



Information Leaflet on Micro-Projects

I. General Information:

The German Embassy in Gambia finances several small-scale projects every year to improve the living-conditions in the rural and urban areas in The Gambia. These micro-projects provide customized aid responding to the basic needs of the poorest population. By the means of a micro-project, the Embassy can for example provide real assets or contribute to the construction of a building or infrastructure. The municipalities or associations requesting financial-aid have to be able to provide a self-contribution to their projects. This contribution can consist for instance in providing manpower, building materials, transportation or water supply, depending on the project's nature. The Embassy wants to point out that all applicants also have to provide a financial self-contribution and that salaries within the demanding organisation will not be paid for by the Embassy.

Please note: The submitted projects must be realised/ implemented within 6 months.

Some examples:

- drilling of a small well for village community / installation of an irrigation system for a vegetable garden of a women's association / fencing of a vegetable garden
- provision of a milling machine, a water pump, a copying machine etc.
- acquisition of gardening materials, tables and benches for schools, etc.

The Embassy will reject applications

- from which only small groups (like individuals or families) will benefit
- that have a religious, cultural, political or military character
- that are presented by unorganized associations

The Embassy is not able to grant micro-credits.

II. Formalities:

The following documents have to be presented to the German Embassy in Kololi:

1. the application-form demanding financial-aid for a small-scale project together with the detailed finance plan
2. a detailed description of the project (who will benefit from it, how long will it take to accomplish the project, who will ensure the long-term success?)
3. a map of the project area showing how to find the project location
4. two pro-forma invoices for all materials and services needed – these pro-forma invoices must match with the positions mentioned in the finance plan
5. a detailed description of your group including proof of your official registration
6. a declaration of non-profit objectives of your group or association
7. a declaration that neither you nor your association have been granted financial-aid for this project by any other (German or non-German) institution
8. a declaration that the project has not started yet
9. the written approval of the local authorities concerning the project

The funding amount should be at least 550.000 GMD (8.000 Euro) and can be up to a maximum of 700.000 GMD (10.000 Euro).

Every project has to be completed within six months after signing the contract.

III. Proceedings:

Please hand in your application to The German Embassy in Kololi (*1 Paradise Beach Place, Bertil Harding Highway, P.O.Box 833, Kololi/The Gambia*).

Due to the high number of projects presented, the Embassy asks for your understanding that a personal interview is not always possible. Should the Embassy require further information, it will directly contact the spokesperson of the project.

After studying the presented projects, a committee will decide which projects will be supported.

The Embassy wants to point out that its resources for supporting small-scale projects are limited. Therefore, a large number of projects will have to be refused.

A refusal does not include a judgement on whether your project idea was good or not.

IV. Management of funds, responsibility:

The project's spokesperson is responsible for buying the required materials according to the presented pro-forma invoices and for submitting the originals of the receipts and invoices to the Embassy.

The receipts and invoices have to include:

- name and place of the project (or number of the project given by the Embassy)
- name of the project's spokesman
- data, name, signature, address and seal of the salesman
- annotation that the invoice has really been paid

In case of presenting invoices for employees:

- name of the beneficiary with a contract
- number of working hours
- name of the project's spokesman
- spokesman's signature and seal
- treasurer's signature and seal

At the end of the project, a detailed written report has to be presented to the Embassy. The corresponding form will be handed over when signing the contract.