

AMBASSADOR'S SPECIAL SELF-HELP FUND  
EMBASSY OF THE UNITED STATES OF AMERICA  
P.O. Box 9123  
DAR ES SALAAM

Dear Applicant:

Thank you for your interest in the Ambassador's Special Self-Help Fund. Enclosed, you will find all the information necessary to assist you in completing an application. The Ambassador's Special Self-Help Fund receives more applications each year than can be funded. We, therefore, urge you to continue to look for alternative sources of funding for your project.

**READ THE GUIDELINES CAREFULLY** and note the kinds of projects, which we do and do not fund. Please note that newly founded cooperatives and clubs starting new income-generating projects are **NOT** eligible for funding. A group must have already started working, have a site, and must be earning income.

**HAVE A PLANNING MEETING WITH YOUR GROUP** to discuss exactly what the group needs and for what you will apply. Your request must be precise and detailed. Remember that this is to be a cooperative effort. Your group must be able to make a **substantial** contribution (materials, VAT, labor, transport, etc.) to achieve the final goal. The proposed project must be one that can be completed in six to twelve months.

**COMPLETE THE APPLICATION CHECKLIST AND GATHER SUPPORTING MATERIALS AND DOCUMENTATION.** Tell us as much as you can about your community and how the project will benefit the group. If you are a group that is working together, please explain in detail what you are currently doing to earn income. Be very specific about what you want to purchase if you receive a grant, keeping in mind that we are unlikely to fund projects over **Tsh 6,000,000**.

Please ensure that all of the preliminary work has been completed. For example, if your group is requesting funds for a borehole, be sure to conduct a survey and include the survey results with the application. Be sure to get quotations for items you are requesting, including transport charges, if any. If you have any photographs of the project, please include them as well.

As you develop your project proposal, please keep in mind that the American Embassy contribution is a one-time only grant. No additional funds will be available for cost over runs or subsequent projects. We are currently accepting applications for our 2005 program. Funding decisions will be made early in 2005. Successful projects will be notified by July 2005.

All inquires should be directed to:

Coordinator

Ambassador's Special Self-Help Program

U.S. Embassy

P.O. Box 9123, Dar es Salaam

Telephone #2668001, Fax #2668238

drselfhelp@state.gov

<http://usembassy.state.gov/tanzania/wwwhasshfhome.html>

AMBASSADOR'S SPECIAL SELF-HELP FUND  
GUIDELINES FOR SUBMITTING PROJECT PROPOSALS

The Ambassador's Special Self-Help Fund demonstrates the United States Government's interest in the welfare of local communities in less developed countries. This program aids those organizations and communities that are willing to **help themselves**. The greater the involvement and contribution from the local community and the more people the project will benefit, the better your chances are to qualify for assistance.

Projects will be judged on merit and how they compare to other submitted applications. Normally, grants will not exceed TSHS. 6,000,000, so those applicants whose requirements can be satisfied below that level are likeliest to receive favorable consideration. Proposals received after October 31 will be evaluated for funding in the following year. Please use the application checklist on the reverse.

We are always interested in receiving proposals for innovative and exciting projects. **Project proposals must be submitted by the local community group, and not by local officials.** Please note that groups must have a diverse membership and must already be established. The items listed here are not the only ones we will consider, but they are examples of acceptable projects:

WATER PROJECTS:

Boreholes, irrigation, water storage tanks and related equipment

HEALTH CARE PROJECTS:

Rural clinics, solar electrification, improving sanitary conditions  
(NO medicine, drugs or counseling)

SOLAR /ENERGY EFFICIENCY/ENVIRONMENTAL PROJECTS:

Energy-saving and recycling concepts, solar power generation

INCOME GENERATING:

Weaving looms, carpentry tools, grinding machines, brick-making machines

**WE CANNOT FUND THE FOLLOWING TYPES OF PROJECTS**

- Start-up projects, stand or property purchase
- Personal/individual/single family enterprises
- School or exam fees
- Operating costs such as rent, salaries, stationery, etc.
- Personal services, including payments for labor
- Raw materials, musical instruments, seeds, seedlings, fertilizers or food
- Vehicles
- Construction of teachers or staff housing, school offices, or large construction proposals
- Repairs or renovations due to neglect or disrepair
- Projects of a purely political, military or religious nature
- Purchase of cattle or cattle-fattening, poultry or pigs
- Advocacy or research projects, conferences, training or travel expenses
- Credit or revolving loan programs

AMBASSADOR'S SPECIAL SELF-HELP FUND  
APPLICATION CHECKLIST

GROUP/PROJECT NAME:

PROJECT MANAGER'S NAME:

ALTERNATE CONTACT:

ADDRESS:

TELEPHONE:

E-MAIL:

DISTRICT:

REGION:

Please mark that the following are attached to this application:

A full description of your group (co-op, club, etc.) telling number of members, how long you have been working together, current activities, etc. Please indicate the number of people who are direct beneficiaries of the project. Describe the qualifications of the project manager and where he/she is located. Please ensure that there is contact person who is available at the project site. Add any other information about your group that may be helpful to the selection committee.

Please include a copy of your registration if you are a registered co-op.

A clear statement of the project you wish to undertake and exactly what you are requesting from the Ambassador's Special Self-Help Fund. Please include a project budget and a work plan indicating how you plan to implement the project. Indicate what the project has already achieved. Specify your group's contribution to the project.

Financial Information:

1. What is your product or service?
2. In the last 12 months:
  - a) How much money have you received from the sale of your product or service?
  - b) What have your costs been?
  - c) How much has been paid in salaries and/or allowances?
  - d) How much has the group reinvested in your enterprise?
3. Is the group able to pay Value Added Tax (VAT) on the goods to be purchased?
4. Does your project have a bank account?
5. How much money does your group have on hand to contribute to the project?

Quotation invoices for items to be purchased.

Supporting letters from district officials with names, contact addresses and telephone numbers.

A map and directions to your project, indicating distances, unpaved roads and approximate travel times.

**YOUR APPLICATION MAY NOT BE CONSIDERED WITHOUT THE SUPPORTING DOCUMENTS  
ALL MATERIALS MUST BE RECEIVED BY OCTOBER 31, 2004**

Post completed application to:  
Ambassador's Special Self-Help Program, U.S. Embassy, P.O. Box 9123, Dar es Salaam,  
Telephone #2668001, Fax #2668238