



INFORMATION

THE SMALL GRANTS SCHEME

The Small Grants Scheme of the German Embassy serves to support financially projects of *non-governmental and public benefit organisations* duly registered under national law such as NGOs, hospitals, schools, religious organisation as well as *local authorities*.

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. A project proposal is to meet the specific requirements of the involved community and must be *sustainable*. Examples are:

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

Notice on projects being approved are generally given between March and July due to fiscal reasons.

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: **Dominica, Grenada, Guyana, St. Lucia, St. Vincent & the Grenadines and Suriname.**
- Only projects that are in the interest of the respective country/government should be implemented.
- The recipient partner is required to actively contribute to the project either by providing small funds, labour, training facilities and/or trainers.
- Allocated funds must not be used for charity or support private interests.
- The project shall be self-supporting after initial funding.
- The project must be small scale not exceeding the maximum sum of EUR 25.000,00 (or equivalent in the respective local currency).
- It is a once-only grant. Extensions, additional funding or budget overrun are not permitted.

- Allocated funds 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.

The project must be implemented within one fiscal budget year (01 January – 31 December). The recipient is required to present a proof of the employment of funds according to the Embassy’s guidelines within three months after completing the project.

PROCEDURE

1. Interested parties, who fulfil the General Qualification Rules, should submit their application with a detailed and comprehensive budget plan on costs and expenses as well as 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 directly from the Embassy or downloaded from the [Embassy’s website](#).
2. The Embassy will inform the applicants of the decision taken in due course.
3. In case of approval, the Embassy and the applicant will sign an allocation agreement. Whenever appropriate, the media should be informed about the project.
4. After receiving the signed agreement, the Embassy will pay the agreed sum (in instalments) or purchase equipment and/or material. The Embassy will 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 presented to the Embassy. The form “Proof of employment of funds” provided by the Embassy is to be used for this purpose.

This leaflet is part of the Embassy’s public relation work. It is free of charge and is not offered for sale.