





### 5. Description of Community Organization

- How long has the group existed?
- How many members?
- How often do you meet?
- How are you organized?
- What development activities has the organization implemented in support of the community?

### 6. Project Description

- Approximately how many people will benefit from this project?

Men  Women  Boys  Girls  Total:

- Describe the project:
- What is the purpose?
- Why is this project necessary?
- What is the expected impact of the project? (Describe the new situation that will arise because of the project)  
*If applicable, include sketches or drawings of any buildings. (These do not need to be formal blueprints.)*
- What have you already done? Explain both planning and any construction. (Examples: foundation laid, walls raised to roof level, funds raised, etc.)
- When did work on the project begin or when do you anticipate it will begin?
- Explain how much work has to be done to complete the project and how long it will take. (You must attach an activity timeline like the sample on the last page of this form.)

### 7. Sustainability

What is your organization's plan to ensure the project's sustainability? (e.g.: water management committee, community contributions for maintenance/repairs, etc.)



**8. Project Financial Summary.** Attach a detailed budget or cost estimate to your application. For equipment purchase, include pro forma invoices from at least two different sources.

- What is the total cost of this project?
- How much money have you already raised for this project and has it been used?
- Who provided this money?
- Are other embassies, donors, or government agencies providing money or support for this project? Yes  No

If yes, please provide details:

**8.1. Community Contribution.** What is the community contributing to this project? (Examples: 400 hours of volunteer labor per week; 1,300,000 million Francs CFA; 4 truckloads of sand; etc.)

- Labor: Yes  No  Describe:
- Equipment: Yes  No  Describe:
- Materials: Yes  No  Describe:
- Money: Yes  No  How much?
- Other: Yes  No  Describe:

**8.2. Income Generation.** When completed, will the project produce income? Yes  No

If yes, how much? Who will control any income generated? How will the income be used?

**9. Embassy Grant**

- How much money are you requesting from the United States Embassy? FCFA:

\_\_\_\_\_  
Signature of Sponsor

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Local Authority

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_



**Applicant Check List**

- Include a budget similar to Sample A on the following page preferably using the Excel file provided.
- Include a timeline similar to Sample B on the following page.
- Include a sketch and/or a description of how to locate your project's site.
- Verify that you have provided a correct and current mailing address, telephone number and e-mail address, if these are available.
- Sign the Self-Help Fund Application Form.
- Complete and sign Form SF-424, Application for Federal Assistance.
- Make a copy of the application and all supportive documents for your records.
- Do not submit any documents that have not been requested.
- Send the original completed application to the Embassy.

**The Self-Help Application Form is FREE of charge and the Embassy DOES NOT request any payment to receive and evaluate a project.**



*Embassy of the United States of America  
Yaounde, Cameroon*

**Sample A: Budget**

The budget should be stated in local currency (francs CFA) and should include a budget summary and a budget narrative that includes the details of the costs associated with each phase and other relevant information to support the proposed budget. There should be a direct relationship between the activities described in the proposal and the budget. All proposals should use the following sample format and **preferably in Excel**:

**Date:**

**BUDGET SUMMARY: INCLUDE NAME OF ORGANIZATION**

NAME OF PROJECT	TOTAL (CFA)	FUNDING SOURCE		
		U.S. Embassy (CFA)	Community (CFA)	Total (CFA)
<b>Phase I: Clearing of site and construction of foundation</b>	<b>63,500</b>	<b>52,500</b>	<b>11,000</b>	<b>63,500</b>
<b>Phase II: Raising of walls</b>	<b>43,000</b>	<b>35,000</b>	<b>8,000</b>	<b>43,000</b>
<b>Phase III: Windows and doors, painting, finishing</b>	<b>15,200</b>	<b>12,000</b>	<b>3,200</b>	<b>15,200</b>
<b>TOTAL</b>	<b>121,700</b>	<b>99,500</b>	<b>22,200</b>	<b>121,700</b>

**Date:**

**BUDGET NARRATIVE: INCLUDE NAME OF ORGANIZATION**

	UNITS	UNIT PRICE (CFA)	TOTAL (CFA)	FUNDING SOURCE		
				U.S. Embassy (CFA)	Community (CFA)	Total (CFA)
<b>Phase I: Clearing of site and construction of foundation</b>						
Cement	5	2,000	10,000	0	10,000	10,000
Sand	3	1,000	3,000	3,000	0	3,000
Gravel	3	1,500	4,500	4,500	0	4,500
Skilled labor	2	10,000	20,000	20,000	0	20,000
Unskilled labor	5	5,000	25,000	25,000	0	25,000
<b>TOTAL PHASE I</b>			<b>62,500</b>	<b>52,500</b>	<b>10,000</b>	<b>62,500</b>
<b>Phase II: Raising of walls</b>						
Cement	10	2,000	20,000	20,000	0	20,000
Sand	5	1,000	5,000	0	5,000	5,000
<b>TOTAL PHASE II</b>			<b>25,000</b>	<b>20,000</b>	<b>5,000</b>	<b>25,000</b>
<b>Phase III: Windows and doors, painting, finishing</b>						
Window painting	1	300,000	300,000	250,000	50,000	300,000
Doors painting	1	200,000	200,000	100,000	100,000	200,000
<b>TOTAL PHASE III</b>			<b>500,000</b>	<b>350,000</b>	<b>200,000</b>	<b>500,000</b>
<b>TOTAL</b>			<b>587,500</b>	<b>422,500</b>	<b>165,000</b>	<b>587,500</b>



**Sample B: Activities Timeline**

All proposals should use the following sample activities timeline.

<b>Project Activities</b>	<b>January 2015 – October 2015</b>									
	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>
<b>Phase I</b>										
Clearing of site	X									
Digging of foundation		X	X							
Construction of foundation			X	X						
<b>Phase II</b>										
Raising of walls				X	X	X				
Rafters, roofing, ceiling							X	X		
Flooring								X		
<b>Phase III</b>										
Windows/doors painting, finishing								X	X	
Submission of final report										X