



Embassy of the United States of America
Ambassador's African Development Foundation Special Self-Help Program
PO Box 3340
Harare

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Dear Applicant:

Thank you for your interest in the *Ambassador's African Development Foundation* Special Self-Help Program (ADF). The ADF mandate is designed to support community groups willing to undertake and foster their own development with the goal of developing income generating, self-sustaining projects designed to assist many members of the community. ADF's mission focuses on those projects that provide maximum benefit for: poor and marginalized populations, communities with incomes below the national per capita income level, those who live in underserved geographic locations, gender based needs, persons with disabilities, or youth oriented needs.

Enclosed you will find all of the information necessary to apply for year 2012 funding. We encourage applicants to submit all necessary documentation no later than March 31, 2012 for the year 2012 funding cycle. Please note that we receive hundreds of applications each year and have only enough funds for approximately two income generating projects per province. We therefore urge you to continue your search for funding from other sources. In the meantime, we ask that you do the following to complete the application process:

READ THE INSTRUCTIONS carefully and note the types of projects that we **DO** and **DO NOT** fund. Please note that newly formed cooperatives and clubs starting new income-generating projects are not eligible for funding. A group must be established, must have an approved site, and demonstrate commitment for an income generating project that will benefit the community.

HAVE A PLANNING MEETING WITH YOUR GROUP to discuss project needs and for which items the group will apply. What you need to complete the project must be precise and highly detailed. Remember your project is to be a self-help community effort. Your group must demonstrate that they are able to contribute a substantial commitment, effort and expertise to the proposal. The project must also be one that can be completed in twelve months.

WRITE YOUR APPLICATION PROPOSAL, COMPLETE THE APPLICATION CHECKLIST PAGE, AND GATHER ALL REQUIRED MATERIALS. Describe as much as you can about your community and how the project will benefit the group. If you are a group that is working together, please explain in detail what you are currently doing to earn income. Be very specific about what you want to purchase if you receive a grant, remembering to keep your request within our funding limits. Obtain detailed quotations for every item you are requesting, including installation and transport charges with the sales tax listed separately. If we agree to fund your proposal, we will pay the suppliers directly for the exact amount of the cost of the items requested.

MAIL YOUR PROJECT PROPOSAL, application, and supporting documents (quotations, map or explicit directions, and letters of recommendation) from local officials, such as the Headman, AGRITEX Officer, Chief and/or the Rural District Council and post to the address above. Should you be in possession of project photographs, please include them. Photos are not necessary, but they would be useful to the selection committee.

Best regards,

Mrs. Michelle Ganser, Coordinator

Ms. Sandra Mawodzwa, Asst. Coordinator

ADF SELF-HELP PROGRAM GUIDELINES

The Ambassador's African Development Foundation Special Self-Help Fund (ADF) is designed to aid those organizations and communities that are willing to **help themselves**. Please understand that the greater the involvement and contribution from the local community and the more people the project will benefit, the better your chances to qualify for assistance. . Projects will be judged on merit and how they compare to the other submitted applications. ADF Self-Help Project grants average USD\$15,000-\$20,000.

LIST OTHER FUNDS YOU HAVE RECEIVED

Be specific about any funding or technical assistance you have received from the US Government. Also be descriptive of how this funding was used, the number of people in your community who benefitted, and how the lives of those in your community have changed as a result.

EXAMPLES OF ACCEPTABLE PROJECT PROPOSALS

We are always interested in receiving proposals for innovative and exciting projects. The local community group, not the local officials, must submit project proposals. ADF Self-Help funds selects income generating projects only. The items listed, while not exhaustive, are the types of projects ADF would consider:

- Grinding mills
- Carpentry
- Welding
- Weaving
- Sewing
- Gardening
- Irrigation to support gardening

EXAMPLES OF UNACCEPTABLE PROJECTS

- Cash, sponsorships, start-up funds/loans, stand or property purchases
- Narrow community benefit
- Personal/individual/single family enterprises
- School or exam fees
- Operating costs, such as rent, salaries, labor
- Office equipment and supplies
- Computers, musical instruments, sports equipment and uniforms
- Construction of schools, clinics or other non-income generating facilities
- Construction for repairs due to neglect or lack of money
- Permanent Construction
- Projects of a purely political, military or religious nature
- Cultural programs, theater, dance or drama groups
- Purchase of cattle, pigs, chickens or other animals, pesticides, herbicides, or fertilizers
- Activities with negative environmental consequences
- Vehicles

ADF SELF-HELP PROGRAM APPLICATION CHECKLIST

GROUP/PROJECT NAME _____

PROJECT MANAGER'S NAME _____

ADDRESS TELEPHONE _____

PROVINCE _____

DISTRICT _____

In your application, please sign this form and include **ALL** of the following:

1. A full description of your group (co-op, club, etc.), the number of members, how long you have been working together, current activities, current amount of money saved, etc. How many people in the surrounding community will benefit from your project? Add any other information about your group that you feel would be helpful for us to know. Please include a copy of your registration if you are a registered cooperative or pre-cooperative.
2. Financial Information: What is your product or service? **In the past 12 months:** a) How much money have you received from the sale of your product or service? b) What have your costs been to make or purchase your product? c) How much has been paid out in salaries and/or allowances? d) How much have you reinvested in your business?
3. A clear statement of the project you wish to undertake with our help, specifying the labor, materials, funds and expertise your group will contribute and exactly what materials you are requesting from the U.S. Embassy.
4. Quotation invoices for each item you wish us to purchase for you, including the cost of transporting it to your site and installation if needed. **The Vendor must list sales tax separately on the quotation submitted.**
5. Supporting letters from local officials, giving their names, contact addresses and telephone numbers. You may also include supporting letters from other sources such as your District Administrator, MP, an NGO in your area, etc, but you **MUST** have a letter stamped and signed from your Rural District Council or AGRITEX Officer. For gardening projects, an AGRITEX Officer must look at your site to assess the suitability of the project plan (crops, soil, and equipment).
6. Explicit written directions or a hand-drawn map with clear details as to how to get to your project from the nearest large town, indicating distances and unpaved roads. Draw to scale and identify local landmarks such as schools, clinics and dams.

Signature _____ Date _____

YOUR APPLICATION WILL NOT BE ACCEPTED WITHOUT THIS INFORMATION. ALL MATERIALS MUST BE RECEIVED BY March 31, 2012

Post completed form/information to: **ADF Self-Help Program, U.S. Embassy, P.O. Box 3340, Harare**

If your project is selected, you will be notified by May 1, 2012.