



COMMUNITY GRANTS PROGRAM TO COMBAT HIV/AIDS

Guidelines

The President's Initiative

The President's Emergency Plan for Aids Relief (PEPFAR) is an historic global program to provide treatment, prevention and care for people living with or affected by HIV/AIDS. In Uganda, the PEPFAR program is implemented by five U.S. Government agencies, which include the Centers for Disease Control and Prevention, Department of Defense, Department of State, Peace Corps, and the United States Agency for International Development. The PEPFAR program in Uganda provides treatment, reduces HIV infections, and provides care and support for over 400,000 individuals.

Community Grants Program

The Community Grants Program to Combat HIV/AIDS, which is funded by PEPFAR, seeks to assist communities and local Ugandan grassroots organizations with small-scale development projects to provide care and support to *people living with HIV/AIDS* (PHA) and *orphans and other vulnerable children* (OVC). Community Grants are not intended to fund private profit-making activities or foreign based organizations.

Applications are due to the Small Grants Office by February 1, 2014.

It is vital that you follow the application form and answer all questions in a clear and concise manner to ensure we can consider all applications equally using the same criteria. We do not want to receive a duplicate application that you have prepared for a different funding source. **The application consists of: Part 1: Cover Sheet; Part 2: Project Description (ten page limit) answering questions about your program with requested documents.** Due to the high volume of applications, we will only consider those proposals that carefully follow the application format and answer all questions clearly and concisely

The project should

- Address an immediate need and have a demonstrable impact on the quality of life of the target population of OVC or PHA.
- Be community driven with significant community support.
- Permit quick implementation and impact. Projects must be completed within one year.
- Be sustainable. Programs should be capable of continuing on their own after the program ends. **(Salaries, office rent, etc., do not demonstrate sustainability.)**
- Be conducted by registered non-profit Ugandan organizations.
- Have clearly measurable results. The project needs to be able to quantify and report on the number of PHA and/or OVC served with the funding received.

Community Grants fall into one of two categories:

1. **Support for OVC:** (children under age 18 with one or both parents deceased, whether to HIV/AIDS or other causes or who are in circumstances that expose them to various dangers, such as economic, social and sexual exploitation)

Support should include assistance directly benefitting OVC & their household in the following areas:

Projects which include sustainable activities with a focus on OVC household economic strengthening are given preference.

- **Economic Strengthening:** income generating activities, savings & loan/microfinance utilization, business/trade skills training, facilitate market access, or related activity. OVC and households should have a say in which activity they will do. **Market need in the area for the trade skill or income generating activity should be researched and explained.** *Animal husbandry projects must include detailed information on market need, feed costs, shelter, immunization, veterinarian care, business skills, & sustainability .*
 - **Health, Water, Sanitation, and Shelter:** creating sustainable programs that increase access to and utilization of health services, safe water sources, sanitation and hygiene, or related activity.
 - **Legal Support and Protection:** empowering communities to identify, prevent and respond to children in need of protection; supporting legislation and enforcement of vital registration of births, deaths, and other life events important for OVC protection.
 - **Food and Nutrition Security:** sustainable nutrition or gardening projects/programs.
 - **Education and/or Vocational Training:** promoting access to education; creating sustainable ways to provide materials & support which allow the child to remain in school; providing vocational training and start up kits. Market need for the vocation should be researched and explained. *Grant funds should **not** be used to pay for school fees, school uniforms, one-time use school materials, or other non-sustainable hand outs.*
 - **Psychological/Spiritual/Social Services and Basic Care:** developing sustainable programs to support counseling services for HIV positive youth and OVC suffering from anxiety, grief, trauma. Creating sustainable ways to provide materials such as clothing, bedding, or other basic necessities.
2. **Support for PHA: these may include, but are not limited to, projects that fall into the following areas:**
 - **Psychological Care:** family care and support groups, support for disclosure of HIV status, bereavement care and treatment of HIV-related psychiatric illnesses, such as depression and related anxieties, or related activity.
 - **Social Care:** income generating activities, vocational training in viable and marketable skills, nutrition, housing, efforts to reduce stigma,
 - **Preventive Care Services:**
 - Counseling and education of discordant couples, inclusive of condom use or related activity.
 - Increased access to safe water, hygiene and sanitation systems, or related activity.
 - Home based care services which support PHA/families in any of the above areas may also be funded.
 - **Clinical Care:** strengthening the referral for PHA in the community to proper health services to maximize their health care

Selection Process

The American Embassy's Small Grants Coordinators conduct preliminary reviews and select a shortlist of applicants based on the following selection criteria:

- Technical merits of the application;
- The target number of OVC and/or PHA who will benefit from the funding;
- Cost-effectiveness and cost realism of the application;
- Past performance of the organization; and
- Following application format and guidelines.

Preliminary reviews may include a site visit. A shortlist is then presented to an internal review committee for final selection. If your project is selected for funding, you will need to provide updated quotations from vendors for items to be purchased. Grants are awarded for a one year period. The maximum grant award is the equivalent of \$25,000.

Selected projects for the 2013-2014 grant year will receive their first portion of funding in October 2013. Grant awards are disbursed in Ugandan shillings at the prevailing exchange rate on the day of payment. You must account for the funds you have spent by submitting receipts before remaining funds are distributed. Additionally, each project accepted for funding must report details of its results twice a year (March 31 and September 30) on specific forms. Reports are used to document the project's accomplishments and demonstrate measurable results.

Contact Information

If your organization has a project that meets the Community Grants Program guidelines, we encourage you to complete the application and send it to:

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

In case of any questions, please contact the Small Grants Office, U.S. Embassy Kampala, tel: 0414-259-791 ext. 6421/6444/6141, email: kampalapepfar@state.gov or visit our website at http://kampala.usembassy.gov/grants_programs.html



COMMUNITY GRANTS PROGRAM TO COMBAT HIV/AIDS APPLICATION

Application Deadline: 1 February 2014

You may complete this form electronically, or provide the following information on separate sheets of paper.

Be sure to follow the format exactly and use the numbered headings provided as you answer each question.

Due to the large volume of applications, the Small Grants Office will only consider those that carefully follow the new format and answer all questions. All answers should be clear and concise

PART 1: COMMUNITY GRANTS COVER SHEET
THIS PAGE MUST BE COMPLETED AND SUBMITTED WITH YOUR APPLICATION.

Name of Organization: _____

Mailing Address: _____

Telephone number: _____

Email: _____

Location of Project:
District _____ Subcounty _____

Direct Beneficiaries (circle one): OVC PHA OVC & PHA

Project Description: _____

Amount requested in Uganda shillings: _____

Name and Title of Requester: _____ Signature: _____	Name and Title of Requester: _____ Signature: _____
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Attach Photo here:

Attach Photo here:

PART 2: PROJECT DESCRIPTION AND COSTS

You must answer these 10 questions. Use NO MORE than 10 pages total for Part 2.

1. Project Summary: Provide a concise description of the project for which you are applying for funding.
2. Problem Statement: Describe why the project is necessary and what problem or need the project will address.
3. How will People Living With HIV/AIDS (PHA); and/or Orphans and Vulnerable Children (OVC) benefit from your project? State how you selected the most needy OVC & PHA.
4. If the project will generate income, describe the expected amount, who will receive the money, and the oversight for accounting?
5. What steps have been taken so far on the project?
6. What is the project implementation timetable?
7. How will the project sustain itself in future years?
8. What has the community contributed to the project?
9. Please list all prior contributions to your organization, including funds provided by the Ugandan government, or other donor organizations. Please include the amount received, the year(s) of the contribution, and the purpose of the assistance.
10. To receive funding from the Community Grants Program, a project must provide care and support to PHA and/or OVC. Please indicate the target number of PHA and OVC (under 18) that will benefit from the grant.

**PLEASE INCLUDE THE FOLLOWING DOCUMENTS WITH YOUR APPLICATION.
PLEASE CHECK BELOW EACH ITEM THAT YOU HAVE INCLUDED.**

- A detailed budget in Ugandan shillings. Please provide a detailed list of all materials and expenses that will be needed to complete the project. If possible include pro-forma invoices.
- 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. (2 page limit) Do NOT send the organization's constitution.
- Proof/certificate of NGO, CBO or FBO status.
- A map showing how to get to your project from a major road.
PLEASE NAME THE PROJECT'S GEOGRAPHIC LOCATION: DISTRICT, SUBCOUNTY, VILLAGE AND DISTANCE TO NEAREST LARGE TOWN.
- Proof of a bank account in the organization's name.
- 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.
- If possible, attach a letter of support from a local council official.