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I N F O R M A T I O N

THE SMALL GRANTS SCHEME

The Small Grants Scheme of the German Embassy - as part of the technical cooperation between the Federal Republic of Germany and developing countries - was first introduced in 1980 to give German missions abroad the ability to financially assist disadvantaged people in developing countries.

The scheme's main objective is to improve the social and economic situation of underprivileged population groups who require small amounts of financial aid in initiating „self-help“ projects.

Projects are generally approved between March and July due to fiscal reasons.

EXAMPLES:

- Improvement of local health facilities and the sanitation situation (e.g. the construction of wells)
- Material requirements for primary education (e.g. the construction and maintenance of small school buildings)
- Improvements in family income (e.g. construction of small market buildings, support for trade-firm cooperatives)
- Education towards environmental protection

GENERAL QUALIFICATION RULES

- Eligible groups can be governmental or non-governmental organizations, cooperatives, associations etc. in the following countries within the jurisdiction of the Embassy: **Antigua & Barbuda, Dominica, Grenada, Guyana, St. Lucia, St. Vincent & the Grenadines and Suriname**
- Projects should only be implemented when they are in the interest of the respective country/ government.
- The recipient partner has to actively contribute either by providing labour, training facilities and/or trainers.
- The funds must not just be for charity or support private interests.
- The project should be self-supporting after initial funding.
- The project must be small scale; a maximum sum of EUR 25.000,00 (or equivalent in the respective local currency), per project has been set.
- It is a once-only grant. Extensions, additional funding or overruns of the project are not allowed.

- Funds provided cannot be used for consultancy fees, administration, travel expenses, salaries or wages.

The Embassy will usually monitor the implementation and finances of the project by visiting of project site and revision of original invoices.

Not only the project must be implemented within the same year of approval of funding - the recipient must also forward a proof of the employment of funds according to the Embassy's guidelines before the end of the year of approval of funding.

PROCEDURE

1. Interested parties, who fulfill the General Qualification Rules, should submit their application with a detailed budget showing how the money is to be spent and the respective pro-forma-invoices of the material to be purchased to the German Embassy or the German Honorary Consul in their country. Application forms can be obtained from the Embassy or be downloaded from the website www.port-of-spain.diplo.de .
2. The Embassy, after visiting the project site, will inform the applicants of the decision taken.
3. In case of approval, the Embassy and the applicant will sign an allocation agreement. Whenever possible, the media should be informed of the project.
4. After receiving the signed agreement, the Embassy will pay the agreed sum (in instalments) or purchase equipment and/or material and monitor the project to ensure that it is implemented as agreed.
5. Once the project is completed, an end-of-project report together with the original invoices has to be sent to the Embassy. The form "Proof of employment of funds" has to be used therefore.