



## U.S. Embassy's Julia Taft Fund

The Julia Taft Fund supports community-based projects that provide sustainable assistance to refugees, internally displaced persons, vulnerable migrants and stateless persons. Each year, the Taft Fund awards grants up to \$20,000 for projects that respond to issues that have not been addressed by larger multilateral refugee programs. Projects that duplicate the work or services provided by the United Nations High Commission for Refugees or other multilateral refugee programs will not be funded.

### INSTRUCTIONS FOR SUBMITTING A COMPLETED APPLICATION

**PROVIDE ORGANIZATION, COMMUNITY and PROJECT DETAILS:** Tell us about your organization, its work history, and how this project will benefit your community. Be sure to describe the people who will benefit from your project.

**APPLY FOR THE MINIMAL AMOUNT OF FUNDING YOUR PROJECT WILL REQUIRE: Projects that show the most efficient use of funds are the most likely to receive a grant.** If your project can be accomplished with less money than you are requesting, your application will not be selected for funding.

**REMEMBER THAT THIS IS TO BE A COOPERATIVE EFFORT:** Your application must include the details of how and in what form your group will contribute to the project (money, materials and/or labor, etc.). **Grants will only be awarded to organizations whose projects involve significant community contribution.**

**PROVIDE A BUDGET, A PROJECT TIMELINE, AND, IF YOUR PROPOSAL INVOLVES INCOME GENERATING ACTIVITIES, A BUSINESS PLAN:** Please be aware, in most cases the Julia Taft Fund money cannot be used to pay for salaries or perishables (such as food). If you are proposing an income generating project, please fill-out the income generating form on page 4 of the application.

**PROVIDE MEASURABLE RESULTS:** To qualify for funding, your project must be able to provide measurable results in the forms of people served, income raised, etc.

**GATHER SUPPORTING MATERIALS and DOCUMENTATION:** Include a copy of your group's registration, pro-forma invoices for all materials listed in your budget, a site map and any letters of support from District officials or other U.S. government partners.

**PROVIDE RELIABLE CONTACT INFORMATION: Include at least one cell number.**

**FILL-OUT THE APPLICATION COVERSHEET (see page 4):** Every application must include the attached application cover sheet.

### THE APPLICATION PROCESS

May 1<sup>st</sup> is the deadline for submitting an application. All applications submitted after May 1<sup>st</sup> will be held until the following year. The Embassy will review the applications and submit qualifying applications to the U.S. State Department's Bureau of Population, Refugees and Migration. In July/August, the Bureau of Population, Refugees and Migration will inform the Embassy of their funding decisions and the Embassy will inform the applicants.

**NOTE: Project proposals must be submitted by a registered local community group and not by local officials or individuals.** Groups must have diverse membership (no single families) and must be already established and operating.



### EXAMPLES OF PROJECTS WHICH HAVE RECEIVED FUNDING IN THE PAST:

- Establishment of Legal Aid Clinics
- Job-Training/ Vocational Training
- Establishment of Community Centers
- Human Rights Education
- Environmental Improvement

### PLEASE NOTE

- Projects that duplicate the work or services provided by the United Nations High Commission for Refugees or other multilateral refugee programs will not be funded.
- Project proposals must be submitted by a registered local community group and not by local officials or individuals. Groups must have diverse membership (no single families) and must be already established and operating.
- Ongoing administrative or operating costs, such as stipends or rent, may be included in the request, but should only account for a small portion of a comprehensive grant proposal.
- Ambassador's Grants can not be used to pay VAT. **VAT MUST BE PAID BY THE GRANTEE.**
- Proposals Sent to the Julia Taft Fund will not be Returned

### SUBMITTING YOUR PROPOSAL

#### Post or email your completed application to:

Community Grants Coordinator  
Ambassador's Fund for HIV/AIDS Relief  
United States Embassy  
P.O. Box 9123, Dar es Salaam  
Telephone: 2668001, Fax: 2668238, Email: [brownpj@state.gov](mailto:brownpj@state.gov)

- Applications can be submitted via post or email.
- You can access additional Ambassador's Community Grants information, as well as an on-line copy of the application, at <http://tanzania.usembassy.gov/grants.html>.

**For your application to be considered, attach the following documents:**

1. A detailed **history** of your organization and project, stating when it started, what has been accomplished, what you have done for the community, and how the community supports your work;
2. Reliable contact information, with at least one cell phone number;
3. A **map** showing how to get to your project from a major road;
4. A Budget and Project Timeline and Pro Forma Invoices for all items to be purchased with Julia Taft Fund money;
5. Copy of project **bank account details**;
6. Proof that the project has its own land (in the name of the project) or permission to occupy the land, e.g., signed **lease agreement** or **deed**;

**TAHADHARI:** Jihadhari na matapeli (au udanganyifu) Kumekuwa na matukio mengi ya watu kutapeliwa na wajanja wachache wanaodai kuwa wao ni "Wawakilishi wa Ubalozzi" wanaoweza kufanikisha maombi ya misaada ubalozini, kwa malipo. Kama una maswali yanayohusu misaada inayotolewa na Ubalozzi, tafadhali piga simu Ubalozini wewe mwenyewe, na omba kuongea na Mratibu wa Misaada ya Ubalozzi ambaye ni Mmarekani.



**Ambassador's Community Grants Application Cover Sheet**

To apply for an Ambassador's grant, submit this form along with supporting documentation. Supporting documentation must include: a description of your organization; specific project details, including the number of people who will benefit and how; project measurables (see above description of measurables), a timeline and budget (with pro forma invoices); a map to your site location; if you are a registered organization, a copy of your registration certificate; and, if you are proposing an income generating project, a developed business plan that shows an understanding of your product/service that you are selling and your customers. Other items that you may want to attach include: a supporting letter from a district official, photos, or press clippings.

**CONTACT INFORMATION**

Project Name \_\_\_\_\_

Group/Organization Name \_\_\_\_\_

Primary Contact Person \_\_\_\_\_

    Land Number \_\_\_\_\_

    Cell Number \_\_\_\_\_

    Email Address \_\_\_\_\_

    Fax Number \_\_\_\_\_

Secondary Contact Person \_\_\_\_\_

    Cell Number \_\_\_\_\_

    Email Address \_\_\_\_\_

Project Address \_\_\_\_\_

    District & Region \_\_\_\_\_

**PROJECT INFORMATION**

GRANT REQUEST (in TSH): \_\_\_\_\_

Number of People working on your project \_\_\_\_\_

Project Beneficiaries \_\_\_\_\_

Materials to be Purchased \_\_\_\_\_

Community Contribution \_\_\_\_\_

Other Donors to your Organization \_\_\_\_\_

Has your group received U.S. government funding in the past? If yes, when and for what purpose? \_\_\_\_\_



**GRANT REQUEST INFORMATION**

Briefly explain what the requested funds will be used for, how the grant money will be distributed and who will be responsible for managing the grant money:

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**Income Generating Project Estimates\***

*\* Only fill-in this section if your group is seeking funding for an income generating activity, such as the sale of food, goods or services.*

Explain your reasons for developing this particular business, i.e., has this business been tried before in this community?

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What is the level of demand for your product/service? Who will purchase these goods and/or services?

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How much money is required to start your business? \_\_\_\_\_

At what price will you sell your product/service? \_\_\_\_\_

Please use the table below to calculate your expected weekly profits

Weekly Income from Business	Weekly Business Costs	Weekly Profit (Income – Cost = Profit)

What are some challenges you may face in your business and how do you think you will overcome those challenges?

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