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## Ambassador's Special Self-Help Fund 2016 Instruction Form

### NOTICE OF FUNDING OPPORTUNITY: The Ambassador's Special Self-Help Fund NOFO Number: AFPOLE-16-GR-001-AF-090915

The Ambassador's Special Self-Help Fund provides grants to assist small-scale community development projects that improve basic economic or social conditions at the village level. Projects must include significant community contribution and/or involvement and lead to ongoing, self-sustaining activities.

#### Special Self-Help Priority Areas

Preference for Self-Help Funding is given to projects that focus on one or more U.S. Embassy priority:

- Community-based natural resource management
- Economic diversification, including small business creation and income generation
- Social services for disadvantaged populations (people with disabilities; ethnic minorities; the elderly; female heads of household)
- Youth development

#### Special Self-Help Grant Guidelines

- Proposals are due March 1, 2016.
- Individuals, businesses and government entities do not qualify. Applicants must be non-governmental, community-based organizations active for at least one year.
- Self-help funding cannot pay for operating costs, salaries, food or vehicles.
- Most successful grants are between \$5,000 and \$15,000 (BWP 50,000 - 150,000). We can consider grants up to \$25,000 (BWP 250,000) for extraordinary projects.
- Grantees must complete their projects within 12 months of signing the agreement.
- Applicants must provide a plan describing how they will accomplish the project. Successful applicants are required to document their work and submit receipts for grant-funded purchases.

Recipient organizations must demonstrate their commitment by either contributing to the project financially, or providing labor or supplies to carry out the project.

**Please review the following instructions for completing your proposal.**

U.S. Embassy, P.O. Box 90, Gaborone, Botswana  
TEL: 395-3982, ext. 2265 FAX: 395-6947



## GRANT DETAILS

### Overview

The Ambassador's Self Help Fund in Botswana provides grants to assist small-scale community development projects. The objective of the fund is to encourage self-reliance within local communities, and to further U.S. Embassy development priorities in Botswana.

Funding is given to projects that include a significant community contribution and/or involvement and lead to ongoing activities. Recipient organizations must demonstrate their commitment by either contributing to the project financially, or providing labor or supplies to carry out the project.

Projects must align with one or more U.S. Embassy priority:

- *Community-based natural resource management*

Expand effective community ownership and management of natural resources. Preserve and/or expand wildlife corridors. Develop sustainable community-based tourism. Build the capacity of community-based organizations to manage CBNRM projects.

- *Economic diversification, including small business creation and income generation*

Generate sustainable income and employment opportunities in local communities. Advance economic diversification at the grassroots level. Encourage use of natural, local resources for income generation. Promote a culture of entrepreneurship.

- *Social services to assist disadvantaged populations*

Assist populations which may be disadvantaged or at-risk on a temporary or chronic basis, including people with disabilities; ethnic minorities; the elderly; and female heads of household.

- *Youth development*

Assist youth to gain knowledge and tools to live positively, set life goals and enhance their own health, safety and security. Create opportunities for youth, including employment and recreation.

### The Grant Process

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The Self-Help Office reviews all proposals first. The Self-Help Coordinator will notify each applicant about the status of his/her proposal. If the proposal does not meet the funding guidelines, the applicant will be informed. If the proposal meets the criteria, the Coordinator will schedule a site visit to discuss the proposal and review the organization's capacity. All projects eligible for funding are then reviewed by the U.S. Embassy Self-Help Committee, who recommends funding priorities to the Ambassador.

Proposals may be submitted at any time during the year, but **the deadline for applications is March 1, 2016**. Funding typically begins in August.

The Self-Help office receives more proposals than it can fund. Careful preparation of the proposal will give your organization the best chance to qualify for funding.

If the proposal is approved, the organization's representative and the American Grants Officer sign a contract. Each grant must be completed within 12 months of signing the agreement. The funded group must provide ongoing project reports with original receipts and a final project completion report to the Self-Help Office. U.S. Embassy staff will make periodic site visits to the project.

### Conditions

- Applicants must be non-governmental, community-based organizations operating for at least one year. The groups must demonstrate a history of accomplishments and financial responsibility. The fund does not accept requests from individuals, private business enterprises, or government departments or entities.
- The amount of the grants varies. Most successful grants are between \$5,000 and \$15,000 (BWP 50,000 - 150,000). We can consider grants up to \$25,000 (BWP 250,000) for extraordinary projects.
- The ability of the group to manage money, the type of project being proposed, and the number of people to benefit will be considered when determining if a project can be funded.

Preference is given to projects that:

- promote the conservation of natural resources,
- improve basic economic or living conditions of a community,
- benefit a large number of people,
- involve a significant contribution in labor, materials or money donated by members of the local community,
- are well planned and ready to be implemented,
- can be realized successfully within one year or less, and
- can easily be self-sustaining when the grant is completed.

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Activities the Self Help Fund CANNOT Support:

- Operating costs (e.g. administrative costs, maintenance costs, rent, or salaries)
- Purely religious, police, or military activities
- Cost of purchase, operation, or maintenance of vehicles
- Financing labor costs that can be provided by Government
- Staff or teacher housing and private housing for individuals or families
- School equipment that normally should be provided by the Government
- Purchase of food or food catering services.

Self Help requires that the project supervisor obtain approval from the local development committee, tribal authority, local town and/or district council before submission of the proposal to the U.S. Embassy. The original pro-forma invoices from the intended suppliers must accompany the proposal.

Your proposal must contain the information on the following pages.



## ORGANIZATION DETAILS

1. Date

2. Name of Organization

3. Mailing Address

4. Physical Address

5. Distance from nearest town

Town:

KM:

Driving time:

6. Office Telephone Number

Fax:

7. Organization E-mail

8. Organization Website

9. Name and Phone Number of  
Person Completing this  
Application

The project manager should be a resident of the local community during the implementation of the project. A non-resident project manager who has been approved by the applying organization and/or community is acceptable. This person should be present daily to supervise implementation and should have the authority in the community to guarantee the completion of the project.

10. Name and Phone Number of  
Project Manager

## DESCRIPTION OF THE ORGANIZATION

11. Provide the following background information about your organization:

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<http://botswana.usembassy.gov/selfhelpfund.html>; [SSHBotswana@state.gov](mailto:SSHBotswana@state.gov)



When was the organization started?	
Date and Type of Registration of the Organization: <i>(Include a copy of the registration certificate)</i>	
How many people are in the organization? <i>(Attach a list of members: name, position, phone number)</i>	
List any affiliations:	

**12. Give a brief description of your organization, its purpose, and core activities.**

**13. What funding sources does your organization have? Please provide details of donors and the amounts provided.**



**14. What experience does your organization have managing projects?**

## PROJECT DESCRIPTION

**15. Project Title**

**16. Project Goal and Objectives**

**17. Describe the project which you are proposing and what community problem it will address.**



*Continue on additional sheets if required*

**Note:** if this project involves construction or renovation, you must submit a Land Deed or rental agreement.

**18. Have you already begun the project? If yes, please explain.**

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**19. Will your group require any training to carry out the project? If you need training, what are your plans to get this training for your organization?**

**20. What potential implementation problems do you foresee and how will you overcome these?**

**21. Will the project generate income for the group? Yes  No**

**→ If yes, YOU MUST SUBMIT AN INCOME GENERATION PLAN with this application**

**→ Your income generation plan should answer the following questions:**

- What is the product or service you are going to sell?
- Who will buy your product or service?
- How much will you sell your product or service for?
- How many of your products or service will you sell each month?
- What are your anticipated monthly expenses (e.g., the cost of water, electricity, rent, transportation, etc.)?

**22. If you want to start an income generating project, what will the group do with the money from the project?**

**23. If the project does not make money for the group, how do you plan to maintain the**

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project?

## RESULTS

24. Describe the anticipated results of the project.

25. Number of Direct Beneficiaries

Male		Female		Total	
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26. Marginalized Population (at least 50% of beneficiaries, check up to three)

- Women                       Physical Disability                       Youth (under 30 years of age)  
 Remote Location    Ethnic, Religious Minority                       Elderly

## ACTIVITY TIMELINE

27. List the major steps necessary to carry out the project.

#	Activity	Time required	Responsible person
1.			



2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			

*Please attach additional sheets if required.*

## BUDGET

The budget should include everything you will need to complete the project, including a substantial contribution in matching funds, supplies and/or labor from your organization. If an item is not listed on this budget, it will not be paid for by the grant. Use additional pages if necessary to expand on each budget line item where required. Please note the budget is divided into three sections.

**28. Local community contribution: list materials, supplies, equipment, labor or funds that your organization or group will provide.**

### Local Community Contribution

#### *Materials, supplies, and equipment:*

Description	Quantity	Unit price	Total BWP
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1.				
2.				
3.				
4.				

Total estimated value of materials, supplies, and equipment:

**Unskilled labor:**

Description	Number of people	Number of days	Cost per day	Total cost BWP
1.				
2.				
3.				
4.				

Total estimated value of unskilled labor:

**Skilled labor (mason, carpenter, well digger, etc.):**

Description	Cost for the job BWP
1.	
2.	
3.	
4.	

Total estimated value of skilled labor:

<b>Total estimated value of contribution from applying organization:</b>	
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**29. Other Sources - list funding or supplies donated by an outside organization or individual.**

<b>Other sources</b>		
<i>Contributions collected from other donors towards this project:</i>		
Source	Description	Total BWP
1.		
2.		
3.		



Total value of contributions from other sources:	
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30. American Embassy Contribution - list the items you request the Self-Help Fund to purchase.

**American Embassy Contribution**

*Transportation:*

From Where	To where	Number of trips	Cost per trip	Total cost BWP
1.				
2.				
3.				
4.				

Total value of transportation:	
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*Materials, supplies, and equipment to be funded by the American Embassy*

Description	Quantity	Unit price	Total BWP
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			



12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
21.				
22.				
23.				
<b>Total value of materials, supplies, and equipment:</b>				

**NOTE: Original quotes from vendors must be attached for items listed above in the budget.**

<b>Total value of contribution from American Embassy:</b>	<b>P</b>
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**31. Signature of Applicant** \_\_\_\_\_

**Date** \_\_\_\_\_

**32. District or Local Authority:**

We require the approval of the local development committee, tribal authority, local town or district council before submitting the application to the U.S. Embassy.

**Printed Name** \_\_\_\_\_

**Signature** \_\_\_\_\_

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Date

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Stamp of authority:

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### Final Checklist before Submission of Proposal

Please assure all the following are included in the proposal. Without these items, your proposal will not be complete and we will not consider it for funding.

Note: We do not return proposals, so please make a copy for your records.

- \_\_\_\_\_ Copy of registration certificate of organization. All applicants must be registered associations or community organizations. The organization must be operating for at least one year (applications cannot be accepted from individuals, private businesses or a government entity.)
- \_\_\_\_\_ Copy of contact person/project manager's ID book.
- \_\_\_\_\_ A list of Committee/Board members with their names, positions, addresses, and phone numbers.
- \_\_\_\_\_ Approval of proposed project from the local development committee, tribal authority or local town and/or district council. Stamp of authority must be on application.
- \_\_\_\_\_ Original pro-forma invoices (quotations) from vendors for equipment, supplies, construction, and anything else asked for in the budget.
- \_\_\_\_\_ Land deed or rental agreement (if project involves construction or renovation).
- \_\_\_\_\_ A map showing how to get to your project from the nearest town
- \_\_\_\_\_ Income-generation plan, if starting an income-generating project.

**Once your proposal is complete, please mail or deliver it to:**

U.S Embassy  
Self-Help Office  
P.O. Box 90  
Gaborone

**Or email to:**  
[SSHBotswana@state.gov](mailto:SSHBotswana@state.gov)

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