

Basic information

This basic information will guide you thru the procedures of submitting a project proposal and it's funding.

How? Project proposals should include the following information:

- Project Objectives
 - Description of the Organization that will Execute the Project
 - Description of the Submitted Project
 - What is Necessary for the Execution of the Project
 - The Budget
- 📄 **Application form and budget sample can be downloaded on the Embassy's website (<http://burundi.usembassy.gov>)**

When? Project and requests can be submitted all year long. The deadline for application is **April 1st**. The evaluation committee will met in May to do a first selection of the projects for funding.

Where? For both funds, project proposals are to be addressed to the **Small Grants Coordinator at the American Embassy in Bujumbura**. Fell free to ask for any additional information.

Financial procedures:

- The funds must be spent within 12 months after they have been granted.
- In order to received the 1st tranche, applicants must produce estimate pro format invoices
- To receive the 2nd trench, applicants must produce receipts to justify the spending of the 1st tranche and estimate pro format invoice for the 2nd tranche.

For further information, please contact the Embassy :

By phone : 22 20 70 00

By e-mail : Bujumburasmallgrants@state.gov

Documentation is also available on the Embassy's website

Page Title

Page Title



How to get funding from the American Embassy

*Bujumbura
Burundi
Africa*



The Ambassador's Self Help Fund

🔗 **Types of projects:** This fund can be obtained for all types of projects but it is advised to submit small project with easily measurable results.

Also, special consideration is given to projects which have the **potential to generate employment or income** such as construction of a workshop, the establishment of cooperatives, the acquisition of equipment for technical schools or training programs, animal husbandry, and agriculture. Diversity in geographical location is also encouraged.

🔗 **Community involvement:** Every project requires a strong element of community involvement through contributions of cash, materials and/or labor amounting to not less than 25% of the total value of the project and in the decision making.

🔗 **Grant size:** The maximum budget is \$14,000 however, the evaluation committee shows preference for small projects going **from \$4,000 to \$5,000**. They are considered to have a wider impact on local community members.

🔗 **Funding restrictions:** Funds cannot be used to purchase land or any other type of property. Also, the funds cannot be used to pay organization member's salaries.

🔗 **Eligibility for funding:** Both national and international organizations and associations can apply. Religious groups are admitted as long as they can prove the funding will benefit all community member regardless of their beliefs.

🔗 **Funding procedures:** Once a project has been selected by the committee, a field visit is organized to check the feasibility of the project and it's outcomes. After the final decision is taken, an agreement is signed between the Embassy and the recipients.

The first tranche of the funds is transferred to the applicant's account in August or September. The second tranche is authorized only after the receipts of the 1st tranche have been sent to the Embassy for verification. And a field visit has been made.

Another field visit is organized after completion of the project to check it's results and impacts.

The Unites States African Development Foundation Small Grants Program

The United States African Development Foundation has started funding project in Burundi via the US Embassy since 2010. Here are the requirements projects must meet in order to be considered for funding:

🔗 **Types of projects:** All projects funded by the United States Development Foundations **must be income generating projects** . **The project must prove that self sufficiency will be improved within the community without external funding once the project is completed.** Diversity in geographical location is also encouraged.

🔗 **Community involvement:** Every project requires a strong element of community involvement through contributions of cash, materials and/or labor amounting to not less than 25% of the total value of the project) and in the decision making.

🔗 **Grant size:** The maximum budget is \$20,000 however, the evaluation committee shows preference for projects going **from \$5,000 to \$10,000**.

🔗 **Funding restrictions:** Funds cannot be used to:

- purchase land or any other type of property
- pay organization member's salary
- **Any type of construction**

🔗 **Eligibility for funding:** **Only national organizations and associations can apply.** Religious groups are admitted as long as they can prove the funding will benefit all community member regardless of their beliefs.

🔗 **Funding procedures:** Once a project has been selected for funding and after the final decision is taken, an agreement is signed between the Embassy and the recipients. The first tranche of the funds is transferred to the applicant's account in August or September. The second tranche is authorized only after the receipts of the 1st tranche have been sent to the Embassy for verification.

Introduction

The American Embassy in Bujumbura funds projects to help address social and economical issues in local communities.

Two programs are available to fund local development projects: The Ambassador's Self Help Fund and the United States African Development Foundation's small grants program.

The Ambassador's Self Help Fund has been designed to assist small scale development projects that are directed toward improving basic socio-economic conditions at the grass roots level. The primary objective is to help people help themselves.

The Unites States African Development Foundation is an independent Federal Agency established to support projects which community groups undertake to foster their own development.

Although their objectives are similar, the criteria and requirements vary. This guide will help you understand which program is most appropriate to your project.

The following explanations will help you maximize your chances of being selected for funding.