U.S. Ambassador's Special Self-Help Fund

The United States Ambassador to Cote d'Ivoire has a special fund for small community projects. The program is designed to improve basic economic and social conditions in local communities and support high impact, quick implementation activities that benefit a large number of people. Participating communities provide a significant contribution in cash, labor and materials. The demand for Self Help funds is very high and well above our funding capacity. Consequently, priority is given to projects which best meet the program's objectives and criteria. The maximum support available for most projects is 5,000,000 CFA and a single community/group cannot receive more than one grant in a given funding period.

Eligibility

To be eligible for funding **your project** must meet the following **criteria:**

1. The project must be initiated by the community and designed to improve community living conditions.
2. The project should benefit a larger number of people within a short implementation period.
3. The project must be completed within one year without requiring additional funding.
4. The project must involve a significant local contribution in cash, labor, or material (approximately 25% of total cost of activity).
5. The project must be sustainable in terms of funding, community support, and adequate expertise and manpower. Please include a plan on how the project will operate and be maintained after Self Help funding expires.
6. The project must respect all Ivoirian environmental and building regulations.

What is **not eligible** for this program:

- Requests to buy sophisticated equipment such as vehicles, computers, film projectors, stereos, etc.
- Proposals that have a purely religious, police, military, or cultural emphasis.
- Private, commercial enterprises.
- Payment for pesticides, herbicides, labor,

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- Scholarships, workshops or seminars (except training as part of implementation of specific projects)
- Purchase of consumables or non-durable goods such as books, medications, animal feed, or seeds.
- Construction projects, though certain projects, such as rehabilitation of schools or of health centers or of other buildings that involve minim constructions and risks could qualify.

How to apply for this fund

1. Fill out the form Self-Help Application form Please type or write clearly. Answer every question as best you can.
2. All applications must include a specific budget and cost estimates.
3. For your proposal to be considered for funding, you must include clear directions to the project site and contact information for all project representatives.
4. Please provide appropriate documents demonstrating that you have permission from local authorities for implementing the project. For example, if the project is related to improving access to potable water, applicants should provide the necessary documents from the local authorities in charge of this field indicating that an environmental impact assessment has been conducted. If the project is related to public health, please attach relevant documents from the Ministry of Health.
5. Show your groups contribution clearly. The application must include specific details of your group's contribution to the project.
6. One letter of community support for the proposed project.
7. Please make sure that the project coordinator has someone in his team that has regular access to a computer connected to the internet, as lots of the communication will be done through these means.
8. Provide DUNS number
9. Provide completed and signed SF424

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Project Selection

Each year, applications submitted from across the country are reviewed by a committee which makes selections based on the criteria outlined above. If your project is chosen for consideration, someone will visit the site to learn more about the proposal and verify the information on the application. This is why providing contact information and directions to your project site is so important. After an initial site visit, projects will be again reviewed by a committee for a final selection and submitted to the Ambassador for approval. Once projects are selected, a signing ceremony will be organized and the beneficiaries will be given legal agreements along with further instructions on how to begin receiving funds.

Application deadline	November 30, 2015
Selection period	December 2015 - June 2016
Grant award	July - September 2016

Due to the high number of applications we receive each year, we are unable to respond to each applicant. If you have not heard from us one (1) year after your application was submitted, you should assume that your project was not selected.

Thank you for your interest in the Ambassador's Special Self-Help Fund. We look forward to hearing from you.

NOTE:

Do not submit any documents that have not been requested. Limit your answers in the application form to the lines provided. Applications submitted contrary to these guidelines **WILL NOT BE CONSIDERED**. All Self-Help Application Forms are FREE of charge and the Embassy DOES NOT request any payment to receive and evaluate a project.

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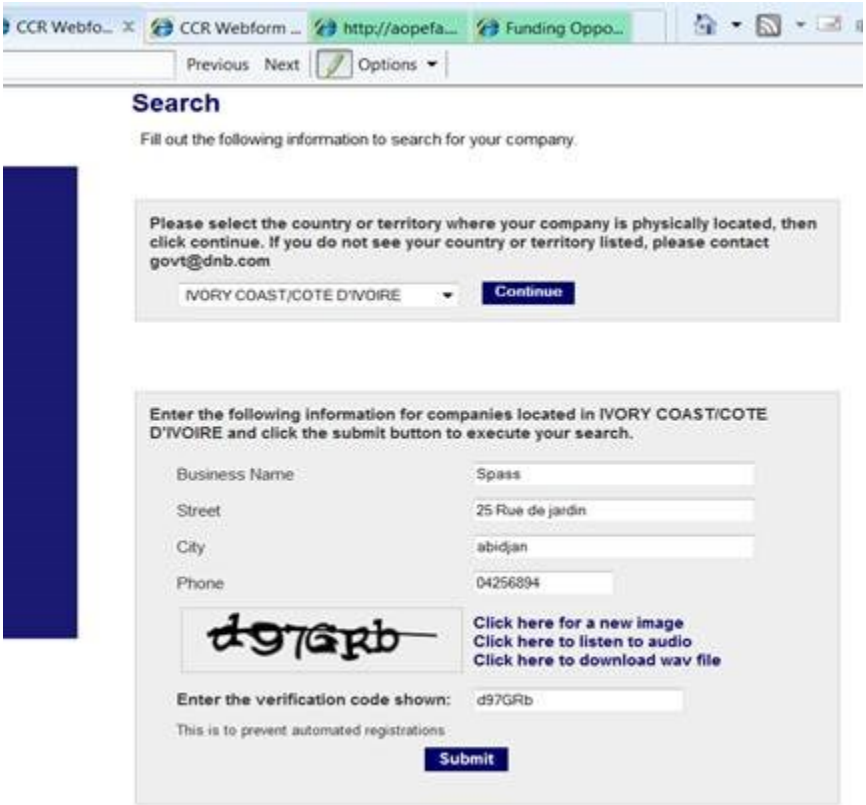
A DUNS number is a **unique nine-digit identification** number used to identify U.S. government grant recipients. Once we have received this number, we will be able to proceed with the awards process. In order to receive this number every beneficiary organization needs to register under the link bellow:

http://fedgov.dnb.com/webform/displayHomePage.do

Please click on D&B D-U-N-S Request Home Page on the left hand side.

Here you will have to perform a search of your organization on the web site. Please note the phone number does not need to have the country code. This is the page you should see (please fill the information field with your own information):



After you submit you will be sent to the page below, please click on Request a new D-U-N-S Number:

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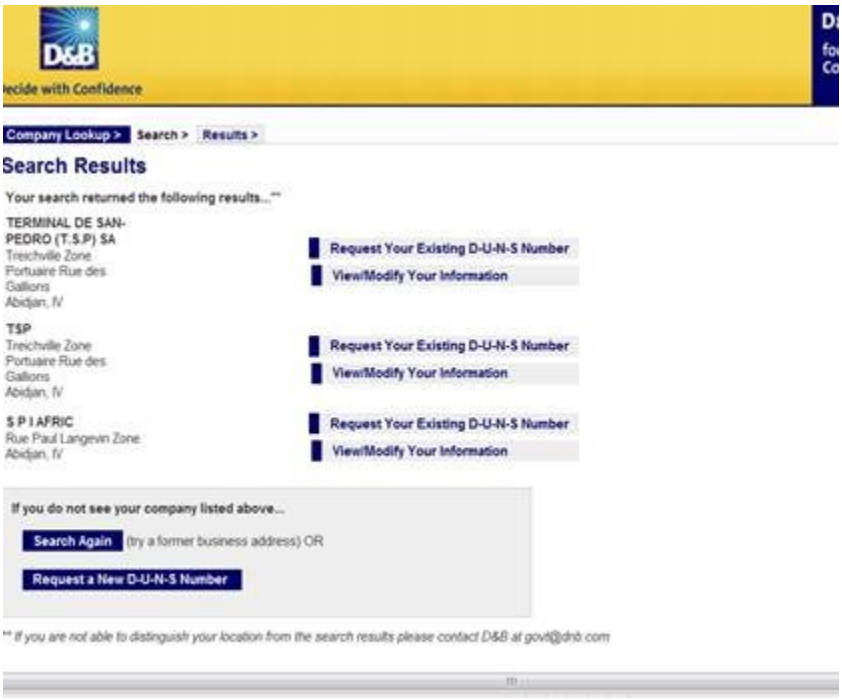
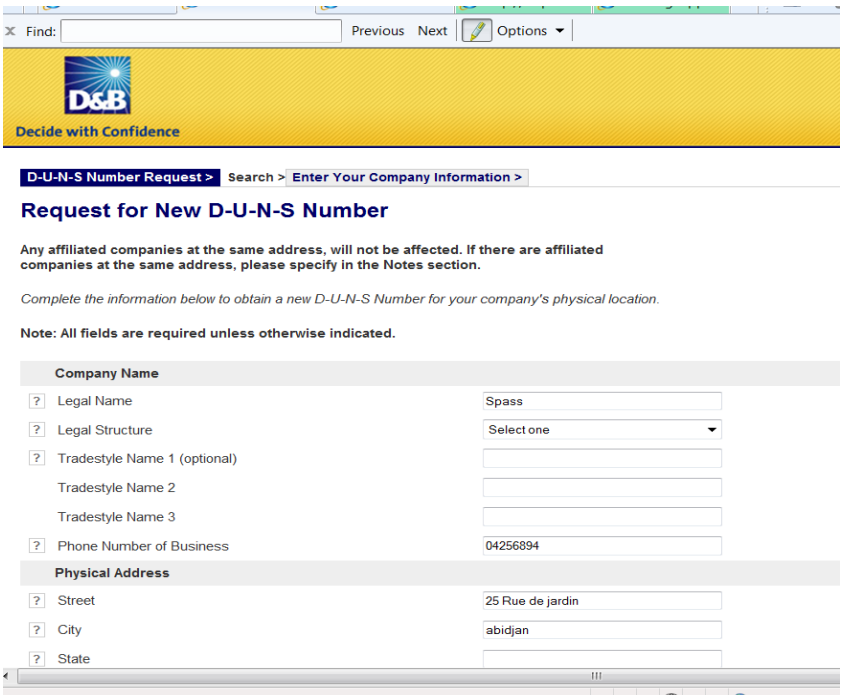


Then you will have a new page with a form on it.



Please fill out the form with your company/organizations details and click submit. It will take up to 2 business days to get the number. Once you receive the number please send it to us by email or by telephone.

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If you are unable to apply for a DUNS number online, you may also call D&B using the toll-free number, + 1-866-705-5711 and indicate that you are a federal grant applicant/prospective applicant. D&B will ask you to provide the information listed below and will immediately assign you a number, free of charge. Unfortunately they speak only English.

You will need the following information to apply for a DUNS number:

- Legal Name
- Headquarters name and address for your organization
- Doing business as (DBA) or other name by which your organization is commonly known or recognized
- Physical Address, City, State and Zip Code
- Mailing Address(is separate from Headquarters and/or physical address)
- Telephone Number
- Contact Name and Title
- Number of Employees at your physical location

When filling out the DUNS application form please put **NONE** under the **Zip Code** section. Under the primary **SIC code** please put **8999**.

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