



Embassy
of the Federal Republic of Germany
Lilongwe

Small Grant Programme Information Leaflet

Please find enclosed the application form for the German Embassy's Small Grant Programme. Please note that the Embassy accepts proposals made by local Malawian organizations, NGOs, associations or organized groups. Co-financing with third parties and organisations is also possible. Applications by individuals can not be considered.

The application should be directed to

German Embassy
Convention Drive
Attention: Economic Development Officer
P.O. Box 30046
Lilongwe 3
Tel. 01-772555
E-Mail: info@lilongwe.diplo.de

The proposed activity or project should meet the following **criteria**:

- address the basic needs of poor and vulnerable members of the population
- if goods are to be purchased, then locally or in a neighboring country
- maximum amount of assistance is the Malawi Kwacha equivalent of EUR 10.000 (about 7.5 million Kwacha, depending on the exchange rate)
- own contribution by applicant is a precondition for assistance (however small, this contribution can also be in the form of labour by community members, or in-kind such as building materials etc.)
- sustainability should be possible for at least two years without further or continuous funding
- punctual and transparent accountability.

The Embassy does **not** support the following costs, organisations or projects out of its small grant programme:

- staff salaries
- labour costs (unless certain components can only be done by specialist labourers such as electricians etc.)
- support of individual or privileged persons
- travel costs or daily allowances
- humanitarian aid in crises or disasters (there is a separate procedure for these cases)
- workshops, meetings or scholarships (these applications should be addressed to specialized development or academic organizations)
- government institutions with the project having no impact on local population
- military or police
- consumables (water, electricity, fuel – exception: transport costs of heavy goods).

The following **documents** are required:

- application form (enclosed) signed by **two** persons responsible for the project
- a detailed cost calculation stating all items and costs and - if applicable - all contributions by applicant (financial or labor) and other organizations (co-financing is possible)
- if applicable, construction plans
- a letter confirming that no other donors are funding the same project (unless as a co-financing partner)
- if applicable, a statement mentioning previous donations and donor assistance.

Please note: Only applications including all requested documents can be considered. Every year, the Embassy receives a large number of proposals to consider for funding. Due to the limited financial scope of our small grant programme, only a small number of project proposals can be funded.

The more precisely you prepare your application, the more details about your ideas and the involved costs you provide, and the clearer it becomes that your organisation follows high standards of transparency and accountability, the higher are the chances of being considered.