The U.S. Ambassador’s Special Self-Help Program

The U.S. Ambassador’s Special Self-Help Program assists small, grassroots, community-run projects in the local communities of South Africa. The goal of the Self-Help Program is to improve the basic economic and social conditions of the community or village. Each project must contribute some amount of money, labor or other services to the project for which you are seeking Self-Help funding. The greater the involvement and contribution from the local community, the more likely the project will gain grant approval.

Examples of projects funded by the Self-Help Program include literacy programs, income generation activities, and youth empowerment projects. Projects that have been funded in the past include sewing, brick making, and other manufacturing and farming cooperatives. We have also contributed to community water and sanitation projects. United States law forbids the expenditure of Self-Help funds for religious purposes, or for projects that are normally the responsibility of the local government such as primary, secondary and tertiary institutions. We cannot contribute money to a building fund, nor can we pay for vehicles, copiers, salaries, or other recurring costs. Please read the guidelines carefully on the following sheet and if you have questions about whether or not your project would be eligible, please contact a Community Grants Office before you apply.

Grants generally range between US $5,000 and US $15,000 (approximately R40,000 to R120,000 depending on the exchange rate). After the US grant money is used, the project must be able to continue operating on its own or with help from the community. Please remember that we receive many applications and have only a limited amount of funds available. If your organization has a project that falls within the Self-Help Program guidelines, use the enclosed application to apply for a Self-Help grant and send it to the Self-Help office nearest you.

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<tr>
<th>Embassy, Pretoria</th>
<th>Cape Town</th>
<th>Durban</th>
<th>Johannesburg</th>
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<tbody>
<tr>
<td>Community Grants</td>
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<td>U.S. Embassy</td>
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<td><strong>Location:</strong></td>
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<tr>
<td>877 Pretorius Street</td>
<td>2 Reddam Avenue</td>
<td>303 Dr Pixley kaSeme</td>
<td>1 Sandton Drive</td>
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<tr>
<td>Arcadia 0083</td>
<td>Westlake 7945</td>
<td>(West) Street, 30 Floor</td>
<td>Sandhurst</td>
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<td><strong>Postal Address:</strong></td>
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<td>Old Mutual Centre</td>
<td><strong>Postal Address:</strong></td>
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<tr>
<td>P. O. Box. 9536</td>
<td>Postnet Suite 50, Private Bag X26</td>
<td>Durban 4001</td>
<td>P.O. Box 787197</td>
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<tr>
<td>Pretoria 0001</td>
<td>Tokai, 7966</td>
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<td>Sandton 2146</td>
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<tr>
<td>Tel: (012) 431-4240/60</td>
<td>Tel: (021) 702-7387</td>
<td>Tel: (031) 305-7600</td>
<td>Tel: (011) 290-3320</td>
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<tr>
<td>Fax: (012) 431-4086</td>
<td>Fax: (021) 702-7371</td>
<td>Fax: (031) 305-7614</td>
<td>Fax: (011) 884-0238</td>
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Completed applications are accepted throughout the year; however, in order to be considered for the upcoming fiscal year, you must submit your application materials by 1 February.
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2012 - 2013 Self -Help Project Guidelines

There is no ideal Self-Help project. However, successful projects share similar features and generally meet each of the following criteria. Self Help activities should:

- Improve basic economic and social conditions at the local, community or village level
- Be community driven. Projects should be focused on communities, not individuals
- Benefit a substantial number of people in the community
- Involve a contribution of labor, money or materials by members of the local community
- Be within the means of the local community to operate, maintain, and sustain.
- Be able to be implemented quickly and have high impact, ideally utilizing the entire grant within the agreement period (one year or less)

While it is not possible to list all restrictions, Self- Help funds may not be used for the following:

- Ongoing administrative or operating costs, such as salaries or rent
- Start up costs
- Purchasing vehicles and office equipment, such as fax machines or copying machines
- Religious, military or police activities
- Activities that are generally considered to be the responsibility of the local government
- Contributions to a large fund (such as a building fund)
- Remodeling or renovating an existing facility that is in disrepair
- Art and cultural projects
- Sports related activities
- Projects that receive USAID funds or have already received a Self-Help grant
- Refugees
- Revolving loans or seed money
- Pesticides, fungicides, and/or herbicides
- Funding private businesses
TO BE CONSIDERED FOR FUNDING, PROJECTS MUST COMPLETE THIS APPLICATION AND SUBMIT THE REQUESTED DOCUMENTS.

Application for Funding
Embassy of the United States of America
U.S. Ambassador’s Special Self Help Office
P.O. Box 9536 Pretoria 0001
Telephone: (012) 431-4240 Fax: (012) 431-4086

Date of Application: _______________________

Contact Information

Name of Organization: __________________________________________________________

Name of Project Coordinator: _______________________________________________________

Telephone (landline and Cell - very important): __________________________ Fax: __________

Alternate contact person: _______________________________________________________

Position of alternate contact person: _______________________________________________

Alternate contact person phone number: __________________________ Fax: __________

E-mail address (if any): _______________________________________________________

Location

Postal Address: _____________________________________________________________

City: ____________________________ Postal Code: ______________________

Specific Physical Address: _______________________________________________________

*** please include a map to your location from a major road

Physical Address (town, village, township): ___________________________________________

Province: __________________________ District: __________________________ Sub-District: __________________________

Nearest city/town: __________________________ Traveling time to your project from this city/town: ________ hours

Project Description

What month and year did your project or organization start? _____________________________

Total number of people involved in your project: _____________________________

Total number of people who will benefit from your project: ___________________________
Organizational and Community Description

Please describe the community that your project serves (population, unemployment rates, type of housing, etc.): ________________________________

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Please describe the history and background of your project: ________________________________

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Please describe the goals and current activities of your project: ________________________________

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Does your project generate any income? If so, how much? ________________________________

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____________________________________

Is the project in good financial standing? If not, please explain the issues affecting the project (i.e. bad debts, creditors are threatening or undertaking legal action, prior misuse of funds or fraud claimed against project and/or members): ________________________________

____________________________________

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If your project is a school:

- How many students are at your school? ________________________________

- How many teachers work at your school? ________________________________

- Have the teachers received education training? If yes, how many teachers, where did they receive it and what level of training did they achieve? ________________________________

____________________________________

______________________________

How will a grant from the Self-Help program help your community? What specific results do you expect to achieve by receiving a grant? ________________________________

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How will your project sustain its work after the end of the grant? ________________________________

____________________________________

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____________________________________
Community Contributions

What has the community contributed to this project?

Cash contributions: ________________________________________________________________

_______________________________________________________

Other community contributions: ____________________________________________________

_______________________________________________________

Contributions from Other Donors

What have other donors contributed to the project? Please check all that apply. Provide name of donor, amount, date and purpose of contribution. This may include amounts already given or promised. Continue on separate piece of paper if necessary.

☐ Other donor:_____________________________________________________________________

☐ Other donor:_____________________________________________________________________

☐ Other donor:_____________________________________________________________________

☐ Other donor:_____________________________________________________________________

☐ Other donor:_____________________________________________________________________

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☐ Other donor:_____________________________________________________________________

Project costs and timeframe

When would you start this project or specific activity? ____________________________

How long would it take to complete the specific activity for which funds are requested? __________
**Budget**

Amount requested from the U.S. Ambassadors’ Special Self-Help Program. **Total amount of the budget should be less than R120,000.**

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<thead>
<tr>
<th>Budget category</th>
<th>Amount in R</th>
<th>Description – Detailed Budget Breakdown</th>
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<tr>
<td>Equipment</td>
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<td>Other:</td>
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<td><strong>Total (should be R120,000 or less)</strong></td>
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***Quotations from vendors must be attached supporting these figures***
For your application to be considered you must attach the following documents:

- A detailed history of your organization and project stating what has been accomplished;
- A list of committee/Board members with their names and addresses;
- Certified copies of Project Coordinator and alternate responsible person’s ID book;
- Directions and a map showing the location of your project from the nearest town;
- Details of all the project bank accounts, and COPIES of the most recent bank statements from each account. If your organization has had an audit, please include a copy of the audited financial statement;
- 2 references from community stakeholders/partners who are not formally part of your project or organization;
- Copies of quotations to support estimated project cost;

Please note that we do not return applications. Make a copy for your records.

Signature __________________________________ Printed Name _________________________________

PROJECT NAME____________________________ POSTAL CODE________ DATE________

Please send your complete application to the U.S. office closest to your project (see coverage area below):

| Pretoria: North of the N4 Highway (North West Gauteng and Mpumalanga provinces) and all of Limpopo | Cape Town: Western Cape, Northern Cape and Eastern Cape (West of the N6) | Durban: Kwa-Zulu Natal and Eastern Cape (East of the N6) | Johannesburg: South of the N4 highway (North West, Gauteng and Mpumalanga provinces), and all of the Free State |
| Community Grants U.S. Embassy P. O. Box. 9536 Pretoria 0001 | Community Grants U.S. Consulate General Postnet Suite 50, Private Bag X26 Tokai, 7966 | Community Grants U.S. Consulate General 303 Dr Pixley kaSeme (West) Street, 30 Floor Old Mutual Centre Durban 4001 | Community Grants U.S. Consulate General P.O. Box 787197 Sandton 2146 |