



U.S. President's Emergency Plan for AIDS Relief (PEPFAR)

Public Affairs Section (PAS) Small Grants Program

FACTSHEET

Funding opportunity

As part of the President's Emergency Plan for AIDS Relief (PEPFAR), the United States Embassy's Public Affairs Section (PAS) in Maputo administers a small grants program that supports public outreach projects **focused on preventing the transmission of HIV** that are implemented during a **one-year** period.

Objectives of the Program

The PAS PEPFAR Small Grants Program aims to empower and assist Mozambican communities and organizations in preventing and reducing HIV infections within their community or specified communities they serve. The main objectives of the program are to:

- Educate people about HIV/AIDS, with a special focus on youth;
- Reduce stigma for those individuals living with the disease; and
- Encourage people to get tested and to seek treatment.

By supporting local grassroots organizations, many of which would often not be funded within a larger-structured assistance program, to implement small-scale community projects addressing HIV/AIDS, the program intends to help and strengthen civil society to become an effective force in the fight against HIV/AIDS in Mozambique. The PAS PEPFAR Small Grants are designed to have quick impact, address immediate needs of the community, and be flexible and responsive to emerging ideas and organizations.

Who is eligible to apply?

This program provides grants to **legally registered** civil society associations, community-based, faith-based, non-governmental organizations and media institutions. The Public Affairs Section encourages applications from organizations working in the area of HIV prevention from all provinces in Mozambique. During the proposal selection process, projects from provinces with a higher HIV incidence and hard-to-reach communities with higher immediate needs will be prioritized.

Project Criteria

Proposals must focus on increasing community awareness of HIV/AIDS and promoting discussion and action to combat HIV/AIDS in Mozambique.

Applicants are encouraged to consider creative, original, and innovative activities including, but not limited to: promotional risk-reduction and prevention messages, voluntary counseling and testing promotion, training and education opportunities, promotional contests, etc. Projects may include, **but should not be limited**, to: prevention outreach through new media and other communications, sports, arts, cultural and educational activities and community radio programs. Project may also include HIV prevention trainings for health workers, peer educators, activists, teachers, religious and community leaders, journalists and media professionals. Interventions addressing gender based violence and empowering women in the context of HIV and STI prevention will be prioritized. Projects should foster strong community participation and self-reliance.

Request for Proposals

The Public Affairs Section request for proposals takes place **annually** during the months of April and is advertised through a solicitation advertisement published in various national newspapers. Request for proposals will also be advertised on the website of the U.S. Embassy in Maputo: <http://maputo.usembassy.gov/>

How to Apply?

Interested parties may submit their proposal to the **U.S. Embassy in Maputo 193, Kenneth Kaunda Avenue, Post Office Box 783** or via fax to **21 49 38 57** and address them to the attention of **The Public Affairs Section PEPFAR Grants Coordinator, Jennifer Van Geesbergen**. Electronic submissions may be sent to the following e-mail address: MaputoPublicAffairsPEPFAR@state.gov. Please include "Public Affairs PEPFAR Grants" in the subject line. Applicants should print their name, the name of their organization and contact information **on each page** of the proposal.

Proposal Guidelines

The proposal can be submitted in **either English or Portuguese** and **all pages** should be numbered. The proposal may **not exceed ten pages** and **must** include a concise description of:

1. The organization's history, mission and goals as well as a brief description of past and current programs/activities;
2. The geographic and population coverage of the intervention and statement of needs/problems to be addressed in that specific community;
3. The project strategies, goals, measurable objectives and results and outcomes hope to be achieved;
4. The targeted population by age, sex, risk behavior and how they will benefit from the project ;
5. The type, mix and frequency of intervention for each specific target population, including the basis for selecting these interventions;
6. The project prevention outreach/activities and how issues of gender, stigma or/and discrimination will be addressed within the proposed activities;
7. Specific programmatic targets and estimated number of persons to be reached by the project;
8. Sustainability of the project after the grant, community or/and organization contribution, future financing, and income generation activities (if any);
9. An evaluation and monitoring plan and how success will be defined and measured;
10. A work plan for implementation of activities;
11. A brief description of management and key staff;
12. A timeline with dates of activities or interventions;
13. Information about past and current funding received and acknowledgement of other partners involved in the project and their roles;
14. A list of previous or current technical partners and description of technical assistance the organization has received;
15. A realistic and comprehensive detailed budget in USD or MZN currency (must include exchange rate used).

What else should the proposal include?

The project proposal **must** be accompanied by a one-page summary that includes the following information: 1) name of the project and organization, 2) geographic location, 3) key objectives, 4) target group, 5) primary activities, 6) expected results of the project, 7) amount of funding requested and 8) name and contact information of project coordinator. **Proof that the organization is legally registered in Mozambique must also be submitted with the proposal.**

Funding Criteria & Budget Guidelines

Expected numbers of awards are between 8 to 12 and may vary depending on funding available. Funding granted under the program ranges from \$5,000 to \$25,000. **Proposals that exceed the funding ceiling will not be considered as part of this process.** Applicants are required to provide the nearest estimate of costs if exact costs are not available. Any cost sharing must be explicitly stated in the detailed budget and must be accounted for during the project. Organizations that already receive direct funding or substantial support from the U.S. Government are **ineligible** for funding until those activities are completed and fully accounted for.

Expenses that are ineligible for funding

This program **does not** fund vehicles, construction projects, international travel, miscellaneous expenses (every item has to be listed), representational costs (food and drinks for banquets or luncheons) or operating costs (rent, salaries, and electricity). Travels and transport costs should not make up the majority of the project's funding. The procurement of office furniture or supplies is not a priority of this program.

Submission Deadline

The closing date for receipt of proposal is announced in the solicitation advertisement each year. Applicants are given **one month** from the date of the published solicitation advertisement to submit their proposals. Proposals received after the due date will **not** be considered as part of this process.

What will you do with the application?

The U.S. Embassy will consider each application equally and proposals will be held for review and evaluation of a USG Interagency Selection Committee against the PAS PEPFAR Small Grant Program criteria. Proposal reviews will extend through the months of May and June. **Project proposals that best meet the selection criteria will be selected for funding. Preliminary review may include a site visit to assess the capabilities of the project.**

How will I know if my project was selected?

The PAS PEPFAR Small Grants Fund is limited and not all projects can be financed. Due to the large number of proposals received each year, information regarding the status of the selection process cannot be provided via telephone and **only** organizations whose proposal has been selected and approved for funding will be contacted. Applicants will be notified during the months of July and August if their project has been approved for funding. **Awards are generally made during the month of September.**

Reporting & Measurable Results

Each project accepted for funding must submit mid-term and final financial and narrative reports. The project **should** be able to estimate, describe and measure how it contributes to HIV/AIDS prevention and reduction in Mozambique. The metrics you utilize to measure impact must, at a minimum, include some of the following:

1. Number of people reached during an intervention;
2. Number of volunteers/activists trained;
3. Number of awareness campaigns conducted;
4. Number of workshops/trainings conducted;
5. Number of community outreach/events conducted;
6. Number of educational, informative and training materials produced and distributed;
7. Number of radio/TV spots produced and divulged;
8. Number of mass media spots produced;
9. Number of individuals who received counseling and testing.

Participation & Sustainability

The greater the contribution from the organization and involvement of the local community, the more likely the project will be successful and the greater the sustainability of the activities in that community. Cost sharing and organization and/or community contributions are **not** a requirement, but are encouraged, and proposals that include cost sharing will be favored in the review process. Applicants are encouraged to make significant voluntary contributions, such as money, labor or other services to their projects. After the awarded money is used, the project should be able to continue on its own or with help from the community. Proposals that include documented means to sustain the project after PEPFAR funds are expended will be also viewed more favorably.

Limitations of the Program

The projects **should be completed within 12 months**. The maximum funding limitation per project is **\$25,000.00**. Grants awarded under the PAS PEPFAR Small Grants Program are normally **one-time grants**. Renewals are permitted only where the partners have performed exceptionally well and where the grants show significant quantifiable contributions toward meeting

country targets. Requests to renew a grant for up to three years will be carefully reviewed and may only be granted in exceptional circumstances. **Large-scale programs requiring more than one-time funding will generally not be considered eligible.**

Additional Instructions

Proposals must be typed and applicants should make use of double-space, headings and subheadings. Proposals must include all information and supporting documentations requested in the solicitation advertisement published that year. **Applications that are not typed or do not meet all the requirements will not be considered.**

Other Funding Opportunities

The U.S. Embassy's Political and Economic Section in Maputo offers two additional funding opportunities in the form of small grants, namely:

The **Political and Economic Section PEPFAR Quick Impact Small Grants Program**. This program supports one-year projects, under \$25,000, that provide a range of prevention, care and support services for HIV patients and households with Orphans and Vulnerable Children (OVC). And;

The **Ambassador's Special Self-help (SSH) Program**. This program supports small one-year, community-run projects, under \$10,000, focused on improving basic economic or social conditions at the local community or village level. Health programs are not funded under this program.

Contact Information

For more information on the Public Affairs Section PEPFAR Small Grants Program, please contact:

Jennifer Van Geesbergen,
PEPFAR Grants Coordinator,
Public Affairs Section, U.S Embassy Maputo
Email : MaputoPublicAffairsPEPFAR@state.gov