

2015 Julia Taft Fund for Refugees

General Guidelines

Dear Applicant,

This document provides information related to the **2015 Julia Taft Fund for Refugees**, including program guidelines, application instructions, and contact information. We have also included an application form for your convenience. Please read the information carefully. If you think that you have a project which fulfills the requirements of the fund, complete and submit your application for consideration to the following address:

**Julia Taft Fund for Refugees Program Coordinator
Embassy of the United States of America
B.P. 817 Yaoundé**

Selection Timeline

Application deadline: March 31, 2015

We receive a high number of proposals each year and we try to respond to each applicant. If you have not heard from us within six (6) months of submitting your application, please request the status of your application via email at grantsyaounde@state.gov.

Important reminders

- **The Application Form is FREE of charge and the Embassy DOES NOT request any payment to receive and evaluate a project.**
- Limit your answers in the application form to the lines provided.
- Provide a detailed budget and a timeline.
- Sign the application.
- Do not submit any documents not requested in these instructions.
- If your project is chosen for consideration, someone will visit the site to talk to you about the proposal and verify the information on the application. Please remember to include a sketch and/or a description of how to locate your project's site. Include also a current mailing address, telephone number and e-mail address, if these are available. Tell us if there is someone in Yaoundé who knows about the project and can answer any questions.
- Make a copy of the application and all supporting documents for your records.
- Send the original completed application to the Embassy.

Contact Information

Address: **Julia Taft Fund for Refugees Program Coordinator**
Embassy of the United States of America
B.P. 817 Yaoundé

Email: grantsyaounde@state.gov

Telephone: 22220-1500 Ext. 4235

Fax: 22220-1503

Office Hours: Monday through Thursday 7:30 am - 5:00 pm and Friday 7:30 am - 12:30 pm

Thank you for your interest in the Julia Taft Fund for Refugees. We look forward to hearing from you.

The U.S. Embassy in Cameroon is pleased to announce the availability of a funding opportunity through the 2015 Julia Taft Fund for Refugees.

What is the Julia Taft Fund for Refugees?

The Julia Taft Fund for Refugees is an initiative by the U.S. Department of State Bureau of Population, Refugees, and Migration (PRM) to respond to critical unmet needs of refugees. Created in 2000, the Julia Taft Fund for Refugees supports projects that fill gaps in refugee service not already being addressed by other organizations. The Julia Taft Fund for Refugees is meant to cover a one-time need of no more than \$25,000 and cannot support a program for more than one year. Successful programs are those that can be implemented locally and that are not being addressed by the Office of the United Nations High Commissioner for Refugees (UNHCR), other international organizations, or non-governmental organizations (NGOs).

What can the Julia Taft Fund for Refugees support?

The Taft Fund is intended primarily to support projects that assist refugees or returned refugees. We will also consider support of projects that benefit both refugees/returnees and their host communities. We cannot provide direct support to the local government nor can we recommend an FY14-funded organization or project for continued funding since the Taft Refugee Fund is meant to cover a one-time need and not a long-term program.

Who is eligible to apply?

The Julia Taft Fund for Refugees is limited to registered non-governmental organizations (NGOs) with at least 2 years of experience working in Cameroon. Recipients of the 2014 Julia Taft fund are not eligible for this year's funds.

How can my organization apply for funding?

NGOs are invited to submit a grant proposal for their projects by March 31, 2015 using the standard U.S. Embassy format (attached) via email to grantsyaounde@state.gov.

Please note the following guidelines when preparing proposals:

- Project budgets cannot exceed \$25,000.
- Proposals should comply with the U.S. Embassy grant format (attached).
- An applicant must have a **Code of Conduct**, which must be consistent with the UN's Inter-Agency Standing Committee (IASC) recommendations on the prevention of sexual abuse and exploitation.
- [Grant Application Form](#)

Selection and Award Process

If a project is chosen for consideration, someone from the U.S. Embassy will contact the applicant, verify the information, and visit the site. The stages in the selection and award process are:

- The grants office staff reviews all the applications and selects a preliminary list of projects.
- A committee reviews the preliminary list and selects the finalist projects.
- The grants office staff conducts site visits and works with potential grantees on suggested updates to the proposals. During this phase, the grants office staff makes the final recommendation to the committee and submits a final project for the Ambassador's approval.
- The Ambassador and the project's representative sign the agreement and the grant is awarded.

How to Apply for the Fund

- Complete the application form. The application form is available online or can be requested in person through the Grants Office. A fillable form can also be requested by email.
- Type or write clearly and answer every question as best as possible.
- Include a specific budget with cost estimates and a timeline.
- Include a sketch or a description of how to find the project's site.
- The project's representative must sign the application form.
- Make a copy of the application and all supportive documents for your records.
- Send the original completed application to the U.S. Embassy. Applications can also be sent by email to: grantsyaounde@state.gov.

Embassy of the United States of America
Grants Program
B.P. 817 Yaoundé, Cameroon

2015 Julia Taft Fund for Refugees

Application

This Application Form is FREE of charge and the Embassy DOES NOT request any payment to receive and evaluate a project.

Date:

1. NGO Information (please provide copy of registration certificate)

Name of Organization:

Address or P.O. Box:

Website (if applicable):

Telephone:

E-mail:

2. Representative or Contact Person Information

Name:

Title:

Address or P.O. Box:

Telephone:

3. Background of Organization

- How long has the NGO existed?
- Description of activities:
- How are you organized?

4. Project Information

4.1 Project Name:

4.2 Executive Summary:

4.3 Location of Project. Every project considered for funding will be visited before final approval. Please include a sketch or description with this application showing how to find you.

Village or Quarter:

Sub-Division:

Division:

Province:

4.4 Approximately how many people will benefit from this project?

Men _____ Women _____ Boys _____ Girls _____ Total: _____

4.5 Project Justification:

4.6 Project Goals and Objectives:

4.7 Project Activities:

4.8 Monitoring and Evaluation:

4.9 Key Personnel:

4.10 Project Partners (if any):

4.11 Sustainability

5. Timeline. 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.)

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

6.1 What is the total cost of this project? FCFA

6.2 Are other embassies, donors, or government agencies providing money or support for this project?

Yes _____ No _____ . If yes, please provide details.

7. Embassy Grant

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

Signature of Sponsor

Name: _____

Title: _____

Date: _____

Applicant Check List

- Include a budget similar to Sample A on the following page or 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 application.
- 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.

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