

STATEMENT OF INTEREST
Ambassador's Special Self Help Program
U.S. Embassy Bangui
Central African Republic

Available Free of Charge

Instructions

Please read the entire application before completing any part, then answer each question completely. Incomplete requests will not be considered. If you need extra space to answer a question, please do so either on the back of the page, or on a separate sheet of paper attached to the application.

Community Group Information (If legally registered, please provide copy of certificate)

Organization Name _____

Address/P.O. Box _____

Telephone Number 1) _____ 2) _____

E-mail _____

Organization description and history (including previous projects successfully completed)

Group Representative or Contact Person

Name _____

Address _____

Telephone 1) _____ 2) _____

E-mail _____

Impact: What direct impact will your project have on the local community?

Preparation: What has already been done? (Examples: foundation laid, funds raised)

Staffing Levels/Expertise: Specify the number of people and level of expertise needed to complete the project. Also, identify any technical consultants and/or contractors to be retained.

Determination of Success: Please describe the criteria to be used in evaluating the success of the project. If your project will generate income, please include an estimate how much money will be generated yearly.

Project Sustainability: Describe how you will maintain the project once it has been completed.

Beneficiaries: Who will immediately and directly benefit from your project? How many people?

Men _____ Women _____ Children (age 0-18) _____ Total: _____

Is your project a business or income generating activity? Yes No (go on to the next page)

If yes, please submit a business plan. Describe the product or service the project will offer and who will buy it (i.e., who is the target market?). The business plan should include information about the initial investment required, the production costs (labor, supplies, equipment, rent, utilities, and other expenses) and the expected profit.

Financing and Community Contributions

Financial Statement:

- a) Amount Requested from Embassy _____ CFA
b) Community Contribution _____ CFA
c) Other Sources _____ CFA
d) Total Budget _____ CFA

Please attach a detailed budget including a list of materials, quantities needed, and prices.

A community contribution of at least 25 percent of the project cost is required. What contribution will the community make to this project?

- a) **Labor:** Yes No

If yes, how many people? _____

What kind of work? _____

- b) **Equipment:** Yes No

Describe: _____

- c) **Materials:** Yes No

Describe: _____

- d) **Money:** Yes No

If yes, how much and from what sources? _____

Accountability and Transparency: Please describe your accounting procedures for managing funds: (posting of financial statements, budgeting documents, committee meetings, other).

Project Committee: Create a Project Committee to provide oversight of the project management and activity implementation. Members of the Project Committee must come from the community.

Name _____ Title _____ Phone _____

Attachments

Please attach to this packet:

- Attachment A: Schedule of Activities
- Attachment B: Comprehensive Budget include all price quotes
- Detailed plan and dimensions for any construction or renovation project
- Copies of Bank Statements (if available)
- Map of the Project Location
- And additional information/literature you have about your organization and/or project.

Group Representative's Certification

I certify that the information contained in this application is true and accurate. I understand that any falsified information will disqualify my group's application for consideration by the U.S. Embassy. I also acknowledge that the Embassy can choose not to fund proposals, and that the costs of putting together an application and that all activities that occur prior to the grant period are not reimbursable.

Signature _____

Print Name _____

Date: _____ Telephone: _____

Community Statement of Support

This is to be completed by local leaders.

We hereby declare that all information contained in this application is true and complete to the best of our knowledge. We are in full agreement with the contents of this application and wholeheartedly support the proposed project for our community. We acknowledge that the American Embassy can choose not to fund proposals, and that the costs of putting together an application and all the activities that occur prior to the grant period are not reimbursable.

Signature _____

Name and Title _____

Date _____ Stamp or Seal

Signature _____

Name and Title _____

Date _____ Stamp or Seal

Signature _____

Name and Title _____

Date _____ Stamp or Seal

Signature _____

Name and Title _____

Date _____ Stamp or Seal

Signature _____

Name and Title _____

Date _____ Stamp or Seal

Signature _____

Name and Title _____

Date _____ Stamp or Seal

Attachment A: Schedule of Activities

Please complete this activity schedule showing the major steps, in order, necessary to complete your project, and how long it will take to complete each step. Also indicate who will be responsible for each part.

	Activity	Time Required	Person Responsible
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			

Attachment B: Comprehensive Budget

This form is broken up into three separate sections. Section 1 is the Community Contribution section. Section 2 is for any other type of resources contributed to the project. Section 3 is the request from the American Embassy

Section 1 Community Contribution

Place items in the correct category making sure to entirely fill the row. Place only the items that the community intends to fund in this section. When possible, provide receipts or price quotes to show the value of the items.

Materials, Supplies, and Equipment

Description	Quantity	Unit Price	Total
Total Value of Materials, Supplies, and Equipment			

Skilled Labor (Mason, Carpenter, Well Digger, Electrician etc.)

Description	Cost for the Job
Total value of skilled labor	

Unskilled Labor

Description	Number of People	Number of Days	Cost Per Day	Total
Total Value of Unskilled Labor				

Section 2: Contributions Collected from Other Donors

Use this section to detail any other donations towards the completion of this project

Source	Description	Value
Total Value of Contributions from Other Sources		

