

Small Scale Projects financed by the German Diplomatic Missions

The micro-project scheme is part of Germany's overall development co-operation that contributes to poverty alleviation and improvement of living standards, to cover the basic needs of the poorest social classes, especially in rural areas.

1.) Basic guidelines for application:

- Projects, which cannot be financed by the body responsible itself (e.g. Community Based, Non-Government and Faith Based Organizations registered in South Africa) **can be supported.**

Project examples to be funded: Bore holes, garden projects, shelters for vulnerable children, construction/renovation of school classes, income generating articles (sewing machines, tools/machines for a joinery or a locksmith's trade) etc.

- Projects, which are in the first place of advantage to Government agencies, business people or other individuals seeking support in order to establish or improve their services or private businesses **do not qualify** for the micro-project scheme.

Project examples not to be funded: Consumables, vehicles, private business start-ups, administrative costs, travel expenditure etc.

- **A maximum amount of EUR 25.000,00** (depending on the current exchange between 350.000,00 ZAR and 400.000,00 ZAR) can be granted per project.
- **The applicant organization has to contribute** financially or by labour (self-help).

2.) The following documents/information should be submitted as application:

- an **application letter**, dated and **signed by two persons** responsible for the project, addressed to the German Diplomatic Mission, **stating the project title and the amount of the funds** (requested names, contact details and signatures of the two persons)

responsible for the execution of the project/ signing of the contract; passport or other official documents need to be provided for identification purposes)

- **detailed information of the applying institution/group**, complete address, telephone and fax numbers, e-mail address, its legal form etc. (can be done on the basis of the application form of the embassy); documentation for the registration of the organisation and its constitution must be provided
- **detailed information of the project**, exact location/address etc. Please state the current situation/problem, which efforts have been undertaken so far to realise the project, describe the development policy objective and what measures could be taken in order to improve the situation
- submission of **two independent quotations** for material and services
- list of **total costs** according to the most cost-effective quotation
- **own contributions**, in money or by manpower
- if building activities of any kind are concerned, **proof of ownership** for the land
- estimated project **time frame** (project needs to be finished within the same year)
- declaration of **possible follow-up costs** (to be covered by beneficiary)

3.) Before the application finally can be approved, the site of the project has to be visited by a representative of the diplomatic mission. In order that any funds can be released, a contract has to be signed by two representatives of the applying organisation and the German Ambassador.

4.) After completion of the project, a “Proof of Employment of Funds” with a written report have to be presented to the German Diplomatic Mission together with a list of the expenses and the original invoices. Unused funds or expenses without original invoices have to be refunded to the German Diplomatic Mission. A representative of the diplomatic mission will finally visit the project again to assess its success.

5.) If you did not receive a positive answer after approx. 4 months, unfortunately your application for funds could not be considered.