



Guidelines for Financial Support for Small Scale Projects

1. What kind of projects are eligible for funding?

The project must directly **serve the basic needs of the most deprived social groups** and have a **positive and sustainable impact on the living conditions** of the target group (e.g. projects referring to education, vocational training, hygiene standards, medical provisions). **Gender equity aspects** are to be taken into consideration.

2. Funding Criteria

- ✓ A **local partner** organisation must be involved and a **local contribution** (e.g. labour, materials) must be ensured.
- ✓ The project must be **completed within the year in which the project agreement was signed**.
- ✓ Labour will usually be provided as a free contribution locally. If skilled labour or external expertise is necessary it may be financed, provided that costs incurred are part of the financial plan.
- ✓ **Staffing, administrative and travel expenses of members of the partner organisation cannot be covered.**
- ✓ The **project must be self-contained**. That means that after the completion of the project future costs for personnel or items such as food, medication, clothes, paints etc., will not be covered by Embassy funds, they have to be borne exclusively by the partner organisation.
- ✓ The **maximum amount for funding is 25,000.00 Euro**, while projects with lower amounts have a bigger chance of getting approval.
- ✓ Only projects that have **not yet commenced** at the time of approval can be supported.

3. Application and Implementation Procedure

- Applications should be submitted using the Embassy **forms** (see annex).
- **2 quotations/pro-forma invoices** from different suppliers for all the estimated expenses have to be provided
- **Only complete applications will be accepted.**
- **Payments** will be made on the basis of itemized invoices only.
- **After completion of the project**, the Embassy is to be provided with a final implementation report in the form of the document “**proof of employment of funds**” together with **all the original invoices** and **photos** showing the success of the project.

4. Examples of Projects *n o t* Eligible for Funding under the Small Scale Projects Scheme

1. projects that support individuals or privileged groups
2. projects for which the follow-up costs cannot be paid for by local institutions
3. projects that can be supported by other funds of the Federal Republic of Germany (e.g. promotion of the German language, preservation of the cultural heritage, projects that are part of humanitarian aid programs after crises and catastrophes or food supply projects)
4. projects that primarily support local authorities or state institutions without having a palpable impact on the improvement of the population's living conditions
5. workshops, seminars, travel expenses
6. credits/deposits for revolving credit funds; support for the purchase of land
7. purchase of vehicles without on-going local maintenance support being guaranteed