



Information sheet **for applying for Small-Scale project funds**

Each year, the Embassy has a limited budget to support so-called Small-Scale projects, individual measures aiming to improve the living conditions of disadvantaged and marginalized population groups that are implemented by local organizations (e.g., NGOs, self-help groups, local authorities, religious institutions, etc.) and cannot be fully self-financed.

Prerequisites for funding

- The project should aim to meet the basic needs of the affected population group and improve their living conditions in the long term. In general, funding can be provided for the procurement of material goods as well as infrastructure projects or training measures.
- Funding is possible for projects in the areas of social issues, agriculture, health, education or environmental issues, among others. Projects that aim to improve the situation of women and girls are explicitly encouraged.
- The project must be a self-contained initiative that has not yet begun and must be fully completed by 31st December of the year in which the contract is signed.
- The project must not be additionally funded by another public body of the Federal Republic of Germany or the EU.
- The Embassy may consider projects requesting up to €25,000 in funding. Applicants are encouraged to contribute their own funds, as full financing of a project by the Small-Scale Project Fund is only possible in exceptional cases.

Application

To have your project considered for funding, the following documents must be submitted with the application:

1. Fully completed application form signed by at least two individuals responsible for the project. Depending on the individual project, additional documents on the initial situation and the objectives (e.g., pictures in the case of planned renovation measures) may be submitted to provide a better understanding of the intended project.
2. Financing plan in German or English (including pro-forma invoices) detailing all planned expenditures in local currency (IDR for Indonesia / US dollars for Timor-Leste).
3. Information and documentation about the organization implementing the project (e.g., registration documents, balance sheets, annual financial statements)

The submission deadline for the current year is 31st January. Applications can be submitted by post to the Embassy's address or via e-mail to ez-11@jaka.diplo.de. Unfortunately, applications received after this date cannot be considered.

Please make sure that the project is presented convincingly in your application and that your financing plan and the other documents attached to the application are compiled diligently and completely. The embassy will decide on your application at its own discretion. Applicants will be informed of the decision in writing.

Project selection

Project selection usually takes place by April of the current year, and project activities may only commence after the contract is signed. Projects that have already started by this time are no longer eligible for funding.

Please note that funding is a one-time grant. Therefore, the same project cannot receive funding a second time, and funding for a project partner in consecutive years is generally not possible.

Project partners are required to submit a final report and Proof of Employment of Funds upon project completion. The final report and all associated documents are subject to review by the Embassy and other federal agencies.

Reasons for exclusion

Funding for individuals, unregistered charity organizations and commercially oriented companies is generally **not** possible. Please note that running costs (e.g., personnel costs) and expenditures for travel, accommodation, daily allowances, or meals **cannot** be covered by project funds. Multi-year projects or projects for which more than €25,000 in funding is requested are **not** eligible for funding.

All information provided in this information sheet is based on the knowledge and assessments of the Embassy at the time of writing. No guarantee is made for the completeness or accuracy of the information, particularly with regard to any subsequent changes.