



Embassy
of the Federal Republic of Germany
Wellington

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Guidelines for Financial Support for Small Scale Projects

The German Embassy in Wellington runs a programme for small scale co-operation projects in the Cook Islands, Fiji, Kiribati, Niue, Samoa, Tonga and Tuvalu.

1. What kind of Project is Eligible for Funding?

The project must directly **serve the basic needs of the most deprived social groups** and have a direct **positive and sustainable impact on the living conditions** of the target group (e.g. projects referring to education, vocational training, hygiene standards, medical provisions). **Gender equity aspects** are to be taken into consideration (i.e. women and men should benefit from the project to the same extent).

2. Funding Criteria

- A **local partner** organisation must be involved and a **local contribution** (e.g. labour, materials) must be ensured.
- The project must be **completed within the year in which the project agreement was signed**.
- **Goods** necessary for the completion of the project should be **purchased in the country** where the project is implemented or, if appropriate, in neighbouring countries.
- **Manpower** will usually be provided as a free contribution by the project partner. Additional experts needed for the installation of machinery etc. may be financed, provided that costs incurred are part of the financial plan.
- **Staffing, administrative and travel expenses of members of the partner organisation cannot be covered**.
- The **project must be self-contained**. That means that after the completion of the project follow-up costs for personnel or items such as food, medication, clothes, paints etc. or the attendance of machinery, will not be covered by Embassy funds, they have to be borne exclusively by the partner

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Oder nach vorheriger Terminvereinbarung

organisation.

- The **maximum amount for funds** is generally **10,000.00 Euro** for each project.
- Only projects that have **not yet commenced** at the time the application is approved can be supported.
- The project concerned must be located in a OECD-DAC country.

3. Application and Implementation Procedure

- Applications should be submitted using the Embassy **application form** (see annex). Extra sheets for further background information and a cost breakdown may be added.
- **2 quotations/pro-forma invoices** from different companies for all the estimated expenses have to be supplied together with the application unless practically impossible (e.g. only one supplier available).
- **Only complete applications will be accepted.**
- Applications should be submitted by the **end of the calendar** year before the planned implementation of the project (**latest by end of February** of implementation year).
- After approval, the Embassy will forward a draft **agreement**. Funds can only be released after the agreement has been counter-signed by an authorized representative of the recipient – who will be made liable in case any irregularities should arise - and returned to the Embassy.
- The projects must be **implemented and accounted for towards** the end of the German fiscal year (**30 November**). Payments cannot be effected after that date. Funds are not transferable to the next fiscal year.
- **Payments** will be made on the basis of itemized invoices only.
- The Embassy should be notified without delay of any unforeseen **delays** occurring during implementation.
- **After completion of the project**, the Embassy is to be provided with a final implementation report by the means of the document “**proof of employment of funds**” together with **all the original invoices** and **photos** showing the success of the project.

4. Examples of Projects not eligible for Funding under the Small Scale Projects Scheme

- projects that support individuals or privileged groups
- projects for which the follow-up costs cannot be paid for by local institutions
- projects which are not expected to have an impact for longer than two years
- projects that can be supported by other funds of the Federal Republic of Germany (e.g. promotion of the German language, preservation of the cultural heritage, projects that are part of humanitarian aid)

programmes after crises and catastrophes or food supply projects)

- projects that primarily support local authorities or state institutions without having a palpable impact on the improvement of the population's living conditions
- projects supporting the police or armed forces
- workshops, seminars, travel expenses
- credits/deposits for revolving credit funds; support for the purchase of land
- purchase of vehicles without on-going local maintenance support being guaranteed
- technical equipment (i.e. laptops/photocopying machines etc.) for governmental or administrative departments

5. Contacts		
	<u>Honorary Consul of the Federal Republic of Germany</u>	
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Christchurch	Mr. Theo Giesen 5 Wairarapa Terrace Christchurch	Giesen Wine Office 03 344 6270 Fax 03 344 6278 Mobile 027 5 37 59 06 E-Mail: info@giesen.co.nz christchurch@hk-diplo.de Mo.-Fr. 09:00 – 17:00 Uhr (oder nach Vereinbarung)
Fiji	Mr. David Aidney P. O. Box 79 Suva REPUBLIC OF FIJI	Phone 00679 3312 927 Fax 00679 3300 367 3302 106 Mobile 00679 9999 770 E-Mail suva@hk-diplo.de Home 00679 3361 139
Tonga	Mr. Carl Sanft P. O. Box 32 Nuku'alofa KINGDOM OF TONGA	Phone 00676-234 77 Fax 00676-231 54 Mobile 00676-77 16119 E-Mail nuku-alofa@hk-diplo.de Home 00676-28 090
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Cook Islands	Mrs Tina Pupuke Browne (Barrister) Browne Gibson Harvey P.C. Parekura Place P. O. Box 144 Avarua, Rarotonga COOK ISLANDS	Phone 00682 24-567 oder -577 E-Mail: law@browneharvey.co.ck rarotonga@hk-diplo.de Fax 00682 211 567 oder 00682 25 567 Home 00682 20 165 Mo. bis Fr. 8:00 – 16:00 Uhr

6. Examples of Small Scale Projects

Infrastructure (roads, water, energy, local buildings)

- construction of wells, concrete dams, irrigation and sewage plants, etc.
- purchase of microscopes for water examination
- construction/reconstruction of bridges and roads, purchase of road rollers
- building cost subsidies for school renovations
- support for sanitary facilities or for the construction of meeting rooms
- purchase of pumps, alternators, drilling apparatuses, chainsaws, lathes, welding machines, and/or surveying instruments

Improvement of general living conditions (agriculture and environmental protection)

- support for initiatives by the community, e.g. improvement of nutritional standards, rabbit-breeding, instruction in horticulture
- construction of windmill pumps, sheep shelters
- construction of facilities to dry tobacco/food via solar energy
- education on environmental protection, e.g. planting trees
- equipment for live-stock insemination, purchase of vaccine for immunization of cattle, equipment for claw trimming
- planting of coconut palms, purchase of manioc seedlings, purchase of gunnysacks to store crop
- purchase of agrarian machinery, e.g. straw cutters, manure distributors, ploughs, flour mills, scales, roasting machines, rice luskur
- purchase of used vehicles for agricultural cooperative societies, purchase of trolleys
- purchase of trek oxen, cows, goats, rams, rabbits, laying hens
- support for fishing cooperation societies (docks, outboarders)
- construction of weaving halls, shops, or warehouses

Health and sanitary facilities

- construction of additional building for a hospital, construction of, laboratories, solar energy devices, anaesthetic and resuscitation equipment
- purchase of medical equipment, fridges for storage of serums, boards, operation lamps, glasses for ophthalmic hospitals, water distillation apparatus, equipment for emergency rooms
- equipment for old people's homes, orphanages, disabled people's homes, pediatric hospitals, maternity clinics (e.g. wheelchairs)
- construction and improvement of sanitary facilities, combat epidemics
- support for disease-prevention-training, dental clinics

Educational facilities

- construction/reconstruction of basic school buildings, purchase of equipment for schools
- purchase of copying machines, video players, slide projectors, teaching aids
- equipment for school laboratories
- construction of job training centers, purchase of teaching aids, construction of/equipment for workshops
- purchase of sewing and knitting machines for job training centers

Miscellaneous

- Supplying of packaging machine
- Supplying an antenna for radio broadcast