



Embassy
of the Federal Republic of Germany
Abuja

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General Information concerning the “Small Scale Project Fund”

The German Embassy in Abuja can provide limited assistance to projects benefitting groups and self-help organizations and/or institutions. This “Small Scale Project Fund” aims at contributing to improve the economic and social situation of less privileged people in Nigeria. This fund is directly administered by the German Embassy. The usual assistance should not exceed the limit of 8.000 US-Dollar and can be even lower depending on the concrete project proposal.

Under the Small Project Fund, the Embassy can provide financial assistance to local non-governmental organizations, community groups and self-help groups for the implementation of community development projects. All requests which have been submitted to us are carefully evaluated in light of the aim and the regulations of the Small Project Fund. In general, requests for assistance will be considered according to their validity and priority of the project in relation to other projects proposed to us.

Since the Small Project Fund is meant to support existing and ongoing activities by providing mainly assistance for **material and equipment**, a clear contribution by the community/beneficiaries towards the successful implementation of the project is required and should be stated in the project proposal. Assistance in the establishment of water supply, building of class rooms, support to small scale economic activities are only a few examples of recent projects.

Restrictions

- Expenses like labour, transportation/fuel, salaries and consultancy fees, overheads, contingencies, can **not** be covered by the Small Project Fund
- Projects like requesting for vehicles, computers, electrification, charity activities, workshops, conferences, projects benefitting individuals or private group interests, can **not** be considered
- The grant provided under the Small Project Fund is a one time assistance. Projects which can not be completed with the grant, or projects which should require ongoing financial assistance do **not** meet the funding guidelines
- Approved projects have to be completed within the respective financial year, ending 31st December. Funds can **not** be transferred or can not be carried forward to the following financial year.



The Embassy wishes to keep paperwork on these small scale projects to a minimum. Whoever is interested in pursuing funding and meets the conditions stated above is welcomed to forward a detailed but brief project proposal as well as the application form and supporting documents to the Embassy.

The proposal should include

- information on the applicants and beneficiaries,
- the management and administration of the group/organization and institution,
- a list of the officials and their designation,
- previous funds and assistance received,
- the present state of the group's activities and the aims of the project proposed for funding,
- the sustainability and gender aspects of the project,
- in case of an income generating project a cost/profit calculation,
- information on who takes responsibility for the project,
- the action plan,
- a financing plan, covering all costs involved,
- the estimated duration required for its implementation,
- three independent quotations for the materials/equipment applied
- and a detailed description/ sketch of the project location.

Please do also submit the application for financial support in implementing a micro-project provided by this Embassy on request.

You are kindly requested to submit your application in accordance with the provided information and the above mentioned restrictions.

Please note that due to budgetary reasons, your application might not be taken into consideration.

For further information please call the Embassy or send an e-mail.

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