



# U.S. Ambassador's Community Grants for Vulnerable Children

## Overview

The U.S. Ambassador's Community Grants for Vulnerable Children, funded by PEPFAR, is a new initiative that will assist local organizations to implement small scale projects to benefit vulnerable children all over Swaziland. The U.S. Ambassador's Community Grants program aims to strengthen service delivery and improve the quality of life of vulnerable children in communities affected by HIV and AIDS.

It is anticipated that this program will award approximately 15 grants. Generally, the size of the grants will be between US\$5,000 - \$25,000 (approximately 35,000 - 175,000 ZAR). Only under exceptional circumstances will the U.S. Embassy award grants above US\$25,000. Grants will be awarded for a one year period.

Non-governmental organizations (NGOs), community-based organizations (CBOs), faith-based organizations (FBOs) and groups of persons living with HIV (PLHIV) are eligible to apply. Organizations that already receive direct funding or substantial support from the PEPFAR program are not eligible.

*Please read the Project Guidelines carefully.* If your organization has a project that falls within the Project Guidelines, use the application to apply for a grant. The Project Guidelines and Application Form can be downloaded from the U.S. Embassy Mbabane website: <http://swaziland.usembassy.gov>

Hard copy applications are also available at the U.S. Embassy, 7<sup>th</sup> Floor Central Bank Building, Mbabane. The Embassy Self-Help Coordinator may contact you and schedule a site visit to assess the capabilities of your project. If you have any questions please contact:

Vicky Mboka-Boyer, U.S. Embassy Self-Help Coordinator, 404-6441 ext. 2216, [Mboka-BoyerAV@state.gov](mailto:Mboka-BoyerAV@state.gov)

The deadline for applications is March 31, 2011.



# U.S. Ambassador's Community Grants for Vulnerable Children Project Guidelines

## Grant Information

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## Deadline for applications:

The deadline for applications is March 31, 2011. Successful applicants should expect to receive funding between October – December 2011.

## Funding Priorities

The U.S. Ambassador's Community Grants for Vulnerable Children prioritizes activities that reach children, defined as children below the age of 18, that have been hardest hit by the HIV/AIDS epidemic in the country. Project activities should adhere to the guidelines listed below. There is no one ideal project. However, successful projects share similar features. Community Grants for Vulnerable Children projects should:

- Address the clearly identified needs of the most vulnerable children and/or their caregivers in Swaziland.
- Improve basic conditions of vulnerable children at the local, community or village level.
- Be community driven.
- Provide services that directly benefit children.
- Benefit a substantial number of children in the community, rather than individuals.
- Involve a contribution of labor, money or materials by members of the local community and/or organization.
- Be within the means of the local organization or community to operate and maintain after the completion of the grant.
- Permit quick implementation and impact, using the entire grant within the one-year agreement period.
- Be conducted by local groups. Community-based organizations, faith-based organizations and groups of people living with HIV/ AIDS are encouraged to apply.
- Be able to measure results (for example, be able to tell how many children are reached with each type of service, how many volunteers are trained etc.).
- Address gender differences and/or disparities.



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### **Acceptable Uses for OVC Community Grant Funding (this is an illustrative list only)**

- Life skills education, including HIV prevention, activities that target especially vulnerable adolescents and youth
- Income generation and other economic strengthening activities that benefit vulnerable children and their caregivers
- Materials and supplies for sustainable gardening (e.g. permaculture) activities that will benefit vulnerable children and their caregivers
- Community-based education and awareness activities that address the rights and needs and children, including issues related to preventing child abuse
- Education or psychosocial-focused activities for children
- Activities that address the needs of children with disabilities
- Equipment or supplies for community-based centers, shelters or pre-schools that benefit vulnerable children
- Educational equipment, materials and training supplies
- Renovations to children's shelters, drop-in centers or pre-schools
- Material assistance, such as household supplies or clothing, for households in extremely difficult living circumstances, such as those headed by children<sup>1</sup>
- Training for staff and volunteers

### **Eligibility**

Non-governmental organizations (NGOs), community-based organizations (CBOs), faith-based organizations (FBOs) and groups of persons living with HIV (PLHIV) are eligible to apply. Applicants must:

1. Demonstrate prior experience implementing projects similar or the same to the one proposed.
2. Demonstrate an understanding of the needs of vulnerable children and strategies for enhancing the ability of communities to respond to these needs.
3. Have an understanding of community resources and how to utilize and complement them in sustainable community development projects.
4. Provide evidence of having previously managed donor funds in similar amounts and activities for which they are requesting.
5. Demonstrate capacity for accountability and program implementation.

Organizations that already receive direct funding or substantial support from the PEPFAR program are not eligible. Applicants should not duplicate already existing activities in their geographical area.

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<sup>1</sup> While activities that benefit a large number of children are preferred, targeted assistance to child-headed households would be an acceptable use of funds as long as the project included a plan for linking these families to more sustainable, longer-term support from another source.



## Review Process

Applications will be reviewed by a technical committee comprised of U.S. Embassy and PEPFAR staff members. To be considered for funding, each Community Grants proposal must meet the criteria listed below:

1. *Immediate Impact.* Projects should address an immediate need, be community-led, and clearly demonstrate a positive community impact.
2. *Significant Community Contribution and Involvement.* Activities funded by this program should involve a significant contribution (e.g. 25% of the total budget) of materials, management, labor or cash from the local community and/or implementing organization. The applicant should also clearly describe the relationship between the project implementers (e.g. NGO/CBO) and the intended beneficiaries in the community.
3. *Achievable and Realistic Timeframe.* Projects must be within the means of and skills of the community to operate, and should be completed within 12 months of the grant award. Serious consideration will be given only to groups that submit applications with realistic, specific and well-developed budgets, and with thoroughly planned activities.
4. *Self-Sustaining Activities.* Activities should be self-sustaining as the Community 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 project.
5. *Proven Track Record.* Grants will only be given to groups that have a record of accomplishing similar project objectives. Generally, groups must have been in existence at least two years and be able to provide evidence of successful projects that have been carried out during that time period.
6. *Effective Use of Funds.* Activities that benefit a large number of people are preferred. The U.S. Ambassador's Community Grants cannot be used to support only a few selected individuals, scholarships, school fees, or food. Grantees must account for the funds they have spent, by submitting receipts for all expenditures.
7. *Non-Profit Projects.* While projects that support economic strengthening of vulnerable children and their caregivers are encouraged, it is not the purpose of this program to give grants to individual entrepreneurs. The U.S. Ambassador's Community Grants cannot be used to support private businesses or for-profit pre-schools or schools.
8. *Use of Funds for Project Only.* Funds distributed under the Community Grants program cannot be used for salaries, motorized vehicles, religious instruction, organizational overhead fees, or any routine administration costs not directly related to the project activities.
9. *Measurable Results.* To qualify for funding, your project must be able to measure how it will contribute to care and support for vulnerable children. Each project accepted for funding must report its results twice a year (March 31 and September 30).



## U.S. Ambassador's Self-Help Fund OVC Community Grants

# Application for Funding

### Instructions

Carefully read the Program Guidelines before filling out the application form. The maximum amount of funding is US\$25,000 (approximately 175,000 ZAR). Proposals which exceed this amount will not be considered for funding unless exception circumstances are justified. Because resources are limited and competition is intense, only well-organized proposals will receive funding. When completing the form, applicants should:

1. Type the application or use block print
2. Include the name of the applicant and contact information on the top of each page
3. Answer all questions completely
4. Use a separate sheet of paper if necessary
5. Emailed applications are preferable
6. Be sure to keep a copy of the application for your records
7. Send applications to:

Vicky Mboka-Boyer, U.S. Embassy Self-Help Coordinator, 7<sup>th</sup> Floor Central Bank Building, Mahlokohla St., PO Box 199, Mbabane, Swaziland, Tel: 404-6441 ext. 2216, Fax: 404-5959, Email: [Mboka-BoyerAV@state.gov](mailto:Mboka-BoyerAV@state.gov)

The closing date for submitting completed application forms is March 31, 2011. Applications received after the closing date will not be considered.



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### Contact Information

<b>Name of organization:</b>	<b>Name and title of contact person:</b>
<b>Telephone:</b>	<b>Fax:</b>
<b>Alternate contact numbers:</b>	<b>Email addresses:</b>
<b>Postal address:</b>	<b>Physical address:</b>
<b>Project location:</b>	<b>Please provide directions from the nearest tarmac road</b>

### Organization Details

<b>What month and year did your project or organization start?</b>	<b>What are its goals and objectives?</b>
<b>Does your organization have elected officers?</b>	<b>Does your organization have a constitution?</b>
<b>How many people are members of your organization?</b>	<b>What kind of activities has the organization carried out the past?</b>
<b>How has money been raised for the past activities?</b>	<b>What is the organization's annual budget?</b>



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<p><b>Has the organization received financial assistance from the Government of the Kingdom of Swaziland, foreign donor agencies, foundations or NGOs in the past? If yes please list past donors.</b></p>	<p><b>Does the organization have a connection to a religious group or organization? If so, which one?</b></p>
<p><b>Has your organization ever received financial assistance from the U.S. Government? If yes, please describe.</b></p>	<p><b>Please describe your relationship to the community where the project will be implemented.</b></p>

**Project Description**

**Please provide a description of the proposed project for Community Grants funding. Describe why the project is necessary or desirable and what benefits it will bring to the community.**



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**Please describe the steps, if any, which have been taken so far to implement the program.**

**Provide a timetable of how you would implement the project.**

**If this is an economic strengthening or income generating activity, please describe your business plan. Explain the demand for the product or service, how the market will be accessed, the expected gross income, expected profit and amount of funds that will be reinvested.**



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**If you are requesting building or renovation, include a sketch plan or architect's plan with measurements.**

**Please describe how activities will be maintained after the Ambassador's Community Grants funding has finished.**

**How will the community contribute to the project? Please be specific.**

**Community cash contributions:**

**Other community contributions (labor, materials, etc):**

**List other contributors, including Government and donors, and amounts already given or promised.**

**What does the organization already have that can contribute to the project (e.g. vehicle, staff, office space, materials, tools, etc.)**





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### Measurable Results

What measurable results will your project achieve in one year? Only fill in those that are relevant for your project.

Indicator	Value
Number of children provided with at least one service	
Number of children who received food and/or nutrition services	
Number of children provided with shelter and/or caregiving	
Number of children provided with health care referral	
Number of children provided with education or vocational training	
Number of individuals provided with protection or legal aid services	
Number of individuals provided with psychological, social or spiritual support	
Number of individuals provided with economic strengthening services	
Numbers of individuals trained (specify type of training)	
Number of individuals reached with education (specify type of education)	

I declare that all the information included in this application is true to the best of my knowledge. I understand that giving false information that could lead to fraudulent use of U.S. Government funds could result in police action being taken.

Signature of Organization Director: \_\_\_\_\_

Date: \_\_\_\_\_



For your application to be considered you **MUST** attach the following documents:

1. A copy of your organization's constitution and/or by-laws.
2. A list of committee or board members with their names, addresses and phone numbers.
3. Copy of project bank account details, with recent bank/financial statement.
4. A map showing how to get to your project from a major road (if you are submitting your application by email, please send the map by post).
5. A copy of your organization's registration with CANGO, NERCHA, Department of Social Welfare, or other relevant Government body.

***Please note there is an extremely high demand for financial assistance and funds are limited. Incomplete applications will not be considered.***