birth: _____

Please note: The Professional Liability & Accident Insurance covers you in your role as chaperone of the group and does not include coverage of the student group, which needs to be insured separately! All participants, including teachers and chaperones, need to insure themselves for health, accident and liability prior to the exchange trip! Further information is in cloud folder. Please bookmark the access link you received with the invitation e-mail to file for grants.

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SECTION 7 - TERMS AND CONDITIONS

GAPP does not charge a fee for any of its services nor does GAPP make any arrangements for the exchange.

The implementation of the program is solely the responsibility of the school administration.

The teacher and group grants are available only if the exchange is conducted in accordance with the [Guidelines for the Implementation of the German American Partnership Program](#) (available for download on www.goethe.de/GAPP).

To qualify for grant funding, exchanges must be at least 14 days in length (including departure and return days). At least 10 days of the exchange must be spent with host families and at least 5 days must be spent at the host school.

Your airfare quote is required to start processing your grant application. You may submit your final invoice once your tickets are issued.

With this application you confirm that all participating students, chaperones, and you yourself will be covered by insurance (accident, health, liability).

As noted before: The Professional Liability/Accident Insurance offered with this application is optional and free of charge for up to two chaperoning teachers. It does not include coverage of the student group, which needs to be insured separately. Teachers and chaperones need to include themselves with the student group for personal coverage.

The applicant is responsible for submitting the grant application and the airfare quote as requested on page 1, by the application deadline. GAPP, Inc. will not follow up on incomplete applications.

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Applications will be reviewed after the respective deadline. We will do our best to support as many schools as possible but cannot guarantee that all schools will receive a grant. Should we receive applications from more schools than we are able to support, our criteria will be based on the following: full completion of application, Title 1 eligibility, and student diversity.

I have read and agree to the above Terms and Conditions.

I hereby confirm that all statements made in this application are true to the best of my knowledge.

Date (MM/DD/YYYY) _____

Digital Signature _____

Your Name _____