

Dear Self-Help Applicant

Attached you will find a brief explanation of the Ambassador's Special Self-Help Fund and an application form. Please read the information very carefully. If you think that you have a project which may fulfill the requirements of the program, complete and submit your application form to the United States Embassy (**Self-Help Program, American Embassy, B.P 817 Yaoundé**) for consideration. You should make a copy of the completed form for your records. **Please answer ALL questions in the space provided.** Give precise details about what you are requesting that the U.S. Embassy provide to the project and what the community group will be contributing. Attach a separate list of materials, including quantities needed and prices, to the application. You should also provide a sketch showing how to reach the project location.

NOTE:

Do not submit any documents that have not been requested. Limit your answers in the application form to the lines provided. Applications made in disrespect of these guidelines WILL NOT BE CONSIDERED.

Selection process:

Application deadline	December 1, 2008
Selection period	January - July 2009
Grant award	September 2009

Due to the high number of applications we receive each year, we are unable to respond to each applicant. If you have not heard from us one (1) year after your application was submitted, please consider that your project was not selected.

Thank you for your interest in the Ambassador's Special Self-Help Fund. We look forward to hearing from you.

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“All Self Help Application Forms are FREE of charge and the Embassy DOES NOT request any payment to receive and evaluate a project.”

UNITED STATES AMBASSADOR'S SPECIAL SELF-HELP FUND

The United States Ambassador to Cameroon has a special fund for small community projects which fall under the following three categories: water supply and sanitation; social services; and social assistance. The demand for Self Help funds is very high and well above our funding capacity. Consequently, the priority is only given to projects which best meet the program's objectives. The maximum support available for most projects is 5,000,000 francs CFA and a single community/group cannot receive more than one grant in a given funding period.

Program Categories

1 - Category 1: Water Supply and Sanitation

Definition: Ensure broadly accessible, reliable and economically sustainable water and sanitation services for health, security, and prosperity.

*** a - Safe Water Access**

Definition: Increase access to water of appropriate quantity and (e.g., well drilling and spring capping); and expansion of water supply infrastructure, such as pumps and distribution systems.

*** b - Basic Sanitation**

Definition: Increase access to and use of sanitation services for safe human waste disposal to protect human health and environmental quality. Innovative approaches to building demand for sanitation-related products and services and encouraged.

2 - Category 2: Social Services

Definition: Assist special populations which may be vulnerable or at-risk on a temporary or chronic basis. These could include groups such as the disabled; orphans, children and at-risk youth; victims of gender-based violence; ethnic minorities, internally displaced or other socially excluded groups; the elderly; and female heads of household.

Notes: Projects for vulnerable groups could include but not limited to: classrooms construction, school equipment, health centers, storehouses, income-generating activities, local infrastructures, assistance for education.

*** a - Vulnerable Children**

Definition: Strengthen the capacity of families, communities to provide care, support, and protection for orphans, and unaccompanied minors.

*** b - Victims of Torture**

Definition: Address the physical and psychological effects of torture on victims, families and communities. Activities could be cross-cutting and include treatment, rehabilitation, re-integration, and advocacy.

*** c - Other Targeted Vulnerable Groups**

Definition: Remove barriers to enable the full participation of vulnerable people in supportive communities. Activities could be cross-cutting and range from community advocacy and strengthening family reunification/foster care, to supporting disability-appropriate infrastructure modifications and apprenticeship programs, and the integration of disabled or socially excluded workers into the workforce.

3 - Category 3: Social Assistance

Definition: Provide financial or technical support for road construction and maintenance, irrigation works, reforestation, and soil conservation in post-conflict or post-disaster settings. Provide assistance to those suffering from temporary shocks resulting from economic reform.

To be eligible for funding your project must meet the following criteria:

- 1) The project must be initiated by the community and should benefit the community by increasing income, improving rural infrastructure or improving living conditions.
- 2) The project should be high impact, quickly implemented, and able to benefit a larger number of people.
- 3) The project must be completed within one year without requiring further Self-Help assistance.
- 4) The project must involve a significant local contribution in cash, labor, or material.
- 5) The project should be within the ability of the community to operate and maintain.

Certain kinds of projects, or portions of projects, do not qualify for this fund:

- 1) Requests to buy sophisticated equipment such as vehicles, computers, film projectors, stereos, etc.
- 2) Proposals that have a purely religious, police, military, or cultural emphasis.
- 3) Private, commercial enterprises.
- 4) Payment for pesticides, herbicides, labor, salaries, operating costs, or training cost.
- 5) Purchase of consumables or non-durable goods such as books, medications, animal feed, or seeds.
- 6) Funds cannot be used for revolving credit schemes.

How to apply for this fund

Complete the Self-Help Application form. Please type or write clearly. Answer every question as best you can.

All applications must include a specific budget and cost estimates. Projects involving technical construction (bridges, schools, roads, etc.) should have drawings and estimates that show adequate planning. However, detailed drawings or blueprints are not required.

For your proposal to be considered for funding, you must include a sketch or a description of how to find the project site.

Sign the forms and give them to a local administrative authority (such as the Community Development Officer, the Divisional Officer, the Sub-Divisional Officer or the Mayor), for his or her signature. **Make a copy of the completed application for your records, and send the original to the Embassy.**

Project Selection

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. site. Also include a correct and 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 be contacted to answer any questions.

UNITED STATES AMBASSADOR'S SPECIAL SELF-HELP APPLICATION FORM

“All Self Help Application Forms are FREE of charge and the Embassy DOES NOT request any payment to receive and evaluate a project.”

TITLE OF PROJECT:

LOCATION: WHERE CAN WE FIND YOUR PROJECT?

Village or Quarter: _____ Sub-Division: _____

Division: _____ Province: _____

Full name and P.O. Box of organization applying:

Telephone: _____ E-mail: _____

CONTACT PERSON: (Someone we can contact to find out about your project)

Name: _____ Telephone: _____

Title/Organization: _____ E-mail _____

Every project considered for funding will be visited before final approval. Please include a sketch or description with this application, showing how to find your project. Please, give us the name and telephone number of someone in Yaoundé or a big town near your project site, who knows about this project, can answer questions and send messages quickly to your community.

Name and phone number of contact person in Yaoundé or nearest large town: _____

COMMUNITY/GROUP:

Describe your group or community. (How are you organized? How long has the group existed? How many members? How often do you meet?)

PROJECT DESCRIPTION:

Tell us about your project in detail. What is it? What is its size? (Examples: purchase of three manual Singer sewing machines, a 6' x 12' room of cement blocks and aluminum sheet roof, etc.) Where is it located, and

what is the purpose? Why is this project necessary? Include sketches or drawings of any buildings. (These do not need to be formal blueprints.)

What is the expected impact of your project? (Describe the new situation that will arise because of the project)

Approximately how many people will benefit from this project? (Give a numerical estimate) _____

What have you already done? (Examples: foundation laid, walls raised to roof level, funds raised, etc.) Explain both planning and any construction.

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 one attached to this form.)

What is the community contributing? (money, material, labor, etc.) Please explain (Examples: 400 hours of volunteer labor per week, 1,300,000 million Francs CFA, 4 truck loads of sand, etc.).

When completed, will the project produce money or income? _____ How much? _____

Who will control any income generated, and how will it be used? _____

FINANCIAL SUMMARY:

(Please attach a detailed budget or cost estimate to your application, as well as pro forma invoices from at least two different sources)

What is the total cost of this project? _____

How much money have you already spent on this project? _____

Who provided this money? _____

When was this money spent? _____

How much money does your group have available to spend right now? _____

How much more money do you need to finish the project? _____

Do community members anticipate raising more funds on their own? _____ How? _____

How much money do you expect to raise? _____

When are the funds expected to be available? _____

Are other embassies, donors, or government agencies providing money or support for this project? _____
If yes, please give details. _____

EMBASSY GRANT:

How much money are you requesting from the United States Embassy? _____

How will you use this money? Please be specific; use the attached budget format to list all budget items.

(Signature of Sponsor)

Name: _____

Title: _____

Date: _____

(Signature of Local Authority)

Name: _____

Title: _____

Date: _____

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Sample A: Budget

All proposals should use the following sample budget format.

	Budget Line Item	Donor	Grantee match (Group)	Total
Phase I: Clearing of site and construction of foundation	Cement	300,000		300,000
	Sand		150,000	150,000
	Gravel	90,000	60,000	150,000
	Skilled labor	60,000		60,000
	Unskilled labor		120,000	120,000
	Total Phase I	450,000	330,000	780,000
Phase II: Raising of walls	Cement	400,000		400,000
	Sand		200,000	200,000
	Total Phase II	400,000	200,000	600,000
Etc.				

The budget should be stated in local currency and include notes explaining the costs associated with each of the budget line items and other relevant information to support the proposal's budget. There should be a direct relationship between the activities described in the proposal and the budget.

Sample B: Activity timeline

All proposals should use the following sample activity timeline.

Project Activities	May 2008 - February 2009									
	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb
Phase I										
Clearing of site	X									
Digging of foundation		X	X							
Construction of foundation			X	X						
Phase II										
Raising of walls				X	X	X				
Rafters, roofing, ceiling							X	X		
Flooring								X		
Phase III										
Windows and doors, painting, finishing								X	X	
Submission of final report										X