



## U.S. Ambassador's Special Self-Help Fund

The United States Ambassador's Special Self-Help Fund (ASSHF) assists Tanzanian community groups to develop lasting, self-sustaining projects that benefit entire communities. Since 1965, ASSHF grants in Tanzania have contributed to agricultural modernization, economic development, improved sanitation and greater educational access.

Each year, the ASSHF supports approximately 8-10 projects with grants averaging \$5,000. To qualify for a Self-Help grant, **projects must involve significant community contribution in the form of funding, materials and/or labor.** Applicants must have the ability to manage ASSHF projects independently and complete their project within twelve months of signing an ASSHF contract.

### Eligibility

ASSHF projects are community-based groups or organizations, initiated locally, administered at the local level, and include significant community contributions in cash, labor or materials.

### Selection Criteria

The ASSHF focuses on projects with the following qualities:

- Foster community self-reliance
- Have significant community participation and contributions - volunteer time and labor, donated land, equipment and/or materials
- Deliver measurable results (e.g. number of people served)
- Help improve basic economic and/or social conditions at the local community or village level
- Fall within the ability of the local community to implement and maintain into the future.
- Completed within one year.
- Are viable and sustainable in terms of finance, support, and necessary expertise and services

### The Selection Process

Your group will be notified when we receive your application and supporting documents, and will contact your group if any clarifications are needed. A Review Committee meets in May/June and again in October/November to determine winning awards. Your group will be notified by July or December depending on when your application was submitted. If selected, your group will be notified and representatives from your group will be invited to attend a workshop, sign agreement contract and participate in an awards ceremony. Funds will be available several weeks following.

### Examples of Funded Project Proposals

ASSHF is always interested in receiving proposals for innovative projects, so please consider new ideas. Below are examples of projects that have been successful:

- Water Projects - Boreholes; Irrigation or Water Collection Systems; Storage Tanks
- Healthcare Projects- Improve Sanitary Conditions (NO drugs or counseling)
- Solar Energy/Energy Efficiency/Environmental Projects - Energy-Saving and Recycling; Environmental Protection; Solar Panels
- Income Generating Projects - Weaving Looms; Carpentry Tools; Brick-making Machine, etc.
- Education Projects - Vocational Training and Start-up Kits, Nursery School Supplies Equipment, community libraries, school laboratories.

**TAFADHALI:** Jihadhari na matapeli (au udanganyifu) Kumekuwa na matukio mengi ya watu kutapeliwa na wajanja wachache wanaodai kuwa wao ni "Wawakilishi wa Ubalozi" wanaoweza kufanikisha maombi ya misaada ubalozini, kwa malipo. Kama una maswali yanayohusu misaada inayotolewa na Ubalozi, tafadhali piga simu Ubalozini wewe mwenyewe, na omba kuongea na Mratibu wa Misaada ya Ubalozi ambaye ni Mmarekani.



**ASSHF CANNOT be used for the following:**

Start-up projects	Vehicles
Property purchases	Individual or single family projects
Government offices, military or prisons	Projects with political or religious objective
School tuition or exam fees	Operating costs such as rent, salaries, etc.
Musical instruments	Advocacy or research projects
Fertilizers or perishable food	Credit/revolving loan/micro-finance program
Construction	

**Instructions for submitting the US Ambassador's Special Self-Help application**

Please read the instructions carefully and gather all supporting materials when submitting your group's application.

1. Applications must be submitted in English.
2. Along with the attached application provide all supporting materials and documentation which will include the following:
  - Minutes from group meetings which discuss and approve this project with details of plan and request. Please include names of all members present.
  - Complete and detailed budget- Provide a detailed budget with clear indication of what the group is providing and what is requested for funding. In most cases, grant money cannot be used to pay for salaries, ongoing administrative costs or perishables such as food. VAT must be paid by the group.
  - Detailed work plan (i.e. timeline)
  - Pro forma invoices for all major items listed in the budget
  - Detailed map to group's office and activity location from nearest large town.
  - Registration Certificate
  - Groups organizational chart with member names and contact information
  - One letter of support from a relevant local official
  - Business plan if the project is an income generating activity- Please provide a detailed budget of demonstrate an understanding of the product or service to be produced, and customers to be served, and include a marketing plan.
  - Please do not provide more materials than what is requested here.
3. Provide reliable contact information. Assure that all 3 contact persons have a cell or land phone and/or email address which is current.
4. Request the minimum amount of funding required. **Projects which show the most efficient use of funds are the most likely to receive a grant.** If your project can be completed with less funds than requested, the application will not be funded.
5. Show your groups contribution clearly. The application must include specific details of your group's contribution to the project.

Please note that application forms and materials will not be returned so please keep a copy for the group's records. Do not send original documents which you need returned (for example a certificate of registration).

**Applications can be submitted by email (preferable!) to [selfhelpd@state.gov](mailto:selfhelpd@state.gov) or posted to:**

Community Grants Coordinator,  
United States Embassy,  
P.O. Box 9123, Dar es Salaam

Telephone: 255-22-229-4305

Fax: 255-22-229-4971



## Application for U.S. Embassy's Community Grants Program

To apply for an Ambassador's Community grant, submit this six (6) page application form along with the required supporting documentation below:

- Minutes from group meetings which discuss and approve this project with details of plan and request. Please include names of all members present.
- Complete and detailed budget. The budget for the entire project should be detailed with clear indication of the items supported by the group and items requested for support through this grant.
- Pro forma invoices for all major items listed in the budget
- Detailed work plan (i.e. timeline)
- Detailed map to group's office and activity location from nearest large town.
- Copy of groups registration
- Groups organizational chart
- One letter of community support for the proposed project from relevant local official.
- Business plan if the project is an income generating activity. The business plan should demonstrate an understanding of the product or service to be produced, customers to be served and should include a marketing plan.
- Provide a Construction/renovation project plan, if applicable.
- Value Added tax (VAT) exemption Certificate, if applicable.

**Date:**

**Contact Information**

<b>Group/Organization Registered Name</b>	
Project Name	
<b>Primary Contact Person</b>	
Land Number	
Cell Number	
Email Address	
<b>Secondary Contact Person</b>	
Cell Number	
Email Address	
<b>Third Contact Person</b>	
Cell Number	
Email Address	
<b>Project Address</b>	
District & Region	
<b>Group Name on Bank Account</b>	
<b>Bank Name and Account Number</b>	



## **Project Information**

### **GRANT REQUEST (in TSH):** \_\_\_\_\_

Provide a brief summary of the proposed project. What is the activity the organization is proposing to do with these funds? Please do not provide a background statement here on the community or issues. Describe the activity only:

List the primary steps that must be completed for the project to succeed.

What are the organization's and/or community's contributions to this project? Please be specific and list items and their value.

Why is this project needed? Who will benefit from this project? How will the project benefit your organization, your members, and the community? (Please be specific)



**Beneficiaries**

How many people will **directly** benefit from this proposed project? Direct beneficiaries are the people who will make use of this project. For example, 50 students will use new school desks; 20 group members will use new tailoring machinery.

Women 18 yrs+	
Girls 0-17 yrs	
<b>Total Females</b>	

+

Men 18 yrs+	
Boys 0-17 yrs	
<b>Total Males</b>	

=





How many people will **in-directly** benefit from this project? In-direct beneficiaries are people who will not make use of the project, but will still benefit from the project. For example, if the 20 members who will use new tailoring machinery each have 5 children, 100 people will in-directly benefit from the project.

Women 18 yrs+	
Girls 0-17 yrs	
<b>Total Females</b>	

+

Men 18 yrs+	
Boys 0-17 yrs	
<b>Total Males</b>	

=





Who will manage the grant money and the project (list person(s) and title(s))?

Will another person or organization provide this project with assistance (e.g. financial, administrative or technical)? If yes, please list the person or organization and the nature of their support. Include contact information.

Please describe how the project will be self-sufficient at the end of the self-help funding.



U.S. Embassy grant money cannot be used to pay for Value Added Tax (VAT) on purchases. Is your organization VAT Exempt? If yes, please provide the VAT exemption certificate. If no, can your group afford to pay the VAT on purchased items with other sources of funds? For example, if the group receives a grant of TSH 5,000,000 to purchase carpentry equipment how would they pay the TSH 900,000 in VAT?

### **Organization Information**

In what year was this organization established? \_\_\_\_\_

Is this organization registered in Tanzania? \_\_\_\_\_

How many members does your organization have? \_\_\_\_\_

How many people receive a salary/payment from this organization? \_\_\_\_\_

Does this organization have a bookkeeper? \_\_\_\_\_

What is the organization's yearly budget (how much does your group spend in a year)? \_\_\_\_\_

What is your organizations core work?

Who benefits from your organization's activities (please be specific)?

List the assets and the value of the assets owned by the group (for example, land, equipment, money in bank):

Has this organization received Community Grants Funding from the US Embassy before? If so, please give the name of the project and the year awarded?



How does your organization fund activities and administration costs (Please be specific. For example, if the operating budget comes from private donations than please describe or name the donors)?

List the organization's three main achievements over the past three years (include place and date of accomplishment):

- 1.
- 2.
- 3.

List your organization's main goals for the next three years:

- 1.
- 2.
- 3.

**Project Committee**

Please list all Project Committee or Group Members working on this project. Include an additional page if necessary.

	<b>Name</b>	<b>Title</b>	<b>Contact Information Cell number or Email address</b>
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			



### Community Support

Please include one (1) letter of community support with this application clearly endorsing the proposed project. This letter may come from your Village Executive Officer, District Executive Director, or if relevant to the project, District Education or Health Officers. Please provide information below regarding this letter.

Name of Community Support Person	Office, Title	Contact Information Cell number and Email address

### References

Please provide two (2) independent references for your group if available. These references will be able to verify the group's successes and/or the project coordinator's ability to organize and manage this project.

	Name of Reference	Organization	Relationship with Project	Contact Information Cell number and Email address
1				
2				

### Applicant Signature

I certify that all information contained in this form is correct to the best of my knowledge.

<b>Print Name, Title</b>	<b>Signature</b>	<b>Date</b>

Your group can access additional information on the Ambassador's Community Grants Program, as well as an on-line copy of the application, at <http://tanzania.usembassy.gov/grants.html>.

Please contact the US Embassy Community Grants Coordinator if your group has any questions. We can be reached at [selfhelpd@state.gov](mailto:selfhelpd@state.gov).