

**Program Background & Description**

***What is the President's Emergency Plan for AIDS Relief?***

On January 31, 2003, President George W. Bush announced a historic commitment to turning the tide of the HIV/AIDS pandemic--the President's Emergency Plan for AIDS Relief (**PEPFAR**). In July of 2008, legislation was passed to extend PEPFAR for another 5 years. The goals of PEPFAR in its second phase of implementation (2008-2013) are to: **treat** 4 million HIV infected people, **prevent** 12 million new HIV infections, and **care** for 12 million people infected/affected by HIV/AIDS, including 5 million orphans and vulnerable children.

***What is the PEPFAR Orphans and Vulnerable Children (OVC) Small Grants Program?***

The OVC Small Grants Program is a highly competitive initiative designed to assist communities with innovative projects that provide care and support to orphans, vulnerable children and their households. **Orphans** are defined as children **under** 18 years of age who have lost either a mother or father. **Vulnerable children** are those who either reside in households affected by HIV/AIDS (such as a caretaker is HIV infected) or live without adult supervision, without a family member, or are homeless.

Recipients of a PEPFAR OVC small grant will receive funding intended to help local organizations and/or communities start or continue a sustainable project that directly benefits OVC. PEPFAR funding should be viewed as "seed" money. Applicants **must** include income generating activities **or** demonstrate through other means how their projects will be **financially** sustainable over the long-term. Strong community involvement and commitment is a prerequisite for funding consideration.

***What is the goal of the PEPFAR OVC Small Grants Program?***

The goal of this funding is to improve the standard of living of OVC and/or their households through **sustainable** community-led projects.

***What are the objectives of the PEPFAR OVC Small Grants Program?***

- To build capacity within local communities by developing innovative and sustainable mechanisms to care for OVC
- To ensure that OVC have continued access to education, food, shelter, medical, legal, and/or psychosocial services
- To train OVC in life skills
- To develop sustainable economic support for OVC households
- To have a direct impact on a large number of OVC

***Who is eligible to apply?***

**Locally based organizations** are given priority. These include community- and faith-based organizations, women and community groups that are **legally registered** with the Government of the Republic of Zambia. **Past recipients** of a PEPFAR OVC Small Grant **are eligible** to apply again.

Prospective applicants must demonstrate **all** of the following:

- Prior experience in providing care services, especially to OVC

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### Program Guidelines

- A broad understanding of community resources
- Previous experience managing donor funds
- Capacity for accountability and program implementation

#### **How much funding is available?**

Up to a **maximum** of US\$20,000 is available per small grant. Payment will be made in Zambian Kwacha in two installments: 80% at the start of the project and 20% after receipt of a Mid-term Report.

### Program Reporting & Accountability Requirements

Grantees must adhere to the guidelines outlined in the funding agreement and use funds only as authorized. Two reports are required: a **Mid-term and Final financial and narrative Report**. These reports must include, in part, the number of OVC directly served, broken down by gender, the type of service(s) provided, and the number of caregivers trained.

### Project Criteria

Projects must include **all** of the following criteria:

- Address an immediate need **and** be community-led
- Describe how OVC will be identified and selected
- Demonstrate the impact to be made on OVC services in the community
- Have definable and measurable objectives that contribute to OVC care and support
- Have a detailed budget and budget justification
- Have an income generating activity (IGA) or other fully documented means to financially sustain the project after PEPFAR funds are expended. Examples of IGAs include:
  - Hammermill/Rice dehuller
  - Poultry/Goats
  - Business Centre Services
  - Tailoring/Furniture
  - Baking/Catering
  - Vegetables
- Include a **contribution** of funds, materials and/or labor by the local community
- Be within the means and skills of the community to manage
- Be completed successfully by **September 30, 2013** regardless of when the funds are received

#### **Examples of eligible project activities:**

- Training of providers/caretakers in the needs of OVC
- Training OVC in life-skills
- Providing OVC with blankets, clothes, school uniforms, shoes, books and other school requisites
- Providing OVC with access to education and/or psychosocial support
- Starting income generating activities for the care and support of OVC and/or their households
- Sensitizing the community on caring for OVC
- Developing early education programs that target OVC under the age of five
- Supporting programs that work with government to protect OVC and provide essential services
- Working with local health clinics to screen/refer potential HIV positive OVC for clinical care
- Supporting community sports/youth clubs that will promote HIV/AIDS prevention messages

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- Providing OVC with targeted food and/or nutritional support. Examples include:
  - Nutritional assessment and counseling
  - Weaning foods/nutritional supplements
  - Meals provided to OVC by schools, orphanages, drop in centers, and other facilities
  - Training and counseling of families/caregivers on nutrition, diet and food preparation

### **PEPFAR OVC Small Grants Program funds cannot support:**

- Ongoing, routine expenses such as salaries and general operating expenses which include rent, electric, air time, internet usage, external auditors, and bank fees
- An individual, family, a select few, or a private business
- School feeding programs for **all** school children
- Research or religious instruction

## Application Evaluation

A U.S. Government Technical Review Committee will review and evaluate applications using the following criteria (this list is not inclusive):

- Is the project realistic with its breadth and goals?
- Is the project innovative?
- How sustainable are the project activities?
- Does the project draw from community resources?
- What kind of relationships exists between the organization's leadership and the community?
- Who will do the work in this project?
- How will OVC benefit?
- Is the estimated number of beneficiaries to be reached realistic?
- Does the project fulfill a true need?
- Does the project duplicate existing services in the community?
- What sorts of evidence is presented to indicate that the project will be completed according to the submitted time table?
- Has this organization received PEPFAR funding or any other donor funding in the past?
- Is this activity currently being funded and, if so, by whom?
- Does the organization have the necessary program and financial management capacity (appropriate staff with the right level of experience) to manage the project?
- Is there an existing system to track the project's accomplishments in reaching its proposed targets?

The Review Committee will consider most favorably projects which provide OVC care and support by:

- Enhancing OVC household food security and livelihood development
- Improving the standard of living for OVC and their households

### **How long will the review process take?**

The closing date for receipt of applications is **Friday, 17 February 2012**. Applications will be reviewed in March and April with site visits to projects of interest from April through August. Applicants will be notified by 30 September 2012 if their project has been approved for funding. Rejections will also be sent out by this date. Rejections will **only** be sent to those applicants with an e-mail address.

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### Application Instructions

Applications must include **all** of the following or they will be considered incomplete and **not** reviewed:

- Completed application (attached, see pages 5 - 10)
- Organization's Certificate of Registration with the Government of the Republic of Zambia
- Recent bank statement
- Two letters of recommendation (see page 10 for details)
- Map showing the physical location of the project and the organization's office
- Qualifications of key staff and/or volunteers actively involved in the project
- Pro-forma receipts for major budget items (see page 10 for details)

**NOTE:** The PEPFAR OVC Small Grants Program is **very competitive**. We receive hundreds of applications each year. To **ensure** that your application is given the full attention it deserves, we suggest the following:

- ✓ Typed applications are easier to read than hand written ones.
- ✓ Answer **all** questions completely.
- ✓ Activities **must** directly target OVC. Do **not** include other activities, such as those that support people living with HIV, widows, the elderly; and HIV prevention such as counseling and testing.
- ✓ Include **only** the requested documents with your application.
- ✓ Put your organization's name at the top of **each** page of your application and required documents.
- ✓ Make sure **all** required documents are included at the **same time** the application is submitted. Incomplete applications will **not** be reviewed. Required documentation will not be accepted after the application is submitted.
- ✓ Applications sent by post are easier to review than electronic copies--they don't require printing.
- ✓ If you do e-mail your application, **do not scan and attach it page by page**. Send it as **one** or **two** attachments **only**. This saves printing time. Individually scanned pages will **not** be printed/reviewed.
- ✓ Do **not** send your application both electronically and by post.
- ✓ Do **not** send part of your application by post and part by e-mail.
- ✓ Include an **e-mail address and cell number** in your application to periodically receive important timely messages. If you do not have access to e-mail, please locate someone who can accept an e-mail on your behalf. PEPFAR staff can alert you by SMS if an e-mail has been sent to you. PEPFAR staff will **only** confirm receipt of your application if an e-mail address is included.
- ✓ Submit your application in advance of the 17 February 2012 due date.

**Applications should be sent to:**

Carole Levin  
PEPFAR Small Grants Coordinator  
Embassy of the United States of America  
P.O. Box 31617, Lusaka, Zambia  
[LevinCG@state.gov](mailto:LevinCG@state.gov)

**Questions:** Call (+260) 211 357391 or send an e-mail to the address above.

**NOTE:** Applications will **only** be accepted from **Monday, 9 January through Friday, 17 February 2012**. Applications postmarked 17 February 2012 will be accepted. Applications received prior to, or after, these dates will **not** be held or reviewed.

This information and application form can also be at: <http://zambia.usembassy.gov/smallgrants.html> .

Application Form

Organization Name: \_\_\_\_\_

**1. Applicant Information**

Name:

Mailing Address:

Cell /Telephone:

E-mail:

**2. Project Coordinator Information**

Name:

Mailing Address:

Cell/Telephone:

E-mail:

**3. Project Name:**

**4. Give a brief description of the organization.**

**5. What year was the organization founded?**

**6. How many members (staff and volunteers) are in the organization?**

**7. Is the organization part of a religious group? If so specify.**

Application Form (continued)

Organization Name: \_\_\_\_\_

**8. List the activities the organization has carried out in the past?** Be specific, include additional pages if needed.

**9. How has the organization raised money for past activities?** Use additional pages if needed.

**10. Has the organization received funding or other assistance from the Government of the Republic of Zambia and/or foreign donor agencies?** Please describe, include additional pages if needed.

**11. What is the organization's yearly budget?**

**12. Has the organization been a past recipient of a PEPFAR OVC or HIV Prevention Small Grant?** If so specify the name of the project, the amount funded and the year of the grant.

## 2012/2013 PEPFAR OVC Small Grants Program Application

### Application Documents That Need To Be Attached

**13.** Attach a **Project Description** to include the following:

- a. Why the project is necessary
- b. Project objective(s)
- c. Description of the activities to be carried out
- d. How OVC and other project beneficiaries will be identified and selected
- e. Description of what benefits the project will bring to OVC and/or their households
- f. Number of OVC, caregivers and/or households that will directly benefit from project (see explanation below)

Applicants must provide an estimate of the **number** of OVC (by gender) who will be directly impacted by the project as well as a description of the services to be provided to these OVC. When estimating the number of OVC, count each person only once. PEPFAR is only interested in the number of beneficiaries, not the number of services each beneficiary receives. For example, if the project is paying school fees for 75 OVC and giving 25 of these same OVC school uniforms, the total number of beneficiaries would be 75 **not** 100.

NOTE: If your organization is a **past PEPFAR OVC Small Grant recipient**, you **must**:

- a. Propose a project that is **completely different** from the project which received past funding. PEPFAR will **not** provide new funding to continue previously funded activities. It is highly desirable that the new project works with a different group of OVC than the previous project.
- b. **Summarize** the project that was funded by the past PEPFAR OVC Small Grant. Include project activities; results; number of OVC, OVC households and caregivers directly served and how; challenges encountered; and lessons learned. This is **required** for new funding consideration.

**14.** Attach **Project Implementation Table** using the following example:

	Organization's Name												
Project Duration:	2012			2013									
Activity	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Person Responsible
Identify OVC													Name & Position
Needs Assessment													Name & Position
Train OVC Caregivers													Name & Position
Pay School Fees													Name & Position
Mid-Term Report													Name & Position
Chicken Broiler IGA													Name & Position
Monitoring & Evaluation													Name & Position
Final Report													Name & Position

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### Application Documents That Need To Be Attached (continued)

**15. Attach a detailed Project Budget and expense justification.**

The budget should be in Zambian Kwacha and **not** exceed US\$20,000 or K94,000,000 (using an exchange rate of \$1US Dollar = 4,700 Zambian Kwacha). Be sure to include the following:

- a. List all items and/or services that need to be purchased to complete the project. The list must be specific. Examples include school requisites, blankets, food supplements, sports equipment, sewing machines, tailoring supplies, training refreshments, transportation, poultry feed, veterinarian services.
- b. Briefly justify why the item or service is needed.
- c. Designate which costs are being requested from PEPFAR OVC Small Grant funding and which will be covered by your organization. Organizations **must** make a financial and/or in-kind contribution.

#### SAMPLE BUDGET

Activities	Item	Justification	Unit Cost Per Item	Number items required	Total Cost	
					Organization Contribution	PEPFAR Request
<b>Activity 1:</b> Training 20 OVC caretakers	Training manuals	Learning material	5,000	20	100,000	
	Room rental	Training space	100,000 per day	3 days		300,000
	Facilitation fee	Trainer	1,200,000	1		1,200,000
<b>Activity 2:</b> Educational support, 100 OVC	School fees	Continuation of education	300,000 per OVC	100		30,000,000
	Uniforms	School requirement	50,000	100	1,000,000	4,000,000
<b>Activity 3:</b> Hammermill Income Generating Activity (IGA) <b>(see page 9 about IGA requirement)</b>	Hammermill	Project sustainability	20,000,000	1		20,000,000
	Installation	Operation	5,000,000	See business plan for details		5,000,000
	Construction of shelter	Protection, security	10,000,000	See business plan for details	2,000,000 plus labor	8,000,000
<b>Total Organization Contribution</b>					<b>3,100,000</b>	
<b>Total PEPFAR Request</b>						<b>68,500,000</b>

**NOTE:** Grant payments will be made in Zambian Kwacha, converted from U.S. Dollars at the exchange rate of the date the funds are paid.

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**Application Documents That Need To Be Attached (continued)**

**16. Attach a proposed Income Generation Activity (IGA) and Business Plan.**

PEPFAR will only fund projects that can be financially sustained after PEPFAR funding has ended. If the organization cannot do this then an income generating activity **must** be included in the project. If the application does **not** include an IGA, state why and how project activities will be continued.

NOTE: If the organization is a **past recipient** of a PEPFAR OVC or HIV Prevention Small Grant **which included funds for an IGA**, you must report on the **status** of that IGA to include profits earned and how they were used. If you are requesting funds for a new IGA you must **justify** why the new IGA is needed.

All income generating activities **must** have a **Business Plan** that includes the following:

- a. Description of the activity proposed.
- b. Description of the target market, pricing strategy and competition. *For example:* Who will be the customers? Is there a demand for the product? Is it seasonal? How will the price be determined?
- d. Discussion of how ongoing operational issues will be addressed. *For example:* Are the supplies needed readily available? Is there an adequate labor force? Is there a consistent power supply?
- e. How will potential risks be handled? *For example:* What happens if the machinery breaks down? What if the livestock become ill? In the event of a power outage, how will products be kept cold?
- f. How will the accounting be handled? *For example:* Who will receive and manage the funds.
- g. A realistic budget. *For example:*

**CHICKEN BROILER IGA**

	Price/Item	# of Items	Total Cost	PEPFAR Request	Organization Contribution
<b>Startup Costs</b>					
300 Chicks					
Feeders/Drinkers					
<b>Subtotal</b>					
<b>Direct Costs/6 Weeks</b>					
Feed					
Drugs					
<b>Subtotal</b>					
<b>Indirect Costs/6 Weeks</b>					
Electric					
Labor					
<b>Subtotal</b>					
<b>TOTAL</b>					

- h. What the estimated sales will be for a specific time period. *For example:* 300 chicken broilers will be sold for K30,000 each after 6 weeks = K9,000,000 sales. Note how often this production cycle will be repeated in a set time period.
- i. What the expected profits will be for a specific time period. *For example:* Chicken broiler sales (K9,000,000) *minus* direct costs *minus* indirect costs = Profit
- j. State how the profits will be used. *For example:* 50% school fees, 20% caregiver training, 30% business reinvestment

NOTE: PEPFAR funds **can pay for** all and/or part of the startup, direct and indirect costs. The total IGA budget should not exceed **40%** of your **total project** funding request to PEPFAR.

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Application Documents That Need To Be Attached (continued)

17. Provide a plan for **Monitoring and Evaluation**. Include how results for all funded activities, including the IGA, will be measured and evaluated.

18. Attach the following **Required Documents**:

- a. Copy of organization's **Certificate of Registration** with the Government of the Republic of Zambia.
- b. Recent **bank statement**.
- c. **Two letters of recommendation** from donors, the Provincial AIDS Coordinator (PACA), and/or the District AIDS Coordinator (DACA).
- d. **Map** showing the physical location of the project and the organization's office. Start from the nearest large town and indicate the distance in kilometers from the main road to the site.
- e. **Qualifications of key staff and/or volunteers** who will be actively involved in the project.
- f. **Pro-forma receipts** for major budget items (such as school requisites, blankets, infant formula, hammermill, chickens, tailoring supplies, furniture, equipment, manuals, seeds, tools, etc).

19. Attach the **printed name, signature, title of person responsible for application submission, and date**.

20. **How did you learn about the PEPFAR OVC Small Grants Program?**

- Newspaper
- Radio
- Television
- U.S. Embassy Zambia website
- Word of mouth

*Thank you for applying for a PEPFAR OVC Small Grant.*