



*Embassy of the United States of America  
Ambassador's **PEPFAR** Small Grants Program*

*PO Box 3340*

*Harare*

**Telephone: 250593 -5 Ext. 4891 / 4821**

**Fax 796488**

**GanserMA@state.gov**

**MawodzwaSM@state.gov**

Dear Applicant:

Thank you for your inquiry into the **Ambassador's PEPFAR** Small Grants Program. The goal of PEPFAR is to support worthy projects submitted by local communities, addressing the needs of persons affected by the HIV/AIDS pandemic. Participants in the PEPFAR Small Grants Program receive a one-time grant, intended to help local organizations and/or communities start up or continue a sustainable project. 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 to those affected by HIV/AIDS is a prerequisite for consideration.

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 and have only enough funds for a few projects in Zimbabwe. 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 the proposal must be able to demonstrate commitment to those orphans and vulnerable children and adults within your project area who are impacted by HIV.

**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. It is essential that you report the number of orphans as a result of HIV, the number of children head of households, the number of adults economically/socially/emotionally impacted by HIV, and the number of adults over 18 and children under 18 receiving medical support/care. Please explain in detail what your group is currently doing to earn income. Obtain quotations for every item you are requesting, including installation and transport charges, and sales tax listed as a separate line item.

**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 A. Ganser, Coordinator

Ms. Sandra Mawodzwa, Asst. Coordinator

## **Ambassador's PEPFAR Small Grants Program Guidelines**

The Ambassador's PEPFAR Small Grants Program 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. PEPFAR Self-Help Project grants average USD\$12,000-\$15,000.

### **LIST OTHER FUNDS YOU HAVE RECEIVED**

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

### **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. The Ambassador's PEPFAR Small Grants funds are exclusively awarded to community groups whose members are affected or impacted by HIV/AIDS. The items listed, while not exhaustive, are the types of projects funded by PEPFAR:

**INCOME GENERATION:** Grinding mills, carpentry, welding, weaving, sewing, etc.

**SMALL CONSTRUCTION PROJECTS** (equipment and furnishings):  
Crisis centers, health facilities, workshops, housing for nurse, shelters

**WOMEN'S/CHILDREN'S PROJECTS** (small construction – equipment and furnishings):  
Schools, crèches, resource centers, orphanages, craft centers, teacher housing, dormitories

**WATER DEVELOPMENT:** Boreholes, irrigation, water storage, fencing, reticulation, toilets and shower stalls

### **EXAMPLES OF UNACCEPTABLE PROJECTS**

- Cash, sponsorships, start-up funds/loans, land or property purchases
- 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 for repairs due to neglect or lack of money
- 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

# Ambassador's PEPFAR Small Grants Program Application Checklist

GROUP/PROJECT NAME \_\_\_\_\_

PROJECT ADDRESS \_\_\_\_\_

PROJECT MANAGER'S NAME \_\_\_\_\_

TELEPHONE (Cell/Landline Numbers) \_\_\_\_\_

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.), telling 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? Include an accurate report of the number of orphans as a result of HIV, the total number of children and adults economically/socially/emotionally/medically impacted by HIV, and the number of adults over 18 and children under 18 receiving medical support/care. Add any additional 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. Provide 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 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 documents to: PEPFAR Small Grants Program, U.S. Embassy, P.O. Box 3340, Harare  
You will be notified May 31, 2012 if your proposal is accepted.