



Ambassador's Special Self-Help Program Annual Program Statement (APS)

Issuance Date: November 3, 2014

Closing Date: September 30, 2015 (priority for this year's funding cycle will be given to applications received by March 16, 2015)

Dear Applicant,

The Ambassador's Special Self-Help (SSH) Program seeks grant applications for community-initiated projects that support education, access to healthy food, income-generating activities, and water/sanitation initiatives. The SSH Program also welcomes applications for projects that seek to improve care and support for communities impacted by HIV/AIDS. The grants will be awarded and implemented in accordance with U.S. Government Standard Terms and Conditions for Foreign Organizations as well as the SSH Program procedures.

The following annex is included with this APS:

- **Annex A** - Grant Application Narrative
- **Annex B** - Budget Template

Please pay special attention to Section V (Evaluation Criteria) of this document to ensure that your proposal is as responsive as possible. Thank you for your interest in the Ambassador's Special Self-Help Program!

SECTION I. PROGRAM DESCRIPTION

IA. OBJECTIVE

The SSH Program awards grants to non-governmental, non-profit, community-based organizations registered for at least one year to implement short-term (12-month), small-scale (between \$5,000 and \$10,000) development projects that include significant community involvement.

The SSH Program in Zimbabwe has several funding sources. This APS solicits proposals responding to:

- 1. Ambassador's SSH Fund**
The Ambassador's SSH Fund focuses on community-initiated projects that support education, access to healthy food, income-generating activities, and water/sanitation initiatives.
- 2. United States African Development Foundation (USADF) Fund**
The USADF only funds community-initiated income generating projects.
- 3. President's Emergency Plan for AIDS Relief (PEPFAR) Small Grants Program**
The PEPFAR Small Grants Program funds activities that enable community- and faith-based



organizations, as well as organized groups of people living with HIV/AIDS (PLWHA), to implement projects that provide care and support for communities impacted by HIV/AIDS by providing access to clean water and nutritional food and by promoting income generating activities.

IB. BACKGROUND

Started in 1964 in Togo, the Ambassador's SSH Program has spread across Africa as a grass-roots program that allows U.S. embassies to respond quickly to local requests for small, community-based development projects that have an immediate impact.

In 1980, the Ambassador's Self-Help Program started in Zimbabwe. The program has awarded more than \$1 million for community projects during the past ten years.

IC. PROGRAM DESCRIPTION

The SSH Program provides grants to assist small-scale community development projects that improve basic economic or social conditions at the village level. Distinct from larger-scale assistance carried out by other parts of the United States Government, these funds support small, short-term, community-driven activities designed to bring about tangible and immediate improvements in people's lives.

Priority is given to projects focusing on:

- Income generation
- Education and vocational training
- Access to water and improved natural resource management
- Health, nutrition, and social services to assist vulnerable or at-risk populations (such as women, children, and persons living with HIV/AIDS)

Illustrative activities include:

1. Ambassador's SSH Fund

- *Examples of previous projects:* Grinding mills, carpentry, weaving, boreholes, irrigation, water storage, fencing, market gardens.
- *Unacceptable projects:* Cash sponsorship, single family enterprises, school fees, operating costs, office equipment, construction, cultural programs, vehicles.

2. United States African Development Foundation (USADF) Fund

- *Examples of previous projects:* Sewing projects, nutritional gardens, grinding mills, artisan activities, baking equipment to help communities sell food to eco-lodges.
- *Unacceptable projects:* Cash sponsorship, single family enterprises, school fees, operating costs, office equipment, construction, cultural programs, vehicles.

3. President's Emergency Plan for AIDS Relief (PEPFAR) Small Grants Program

- *Examples of previous projects:* Agricultural training, nutritional gardens, grinding mills, artisan activities, sewing project for PLWHA, distribution system for nutritional supplements, HIV/AIDS prevention information campaign.



- *Unacceptable projects:* Cash sponsorship, single family enterprises, operating costs, office equipment, cultural programs, vehicles, direct cost of treatment.

SECTION II. AWARD INFORMATION

The SSH Program receives hundreds of applications for funding each year. All submissions are reviewed in a competitive and transparent manner. However, given the limited funding available through the SSH Program, we can only fund a small number of projects each year.

The duration of any grant award under this solicitation is expected to be no more than 12 months.

SECTION III. ELIGIBILITY REQUIREMENTS

- Applicants must be a registered non-governmental, non-profit, or community-based organization formally recognized by and in good standing with appropriate Zimbabwean authorities.
- Individuals, businesses, and government entities do not qualify.
- All applications must include a significant community contribution (cash, labor, or materials).
- The organization must be entirely Zimbabwean and its member's nationals of the host country.
- Applicants must display sound management in the form of financial, administrative, and technical procedures and present a system of internal controls that protects against fraud, waste, and abuse.
- Applicants must sign the required terms and conditions prior to receiving a grant.

The SSH Program welcomes applications from new organizations who meet the eligibility criteria.

SECTION IV. SUBMISSION INFORMATION

IVA. APPLICATION INSTRUCTIONS

The written application template is provided in Annex A and the budget template is provided in Annex B.

Proposals that meet the evaluation criteria will be informed of next steps in the application process and non-eligible applicants will be notified that they are not being considered for funding.

Applications will be reviewed on a rolling basis, but applications received by March 16, 2015 will be prioritized for the next funding cycle.

IVB. INELIGIBLE EXPENSES

The SSH Program grant funds may not be utilized for the following:

- Construction, refurbishment, or infrastructure activities.
- Ceremonies, parties, celebrations, or "representation" expenses.
- Purchases of pesticides, sports equipment, school fees, motor vehicles, pharmaceuticals, medical equipment, contraceptive products, used equipment, luxury goods, or alcoholic beverages.
- Any purchase or activity which has already been made or that is unnecessary to accomplish grant purposes.



IVC. SUBMISSION INFORMATION

Applications shall be submitted in English. Applications should reference which fund they are applying for and must be submitted no later than 5pm local time, on September 30, 2015.

Again, applications received by 5pm local time, on Monday, March 16, 2015 will be prioritized for this award cycle.

1. Complete the application form in Annex A and the budget form in Annex B (typed responses preferred; hand written acceptable)
2. Include a photo copy of the organization’s registration certificate
3. Include a letter of approval for proposed project from the local development committee, tribal authority, or local town and/or district council
4. Attach original pro-forma invoices/quotations from the intended suppliers
5. Make a copy of the application for your records
6. Email application, budget, and supporting quotations to **SelfHelp_Harare@state.gov**
 - a. Or, if you don’t have email access, please mail your application to:
 - United States Embassy
 - Attn: Ambassador’s Special Self-Help Program
 - P.O. Box 3340
 - Harare, Zimbabwe

SECTION V. APPLICATION EVALUATION CRITERIA

Full applications will be evaluated against the evaluation criteria in the table below.

Evaluation Category	Point Value
Alignment with SSH Program Goals	25
Feasibility of Design	20
Impact on Target Group	20
Organizational Capacity	15
Sustainability/Financial Self-Reliance	10
Past Performance	5
Gender Awareness	5
Overall Rating (out of 100 points)	100

These evaluation criteria elements are described more fully below.

- A. *Alignment with SSH Program Goals:* Shows responsiveness to SSH, USAID, and PEPFAR program goals and is appropriate for the country context (15). Exhibits originality, substance, and a clear plan for community involvement and sustainability (10). **Total 25 points**
- B. *Feasibility of Design:* The proposed activities are feasible with a clear articulation of how the activities will lead to the overall objectives; objectives must be SMART – specific, measurable, attainable, relevant, and time bound. The objectives must also be results-focused (15). Proposed timeline for project is reasonable (5). **Total 20 points**



- C. *Impact on Target Group*: The extent to which the proposed activity corresponds to the needs of target group(s) and will directly benefit them (10). Clearly defines how many men and women will benefit and how project participants will be selected (10). **Total 20 points**
- D. *Organizational Capacity*: Shows evidence of group's capability to undertake and accomplish the proposed activities. Organization clearly designates project manager with current contact information and demonstrates adequate financial and project management oversight. **Total 15 points**
- E. *Sustainability/Financial Self-Reliance*: The extent to which the funded activity will result in building and strengthening the capacity of the community and local organizations, and whether the activity itself is sustainable (5). Includes evaluation of community contribution (cash, labor, materials) and involvement as well as plan to continue and/ or build on project results (5). **Total 10 points**
- F. *Past Performance*: Previous or ongoing experience implementing similar activities. **Total 5 points**
- G. *Gender awareness*: The extent to which the proposed activity represents a strong commitment to women as beneficiaries and strives for gender awareness in the larger target audience. **Total 5 points**

Further, the SSH Program will review the proposed budget (Annex B) to ensure its compliance and appropriateness.

SECTION VI. AWARD AND ADMINISTRATION INFORMATION

All grants will be negotiated, denominated, and funded in U.S. dollars.

Grant applications must be supported by a detailed and realistic budget, including original quotations as supporting documentation.

Applicants will be informed in writing of the decision made regarding their application.



Annex A

Ambassador's Special Self-Help Program Application

Date: _____

Funding Source that best fits your project: _____

Name of Proposed Project: _____

Name of Organization: _____

Registration Number of Organisation: _____

Project Manager/ Contact Person(s): _____

Project Manager/ Contact Person(s) ID Number: _____

Office Number: _____

Mobile Number(s): _____

Email: _____

Website: _____

Mailing Address: _____

Address/ Location (including province) of Proposed Activity: _____

1. Proposal Summary (Short paragraph to introduce proposed activity)

- a. How will you spend the money
- b. How many people will benefit
- c. Why it is important
- d. What will it change in your community

2. Short Introduction to Organization

- a. Mission statement
- b. What is your organizational structure and how many people work for your organization
 - i. How many will be involved in this activity



- c. Current activities of organization
- d. Previous grants received for activities, if applicable

3. Problem Statement (Concise statement of the problem to be addressed and what is being done)

- a. Reason for the problem
- b. Purpose of the proposed activity in relation to problem
- c. How did your organization decide on this activity design
- d. Who are the beneficiaries, how did you select them, and how many will benefit
 - i. How many are men versus women

4. Project Objectives/Goals (Describe the desired end result/overall objectives of the activity)

- a. How do your project goals align with the SSH Program goals
- b. What will this project change in your community

5. Program Design (This is the most important part of the proposal and should be several paragraphs long. Explain how the proposed project will address the stated problem, what specific activities will be done, when the activities will be done, and who will be responsible for each activity)

- a. Specific activities and milestones that will be achieved
- b. How many community members will be involved in implementing the activities
- c. Required resources/staff needed to complete these milestones
 - i. Who will oversee each activity
- d. Does your activity require the use of land? If so, provide proof of ownership/ permission
- e. Sustainability plan- how you will continue the project after the 12-month grant period is done
- f. How will you build on this grant activity to continue improving your community

6. Project Evaluation Plan (Explain how you will monitor the project progress and how you will measure success. Also, complete Monitoring and Evaluation Framework.)

Monitoring and Evaluation Framework

Objective	Result	Indicator	Activities	Baseline	Target

Terminology:

- **Objective:** A statement of the condition or state one expects to achieve; must be SMART: Specific, Measurable, Achievable, Realistic, and Time-bound.
- **Result:** The intended outcome or impact.
- **Indicator:** A quantitative variable or unit measured over time that can help show changes in a specific condition (i.e.: the percentage of houses with increased income).
- **Activities:** A specific action or process that converts resources to help achieve results (i.e.: in month three of project, conduct two day training on increased production and market linkages).
- **Baseline:** Information collected before or at the start of a project or program that provides a basis for planning and/or assessing subsequent progress and impact (i.e.: a pre-project survey).
- **Target:** The desired value, at the end of project, for the project indicators; indicates the number, timing, and location of that which is to be realized (i.e.: 75 percent of beneficiary houses with increased income).



7. Budget narrative explaining costs (Budget template in Annex B)

- a. How much are you requesting
- b. What are the main budget line items
- c. How did you determine these costs
 - i. Did you receive quotations from multiple suppliers? If so, did you proceed with the lowest quotation?
- d. How will the community contribute to the project (labor, equipment, money)
- e. What is the value of the community contribution (tools that can be used, labor, a building for meetings, etc.)
- f. Will the project create income- if so, who will control or manage the income
- g. How will you pay to maintain any equipment purchased through this grant

Activities Timeline

(No grant activities in the first month to allow for payment request to be submitted and processed).

Phase	Month 1	Mo. 2	Mo. 3	Mo. 4	Mo. 5	Mo. 6	Mo. 7	Mo. 8	Mo. 9	Mo. 10	Mo. 11
Request and transfer funding	x										
Task											
Task		x	x	x							
Task				x							
Task				x							
Task					x						
Task						x					
Task							x	x			
Task									x	x	
Submit closeout reports											x

Budget Template

Complete separate **Annex B** with detailed budget information.