



## *Embassy of the United States of America*

### **U.S AMBASSADOR SMALL GRANTS PROGRAM (ASG)**

The United States Ambassador's Small Grants Program (ASG) provides one-time small grants to community development programs that improve the socio-economic wellbeing and/or health of the community. The ASG Program is designed to support communities help themselves. Funding under the ASG Program is provided by the U.S. President's Emergency Plan for AIDS Relief (PEPFAR) and by the U.S. Department of State Self-Help Fund. Under the ASG, projects must originate in the community, and the community members need to make significant contributions to the success of the project, such as land, labor, funds, materials, ongoing supervision, and other resources. The U.S. Mission's contribution to any one project ranges from \$3,000 to \$10,000. Smaller requests are also welcome.

#### **FORM A: PROGRAMS FOR COMMUNITY DEVELOPMENT PROJECTS**

##### **Project Selection Criteria**

Project proposals selected for funding generally incorporate the following criteria. Projects should:

- Respond to the initiative and aspirations of the local community
- Involve a significant local contribution in cash, labor or material
- Be maintained and operated by the local community
- Improve basic economic or social conditions in the community
- Benefit a large number of people through high-impact, quickly implemented activities
- Be completed within 6 months and not require additional funds to maintain
- Have visible benefits for the community and be self-sustaining
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The above criteria should be used as a guideline for applicants.

##### **Limitations**

The ASG Program cannot provide funding for the following:

- Police or military activities
- Cultural activities
- Religious activities (Note: Religious organizations sponsor or supervise local community self-help activities that serve community needs rather than religious

purposes and these activities may be eligible for assistance.)

- Salaries,
- Scholarships for training or education
- Office supplies or other expendable supplies
- Projects in refugee camps or communities
- Projects involving pesticides, fungicides or herbicides,
- Individually owned businesses or enterprises.

##### **Acceptable Projects**

Projects which may be funded include, but are not limited to, the following:

- Small construction projects such as school rooms, community centers, health clinics or workshops
- Water/sanitation related projects such as wells, toilets or bore holes
- School equipment or supplies such as desks, chairs, blackboards or library books
- Communal construction equipment such as brick making machines
- Some durable goods such as stoves or refrigerators for a school or operating tables for a clinic income-generating equipment such as weaving looms, sewing machines or rice-milling machines.

##### **The Application**

All requests for funding under the ASG Program should be made on the **United States**

**Ambassador's Small Grants Program Application - Form A.** Each question on the application must be completed before the application can be considered for funding. Applications should be submitted by October 31, 2014 to be considered for funding in the coming year.

### **The Agreement**

If a project is selected to receive support, the project director designated on the application form will be notified and must sign an agreement with the U.S. Mission Nigeria. This agreement explains the responsibilities of each party. The agreement indicates the amount of funds committed for the project in U.S. dollars. The ASG Program cannot provide additional funds to a project after the agreement has been signed. The community organization responsible for the project must have sufficient financial resources to cover any project costs that exceed the amount provided by the ASG Program. The dollar amount stipulated on the agreement will be converted into Naira before being disbursed to the project director.

### **Payment**

All requests for reimbursement for items already purchased for the project must be accompanied by original receipts for each of the items. Checks are normally issued 4 to 6 weeks after a request for an advance or reimbursement has been submitted to the Embassy. Limited advances may be approved for the purchase of project supplies or equipment. In order to receive an advance, the project director must submit pro-forma invoices from their suppliers. Usually at least 3 invoices showing competitive prices must be submitted to the Embassy to begin the payment process. Funds remaining in an account after an advance has been approved will not be released until receipts against the advance are submitted to account for any outstanding advances.

### **Progress Report**

Project directors are required to submit photographs and progress reports after the initial disbursement has been made and before the remaining funds will be released. Progress reports should discuss work completed to date, problems encountered, work remaining and schedule, outstanding anticipated costs and estimated date of

project completion. A final project report and photographs must be provided to the Ambassador either before or in lieu of a commissioning ceremony.

### **Follow up**

After a project is underway, the Ambassador or his designated representative may wish to attend the commissioning ceremony. Photographs of the project should be submitted to the Embassy to be used in the follow-up report to Washington. Remember that all projects must include plans for acknowledging the U.S. Government's support. The community should recognize that Embassy representatives may be interested in visiting the site of an ASG Project even several years after the project has been completed. Project directors are asked to prepare a follow-up report for the Ambassador on the one-year anniversary of the completion of the project. This follow-up report should discuss how well the project has succeeded in meeting its goals, any difficulties in sustaining the project that may have been encountered, how the community has been affected by the project and what the future of the project is.

### **Please address any enquiries to:**

United States Ambassador's Small Grants Program  
U.S. Embassy, Abuja  
Plot 1075, Diplomatic Drive  
Abuja, FCT, Nigeria

Email: AbujaSH@state.gov  
Office Phone: 09-461-4362

Office Hours: Monday through Thursday 7:30 am - 4:30 pm and Friday 7:30 am - 1:30 pm

### **Submit your grant application to:**

United States Ambassador's Small Grants Program  
U.S. Embassy, Abuja  
Plot 1075, Diplomatic Drive  
Abuja, FCT, Nigeria

**The United States Ambassador's Small Grants Program  
Application Form A  
Programs for Community Development Projects in the larger community**

**General Information**

1. Date of Application	
2. Location of Project (Village/LGA/State)	
3. Type of Project	
4. Total Naira Amount Requested	

5. Project Director	
Full Name (underline surname):	
Mailing Address	Street Address

Telephone:	Fax:
Email	

6. Project Committee Members (use attached list if necessary): Name (underline surname)	
Full Name	Address

7. Name and address of organization or community sponsoring the project

8. If the community or project director has submitted other project proposals within the past three years to the U.S. Embassy, other embassies or organizations, please answer the following (use extra pages as necessary, circle yes or no as appropriate):

Project Title	Submitted to	Funded?	Amount (Naira)	Completed?
		Yes <input type="checkbox"/> No <input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>

**Project Information**

9. What is the purpose of the project

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10. Briefly describe the project. Include a description of how the project will managed and who will be responsible for the management. Where will the project get any technical advice or assistance it may require? Who will volunteer to assist in the project and what are their qualifications? (Attach an additional sheet if necessary.)

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11. What are the social and economic benefits of this project to the community?

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12. How many people will benefit from this project?

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13. What are the primary economic and social activities of the community?

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14. Describe all local contributions to the project including those of other sponsoring organizations. Do not forget to include contributions of land, labor, materials, cash or expertise.

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15. Has any work been completed on the project? If so, what work has been done?

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16. Attach a separate paper with a work plan indicating how the project work will be done and who will be responsible for the work. How long will the work take? When will the project be completed? Include a timeline with the workplan. Remember that projects should take no longer than six months to complete.

17. Will weather or other activities in the community, such as holidays, harvesting, or religious ceremonies, affect the project timeline? How?

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18. Attach a detailed budget showing how much each item necessary for the completion of the project will cost. If you have already obtained pro-forma invoices for items as part of your budget planning, attach them as well.

19. How will the project be sustained once SSH funding stops?

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20. Have village or community leaders or local authorities approved your project? If so, who has approved it and how can they be contacted? Please include addresses and phone numbers where possible.

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21. Using a separate sheet, please describe your monitoring plan for the project.

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22. Attach a list of names, addresses and telephone numbers of individuals or organizations that can be contacted about this project if different from those listed in items 5 and 6. Also attach a list of the names of community members supporting or assisting in this project and their signatures.

23. Attach a detailed description and a map of how to reach the project site from the nearest state capital.

24. Please attach any additional information you may wish to provide, such as letters of recommendation, reports from other completed projects, pro forma invoices or background information on project participants, at the end of this application.

### **Acknowledgement**

I have reviewed the completed application form for funding under the U.S. Ambassador's Small Grants Program. The application is complete, and the answers are true and correct to the best of my knowledge

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(Signature of Project Director)

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(Date)