

Information about small-scale projects

PROCESS

The application procedure involves two stages: 1) the submission of a concept note to present the general project idea, 2) submission of a full proposal with supporting documents. Generally, project concepts (max. 2 pages) should be submitted to the Embassy by the end of each year (deadline 31 December) to be considered for funding the succeeding year. The concept signed by two authorized representatives of the organization should contain the following information:

- Project name and location
- Objective
- Summary of items/activities/measures to be funded by the project
- Amount requested in Php, own funds and (if applicable) third party funding. The requested amount should be broken down into categories (e.g. materials to be purchased, labor, training etc.)
- Project duration (project start and conclusion must be in the same year)

Once the Embassy has taken further interest in a project, applicants will be requested to submit a full proposal and detailed finance plan for further evaluation. The announcement for the successful applications is usually within the first quarter of the year of implementation. The submission of the final report is due at on 31 March after project conclusion (e.g. 31 March 2021 deadline for the final report if the project was approved and implemented in 2020).

The following is a sample time frame for the course of a typical small-scale project. Please note that there may be variations from case to case.

- 31 December: Deadline for submission of concepts to be considered for funding the following year
- By March: Decision on approval and rejection of projects
- Second quarter: Agreement signing, release of first tranche of project grant
- Interim report by project proponent, and upon positive evaluation release of second tranche of project grant
- Completion of project by end of the year in which the project was approved
- 31 March of succeeding year: Submission of final report and original receipts to the German Embassy

CONDITIONS

1. The proponent shall assume full legal and supervisory responsibilities for the effective implementation of the project.
2. The proponent shall not significantly deviate from the application form, finance plan and objectives of the submitted proposal without the prior written consent of the German Embassy.
3. Generally projects have to be visited by Embassy staff or a trusted third party before they can be approved.
4. The amount shall be allocated for the project (subject to signing of respective agreement).
5. The grant shall be used exclusively for the aforementioned project in accordance with the project proposal, budget and implementation schedule.
6. The grant shall be released in cheque form in several tranches and issued in the name of the authorized representative of the proponent organization or in the name of the proponent organization.
7. Only funds needed to achieve the intended purpose of the allocation within the following six weeks may be requested and paid.
8. Financial assistance shall only be used for project-related costs. **Administrative expenses such as salaries, office expenses, utilities, travel, meals, accommodations and related expenses are not to be funded under the Small-Scale Projects Scheme. Contingencies are also ineligible for funding.**
9. Upon completion of the project within 2020, the proponent shall submit to the German Embassy a **Terminal Report** on the Project with **photos** including all **original Official Receipts** not later than **31 March 2021**.
10. In case of significant delays in the implementation of the project, the proponent shall immediately inform the Embassy about the progress of the project.
11. A **plaque or sign** using the **German cooperation logo** should indicate that the project has been carried out with the support of the German government.
12. The German Embassy reserves the right to visit the project any time before and after completion.
13. Any misuse or diversion of the grant or any portion thereof shall entitle the German Embassy to revoke the grant and the amount released to the proponent shall be immediately repayable to the German Embassy plus legal interest from date of release of the grant until fully paid.

PLEASE NOTE:

Although this information has been prepared with utmost care, no responsibility for inaccuracies contained herein can be accepted. The information is subject to change without prior notice.



Examples for small-scale projects

Infrastructure (transport routes, water supply, energy supply, community facilities)

- Construction/rehabilitation of a simple well/a water supply system/a dam; development of an irrigation system/a water reservoir/construction of a pit drainage/ purchase of a water tank vehicle/grant for drinking water pipelines;
- Acquisition of a microscope for analysis of water quality/water meters;
- Construction/rehabilitation of bridges/roads, purchase of road roller;
- Grant for sanitary facilities/for construction of community hall;
- Acquisition of a pump/a generator/drilling equipment/clay brick press/motor saws/turning lathe/welding equipment and such/purchase of a theodolite

Improvement of income and nutrition (esp. agriculture) and environmental protection

- Grants for self-help activities of communities to improve nutrition/rabbit breeding/vegetable farms/equipping nurseries;
- Installation of windmill pump/construction of sheep stable;
- Facility to dry tobacco/food through the use of solar energy;
- Environmental protection/education program, tree planting activity;
- Facility for power generation through bio gas production (cow manure); renewable energy sources;
- Construction/equipping of a milk collection point;
- Trial planting of coconut palms/construction of a rice bank/purchase of jute sacks for crop storage;
- Purchase of small agricultural equipment/straw cutter for leprosy community/corn planters/fertilizer distributors/tillers/grain or rice mill/weighing scales/coffee roasters/rice thresher;
- Seminar on operating small businesses
- Purchase of donkey/carabao transport carts for agricultural association;
- wharf/grant for boat project/purchase of outboard engine (maintenance needs to be ensured!) for fisherfolk association among others;
- construction of a weaving hall/handicraft store/storage facility;

Health care and sanitary facilities

- Extension for a small hospital/construction of a health station/a small laboratory for blood and urine analysis/solar facility (maintenance must be ensured!) for hospital /anesthesia and resuscitation equipment;
- Acquisition of medical equipment/refrigerators for vaccines/ cabinets for Leprosarium/surgery lamps/glasses for eye clinic/equipping of intensive care unit/purchase of water distiller;
- Expansion/equipping of washing room/financing of beds for home for the aged/children's home/wheel chairs for home for the handicapped/children's clinic/birthing station/orphanage/of a center for the handicapped, a center for deaf-mute;
- Construction and improvement of sanitary facilities;
- Promotion of preventive medical measures at schools/dental clinic;
- Workshop for mothers on caring for disabled children

Education and vocational training

- Construction of a simple school building/replacement of school roof/extension/repair of school/purchase of furniture for schools, which have a population of at least 50% girls
- Acquisition of a simple photocopier/video equipment for teaching and educational activities/projectors/radio equipment/teaching materials and the like;
- School laboratory equipment;
- Expansion of vocational school/acquisition of teaching materials for a technical school/expansion/equipping of workshops
- Acquisition of sewing/knitting machines for a vocational center;

General furnishings

- Delivery of duplication equipment/packaging machine;
- Antenna for broadcasting station;

Examples of projects which are **not eligible** for funding:

- Humanitarian aid/emergency assistance
- Disaster preparedness/disaster risk management
- Loans/deposits into revolving funds
- Purchase of a piece of land
- Equipment like laptops/photocopy machines for government agencies or projects that mainly benefit government agencies
- Information material for European tourists
- Procurement of vehicles without sufficient guarantee on financing of follow-up costs and acquisition of replacement
- Surgical table for hospital which mainly serves as contact point for Germans
- Project benefits individuals or privileged groups