



## Financial support for micro-projects

As a part of the technical cooperation between Germany and Zambia, the Government of the Federal Republic of Germany has established a fund for micro-project support, which is administered by the German Embassy. Each year, the Embassy selects several projects for financial support where no funds from government institutions, other co-operating partners or civil society organisations are available. Projects must be sustainable and directly benefit communities in the fight against poverty. Also, they must not be related to any other existing project within the German-Zambian Bilateral Cooperation (no double-funding).

**If your community group, non-profit organisation, church group or similar is planning to engage in community-orientated developmental activities on a small scale, you are invited to submit your application for financial support in implementing a micro-project according to the following guidelines:**

1. Please submit your application using the detailed application form provided by the Embassy, which has to be **signed by two responsible representatives** of your organisation.  
Applications must include:
  - finance plan for your project in Zambian Kwacha and quotations for all goods and services
  - proposed schedule for the individual stages of your project
  - two current reference letters from reputable institutions
  - copy of certificate of registration of your organisation
  - copy of the NRC and all contact details of the two signatories
  - for all projects involving construction works: copy of the land title deed and planning permission if already grantedAdditional documentation may be requested in individual cases.
2. Applications for 2020 will be accepted **from 15<sup>th</sup> November 2019 up to 15<sup>th</sup> January 2020**. Applications received at other times will not be part of the yearly selection process, so please ensure timely submission of your application.
3. The fund is aimed at sustainable, community self-help projects with a strong involvement by the implementing organisation applying for the funds. Therefore, please make sure to quantify **your own contribution** (cash, labour, providing premises, etc.) to the total expenditure of the project.
4. Projects must be implemented and concluded **within the same calendar year**, including your formal proof of use of funds and concluding report. When planning your project and drafting a schedule, please keep in mind that funds will often not be available before April.
5. The **maximum** grant is the Kwacha equivalent of **Euro 20.000,00** per application. However, please note that most projects are in the region of 7.000 to 10.000 Euro.

6. There is **no funding of** unskilled labour, staff or administration expenses or other running costs (i.e. the organisation's overheads). The fund cannot be used for land purchases or on-going rent payments, micro-credit schemes, food, transport (incl. fuel), lodging or sitting allowances. There is no funding of projects serving private interests of individuals or small groups. It is not possible to fund projects that have already commenced (i.e. reimbursement of costs already incurred).
7. Sustainability is a key criterion in the selection process. **The applicant must be in a position to cover all follow-up costs**, e.g. maintenance of purchased machinery, electricity bills, staff costs, rent, consumables etc.

Exception: Please note that projects which require consumable supplies for a successful initial implementation, for example Income Generating Activities like sewing circles, poultry rearing, workshop construction etc. are welcome to apply for a start-up supply in project-related consumables, but will have to cover the costs for further supplies themselves.

8. As far as possible the materials and goods purchased for the project have to **be bought in Zambia**.

You will usually be informed whether your project has been short-listed by the end of February. If your project is selected, you will have to sign an agreement regarding the conditions of the financial support and you must not use the funds for any other purpose than that agreed. For monitoring purposes, the Embassy may request project visits by its representatives from time to time and interim status reports.

To conclude the project, you will have to provide a detailed final report (templates are provided by the Embassy) with a summary of all expenses and all original bills and receipts by 31<sup>st</sup> December. Additional documentation may be required depending on the case. Also, all unused funds must be repaid.

To submit your application please write to:

Embassy of the Federal Republic of Germany  
P.O.Box 50120  
Lusaka, Zambia  
Physical address:  
5219 Haile Selassie Avenue  
Lusaka, Zambia

In case of any further queries please contact:

[info@lusaka.diplo.de](mailto:info@lusaka.diplo.de)  
(00260-211) 25 06 44 ext. 105  
[www.lusaka.diplo.de](http://www.lusaka.diplo.de)