

Small scale projects within the framework of technical cooperation

Information on Requirements for Application and Implementation

Please pay attention to the following requirements for your application

- Suitable projects can come from any sectors of poverty reduction, public health & sanitation improvement, income generation, basic education, vocational training, women empowerment, protection of the environment or else.
- The project has to be completed within six months and before the end of the year.
- Property rights (in case of rented buildings) have to be established.
- The implementing organization must provide own financial means to contribute to the project and has to be in a position to finance all upcoming follow-up/ running costs for a period of at least 2 years.
- Under German law it is not possible to finance a project which is co-sponsored by any other organization that already receives contributions from the German Federal Budget (e.g. European Union, United Nations etc.). Therefore, the project is an independent project funded from its initial stage to final completion.

Submitting your application

- Download the application form via:
<https://accra.diplo.de/blob/1107862/e305d509e021c6edf2d022f3a8e7ea32/application-form-small-scale-project-data.doc>
- You can also pick up the form from the German Embassy in person.
- Applications for the following year must be submitted to the German Embassy **in hardcopy latest by 31st December of each year**. The selection process is being conducted between January and March of the following year.
- Incomplete applications (i.e. lacking detailed description of the project or lacking compulsory quotations etc.) or applications that are sent by e-mail cannot be taken into account.
- Overhead costs (personnel, administrative, travel and other running costs, land purchase) of the organization or the project itself cannot be supported.

The application should include

- Name of the implementing organization/institution/person(s) representing the beneficiaries
- Short and concise description of the project, if possible with full documentation and intended time of implementation
- Objective of the project · beneficiaries contribution
- Statement on how the German contribution will be used
- Justification of developmental benefit of the project
- Explanation for sustainability of the project
- Cost estimate(s) in Ghana Cedi accompanied by at least 3 competitive quotations/ pro-forma invoices for each item to be purchased /constructed from the grant.
- Confirmation that the same application has not been submitted to a second party
- Confirmation that no third party is involved in the proposed project
- Confirmation that the proposed project has not been started

After you have submitted your application

- **Applications received by E-Mail cannot be considered.**
- Eligible projects will usually be selected for promotion towards the end of the first quarter of the year, with regard to the focal areas of development cooperation like sustainability, feasibility and maximum benefit for dis-advantaged groups of society.
- During the selection process project officers of the German Embassy might contact the implementing organization for a field visit. Please note that such field visits do not automatically result in funding of the project.
- After a decision in favour of a project, an allocation agreement has to be concluded and signed between the German Embassy and the implementing organization/NGO.
- All operational costs have to be documented by conclusive receipts.
- The implementation of the project should be completed within a period of maximum six months or, at the latest, before the end of September of the current year.
- It is compulsory that directly after the finalization of the project, the implementing organization is required to submit a final report (Embassy template) of the project that includes a breakdown of expenses, in particular the use of funding with original invoices. Furthermore photos and a description of the impact on the beneficiaries are required.
- When funding is granted, the German Embassy might choose the progressing or completed project for public relation purposes, for which the implementing organization provides the German Embassy with the full rights on public release of certain documents, such as the

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- project description, information on the implementing organization, photos of the project or persons involved etc.