



*Embassy of the United States of America*

*PO Box 31617, Lusaka, Zambia*

## **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 (or postmarked by) September 30, 2014 will be considered for funding for 2015.

Thank you for your interest in the U.S. Ambassador's Special Self Help (SSH) and U.S. African Development Foundation (ADF) small grant 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.

**Criteria:** To be considered, applicants/projects must adhere to the following:

1. Applicant must be a registered community based organization (individuals and for profit businesses are not eligible).
2. Proposed project should be a single activity that helps to improve basic economic or social conditions at the local level. Projects should be sustainable, long-lived, and benefit the greatest number of people possible.
3. The community must be able to plan, execute, and maintain the proposed project with the U.S. Embassy providing financial support only.
4. Substantial community participation in the activity is required. Contributions may include labor, materials (bricks, sand, seeds, etc.), land, buildings, or money.
5. Applicant organization and project manager must be able to show that they are financially responsible and able to manage and account for grant funds.
6. The project must not replace or supplement activities normally supplied by the Zambian government, such as building government school classrooms, supplies for a district hospital, etc.
7. Project budgets must be reasonable; they generally range from \$500 (ZMW2,500) to a maximum of \$15,000 (ZMW80,000). Requests for large-scale agriculture or construction projects or for expensive equipment are less competitive.
8. 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.**

The Special Self Help fund cannot be used for:

1. A project activity that is not clearly identified and described.
2. Revolving loan projects.
3. Projects partially funded by another donor or the government of Zambia.
4. More than one project for any organization.
5. Continuing former U.S. government projects (including USAID, PEPFAR).
6. 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
- Motor vehicles
- Surveillance equipment, luxury goods or gambling equipment
- Office equipment or supplies, copiers, printers and computers
- Abortion equipment or services

**Submitting an Application:** Submit completed applications with attachments by **September 30, 2014** via email [SelfHelpLusaka@state.gov](mailto:SelfHelpLusaka@state.gov); or Fax: 211-357-224; and/or postal mail to:

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

We will need to contact you! Ensure that all contact information (phone numbers, email addresses, postal addresses) is correct. Application forms and materials will not be returned: keep copies for your own records and do not send original documents.

**Selection Process:** A preliminary review is conducted, after which the Embassy's inter-agency small grants selection committee makes the final selections. Upon approval by the committee and the SSH and ADF program offices, grant recipients are then notified, and invited to Lusaka to attend a workshop and signing ceremony before commencing project implementation. Regrettably, the U.S. Embassy is unable to pay for travel costs for the one day workshop and grant signing.

**Before Submitting:** Review your responses, complete the check-list and check your math! If forms are incomplete or you have not submitted all required support materials, your project may not be considered for funding, regardless of merit. Please contact me if you have questions or if you would like to set up an appointment to discuss your application; unfortunately walk-ins cannot be accommodated.

Good luck!

*(Ms.) Abby Ross*

U.S. Embassy SSH/ADF Small Grants Coordinator

Tel: 0211-357-116 // Email: [SelfHelpLusaka@state.gov](mailto:SelfHelpLusaka@state.gov)

[http://zambia.usembassy.gov/about the ambassy/funds programs2.html](http://zambia.usembassy.gov/about_the_ambassy/funds_programs2.html)

*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*

<b>Received:</b>	<b>Responded:</b>
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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, 2014**

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

Founded on (date): ..... Number of members: .....

District/Town: ..... Province: .....

**2. Activity for which Funding is requested:** Be brief and specific. ....  
.....  
.....  
.....  
.....

**3. Amount Requested:** Total request in Zambian Kwacha. Maximum USD\$15,000/ZMW80,000.  
ZMW.....

**4. Project Manager Contact Information\*:** *This person will be responsible for signing the contract.*  
Name (First, Last): ..... Telephone: .....  
Postal Address (PO Box or Street Address): .....  
.....  
Email address: .....  
Peace Corps Volunteer name (if applicable):.....

PCV Contact info:.....

Alternate contact name (First, Last): .....

Telephone: ..... Email address:.....

*\* If contacts are unreachable your application may be dropped from consideration. Provide phone numbers and email addresses that are reachable for 12 months. If contacts change - inform us.*

**5. The Project:**

**A. Beneficiaries:** *Who will immediately and directly benefit from your project? (ie: receive training, payment or monetary or material support)*

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? *Name of Village, District, Province and Chiefdom:*

.....

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)? *If yes, attach documentation of ownership or user rights. If no, explain how you will obtain the rights.*

Yes ..... No .....

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? .....

**C. Environmental Issues:** List environmental issues related to your project ie: sewerage, clearing or conversion of land. Who have you consulted? What was discussed?

.....  
.....  
.....  
.....  
.....

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

.....  
.....  
.....

Who have you consulted to determine the feasibility of this project? (other groups, district officials, vendors etc?)

.....  
.....  
.....  
.....  
.....

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

.....  
.....  
.....

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

.....  
.....  
.....

**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 (i.e. hammermill) or train community members in skills needed?

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 additional pages if needed. Double and triple check your math!*

**A. Total Amount Requested:** ZMW .....

**B. Itemized Budget:** Provide a detailed itemized budget for the amount requested above. Include the quantities and costs in *Zambian Kwacha* for each specific item. Budgets may not contain “contingency” or “miscellaneous” lines but you are encouraged to use budget figures that reflect your best guess as to costs of goods/services in 6-8 months’ time.

Item	Quantity	Unit Price	Total
Example: Soya beans (50kg bag)	10	ZMW300	ZMW3,000
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
Total Amount Requested:			ZMW.....

**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
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
Project monthly gross sales:			ZMW.....

**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
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....

Projected monthly operating costs: ZMW.....

**E. Projected Monthly Net Profit:** Subtract operational costs from monthly sales.  
*Monthly Sales (C) – Monthly Operational Costs (D) = Monthly Net Profit (E)*

ZMW.....

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.** Attach the following documents to your application. Without all of them your application will be considered **incomplete** and may not be considered.

- 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. Note kilometers to nearest large town.
- B. Recommendation Letters:** Please provide three (3) recommendation letters for the project and the applicant organization. References should be from individuals who are not members of the organization or beneficiaries of the project. All references 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.
  - Be in English – OR a translation must accompany the letter.
- C. Evidence of community support.** Attach documentation of community support with signatures clearly endorsing the proposed project. (meeting minutes, signed petitions, etc.)
- D. Brief history of the organization:** Attach a brief description (1 page or less) of successful activities your group has undertaken in the past. If you are a new group, explain why the group was founded and what it hopes to achieve.

**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.

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*END OF SSH/ADF APPLICATION*

**SSH/ADF Applicant Check List**  
*for applicant use only – do not send*

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 copy of 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 a brief organizational history?
- 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](mailto: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, 2014 to be considered for funding for 2015.**