Embassy
of the Federal Republic of Germany
Lilongwe

Small Grant Projects

Before preparing an application, please read all criteria and exclusions below carefully to confirm your project qualifies. Submitting an application that does not meet these requirements will not be considered, regardless of the merit of the project.

Eligibility Criteria

The proposed activity or project should meet all the following criteria:

- address the basic needs of poor and vulnerable members of the population
- if goods are to be purchased, then locally or in a neighboring country
- maximum amount of assistance is the Malawi Kwacha equivalent of EUR 10,000.- (approx. 20 million MWK depending on the Embassy's current exchange rate)
- own contribution by applicant (however small) is a precondition for assistance (this contribution can be in the form of labour by community members, or in-kind such as building materials, etc.)
- sustainability/viability of the project should be possible for at least two years without further or continuous funding. This means that the project should be operational and viable for at least two years
- punctual and transparent accountability: the applicant must be able to provide complete, itemised, and verifiable proof of how every grant Kwacha was spent
- the project must be fully implemented and financially settled within the calendar year in which the grant is approved

What We Do Not Fund

The Embassy does not support the following costs, organisations or projects:

- staff salaries or any other form of personnel remuneration
- labour costs (unless certain components of the project can only be done by specialist labourers such as electricians etc.)
- support to individual or privileged persons
- travel costs (incl. food and accommodation) or daily allowances
- humanitarian aid in crises or disasters (there is a separate procedure for these cases)
- workshops, meetings, training sessions, awareness raising events or other similar gatherings for the general population or scholarships (these applications should be addressed to specialized development or academic organisations)
- government institutions, if the project has no impact on local population
- military or police
- consumables (water, electricity, seed, fertilizer, fuel [with the only exception that transport cost of heavy goods may be funded]).

Required Documents

The following documents must be submitted **as a paper print-out AND by email** with every application. Incomplete applications cannot be considered.

1. application form (see below), signed by two persons responsible for the project
2. certificate of incorporation/registration etc. to prove that your organization is officially registered
3. proof that the two persons signing the application are authorized to do so, including their ID
4. Detailed cost plan stating all budget items and costs, including contributions by the applicant (financial or in-kind) and, where applicable, by other organisations (co-financing is permitted). Please attach all relevant quotations to support your cost calculation;
5. construction plan(s), if applicable
6. a letter confirming that no other donors are funding the same project (unless as a co-financing partner)
7. statement mentioning previous donations and donor assistance, if applicable

Please Note

Only complete applications that include all the requested documents listed above will be considered.

The Embassy receives a large number of proposals to consider every year. Due to the limited financial scope of our small grant program, only a small number of these proposals can be funded.

The more precisely you prepare your application, the more details about your ideas and the involved costs you provide, and the clearer it becomes that your organisation follows high standards of transparency and accountability, the higher are the chances of being considered.