U.S. AMBASSADOR'S SPECIAL SELF-HELP FUND

Please be aware that submitting a grant application to the U.S. Embassy does not guarantee a grant award. Each year we receive far more project proposals than we can fund. In order to create a competitive application, **please pay close attention to our funding criteria, and complete the grant application in as much detail as possible.**

If you are awarded a grant, you will be responsible for accounting and administration of the project. Your group will order and procure all goods. Advances are disbursed according to a preauthorized schedule via Electronic Funds Transfer (EFT) from the U.S. Embassy to the appropriate bank account. Grantees must regularly submit reports confirming attainment of milestones and account for money spent in order to receive the entirety of their grant.

The U.S. Embassy funds a variety of projects each year, with an objective to obtain geographical diversity in project selection. Projects for which women and girls are the primary beneficiaries are encouraged. We do not consider projects that benefit a small number of individuals. Each grant ranges between $3,000 and $10,000.

This year, special funding will be set aside for one innovative proposal from a community whose Traditional Authority/Chief demonstrates clear and verifiable achievements in promoting the success and empowerment of adolescent girls.

Examples of Acceptable Projects:

- **Construction** - girls' hostels, libraries, girl's sanitary facilities, community health facilities, and schoolroom blocks
- **Water** - provision of safe and clean water through construction of shallow wells
- **Income generating projects** - especially those that add value to current entrepreneurial efforts.
- **Other** - multi-sectoral combination of the above or any other innovative ideas benefiting large number of people.

Self-Help Project Criteria:

- Projects should aim to improve the basic economic and social conditions of the village or community and should benefit the greatest number of people possible.
- The project initiative should come primarily from community action, but it can be sponsored and assisted by institutions, associations, government, or other sources outside the community.
- Construction activities are limited for income generating projects. Organize your project so that the community is responsible for any construction component related to income generating projects.
- Projects must involve a self-help contribution of labor, material, and/or money freely given by members of the local community. Contributions by government entities are not considered to be community contributions.
- The community must be able to operate and maintain the project over its intended life. The U.S. Government's support for the project must be a one-time-only contribution.
- Projects **must** be completed within one year.

Elements of Successful Projects:

- The project is initiated by the community.

- The project plan contains pre-established long-term goals and a coherent plan to keep the project running in the future.

- A capable project manager who is a long-term resident in the community is responsible for the project.

- The project is assisted by a non-biased umbrella organization, such as a religious mission or a local NGO that provides guidance and arbitration on issues when necessary.

- There is strong coordination and communication amongst the grant-recipient group, local leaders, and local government representatives.

- The project makes use of materials and supplies that can be maintained by the community, and the use of materials that will not harm the environment.

Non-eligible Expenses:

- Religious activities
- Refugee assistance
- Personal businesses
- Police or military projects
- Recurring expenses such as salaries and scholarships
- Motor vehicles
- Office supplies
- Sports equipment
- Drugs, fertilizers, and pesticides
- Remodeling or renovation due to lack of maintenance
- Revolving loan funds and seed money
- Donations
- Allowances
- Overhead, or other administrative costs
- Funds cannot be commingled with funds from other donors.

U. S. AMBASSADOR'S SPECIAL SELF-HELP FUND
Application for Financial Assistance

1. **Name of Group/Organization:** _____

2. **Name of Project:** _____

3. **Type of Project:**

   Income Generating _____

   Construction _____

   Water _____

   Other (specify) _____

   Does this project involve the construction of permanent buildings? Yes _____ **No** _____

4. **Location of Project:** Include a small map showing exact location on the last page.

   Region _____ **District** _____ **T. A.** _____

   Village(s) _____

5. **Sponsoring Organization or Agency:** _____

6a. **Project Contact:** This is usually the person who will serve as the Project Manager.

   Name: _____

   Title: _____

   Address: _____

   Phone: _____ **E-Mail:** _____

6b. **Will this person serve as the Project Manager? Yes** _____ **No** _____

   If not, who will? _____

   Name: _____

   Title: _____

   Address: _____

   Phone: _____ **E-Mail:** _____

7. **What local committee or agency will supervise this project?** _____

When was this committee formed? _____

Other activities conducted by this committee? _____

_____

_____

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_____

8. **Who will manage the budget and buy the materials/equipment?**

Name & Organization: _____

Title: _____

Address: _____

Phone: _____**Email** _____

9. **Group/Organization's background:** Briefly, tell us the background of your group, including projects or activities you have implemented or conducted in the past three years.

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10(a) Is the organization/NGO/CBO affiliated with a Traditional Authority who has demonstrated clear and

verifiable achievements in promoting the success and empowerment of adolescent girls in your area?

If "Yes", Please provide details of the T/A/Chief below:

Name of the T/A:_____

Tittle (T/A, Sub T/A, GVH, VH)_____

Address:_____

Contact Phone:_____

(b) Please provide specific examples of activities/projects implemented by the T/A or Chief in your community to promote and empower adolescent girls in your area.

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11. Project Plan: Problem statement, project plan (description and model), projects activities, and expected results.

11(a). **Community problem**: Very briefly describe the problem your community is facing that compels you to seek support. _____

_____

_____

_____

_____

11(b) **Project Scope**: Clearly describe the project you want to implement as a way of solving the problem described at 11 (a) above. Attach anything necessary to explain the project, such as building plans, specifications of equipment, photos, drawings, etc. _____

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11(c) **Project activities**: List the activities you plan to implement to achieve your intended results for this Project. _____

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11 (d)**Supplier consultations**: If the project activities involve procurement of equipment and materials, where will you buy the needed equipment and materials? Attach quotations, specifications, or drawings as proof that you consulted suppliers. _____

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11(e) **Project involvement**: Explain clearly your community/group involvement in implementing this project.

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11 (f) **Project Results:** What are the expected results (changes in the community) after you implement this project? _____

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12 (a) Who are the direct beneficiaries of the project? _____

_____

_____

_____

_____

_____

Disaggregation: Men _____ Women ____ Boys _____ Girls _____ Total _____

How will these people benefit from the project?_____

_____

_____

_____

12 (b) Who are the indirect beneficiaries of the project?_____

_____

_____

_____

Disaggregation: Men _____ Women ____ Boys _____ Girls _____ Total _____

How will these benefit from the project? _____

_____

_____

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_____

13. **Project Length:** _____

Estimated Starting Date: _____

Estimated Date of Completion: _____

14. **Sustainability Plan:** Briefly state what will ensure your project's continuity after USG funding has ended. _____

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_____

_____

_____

_____

15 **Has this project ever received funds from any U.S. Department, organization or other donor?**

Yes _____ **No** _____

If yes, state date, amount received, name of donor and item(s) funded:

_____

16. **Has this proposal been submitted elsewhere for possible funding? Yes** ____ **No** _____

If yes, state the name and contact address of the organization(s) or donor group(s):

_____

17. **Is a Peace Corps Volunteer associated with this project?**

Yes _____ **No** _____ topic

If yes, please provide their name and contact information
Peace Corps Volunteer: _____**Contact #** _____

18. **Is a Member of Parliament or Councilor associated with this project?**

Yes_____ **No**_____

If yes, name the M.P.: _____**Councilor**:_____

How is the M.P involved? _____

How is the Councilor involved?_____

19. **Value of Local Contributions:** List the estimated value (MK) next to materials or services that your community will give to the project. Do not include items that would be financed by the Ambassador's Special Self-Help Fund.

Items (Materials / Services)	Quantity	Price per Item	Total Amount

Value of Self-Help Unskilled Labor: _____

Value of Self-Help Skilled Labor: _____

Cash Contributions: MK _____

Source of Cash? _____

_____

_____

20. **Total Community Contribution: MK** _____

21. Items and Expenses to be Financed by the Ambassador's Special Self-Help Fund: Quote actual prices at the time of application (MK). It may be helpful to consult vendors for accurate materials lists, quantities, and prices.

Items (Materials / Services)	Quantity	Price per Item	Total Amount
Total			

If you require additional space to list materials/services, list items on a separate attached page.

Total Cost of Materials & Services: MK _____

22. Financial Calculations:

A. Value of Local Contributions: **MK** _____
(Bring forward the total from item 19)

B. Cost of Other Materials and Services: MK _____
(The total from item 20 = amount of grant request)

C. Total Cost of Project: **MK** _____
(A + B = Total Cost)

D. Percent of Project Contributed by Community:
(A / C = %) **MK** _____

23. Grant Request: **MK** _____
(Should equal total from item 20)

24. **Please enlist the support of at least three local authorities:** For example, Traditional Authorities, Chief Executive Officer/District Commissioner, Community Development Assistant, Member of Parliament, Councilors etc. The authorities should be appropriate to the kind of project being proposed. These signatures indicate that the authorities:

1) Are informed of the plans in this proposal;
2) Approve of these plans;
3) Attest that it is a valid plan put forward by a legitimate organization; and
4) Are pledging their support to the project.

Local Authorities Recommending the Project:

1) **Name** (please print clearly) _____

Title _____

Address _____

Signature _____ **Date** _____

2) **Name** (please print clearly) _____

Title _____

Address _____

Signature _____ **Date** _____

3) **Name** (please print clearly) _____

Title _____

Address _____

Signature _____ **Date** _____

25: **Directional Map** (please draw an accurate map for the Self-Help team to locate your project area here)

Important: Applicants are requested to send their application by **only one means** (do not email and send through the mail). In the interest of making the most cost effective use of resources, we are only able to respond to applicants whose project proposals are short-listed for pre-selection site visits. Applicants who do not receive any feedback from the Self-Help Office within three months should consider their applications unsuccessful.

Send Application, Map and Directions To:

AMBASSADOR'S SPECIAL SELF-HELP FUND
EMBASSY OF THE UNITED STATES OF AMERICA
P.O. BOX 30016
LILONGWE 3
Or **lilongweshf@state.gov**