Embassy of the United States of America
PO Box 320065, Lusaka, Zambia

The U. S. Ambassador's Special Self-Help Program (SSH) and U.S. African Development Foundation (ADF)
GUIDELINES

Applications available free of charge. To be considered for funding, you **must** complete an application. Applications received (or postmarked by) September 30, 2016 will be considered for funding for 2017.

Thank you for your interest in the U.S. Ambassador's Special Self Help (SSH) and U.S. African Development Foundation (ADF) small grant programs. The purpose of this combined grant program is to provide small-scale assistance to Zambian organizations as part of an ongoing commitment by the U.S. government to support Zambian-driven development activities at the local level. This program is highly competitive and funding is limited, therefore not all applications are awarded a grant. ***Please read the grant guidelines and instructions thoroughly before completing the application form.***

Criteria: To be considered, applicants/projects must adhere to the following:

- Must be a *registered* community-based organization (individuals and for profit businesses are not eligible).
- The proposed project should be a single activity that helps to improve basic economic or social conditions at the local level. Projects should be sustainable, long-lived, and benefit the greatest number of people possible.
- Grantee community must be able to plan, execute, and maintain the proposed project with the U.S. Embassy providing financial support only. (We do not provide training or materials.)
- Substantial community participation is required. Contributions may include labor, materials, equipment, land, buildings, or money.
- Applicant organization and project manager must be contactable and financially responsible. They must be able to manage and account for grant funds.
- Project must not replace or supplement activities normally supplied by the Zambian government, such as building government schools, supplies for a district hospital, etc.
- Project budgets must be reasonable; they generally range from $500 to a maximum of $15,000 and payments are denominated in ZMW. Requests for large-scale agriculture or construction projects or for expensive electronic equipment are less competitive.
- Funding is limited to <u>one</u> project, which, once started, must be completed within ten (10) months or less. **Funding is on a one-time basis only.**

The SSH/ADF funds <u>cannot</u> be used for:

- A project activity that is not clearly identified and described;
- A project involving a revolving loan projects. (Although you may use project profits for this purpose);
- Projects partially funded by another donor or the government of Zambia;
- More than one project for any organization;

- Continuing former U.S. government projects (including SSH/ADF, USAID, PEPFAR);
- Religious or military activities, as well as projects related to law enforcement sectors;
- Recurring operating costs such as rent, salaries, administrative, electric bills or school fees;
- Research, publishing materials, projects that solely provide trainings or sensitizations;
- Pesticides, fungicides, or herbicides;
- Personal training, education or travel, unless directly related to project;
- Motor vehicles;
- Surveillance equipment, luxury goods or gambling equipment;
- Office equipment or supplies, copiers, printers and computers;
- Abortion equipment or medical services;

Submitting an Application: Submit completed applications with attachments by **September 30, 2016** via email SelfHelpLusaka@state.gov; or by postal mail to:

SSH/ADF Small Grants Coordinator
Embassy of the United States of America
P.O. Box 320065, Lusaka, Zambia, 10101

***We will need to contact you! Ensure that all contact information (phone numbers, email addresses, postal addresses) is correct.
***Application forms and materials will not be returned: keep copies for your own records and do not send original documents.

Selection Process: A preliminary review is conducted, after which the Embassy's inter-agency small grants selection committee makes the final selections. Upon approval by the committee and the SSH and ADF program offices, grant recipients are then notified, and invited to Lusaka to attend a workshop and signing ceremony before commencing project implementation. Regrettably, the U.S. Embassy is unable to pay for travel costs for the one day workshop and grant signing. Please note that due to the length of the selection and budgeting processes, projects do not usually commence before June.

Before Submitting: Review your responses, complete the check-list and check your math! If forms are incomplete or you have not submitted all required materials, your project may not be considered for funding, regardless of merit. Please contact me if you have questions; unfortunately walk-ins meetings cannot be accommodated.

Good luck!

(Ms.) Cheryl Monticello
U.S. Embassy SSH/ADF Small Grants Coordinator
Tel: 0211-357-116 // Email: SelfHelpLusaka@state.gov
https://zm.usembassy.gov/our-relationship/small-grants-programs/ambassadors-self-help-fund/
NOTE: If your organization seeks funds to support orphans and vulnerable children impacted by HIV/AIDS learn more about the PEPFAR OVC Small Grant Program by visiting
The U.S. Ambassador's Special Self Help small grants are a program of the U.S. Department of State
The African Development Foundation small grants are a program of the African Development Foundation

The U. S. Ambassador's Special Self-Help Program (SSH) and U.S. African Development Foundation (ADF)
INSTRUCTIONS

These instructions will help you fill out the SSH/ADF application form.

GENERAL: Our office has limited program funds. We seek to use those funds to support well-planned projects with strong community support, participation and benefit. Applications should be complete and legible. Include all detail about planning of the project and its potential impact. The person reviewing this application will not know anything about your group or your goals. In the application you should demonstrate that, if funded, yours will be a successful project that benefits many in your community.

1. **Name:** Number of members (if you have them), when group was founded etc.
2. **Activity:** Short description of proposed project
3. **Request Amount:** This must equal "Total Amount Requested" in Section 6 B.
4. **Contacts:** ***Important! Provide at least two contact names, emails, and two contactable telephone numbers. Throughout the application review process, we may need to contact you for additional questions and information. <u>If we cannot reach you by phone or email, your application will not be considered.</u>***
5. **Beneficiaries:** Number of adults and children who will <u>*directly*</u> benefit and how they will benefit.
   User rights: Attach proof that you have permission to use the land or building for the project.
   Electricity and Water: If there are charges to connect electricity or water, please explain how these will be paid for and whether you consulted with Zesco or others on the cost. Grant funds cannot be used to pay for connection and recurring monthly electric and water bills.
   Project: Explain where the idea came from, who you have discussed it with, why it's needed and what the main objective is. Attach additional pages if needed to give a clear explanation and provide a timeline if needed.
   Environment: Land clearing, animal or vegetable waste, and noise impact the environment. How will you address these issues with your project?
   Plan: List in order the actions to accomplish the project. Projects usually commence around May/June of the following year.
   Maintenance/Training: Who will train group members on new equipment or skills and what are his/her qualifications? And/or who will take care of any new equipment? What are their qualifications? How many people will be trained and how will the trainees be selected?
   Community Contribution: ***This is mandatory***. List all the ways community will contribute. These contributions are separate from the proposed grant-financed items.
   Funding History: List past and current funders. Explain how your organization sustains itself.
6. **Project Finances**: **Itemized Budget:** List all the goods and services that will be paid for with the grant money. Consider everything needed for a successful project – don't forget transportation and installation costs. If the group will pay for or provide needed materials or services don't forget to put it under Community Contribution. Our grants cannot fund "contingency" lines - please estimate the cost of items/services in 6-8 months' time. We also cannot pay for recurring costs

such as rent, monthly electric bills, salaries, research, school fees etc. Make sure your numbers add up!

Sales: (For Income Generating Activities (IGAs) Only) Estimate how much the group will make in an average month or season. This estimate should be ***reasonable and realistic***.

Operational costs: (For IGAs) List everything you will pay out each month – don't forget feed, fuel, livestock vaccines, security, packaging, restocking items, transport, electric, water and salaries.

Profit: (For IGAs) How will your organization use the profits? Must total 100%. Please specify how the profit allocations will be tracked and accounted for.

IGA Viability: Who will purchase your goods/services? Do you have competition?

7. **Attachments:** ***The five attachments are mandatory -without them your application is incomplete and may not be considered.***
8. **Signature:** Read the requirements, then sign and date. Indicate your title.

SSH/ADF Applicant Check List

For applicant use only --DO NOT SEND THIS PAGE WITH YOUR APPLICATION

Use the list below to check off items required to complete your application. If any are missing, your application will be considered incomplete and may be disqualified from consideration:

Did you:

- ☐ Complete all questions on the application as apply to your project or with N/A (Not Applicable)?
- ☐ Attach copy of your organization's registration document?
- ☐ Attach documentation on land/building ownership or user rights, or explain how they would be obtained?
- ☐ Attach a separate map or a map drawn on page 8 – please include all requested map detail
- ☐ Include three (3) letters from independent, non-member references and ensure?
- ☐ Include a brief organizational history?
- ☐ Include evidence of community support?
- ☐ Check your math in the Finances area? Does it add? Does it detail all project costs? Are those costs reasonable?
- ☐ Remember NOT to attach the following?
  - Bank account information/ NRC numbers
  - Original information or photos – material cannot be returned
  - Organization constitution
  - This checklist, the instructions and guidelines
- ☐ Keep a copy for yourself?

If you checked all the boxes, you are now ready to submit this form!

Send via email: SelfHelpLusaka@state.gov

and/or

Postal mail: SSH/ADF Small Grants Coordinator
Embassy of the United States of America
Political and Economic Affairs
P.O. Box 320065
Lusaka, Zambia 10101

Applications must be emailed or postmarked by midnight, September 30, 2016 to be considered for funding for 2017.

Embassy of the United States of America
PO Box 320065 Lusaka,
Zambia1010

The U. S. Ambassador's Special Self-Help (SSH) & U.S. African Development Foundation (ADF) Small Grants
APPLICATION

For office use only

Received:	***Responded:***

IMPORTANT: *All questions must be answered. N/A may be written if something does not apply. If more space is needed, add pages citing question number and letter.* ***Deadline: September 30, 2016***

1. Organization Name: ……
(*Attach registration documentation: do NOT attach organization constitution or bank account info.)*

Founded on (date): ……

Number of members:……..……

Town/District: …….. Province: ……..

How did you learn about the SSH/ADF Small Grants Program (newspaper, radio, other – please specify)? ……

2. Activity for which Funding is requested: Be specific/Please note only one project can be funded.

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3. Amount Requested: Total request in Zambian Kwacha. Be reasonable but realistic.

Please note: Maximum should not exceed the ZMW equivalent of USD$15,000. Detail of the requested amount should be included in Section 6.B. of this application form.

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4. Project Manager Contact Information*: *This person will be responsible for signing the contract.*

Name (First, Last): ……

Telephone:……

Postal Address (PO Box or Street Address):……

……

Email address: ……

REQUIRED Second contact (First, Last):……

Telephone: ……

Email address:……

Peace Corps Volunteer (PCV) name (if applicable):……

PCV Contact info:……..

**** If contacts are unreachable your application <u>may be dropped from consideration</u>. Provide at least 2 phone numbers that are reachable for 12 months. If contacts change - inform us.***

5. The Project:

A. Beneficiaries: *Who will <u>immediately and directly</u> benefit from your project? (i.e.: receive training, payment or monetary or material support)*

Total Number of Beneficiaries: ……..

Breakdown of Beneficiaries:

No. of Men …….. No. of Women ……..

No. of Boys (age 0-18) ……. No. of Girls (age 0-18) ……..

How will beneficiaries ***directly*** benefit from the project?

……

……

……

……

B. Project Set Up:

Where will this activity take place? *Name of Village, District, Province, and Chiefdom:*

……

Indicate the type of location where the activity will take place:

Land…… Building…… Both…….. Neither……..

Do you own, or have user rights to the land or building (check one)? Yes …….. No ……..

Required: Attach documentation of ownership or user rights OR explain how you will obtain the rights.

Is electricity necessary to your project (check one)? Yes…… No……..

If yes, is there electricity at the project site? ……

If necessary for the project, how will electricity be paid for to get project started? (grant cannot pay for monthly electric costs) ……
……

Is water necessary to your project (required for schools, clinics, animals, etc.)?

Yes…… What is the source of water for the project (tap, borehole)?

……

How far is the water source from project site?

……

How will it be brought to the site?

……

How will it be paid for?

……

No…… Water is not necessary for the project.

For schools and clinics, toilets are required. How will they be provided?

……

C. Project Concept:

How did the community/organization get the idea for this project?

……

……

……

Who have you consulted to determine the feasibility of this project? (other groups, district officials, vendors etc.?)

……

……

……

D. Project Goal: Why is the project needed? What is the main objective or what do you hope to achieve?……

……

……

E. Duration: How long (in months) will it take to complete the project? .....

F. Environmental Issues: List environmental issues related to your project i.e.: sewerage, clearing or conversion of land. Who have you consulted? What was discussed?

……

……

……

G. Project Plan: List in simple steps how you plan to accomplish your project.

1)……

2)……

3)……

4)……

5)……

H. Project Maintenance/ Training: Who will maintain equipment (i.e. hammer mill) <u>or</u> train community members in skills needed (i.e.: livestock rearing, tailoring etc.)?

Name (s): …….

Qualifications of Trainer:…….

How many people will be trained? ……..

How will the people to be trained be identified? ……

I. **Required Community Contribution:** What will your community contribute to the project? **Labor, Equipment, and Materials proposed to be funded by the grant should not be liste**d.

Labor: No……. Yes…… If yes, how many people? ……..

What kind of work (please estimate work hours involved)? ….....

……

Equipment: No…… Yes…….. If yes, describe:…….....

……

Materials: No…… Yes……. If yes, describe:

……

……

Money: No…… Yes……. If yes, how much and for what will it be used?

……

Funding History: Has this project already received labor, materials, or funds from other sources, including other grants programs? No…….. Yes…….

If yes, explain ……

……

Have you applied elsewhere for funding for this project? No…… Yes…….

If yes, explain ……

……

Has your organization ever received (labor, materials, or funds) from other sources, including other grants programs of the U.S. government? No…… Yes…….

If yes**,** please list:

Donor: …… Year: ……

Donor: …….. Year: …….

How does your organization sustain itself? *Member fees, donations, IGAs etc.?*

……

……

6. Project Finances: *Attach additional pages if needed. Double and triple check your math!*

A. Total Amount Requested: ZMW ……

B. Itemized Budget: Provide a detailed itemized budget for the amount requested above. *Include the quantities and costs in kwacha for each item. Budgets may not contain "contingency" or "miscellaneous" lines but you are encouraged to use budget figures that reflect your best guess as to costs of goods/services in 6-8 months' time. We cannot fund recurring costs i.e.: rent, electricity, salaries or school fees. Please refer to the guidelines at the beginning of this application for further information. We will pay for transport costs.*

Item	**Quantity**	**Unit**	**Unit Price**	**Total**
Example: Soya beans	*10*	*25kg*	*ZMW300*	*ZMW3,000*
……..	……	……	……..	……
……..	……	……	……..	……
……	……	……	……..	……
……..	……	……..	……..	……
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……	……	……..	……..	……
……	……	……..	……..	……

Total Amount Requested: ZMW……

C. Projected Monthly Sales: If you will sell something, what do you project for sales? *Use reasonable estimates.* ***Indicate below whether the estimates are monthly, seasonally or other****.* ***If seasonal, please clarify the months in the season and how many seasons per year.***

Circle one: **Monthly Sales /Seasonal Sales /Other _____**

Item	**Quantity**	**Unit**	**Unit Price**	**Total**
Example: Grinding services	*200*	*20kg*	*ZMW5*	*ZMW1,000*
……..	……	……	……..	……
……..	……	……	……..	……
……	……	……	……..	……
……..	……	……..	……..	……
……	……	……..	……..	……
……..	……	……	……..	……

Project gross sales: ZMW……

D. Operational Costs: Estimate the costs to run the business. *Costs might include, but aren't limited to transport, electricity, salaries, fertilizer, feed, vet fees, packaging or items to restock.*

Circle one: **Monthly Costs /Seasonal Costs /Other _____**

Item	**Quantity**	**Unit**	**Unit Price**	**Total**
……..	……	……	……..	……
……..	……	……	……..	……
……	……	……	……..	……
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……..	……	……..	……..	……
……..	……	……..	……..	……
……..	……	……..	……..	……

Projected operating costs: ZMW……

E. Projected Monthly Net Profit: Subtract operational costs from monthly sales.
Monthly Sales (C) – Monthly Operational Costs (D) = Monthly Net Profit (E)

ZMW……

How will profits be used?

Purpose	**Percentage of Profits**
……	……%……
……	……%……
……	……%……
……	……%……
	Total = 100%

F. Viability of Income Generating Projects:

Where will you sell your products and to whom? How far away is it? How will you transport goods? Where is the nearest competition?…….. ……

……

……

……

7. ATTACHMENTS. Attach the following to your application. Without all of them your application will be considered **incomplete** and may not be considered.

A. **Land or User Rights:** Required proof that your organization has permission to use the building or property of the proposed site.

B. **Map:** Provide a detailed map to the site that includes landmarks. It may be a separate document with annotations or drawn on page 10. Note kilometers to nearest large town.

C. **Recommendation Letters**: Please provide three (3) recommendation letters for the project and the applicant organization. Letters should be from individuals who are not members of the organization or beneficiaries of the project. If there is a Peace Corps Volunteer associated with the project, they should also submit a letter. All letter writers must:
   - Identify their relation to the project coordinator and/or the organization.
   - Provide specific examples demonstrating that the project coordinator and/or the organization have the ability to organize and manage the project.
   - Be in English – OR a translation must accompany the letter.

D. **Evidence of community support**. Attach dated documentation of community support with signatures endorsing the proposed project. (meeting minutes, signed petitions, etc.)

E. **Brief history of the organization**: Attach a brief description (1 page or less) of successful activities your group has undertaken in the past. If you are a new group, explain why the group was founded and what it hopes to achieve. Explain why the project is needed now.

IF YOUR ORGANIZATION IS AWARDED A SMALL GRANT*, the grantee will be required to:*

- *Send a representative to Lusaka for a one-day workshop at your group's expense.*
- *Obtain a bank account able to receive direct international electronic funds transfers (EFTs)*
- *Obtain proformas/quotes for every item or service requested using grant funds.*
- *Submit copies of paid receipts for every item or service paid for with grant funds.*
- *Submit periodic updates and a Final Report. Be communicative and responsive.*
- *Maintain grant files for 3 years from the end of the grant and allow USG staff to inspect the project and files if requested during that time.*
- *Understand that communities may only benefit from an SSH/ADF grant one time.*

8. SIGNATURE: I attest that the information contained in this application is correct. On behalf of the applicant organization I have read and agree to the conditions above:

SIGNED: ……DATE:…….

Printed Name of Signee: ……TITLE:……..

Map (7. B): Draw or attach a detailed map of the project site with surrounding landmarks (rivers, schools, churches etc.). Note the kilometers to the nearest large towns (i.e.: "25 km west of Kabwe on the main road and 6 km on gravel road after the turn off"). Note road conditions (tar or dirt/gravel) and whether the roads are passable in the rainy season.

END OF SSH/ADF APPLICATION

Applications must be emailed or postmarked by September 30, 2016 to be considered for 2017.

Submit via email: SelfHelpLusaka@state.gov and/or
Postal mail: SSH/ADF Small Grants Coordinator
Embassy of the United States of America
Political and Economic Affairs
P.O. Box 320065 Lusaka, Zambia 10101