



## Small scale projects within the framework of technical cooperation

### Information on Requirements for Application and Implementation

Small scale projects are clearly defined, short-term development measures, implemented by local non-profit organisations in Ghana. The maximum funding volume per project is 15,000.00 €. Projects must contribute to the Sustainable Development Goals (SDGs) and be completed within one budget year. The project must be self-contained and not create recurring financial obligations for the German Embassy.

#### Eligibility Criteria

- The project must be completed, paid and fully accounted for within the same budget year
- The project must be self-contained and must not result in reoccurring costs for the German Embassy
- The implementing organisation 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 after the project has been completed
- The implementing organisation must be legally registered in Ghana and is financially reliable
- Ownership or usage rights of land and buildings must be legally clarified prior to approval
- The organisation must demonstrate adequate administrative and financial capacity to implement and account for the project
- The project must be suitable for monitoring, evaluation and public communication by the German Embassy
- Under German law it is not possible to finance a project which is co-funded by any other organisation 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, which excludes any recurring commitment of the German Embassy.

#### Suitable projects align with the following SDG goals

- (4) Ensure inclusive and equitable quality education
- (5) Achieve gender equality and empower women and girls
- (10) Reduced inequality
- (12) Ensure sustainable consumption and production patterns
- (13) Action to combat climate change and its impact
- (16) Promote peaceful and inclusive societies for sustainable development



## **Exclusion Criteria**

Projects are not eligible if they:

- Support individuals or already privileged groups
- Are implemented by political parties or serve political campaigning
- Support police, military or security forces
- Are receiving German Federal budget funds
- Have already started prior to approval

## **The application should include**

- Filled out and signed application form
- 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
- Statement on how the funding will be used
- Justification of developmental benefit of the project
- Explanation for sustainability of the project
- Financing plan [here](#)
- 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 started

## **Submitting your application**

- You can download the application form [here](#)
- Applications for 2026 must be submitted to the German Embassy **in hardcopy latest by 15<sup>th</sup> February 2026**. The selection process takes place between February and April the same 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 implementing organization or the project itself cannot be supported.



### **After you have submitted your application**

- Applications submitted by e-mail or incomplete applications cannot be considered.
- Eligible project proposals will be assessed in the first quarter of the year, based on their development relevance, feasibility, sustainability and expected impact.
- During the selection process, the German Embassy may conduct site visits and hold clarification meetings with the implementing organization. Such visits do not constitute a commitment to funding.
- Following a positive selection decision, a formal grant agreement will be concluded and signed between the German Embassy and the implementing organization/NGO.
- Disbursement of funds will be made in instalments, based on project progress and agreed milestones. Payment will only be released upon submission and verification of original invoices and supporting documents.
- All operational costs have to be documented by conclusive receipts.
- The implementation of the project should be completed within a period of six months or, at the latest, before 31 December of the current year.
- It is compulsory that within 3 months after the finalization of the project, the implementing organization is required to submit a final report 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.
- The German Embassy reserves the right to use project information, photos and documentation for public relations purposes. The implementing organisation must grant the Embassy unrestricted rights for publication and ensure consent of beneficiaries in accordance with data protection regulations.