

The Democracy and Human Rights Fund

Guidelines

Dear Applicant,

We are pleased to provide you with information related to the Democracy and Human Rights Fund, including program guidelines, application instructions, and contact information. We have also included an application form for your convenience. We encourage you to read the information carefully. If you have a project proposal that meets the program requirements outlined below, please complete and submit your application for consideration to the following address:

**Democracy and Human Rights Fund
Embassy of the United States of America
B.P. 817 Yaoundé**

Selection Timeline

Application deadline: Open season. Applications accepted on an ongoing basis.

Selection period: January to April

Award period: May to August

We receive a high number of proposals each year and we try to respond to each applicant. If you have not heard from us within one (1) year of submitting your application, please request the status of your application via email at grantsyaounde@state.gov.

Important reminders

- **The Democracy and Human Rights Fund 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 additional pages if necessary.
- 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 to the U.S. Embassy.

Contact Information

Address: Democracy and Human Rights Fund
Embassy of the United States of America
B.P. 817 Yaoundé

Email: 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 Democracy and Human Rights Fund. We look forward to hearing from you.

Elizabeth A. Ehabe
Program Coordinator

Introduction

The purpose of the Democracy and Human Rights Fund (DHRF) is to strengthen democratic institutions, improve governance, and promote respect for human rights in Cameroon. The DHRF provides assistance to Cameroonian organizations that seek to implement short-term, highly targeted activities designed to show measurable results. For more than twenty years, DHRF funding has supported organizations in all ten regions of Cameroon. Typical DHRF grants are approximately USD 10,000 (or about 4.5 million francs FCFA); they may not exceed USD 25,000 (or about 11.25 million francs FCFA). A single group may not apply for or more than one grant in a given funding period. 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 DHRF funding.

Basic Project Requirements

The U.S. Embassy will consider funding only those projects that:

- are initiated by Cameroonian organizations (excluding the executive branch of the Cameroonian Government);
- promote political pluralism and respect for human and civil rights;
- benefit a large number of people;
- include activities, expenditures and timelines that are consistent, reasonable, and within the ability of the organization to implement;
- can be completed within one year, without requiring further DHRF assistance; and
- respect environmental norms.

Basic Project Reporting

DHRF 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.

Project Categories and Acceptable Activities and Items

- ❖ **Human Rights:** Advances protection of international human rights by supporting governmental and nongovernmental organizations efforts to protect, promote, and enforce human rights. Projects under this category could include but are not limited to:
 - **Human Rights Advocacy;**
 - **Human Rights Systems and Policies; and**
 - **Human Rights Education and Training.**
- ❖ **Civic Participation:** Strengthens the legal, regulatory, institutional, and information environment which protects and enables the growth in associational life and the development of independent and sustainable civil society organizations. Builds the capacity of civil society organizations to act as agents for reform and support their participation in democratic decision-making through engaging in service delivery, and advocating for issues which become part of the public agenda and are reflected in public policies. Encourages the strengthening of a civic culture which supports democratic institutions and processes, active participation in political and civic life, and the civic

virtues of tolerance, pluralism, compromise, trust, and respect for individual rights, including gender equality. Projects under this category could include but are not limited to:

- **Civil Society Legal and Regulatory Frameworks;**
- **Civil Society Capacity for Democratic Processes;**
- **Citizen Participation and Oversight; and**
- **Civic Education and Democratic Culture.**

Unacceptable Activities and Items

DHRF funding may not be used to conduct the following activities or purchase the following items:

- construction of buildings;
- purchase of vehicles;
- long-term (12 months or more) recurring administrative costs such as building or equipment maintenance, rent, office supplies, or administrative salaries;
- travel outside of the immediate region;
- conferences or workshops that lack a specific and clearly-articulated goal;
- research projects without a results-oriented component;
- humanitarian assistance or support for refugees (unless human rights related);
- activities that do not directly encourage or promote increased respect for civil and human rights;
- purchase of pharmaceuticals, pesticides, or fertilizers;
- activities to influence the outcome of elections; or
- training or advice, or support for police, prisons or other law enforcement forces, military or any program of internal intelligence or surveillance.

Selection and Award Process

The program is highly competitive; historically, less than ten percent of applicants receive funding each year. 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. The selection and award process consists of several stages:

- The DHRF staff reviews all the applications and selects a preliminary list of projects.
- The DHRF committee reviews the preliminary list and selects the finalist projects.
- The DHRF staff work with potential grantees on suggested updates to the proposals. During this phase, the DHRF coordinator makes the final recommendation to the committee and submits a final list of projects for the Ambassador's approval.
- The Ambassador and the project's representative sign the agreements and the grants are awarded.

How to Apply for the Fund

- Complete the application form and attached additional pages if necessary. The application form is available online. It can also be requested by mail or in person through the DHRF Office.
- 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 to the U.S. Embassy.

The Democracy and Human Rights Fund

Application

The Democracy and Human Rights Fund Application Form is FREE of charge and the Embassy DOES NOT request any payment to receive and evaluate a project.

1. Information on Group or Organization

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

2. Description of Group or Organization

- 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. Title of Project: _____

4. Project Description

- Approximately how many people will benefit from this project?
Men _____ Women _____ Children _____ Total _____
- What is the project? _____

- What is the purpose? _____

- Why is this project necessary? _____

- What is the expected impact of the project? (Describe the new situation that will arise because of the project) _____

- Identify any potential implementation problems and how they will be addressed and overcome

- Explain how long will take to complete the project. (You must attach an activity timeline like the sample on the last page of this form.) _____

5. Project Financial Summary. Attach a detailed budget or cost estimate to your application. For materials and equipment purchase, include proforma invoices from at least three different sources.

- What is the total cost of this project? _____
- Have you already spent money on this project? Yes _____ No _____
- If yes, please provide details. _____

- Are other embassies, donors, or government agencies providing money or support for this project?
Yes _____ No _____
- If yes, please provide details. _____

6. Embassy Grant

- How much money are you requesting from the United States Embassy? _____
- How will you use this money? _____

Signature of Group 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 to the Embassy.

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Sample A: Budget

The budget should be stated in local currency (francs FCFA) 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	Donor (FCFA)	Grantee Match (FCFA)	Total (FCFA)
Phase I:	Activity 1	500,000		500,000
	Activity 2		350,000	350,000
	Activity 3	190,000	60,000	250,000
	Total Phase I	690,000	410,000	1,100,000
Phase II:	Activity 4	900,000		900,000
	Activity 5		300,000	300,000
	Activity 6	300,000		300,000
	Activity 7	120,000	60,000	180,000
	Activity 8	320,000		320,000
	Total Phase II	1,640,000	360,000	2,000,000
Phase III:	Activity 9	300,000	200,000	500,000
	Writing Final Report		100,000	100,000
	Total Phase III	300,000	300,000	600,000
	Grand Total	2,630,000	1,070,000	3,700,000

Sample B: Activities Timeline

All proposals should use the following sample activities timeline.

Project Activities	May 2012 - February 2013									
	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb
Phase I										
Activity 1 and Activity 2	X									
Activity 3		X	X							
Phase II										
Activity 4				X	X	X				
Activity 5 and Activity 6		X	X							
Activity 7 and Activity 8				X	X	X	X	X	X	
Phase III										
Activity 9									X	
Writing Final Report										X