

# PEPFAR ETHIOPIA SMALL GRANTS PROGRAM

## Program Guidelines and Application Form



ETHIOPIANS AND AMERICANS

IN PARTNERSHIP TO FIGHT HIV/AIDS

# PEPFAR

## **INTRODUCTION**

Recognizing the global HIV/AIDS pandemic as one of the greatest health challenges of our time, the U.S. President's Emergency Plan for AIDS Relief (PEPFAR) was launched in 2003 to combat global HIV/AIDS. It is the largest commitment ever by any nation for an international health initiative dedicated to a single disease.

Under the Emergency Plan, Ethiopia has received a total of 1.78 Billion since 2004 to support comprehensive HIV/AIDS prevention, care and treatment programs. In Ethiopia, PEPFAR is administered collaboratively by the U.S. Embassy in Addis Ababa, the U.S. Agency for International Development (USAID)/Ethiopia, the Centers for Disease Control and Prevention (CDC) Ethiopia, the U.S. Department of Defense, and Peace Corps.

## **HIV/AIDS IN ETHIOPIA**

With a population of 82 million, Ethiopia is the second most populous country in Sub-Saharan Africa. Based on 2012 country progress report on HIV/AIDS response, from the total population there are nearly 789,900 people currently living with HIV/AIDS (607,700 adults and 182,200 children aged 0-14 years); and 952,700 AIDS orphans.

The 2011 EDHS shows that national adult prevalence was estimated 1.5% of which the prevalence among women age 15-49 is 1.9% and among men age 15-49 is 1%. The prevalence is higher in urban areas (4.2 %) than in rural areas (0.6 %). Among regions HIV prevalence is highest in Gambella (6.5 %) and Addis Ababa (5.2 %). Small towns are considered to be hot spots potentially forming a bridge for the extension of infection into rural areas. Addis Ababa, Amhara, Oromia and SNNPR accounts for 93.4% of the total PLWHA population in the country and with a high urban prevalence: 60% of PLWHA are living in cities/towns.

## **PEPFAR ETHIOPIA SMALL GRANTS PROGRAM:**

### **Reaching Out to Communities**

One of PEPFAR Ethiopia's key priorities is expanding work with new partners, particularly non-governmental community-based and faith-based organizations in order to extend the initiative's reach and foster sustainability. As part of this effort, PEPFAR Ethiopia established the Small Grants Program. The program offers financial support that enables community- and faith-based organizations, as well as groups of people living with HIV/AIDS (PLWHA), to implement small-scale projects that promote HIV/AIDS prevention, and provide care and support.

### **APPLYING for a GRANT**

If your organization has a project that aims to tackle HIV/AIDS at the community level by preventing further spread of HIV/AIDS, or providing critical support to those who are infected and affected, we encourage you to apply to the Small Grants Program. Please read the program guidelines carefully and complete the application form on pages 9–14. If you have any questions, please **phone** 0111-30-6152/7061; **fax** 0111-24-24-31; or email to **ET-SG-PEPFAR@state.gov**

### **FUNDING PRIORITIES**

The PEPFAR Ethiopia Small Grants Program concentrates its grant-making in two technical areas – **HIV/AIDS Prevention** and **Care and Support** – and prioritizes activities that reach the populations and geographic locations hardest hit by the disease.

#### *What is Prevention?*

**Prevention** activities are those that help stop the spread of HIV/AIDS and encompass a range of activities including:

- Behavior change communication focused on decreasing high risk behaviors.
- The promotion of abstinence and being faithful.
- Community-based prevention of mother to child transmission (PMTCT).
- Strengthening prevention for people living with HIV/AIDS and their families  
“Prevention with Positives”.

### *What is Care and Support?*

**Care and Support** activities are those that alleviate or ease illness, and lessen the burden of disease on patients and their families. These, too, cover a range of activities and include:

- Home- and community-based care and support for PLWHA that addresses patients' psycho-social, medical, spiritual, nutritional and economic needs.
- Comprehensive (psycho-social, educational, medical, and nutritional) support for orphans and vulnerable children (OVC) and their caregivers, including income-generating activities that reduce the economic burden of HIV/AIDS on families.

### **Targeted Populations**

Data indicates that while national HIV/AIDS prevalence rates have decreased in recent years, a significant proportion of adults are still at high risk of becoming infected. Among these populations are women and girls, whose disadvantaged social and economic status – along with their biological vulnerabilities – put them at an elevated risk for contracting HIV/AIDS. In response, the Small Grants Program prioritizes prevention efforts that target the identified Most-At-Risk Populations or MARPs:

- Young women
- Sex workers
- Discordant couples
- Truckers and other mobile workers
- Clients of sex workers
- Youth in and out of school

When designing your prevention activities, consider how they can target MARPs.

### **Geographic Priorities**

The HIV/AIDS epidemic in Ethiopia shows great geographic variation. While HIV/AIDS prevalence rates appear to be declining in urban centers, they appear to be on the rise in smaller towns and market centers. Thus, the Small Grants Program will prioritize those competitive proposals supporting HIV/AIDS prevention and care and support efforts in regions outside of large cities when possible.

## EVALUATION PROCESS AND CRITERIA

### Who is eligible?

Non-governmental community-based organizations (CBOs), faith-based organizations (FBOs), and groups of people living with HIV/AIDS (PLWHA) are eligible to apply for funding. Prospective applicants must: 1) demonstrate prior experience implementing prevention and care and support projects, 2) have a broad understanding of community resources, 3) provide evidence of having previously managed donor funds in similar amounts/activities for which they are requesting and/or 4) demonstrate capacity for accountability and program implementation. Applicants must not be currently carrying out activities using PEPFAR funds, and should not duplicate already-existing PEPFAR-supported services in their geographical area.

### What level of funding is available?

Successful applicants will be awarded up to a maximum of \$30,000 or normally under \$25,000 (or equivalent Ethiopian Birr at the time of proposal submission). Proposals which exceed this amount will not be considered for funding. All project activities should be completed within a year of receiving funding. Because competition for funding is intense, only well-organized groups that submit well-planned proposals will receive funding.

### How will projects be reviewed?

Your application will be reviewed by PEPFAR Ethiopia's technical experts. To be considered for funding, each Small Grants proposal must meet the nine requirements outlined below:

- Immediate Impact – Projects should address an immediate need, be community-led, and clearly demonstrate a positive community impact, either by preventing the spread of HIV/AIDS or by providing care and support services to people who are infected with and/or affected by the disease, including OVC and their caregivers.
- Significant Community Contribution and Involvement – Activities funded by the Small Grants Program should involve a significant contribution of materials, management, labor or cash from the local community. The PEPFAR Ethiopia contribution is to serve primarily as a catalyst. The applicant should also clearly describe the relationship that exists between the project implementers and the intended beneficiaries.

- *Achievable and Realistic Timeframe* – Projects must be within the means and skills of the community to operate, and should be completed within 12 months of the grant award.
- *Self-Sustaining Activities* – Activities should be self-sustaining as the Small Grants Program offers only one-time grants. Applicants must demonstrate that they will be able to carry on their activities without further assistance after completion of the supported project.
- *Proven Track Record* – Grants will be given only to groups or communities that have a record of accomplishing project objectives. Generally, the groups must have been in existence at least two years. Applicant organizations must provide evidence of successful projects that have been carried out in the past two years. Serious consideration will be given only to groups that submit applications with realistic, specific and well-developed budgets, and with thoroughly planned activities that can be completed in one year’s time.
- *Effective Use of Funds* – Activities that benefit a large number of people (50 and above) are preferred. PEPFAR small grants cannot be used to support individuals, families, a few selected individuals or private businesses.
- *Non-Profit Projects* – The Small Grants Program is not intended as a venture capital fund. Although the U.S. Government’s other aid activities in Ethiopia vigorously support and encourage private enterprises and cooperative businesses, it is not the purpose of this program to give grants to entrepreneurs.
- *Use of Funds for Project Only* – Funds distributed under the Small Grants Program cannot be used for salaries, religious instruction, or general operating expenses.
- *Possession of Legal Certificate* – If required to register by Ethiopian law, applicant organizations must provide a copy of their certificate from the newly-established Charities and Societies Agency verifying that they are legally recognized by the Government of Ethiopia. Exempted groups include religious institutions, *idirs* and a few select associations. However, it is the responsibility of the applicant to know whether government registration is required and submit the necessary documentation.

## 2015 APPLICATION INSTRUCTIONS

### Completing the Application Form

Please carefully read the Small Grants Program Guidelines before filling out the application form. Be sure to fully answer all the questions included in the application and if necessary, use a separate sheet of paper. All applications must provide an estimated number of direct beneficiaries so please pay particular attention to Question 12 in the application.

When completing the form, applicants should:

1. Use block print and/or type the application.
2. Write or type the name of the applicant and contact information on each page.
3. Answer all questions completely.
4. Use separate sheets of paper as necessary.
5. Send applications to:

**Patrick Wozny or Abraham Zewdie or Meseret Tesfaye**

**Small Projects Office**

**U.S. Embassy**

**P.O. Box 1014,**

**Addis Ababa**

**Fax: 0111-24-4231**

[ET-SG-PEPFAR@state.gov](mailto:ET-SG-PEPFAR@state.gov)

**Phone: 0111-30-6152/6094/6533**

### Application Deadlines and Format for Submission

**The closing date/time for submitting completed applications is December 31, 2014 by 5:00 p.m.** Applications received after the closing date and time will not be considered until the next funding cycle. Applications will be accepted in either paper or electronic format. Electronically-formatted applications may be submitted in either Microsoft Word or PDF format.

**In addition to your proposal, please remember to include:**

- A copy of the applicant's Certificate of Registration (if required)
- A recent bank/financial statement

- One or more reference/recommendation letters from other donors or stakeholders
- A map showing the physical location of the project
- A detailed budget with budget justification
- CVs or proof of qualifications for each key staff member

**PEPFAR ETHIOPIA SMALL GRANTS PROGRAM**  
***Application Form***

**Application: Starting from October 1, 2014 to December 31, 2014**  
**All sections must be completed.**

**PART ONE: OVERVIEW**

1. Name of applicant organization/group:

2. Project title:

3. Brief project description:

4. Project location (Region, Woreda, Kebele and distance from the nearest large town):

5. On-site address, telephone number, fax number and email address of applicant organization/group:

6. Full name, title, address, and telephone number of the Project Coordinator. Please provide his/her/their qualifications below or attach a resume or CV:

**PART TWO: ORGANIZATION DETAILS**

7. If the organization/group is not based in Addis Ababa, please give full name, address and telephone number of an individual in Addis who can receive and relay messages to the organization/group. To facilitate communication, a contact person who can be reached by telephone must be listed for each applicant organization/group.

8. Please answer concisely the following questions about your organization/group:

When was it founded?

  

What are its goals and objectives?

  

How many people are members of your organization/group?

  

What kind of activities has the organization/group carried out in the past?

  
  
  
  
  
  
  
  
  

How has money been raised for the past activities?

  

What is the organization's/group's yearly budget?

  
  

Has the organization/group received assistance from the Ethiopian Government, foundations, Non-government Organizations or any foreign donor agencies? If yes, provide a list of past donors.

  
  

Does the organization/group have a connection to a religious group or organization? If so, which one?

**PART THREE: ORGANIZATION DETAILS**

9. Please provide a description of the project proposed for Small Grants funding. Describe why the project is necessary or desirable and what benefits it will bring to the community. Please describe what steps, if any, have been completed so far on the project. Also, please provide a timetable of how you would implement the project. (continue on another page if necessary)

10. Please provide a budget either in U.S. Dollars or Ethiopian Birr.

(a) List all materials and expenses that will be needed to complete the project. Detailed budget should be attached with the application.

(b) List all sources of funding:

The organization or local community's contribution \$

PEPFAR Small Grants Program donation \$

Other sources of financing (please specify source and amount per donor) \$

Total \$

11. (a) Project beneficiaries:

Please estimate the number of direct beneficiaries. In calculating direct beneficiaries, please make sure that you only count each person once, i.e. do not include the same person in multiple categories such as (a) and (b) or (a) and (c).

# of PLWHA receiving services:

# of Male OVC (under 18) receiving services:

# of Female OVC (under 18) receiving services:

# and type of Community Member (e.g., youth, women, community leaders) reached with prevention messages or PMTCT services:

11. (b) Number of indirect beneficiaries assisted by the project:

These should be persons not directly receiving HIV/AIDS services, but other family or community members who will obtain some sort of benefit from the project. Please explain how the persons will indirectly benefit.

12. Please attach a map to this application. The map should have the project site marked by the nearest major landmark or town. If you are submitting the application via e-mail and cannot attach a map, please send the map to us by post.

13. Please give the mileage and detailed directions from the nearest tarmac road to the appropriate landmark or town and then on to the project site. A stranger to the area should be able to find the project site easily by asking for directions in the nearest town after leaving the main tarmac road. Please start from the nearest large town such as Addis Ababa, Mekele, Bahir Dar, Semera, Adama, Harar, Jijiga, Gambella, Asossa or Awassa.

**PART FOUR: AGREEMENT AND SIGNATURE**

I/We understand that any United States Government’s contribution is a one-time only grant, that U.S. Embassy and Ethiopian Government representatives will have the right to inspect the progress of the project at any time, and that receipts and records are to be kept and made available for up to three years after completion of the project.

Furthermore, I/we will be responsible for transporting items purchased through the Small Grants Program from Addis Ababa to the project location.

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Signature of individual requesting Small Grants Program funds

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Printed name of individual requesting Small Grants Program funds

Title of requester: \_\_\_\_\_

Date of request: \_\_\_\_\_