



## Application form for a small-scale project

Submitted to:  
German Embassy Manila  
Development Cooperation Section

Submitted by:

(Name of applicant organization)

<i>Project title</i>		
<i>Project location</i>	Barangay/Sitio	City/Municipality/Province

1.	<i>Comprehensive project description (please include map indicating location and sketch of project plan e.g. building layout, sanitation facilities)</i>	What specific project activities/components will be funded through the Embassy grant?
2.	<i>What is the project goal?</i>	
3.	<i>Maintenance/sustainability of project (e.g. explain who will shoulder repair/maintenance costs)</i>	
4.	<i>Background to the project, preparations made</i>	
5.	<i>Current situation, description of site of project, who owns the land, what type of land pattern is being used</i>	
6.	<i>Estimate of the total project cost and partnership/third party contribution</i>	
7.	<i>Amount requested (please indicate the total amount and a break down into two tranches)</i>	<p>Kindly provide a finance plan. Please make sure that the requested amount in this application form matches the requested amount in the finance plan</p> <p><b>Example:</b>  400,000 Php</p> <ol style="list-style-type: none"> <li>1. Tranche 200,000 Php (purchase of 3 water tanks and construction materials, site preparation)</li> <li>2. Tranche 200,000 Php (installation of equipment, construction of water supply line)</li> </ol>
8.	<i>Number of direct and indirect project beneficiaries, sector</i>	
9.	<i>Socio-economic situation of beneficiaries, average family income, family members</i>	
10.	<i>The success of the project shall be proven through these indicators</i>	<p><b>Example:</b>  At the end of the project</p> <ol style="list-style-type: none"> <li>1. all 150 households in the barangay have at least one in-house water faucet supplying clean and safe water</li> <li>2. at least 80% of the residents use the newly constructed public toilets</li> <li>3. cases of waterborne diseases in the barangay have decreased by 50%</li> </ol> <p><i>Indicators should be specific, measurable, realistic</i></p>
11.	<i>Project duration (specify in two phases, corresponding to the two project tranches in point 6)</i>	<p><b>Example:</b></p> <ol style="list-style-type: none"> <li>1. Phase 3 weeks</li> <li>2. Phase 8 weeks</li> </ol>

12.	<i>Applicant organization</i>	Name	Complete address	E-mail	Phone and fax
13.	<i>Profile of trustees / officers/authorized representatives</i>	Name	Profession	Address	E-mail and phone
14.	<i>List of activities /projects supported by other organizations/embassies/agencies (indicate funding amount and year)</i>				
15.	<i>Declaration that project implementation has not started at the time of grant application</i>	We hereby declare that the project implementation has not started at the time of grant application.			
16.	<i>Have you applied for or received any public funds from the German government for this project? If yes, from which institution, when and how much?</i>				
17.	<i>The organization is exempt from the following taxes</i>				
18.	<i>How did you find out about our small-scale projects?</i>				

**Date**

**Place**

\_\_\_\_\_

Name, position

\_\_\_\_\_

Name, position

*Signatures of TWO authorized representatives of implementing organization. The two signatories above should be the same persons authorized in the board resolution designating two representatives of the implementing organization.*

Attachment: Finance plan, price quotations from 3 different suppliers for the same items

*Please make sure that the requested amount in the finance plan matches the requested amount in this application form. The prices in the least expensive price quotation should be reflected in the finance plan to ensure that the finance plan is an accurate estimation of expenses.*