

## **Counterfeit Medicines Awareness Grant Guidelines**

Dear Applicant,

We are pleased to provide you with information related to the **Counterfeit Medicines Awareness Grant**, including program guidelines, application instructions, and contact information. We encourage you to read the information carefully. If you have a project that meets the program requirements outlined below, please complete and submit your proposal for consideration to the following address:

**Counterfeit Medicines Awareness Grant  
Embassy of the United States of America  
B.P. 817 Yaoundé**

### **Selection Timeline**

Application deadline: September 2, 2011  
Selection period: September 3-6, 2011  
Award period: September 7-8, 2011

If you have not heard from us within one (2) months of submitting your application, please request the status of your application via email at [grantsyaounde@state.gov](mailto:grantsyaounde@state.gov).

### **Important reminders**

- **The Counterfeit Medicines Awareness Grant Application Form is FREE of charge and the Embassy DOES NOT request any payment to receive and evaluate a project.**
- Complete the application form and attach your proposal.
- Sign the application.
- Do not submit any documents not requested in these instructions.
- If your project is chosen for consideration, someone will contact you to talk about the proposal and verify the information on the application. Please remember to include a current mailing address, telephone number and e-mail address, if these are available. Tell us if there is someone in Yaoundé who knows about the project and can answer any questions.
- Make a copy of the application and all supporting documents for your records.
- Send the original completed application and proposal to the U.S. Embassy.

### **Contact Information**

Address: Counterfeit Medicines Awareness Grant  
Embassy of the United States of America  
B.P. 817 Yaoundé

Email: [grantsyaounde@state.gov](mailto:grantsyaounde@state.gov)  
Telephone: 2220-1500 Ext. 4171  
Fax: 2220-1503  
Office Hours: Monday through Thursday 7:30 am - 5:00 pm and Friday 7:30 am - 12:30 pm

Thank you for your interest in the Counterfeit Medicines Awareness Grant. We look forward to hearing from you.

Lida M. Becerra  
Program Coordinator

## **Introduction**

The U.S. Embassy in Yaounde is seeking proposals from grassroots non-governmental organizations for projects related to raising public awareness on the dangers of counterfeit medicines. The program will provide funding through one or more grants totaling USD 13,000 (or about 5.9 million francs CFA). Proposals are due by September 2, 2011 and the program implementation period is approximately six months. Organizations that have successfully partnered with development agencies in the past and that can provide audited financial statements will be more competitive for this program and stand a greater chance of receiving funding.

## **Basic Proposal Outline**

The U.S. Embassy will consider funding proposals that outline ways that your organization intends to:

- increase public awareness of the dangers of counterfeit medicines;
- reduce public demand for counterfeit medicines;
- mobilize community and traditional leaders;
- improve the capacity of local authorities to recognize and prohibit counterfeit medicines;
- include activities, expenditures and timelines that are consistent, reasonable, and within the ability of the organization to implement; and
- can be completed in six months, without requiring further funding.

## **Basic Project Reporting**

Grantees will be required to:

- submit receipts on a timely, preferably monthly, basis to the U.S. Embassy;
- ensure that expenditures are supported by adequate documentation and that funds are expended for their intended purposes;
- submit all receipts, return any unexpended advance of funds, and report on the activity's results at the conclusion of the program; and
- maintain basic financial records for the duration of the funded activity, and for a period of three years after submission of the final invoice and the project's conclusion.

## **Selection and Award Process**

If a project is selected for consideration, someone from the U.S. Embassy will contact the applicant and verify the information. The selection committee will base its decision on the potential impact, feasibility, and financial soundness of the proposed activity. The committee will consider the track record of the organization proposing the activity as well as its contribution to the project.

## **How to Apply for the Fund**

- Complete the application form and attach your proposal. The application form is available online. It can also be requested by mail or in person at the U.S. Embassy. You can complete the application form and submit your proposal in English or French.
- Type or write clearly and answer every question as best as possible.
- All applications must include a specific budget with cost estimates and a timeline.
- The project's representative must sign the application form.
- Send the original completed application and proposal to the U.S. Embassy.

**Counterfeit Medicines Awareness Grant**

**Application**

**The Counterfeit Medicines Awareness Grant Application Form is FREE of charge and the Embassy DOES NOT request any payment to receive and evaluate a project.**

**1. Title of Project:** \_\_\_\_\_  
\_\_\_\_\_

**2. Organization or Group's Information**

Name: \_\_\_\_\_  
Address or P.O. Box: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
E-mail: \_\_\_\_\_

**2.1. Organization or Group's Description**

- How long has the group existed? \_\_\_\_\_
- How many members? \_\_\_\_\_
- How often do you meet? \_\_\_\_\_
- How are you organized? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- List your funding sources including estimated amounts \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- List other relevant activities undertaken \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- List prior management experience conducting similar activities \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**3. Contact Person Information** (Person responsible for the project)

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Address or P.O. Box: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
E-mail: \_\_\_\_\_

#### **4. Embassy Grant**

- How much money are you requesting from the United States Embassy? \_\_\_\_\_

\_\_\_\_\_  
Signature of Project's representative

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

#### **Applicant Check List**

- Include a budget similar to Sample A on the following page.
- Include a timeline similar to Sample B on the following page.
- Sign the application.
- Make a copy of the application and all supportive documents for your records.
- Do not submit any documents that have not been requested.
- Send the original completed application and proposal to the Embassy.

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### Sample A: Budget

The budget should be stated in local currency (francs CFA) and include notes explaining the costs associated with each of the line items and other relevant information to support the proposal's budget. There should be a direct relationship between the activities described in the proposal and the budget. All proposals should use the following sample budget format.

	Budget Line Item	Total (CFA)
<b>Phase I:</b> Institutional Strengthening	Hall rental	500,000
	Printing materials	350,000
	Transportation	250,000
	<b>Total Phase I</b>	<b>1,100,000</b>
<b>Phase II:</b> Regional Activities	Supplies	900,000
	Meetings	300,000
	Transportation	300,000
	Regional supervisors	180,000
	National supervisor	320,000
	<b>Total Phase II</b>	<b>2,000,000</b>
<b>Phase III:</b> Final Workshop	Hall rental	400,000
	Final workshop	200,000
	<b>Total Phase III</b>	<b>600,000</b>
	<b>Grand Total</b>	<b>3,700,000</b>

### Sample B: Activities Timeline

All proposals should use the following sample activities timeline.

Project Activities	September 2011 - April 2012							
	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr
<b>Phase I</b>								
Contacting hospitals	X							
Contacting community leaders	X	X						
Designing and printing materials		X	X					
<b>Phase II</b>								
Hiring regional supervisor		X						
Outreach activities		X	X	X	X	X	X	
Radio and TV broadcast in three regions		X	X	X	X	X	X	
<b>Phase III</b>								
Hall rental and final workshop							X	
Submission of final report								X