



AMBASSADOR'S SPECIAL SELF-HELP PROGRAM GUIDELINES

Launched in 1964, the Ambassador's Special Self-Help Program (Self-Help Program) has become one of the most successful grass-roots development assistance tools in Africa. This innovative program gives U.S. Ambassadors and Mission staff the ability and resources to support small sustainable community-based initiatives that have an immediate and dramatic impact on local communities. The Self-Help Program in Uganda supports small-scale activities that promote self-reliance and fosters development through innovative community-led projects.

Program Eligibility

All Special Self-Help projects are **community-based, initiated locally, administered at the local level**, and include **significant community contributions** in cash, labor or materials. Organizations that apply for the Self-Help Program **must be registered** with the Government of Uganda.

Selection Criteria

Self-Help projects should:

1. Foster community self-reliance;
2. Have significant community participation and contributions - volunteer time and labor, donated land, equipment and/or materials;
3. Have a significant impact, benefiting the greatest number of people possible;
4. Help improve basic economic or social conditions at the local community or village level;
5. Be viable and sustainable in terms of finance, personnel support, and necessary expertise and services;
6. Fall within the ability of the local community to implement;
7. Be completed in one year or less.

Priority will be given to applications that describe clearly how the project will improve the quality of life in the target community.

Limitations on the use of Ambassador's Self-Help Funds:

The Ambassador's Special Self-Help Program provides money for material and supplies only. Awards cannot be used for the following:

- The cost of administering SSH activities;
- Remodeling or renovating existing facilities that are in disrepair as a result of neglect or lack of money;
- Activities with unmitigated and negative environmental consequences;
- Religious or military activities;
- Purchases of used equipment.

Expenditure Reporting

While the Ambassador's Special Self-Help Program is designed to minimize paperwork, there are explicit procurement, reporting, and record-keeping requirements for the grantee. Grants are paid in increments directly to the suppliers. Grant amounts are in US dollars to vendors within Uganda. The organizations given Self-Help grants are responsible for locating reliable suppliers and obtaining pro-forma invoices. The Self-Help Program prefers that projects purchase their materials from vendors located in their home areas.

How to Apply

The Ambassador's Special Self-Help Program applications must be completed fully following the format for applications. Please read the guidelines carefully, and answer each question as clearly as possible. Applications that do not follow our format and are incomplete will not be considered. Applicants should explain how the project will meet the seven program selection criteria and outline what the applicants propose to accomplish.

The submission deadline for the 2012 Ambassador's Special Self-Help Program is **February 1, 2013**. Applications are accepted on a rolling basis.

The Small Grants Coordinators will conduct a preliminary review of the applications received and select a shortlist of proposals that:

- Comply with the application submission guidelines;
- Meet the seven primary program criteria defined above;
- Are specific, detailed, and clear with realistic budgets;
- Have sound technical merits;
- Demonstrate an ability to measure the impact of the project by gender; and
- Demonstrate minimum environmental impact.

Preliminary reviews may include a site visit. A shortlist is then presented to an internal review committee for final selection. Grant awards will be made between February and July 2013, depending on the availability of funds. The maximum grant award for any one project is 10-15 % of annual program allocation and represents a one-time U.S. Government contribution. **Due to limited available funding, most grants awarded are between \$1,000 and \$5,000.** Grants are awarded for a one year period.

Communities or organizations with projects that fall within the Ambassador's Special Self-Help guidelines are encouraged to complete the application and send it and supporting documents to:

Small Grants Coordinator
American Embassy
P.O. Box 7007
Kampala

In case of any questions, please contact the Small Grants Office, U.S. Mission Uganda, telephone: 0414-259-791 ext. 6421/6444/6141, email: kampalselfhelp@state.gov or visit our Website at www.kampala.usembassy.gov.

AMBASSADOR'S SPECIAL SELF-HELP Program Application

You may complete this form electronically or provide the following information on separate sheet(s) of paper. Be sure to follow the headings provided and clearly mark each section of the application/response. Attach only the additional information requested. Use Font 12 Times New Roman single-spaced. **Applications which do not include the requested information or do not comply with the requirements of the program guidelines will not be accepted.**

Executive Summary:

Organization Name		
Date		
Project Title		
Project District		
Project Coordinator		
Mail address		
E-mail address		
Amount Requested from U.S. Embassy	\$	UGX
Community Contribution	\$	UGX
Total Project Cost	\$	UGX
Duration of Project: Estimated time to complete the project.		

CONTACT INFORMATION

Name of Organization, Name of Project Coordinator(s), Telephone Number, Email Address, Location of Project: (district, sub-county, village, and distance from the nearest large town).

PROJECT DESCRIPTION

Project Summary: Provide a concise description of project for which you are applying for funding (1 page maximum).

Problem Statement: Describe why the project is necessary and what problem or need the project will address (1 page maximum).

Impact: Explain how the proposed project will improve the quality of life and benefit the target community (1 page maximum).

Financial return: If the project will provide a financial return, describe what return is expected, who will receive the money, and how will the account books be checked (1 page maximum).

Sustainability: Describe how the community will be able to carry on the activities without further assistance after completion of the self-help project (1 page maximum).

Activities: What steps have been taken so far on the project? What is the project implementation timetable (1 page maximum).

COMMUNITY AND OTHER CONTRIBUTIONS

What has the community contributed to the project?

Please list all prior contributions to your organization, including funds provided by the Ugandan Government, or other donor organizations. Please include the amount granted, the year granted, and the purpose of the assistance.

PROJECT BENEFICIARIES

How many people will benefit from the project?

Direct Beneficiaries: Male Female

Indirect Beneficiaries: Male Female

PRINTED NAME(S) AND TITLE(S) OF INDIVIDUAL(S) REQUESTING FUNDS

Name and title of requester:

Signature of requester:

Attach photo here:



For your application to be considered, please attach the following documents:

- A detailed history of your organization and project stating when it was founded, what has been accomplished, what you have done for the community, and how the community supports you. If possible, attach a letter of support from a local council official.
- A map showing how to get to your project from a major road.
- Copy of project bank account details, if available.
- Proof that the project has its own land (in the name of the project) or permission to occupy the land, e.g. signed lease agreement or land deed.
- A detailed budget in Ugandan shillings. (List all materials and expenses that will be needed to complete the project. Be specific in providing the details. Attach original pro-forma invoices.
- Proof/certificate of NGO, CBO or FBO status. If appropriate, please attach letters of support or commitment from your intended stakeholders. Curriculum Vitae (CV), resume or professional history of the people who will be managing the project.

Response to Proposals:

Due to the high volume of applications, we will not notify an applicant or group unless the project is selected. Please ensure that your contact information, i.e. addresses, names, phone numbers, etc., are correct. Application forms will NOT be returned to you so please keep a copy for your own records.

