



The U. S. Ambassador's Special Self-Help Program (SSH) and U.S. African Development Foundation (ADF) GUIDELINES

Applications available free of charge.

Applications received by September 30, 2013 will be considered for funding in early 2014.

Thank you for your interest in the U.S. Ambassador's Special Self Help and U.S. African Development Foundation programs. The purpose of this combined grant program is to provide small-scale assistance to Zambian organizations as part of an ongoing commitment by the U.S. government to support Zambian-driven development activities on a local level. This program is highly competitive and funding is limited, therefore not all applications are awarded a grant. Please read the guidelines (two pages) thoroughly before completing the eight page application form.

To be considered, applicants must adhere to the following criteria:

1. Applicant must be a registered community based organization.
2. Proposed project should improve basic economic or social conditions at the local level. Projects should be sustainable and long-lived.
3. Projects should benefit the greatest number of people possible with any one single activity.
4. The project must not replace or supplement activities normally supplied by the Zambian government, such as building classrooms for a government school, supplies for a district hospital, etc.
5. Substantial community participation in the activity is required. Contributions may include labor, materials (bricks, sand, gravel, seeds, etc.), land, buildings, or money.
6. Funding is limited to one project, which, once started, must be completed within ten (10) months or less. **Funding is on a one-time basis only.**
7. The community must be able to maintain and operate the proposed project. Requests for large-scale agriculture or construction projects or for expensive equipment are less competitive.
8. Managers of a project should have evidence that they are financially responsible and will be able to manage and account for grant funds.
9. The requested amount for implementing activities must be reasonable. Project budgets generally range from US\$500 to US\$15,000. Projects under KR 50,000 are most competitive.

The Special Self Help fund cannot be used for:

1. A project activity that is not clearly identified and described.
2. Renovation projects.
3. Revolving loan projects.
4. Projects partially funded by another donor or the Government of Zambia.
5. More than one project for any organization.
6. Continuing former U.S. Government projects (including USAID).
7. Religious or military activities, as well as projects related to law enforcement sectors.

In addition the U.S. Embassy will not provide funding for the following:

- Any recurring operating costs such as rent, salaries, administrative or operating costs.
- Pesticides, fungicides, or herbicides
- Personal training, education or travel, unless directly related to project
- Vehicles
- Surveillance equipment
- Office equipment or supplies, such as duplicating machines, printers and computers
- Abortion equipment or services
- Luxury goods or gambling equipment

IMPORTANT NOTE ABOUT CONSTRUCTION: At the time of publication of these guidelines, we do not know whether the SSH/ADF program will continue to support projects with construction. If your project includes construction, alteration, renovation or repair of a building, shelter, borehole etc., consult the Small Grants Coordinator or our website before applying.

http://zambia.usembassy.gov/about_the_embassy/funds_programs2.html

Submitting an Application: Send your application by September 30, 2013 to Abby Ross, SSH/ADF Small Grants Coordinator via email SelfHelpLusaka@state.gov; or Fax: 211-357-224; or via postal mail:

SSH/ADF Small Grants Coordinator
Embassy of the United States of America
P.O. Box 31617
Lusaka, Zambia

Please ensure that all contact information (phone numbers, email addresses, postal addresses) is correct. We will need to contact you! However, application forms and materials will not be returned so keep a copy for your own records and do not send original documents.

Review process: A preliminary review is conducted and then finalist applications are forwarded to the U.S. Embassy's inter-agency small grants selection committee. Upon approval by the small grants selection committee and the SSH and ADF programs, a list of new grantees is formed. Grant recipients are then notified, attend a workshop in Lusaka to sign agreements and begin implementing their project.

Before submitting: Review your application form, complete the check-list and check your math. If the forms are incomplete or you have not submitted all required support material, your project may not be considered for funding, regardless of merit. Please contact me if you have questions or if you would like to meet to discuss your application; unfortunately walk-ins cannot be accommodated.

Good luck!

Abby Ross

U.S. Embassy SSH/ADF Small Grants Coordinator

NOTE: If your organization seeks funds to support orphans and vulnerable children impacted by HIV/AIDS learn more about the PEPFAR OVC Small Grant Program by visiting <http://zambia.usembassy.gov/smallgrants.html>



Embassy of the United States of America
PO Box 31617, Lusaka, Zambia

**The U. S. Ambassador’s Special Self-Help (SSH) &
U.S. African Development Foundation (ADF) Small Grants
APPLICATION**

For office use only

Received:	Response sent:
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Directions: All questions must be answered. N/A may be written if something does not apply. If more space is needed, pages may be added citing question number and letter. **Deadline: September 30, 2013**

1. Organization Name:
(Attach registration documentation: do NOT attach organization constitution.)

Founded on (date): Current number of members:

Located (District/Town): Province:

2. Activity for which Funding is Requested: Be specific and detailed.
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3. Amount Requested: Total amount of request in Zambian Kwacha. Maximum USD \$15,000/
approximately KR75,000. KR.....

4. Project Manager Contact Information*: This person will be responsible for signing the grant,
and coordinating the project. (Do not include copies of NRC cards.)

Name (First, Last): Telephone:

Postal Address (PO Box or Street Address):

Email address:

Alternate contact name (First, Last):

Telephone: Email address:.....

** If your application passes the initial review, **we will need to contact you.** Provide phone numbers and email addresses that are reachable for 12 months. If contact information changes, inform us. Each year applications are dropped from consideration because the contacts are unreachable.*

5. The Project:

A. Beneficiaries: *Who will immediately and directly benefit from your project?*

Total Number of Beneficiaries:

Breakdown of Beneficiaries: No. of Men No. of Women

No. of Boys (age 0-18) No. of Girls (age 0-18)

B. Project Set Up:

Where will this activity take place? *Village, District, Province and Chiefdom (if applicable):*

.....

Indicate the type of location where the activity will take place:

Land..... Building..... Both..... Neither.....

Do you own, or have user rights to the land or building (check one)?

Yes *If yes, provide documentation of land/building ownership or user rights.*

No *If you do not have user rights, explain how you will obtain them.*

Is electricity necessary to your project (check one)?

Yes..... How far is the power source from the project site?

How will it be paid for?

No..... Electricity is not necessary for the project.

Is water necessary to your project (required for schools, clinics, animals, etc.)?

Yes..... What is the source of water for the project (tap, borehole)?

.....

How far is the water source from project site?

How will it be brought to the site?

If a cost for water is involved, how will it be paid for?

No..... Water is not necessary for the project.

Toilets are required for schools and clinics. How will they be provided?

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C. Environmental Issues: What are the environmental issues related to your project such as sewerage, clearing or conversion of land, etc?

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Have you received consultation regarding the environmental impact of the project?

Yes..... No Who did you consult with? What was the outcome?

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D. Project Concept: How did the community/organization get the idea for this project?

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E. Project Goal: What is the main objective or what do you hope to achieve?

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F. Beneficiaries: Who does the project serve? Why is it needed?

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G. Duration: How long will it take to complete the project?

.....

H. Project Plan: List in simple steps how you plan to accomplish your project.

- 1).....
- 2).....
- 3).....
- 4).....
- 5).....

I. Project Maintenance/ Training: Who will maintain equipment requested (i.e. hammermill) or train community members in skills needed (i.e. livestock rearing, crop tending etc.)?

Name (s):

Qualifications:

J. Required Community Contribution: What will the community contribute to the project?

Labor: No..... Yes..... If yes, how many people?

What kind of work?

Equipment: No..... Yes..... If yes, describe:.....

Materials: No..... Yes..... If yes, describe:

Money: No..... Yes..... If yes, how much?

K. Current status of project: Has this project already received labor, materials, or funds from other sources, including other grants programs? No..... Yes.....

If yes, explain

Have you applied elsewhere for funding for this project? No..... Yes.....

If yes, explain:

Has your organization ever received (labor, materials, or funds) from other sources, including other grants programs of the U.S. government? Yes..... No.....

If yes, please list: Donor: Year:

Donor: Year:

6. Project Finances: *Attach separate pages if needed.*

A. Total Amount Requested: KR

B. Itemized Budget: Provide a detailed itemized budget for the amount requested above.

Please include the quantities and costs in Zambian Kwacha for each item.

Item	Quantity	Unit Price	Total
Example: Maize seed (25kg bags)	5	KR350	KR1,750
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.....
.....
.....
Total Amount Requested:			KR.....

C. Projected Monthly Sales: If you will sell something, what do you project for average monthly sales. *Use reasonable estimates.*

Item	Quantity	Unit Price	Total
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.....
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.....
.....
Project monthly gross sales:			KR.....

D. Monthly Operational Costs: What will be the monthly costs to run the business? *Costs might include, but are not limited to transport, tools, electricity, salaries, fertilizer, feed, vet fees, packaging or items to restock.*

Item	Quantity	Unit Price	Total
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Projected monthly operating costs: KR.....

E. Projected Monthly Net Profit:
Subtract operational costs from monthly sales. KR.....

How will profits be used?

Purpose	Percentage of Profits
.....%
.....%
.....%
.....%
Total = 100%	

F. Viability of Income Generating Projects:

Where will you sell your products?

Who will buy them?

7. ATTACHMENTS. In order for your application to be considered, attach the following documents to your application – without all of them your application will be considered **incomplete**.

A. Map: Provide a detailed map to the site that includes landmarks. It may be a separate document with annotations or drawn on page 8. Be specific and note the kilometers to the nearest large town.

B. References: Please provide three (3) independent references for the project and the organization. Below, list the names of each organization/person who has written a recommendation letter. All references for the project /organization must:

- Identify their relation to the project coordinator and/or the organization.
- Provide specific examples demonstrating that the project coordinator and/or the organization have the ability to organize and manage the project.

Reference #1 Name:

Reference #2 Name:

Reference #3 Name:

C. Evidence of community support. Attach documentation of community support with signatures clearly endorsing the proposed project. (meeting minutes, signed petitions, etc.)

8. SIGNATURE:

Printed Name of Signee (Project Manager):

Title in the organization.....

Date:

Map (7. A): Detailed map of the project site with surrounding landmarks. Note the kilometers to the nearest large towns (Example: “25 km west of Kabwe on the main road and 6 km on gravel road after the turn off”). Please note the approximate drive time to nearest city or large village.

SSH/ADF Applicant Check List

Use the list below to check off the items required to complete your application. If any items are missing, your application will be considered incomplete and may be disqualified from consideration:

Did you:

- Complete all questions on the application as apply to your project or with N/A?
- Attach organization registration document?
- Attach documentation on land/building ownership or user rights, or explain how they would be obtained?
- Attach a separate map or a map drawn on page 8?
- Include three (3) letters from independent references?
- Include evidence of community support?
- Check your math in the Finances area?
- Remember NOT to attach the following?
 - Constitution of organization
 - Original information or photos you may want returned
- Keep a copy for yourself?

If you checked all the boxes, you are now ready to submit this form!

Send via email: SelfHelpLusaka@state.gov

and/or

Postal mail: Embassy of the United States of America
Political and Economic Affairs
SSH/ADF Small Grants Coordinator
P.O. Box 31617
Lusaka, Zambia 10101

**Applications must be emailed or postmarked by midnight September 30, 2013
to be considered for funding in early 2014.**
