

**APPLICATION FOR ASSISTANCE
Ambassador's Special Self-Help Fund**

1. **PROJECT TITLE:** _____

2. **LOCATION:** _____ **DISTRICT** _____

3. **PROJECT COORDINATOR:**

Name (Print): _____

Address: _____

Telephone: _____

4. **PROJECT COMMITTEE:**

a) Name _____ Title _____ Phone _____

b) Name _____ Title _____ Phone _____

c) Name _____ Title _____ Phone _____

d) Name _____ Title _____ Phone _____

5. **FINANCIAL STATEMENT:**

a) Amount Requested from Embassy Le _____

b) Community Contribution Le _____

c) Other Sources Le _____

d) Total Budget Le _____

e) Banking Institution _____

6. **ATTACHMENTS (CHECK IF INCLUDED):**

- _____ a) Project Proposal
- _____ b) Map to Project Site
- _____ c) Floor Plan of Construction (if applicable)
- _____ d) Detailed Budget
- _____ e) Pro forma invoices (Price Quotes)

STATEMENT OF SUPPORT

We the undersigned hereby declare that all information herein contained is true and accurate to the best of our knowledge. We are in full agreement with the contents of this application and wholeheartedly support the proposed project for our community.

Project Coordinator: _____ Date: _____

Village Chief/Headman: _____ Date: _____

Paramount Chief: _____ Date: _____

Chairman of City Council: _____ Date: _____

**EMBASSY OF THE UNITED STATES OF AMERICA, FREETOWN
AMBASSADOR'S SPECIAL SELF-HELP FUND**

INFORMATION SHEET

USAID provides resources for the Ambassador's Self-Help Fund in Sierra Leone. The Special Self-Help Fund (SSH) seeks to promote community action. To assure that the self-help activities approved for funding by the Ambassador's Self-Help Fund achieve their maximum benefits and goals, a Self-help Committee considers the following criteria when reviewing an application for approval.

SPECIAL SELF-HELP CRITERIA:

1. The project should aim at improving the basic economic and/or social conditions of the local community and benefit as many people as possible.
2. Projects should address clearly identified community needs. The specific activity of the project should be clearly described, including a design/sketch of proposed constructions if applicable.
3. The project must be completed within one year of funding.
4. The community must also make a significant contribution to the project in the form of funds, materials and/or labor.
5. A committee consisting of key community members should be formed to oversee and supervise the project.
6. The committee should appoint a Project Coordinator who should be resident in the community and not related to other project committee members. The Project Coordinator will be responsible for the planning, implementation of the day-to-day operations of the project, and serve as the primary liaison with the American Embassy. The Project Coordinator should be responsible for the distribution and accounting of funds.
7. A project account should be maintained in a certified banking institution.
8. **Projects should request less than the Leone equivalent of \$25,000 from the fund. *Please note: Most projects receive between \$3,000 and \$12,000.***
9. Applications can be submitted through out the year. December 1 is the last date for submission of proposals (any proposals received after this date will be considered the next year). Applications will be reviewed by the SSH committee and notifications of awards will be made the following year, likely in July or later.

Please note: Deadlines and timelines often change from year to year. Please contact us for the latest information.

APPLICATION PROCEDURE

Applications for Special Self-Help Funds should include the following:

1. **Title page:** Please use the form above with identifying information and statement of support.
2. **Statement of Problem:** Specify the nature and extent of the community problem to be addressed by the project. Include a description of past attempts to deal with the problem.
3. **Proposed Project:** Describe the activity or project including the following:
 - (a) Project site and location (include map). This is very important for site visits.
 - (b) Specify activities and tasks to be accomplished.
 - (c) Floor plan of buildings or structures to be built.
 - (d) Timetable for implementation and completion
 - (e) Plans for the continuation of the project after SSH funds expire (i.e. in following years).
 - (f) Description of how accountability will be shown (posting of financial statements, committee meetings, etc.).
4. **Impact of Statement:** Describe the expected impact of the proposed project for the community. Indicate who and how many people will benefit, and how they will benefit. Tell us the anticipated annual income, or other criteria to be used in evaluating the success of the project.
5. **Staffing Pattern:** Specify the number of people and level of expertise needed to complete the project. Also, identify any technical consultants and/or contractors to be retained.
6. **Budget:**
 - (a) Detailed, itemized budget, listing all materials to be purchased with SSH funds, including the quantity required.
 - (b) Price quotes or proforma receipts for all major purchases and services.
7. **Community contribution:** List all contribution from the community including materials, labor, space etc.

RESTRICTIONS ON THE USE OF SSH FUNDS:

1. SSH funds cannot be commingled with funds from other donors, international organization or other U.S. government programs.
2. SSH funds are not to be used for refugees or displaced persons. There are specific U.S. bilateral or multilateral assistance programs designed to address their needs.
3. SSH funds may not be used for religious, military, law enforcement related activities.
4. SSH funds may not be used to buy used equipment, luxury goods, gambling equipment, or toxic materials (or otherwise unsafe or environmentally unfriendly materials such as pesticides, fungicides, and herbicides).
5. SSH funds usually do not cover salaries or supervision costs. Contingency estimates also do not qualify.
6. Except in some special circumstances, SSH funds may not be used to purchase vehicles or generators.

Please note: Grantees will be notified if certain items listed on a proposed budget are ineligible for funding. You may, of course, contact us with any questions.

GRANT SIGNING:

Once a project has been approved, a revised application may be requested by the embassy. This budget should be returned as soon as possible to the embassy's Special Projects Coordinator with the most current prices quoted. Pro forma invoices (price quotes) from different vendors should be included. After all the information has been submitted, the Embassy will prepare an Individual Activity Agreement (IAA). The IAA is the obligating document between the U.S. Government and project personnel. The IAA must be signed by the Ambassador and, on behalf of the community to whom the grant is being awarded, the Project Coordinator identified in the proposal.

REQUEST FOR ADVANCE OF FUNDS:

The Grantee will request a cash advance for no more than half of the approved grant award. This cash will arrive in approximately 4-8 weeks in the form a U.S. Treasury Check drafted to the Project Organization. It is not possible to reimburse the project for materials purchased in advance of approval of project. Paid and stamped receipts must be forwarded to the Special Projects Office as soon as goods have been received. Receipts should list materials purchased, including quantity and price, method of payment (include number of check if appropriate), and the buyer (Project Organization). The remainder of the grant will be disbursed after receipt of paid receipts and/or documentation of work progress.

PROJECT REPORTS:

The Grantee will submit midterm and end-of-project reports. They will include: a description of work completed; a budget review; and copies of bank account statements. Photographs or documentation of work done is encouraged. Annual Impact Statements are required for two years after the project's completion. Grantees should contact the embassy by phone or otherwise at least once a month, and whenever problems or questions arise. Embassy representatives will also conduct periodic site visits to evaluate progress.

PUBLICITY CAMPAIGN:

It is expected that publicity will be given to the Ambassador's Special Self-Help program, including press and radio releases, photographs, and plaques at project sites to acknowledge the shared efforts of the Sierra Leonean and American people.

CONTACT INFORMATION:

Thomas Poeschl, Special Projects Coordinator
(022) 515-280 or (078) 950-400
poeschltj@state.gov

Mohamed Turay, Assistant Special Projects Coordinator
(022) 515-290 or (076) 515-290
turayms@state.gov

ANNUAL DEADLINE FOR PROJECT PROPOSAL SUBMISSION: DECEMBER 1st

Please note that deadlines and other details/guidelines may vary from year to year. Feel free to contact us for updated information.