



## Ambassador's Community Grants Fund for HIV/AIDS Relief

Each year, the United States Ambassador's HIV/AIDS Relief Fund in Tanzania will award grants ranging from \$5,000 to \$30,000 to support some of Tanzania's most promising small community- and faith-based organizations (CBOs and FBOs) that are making significant contributions to the fight against HIV/AIDS.

The majority of the grants will be focused on projects that assist orphans and vulnerable children (OVC) and people living with HIV/AIDS (PLWHA). Funding will not be provided for the construction or expansion of medical clinics.

Projects will be judged on merit; only the most qualified applicants will receive funding. To improve your chances of receiving an Ambassador's Community Grant, please carefully review the instructions before submitting your grant application.

### INSTRUCTIONS FOR SUBMITTING A COMPLETED APPLICATION

- APPLICATIONS MUST BE SUBMITTED IN ENGLISH. Applications not submitted in English will not be reviewed.
- COMPLETE THE ATTACHED APPLICATION COVERSHEET. **Please provide concise answers. This information may be provided in a separate document, but provide all requested information.**
- PROVIDE RELIABLE CONTACT INFORMATION. Include at least one cell phone number.
- REQUEST 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 request, your application will not be funded.
- PROVIDE A BUDGET, A PROJECT TIMELINE, AND, IF YOUR PROPOSAL INVOLVES INCOME GENERATING ACTIVITIES, A BUSINESS PLAN: Your business plan should demonstrate an understanding of the product/service that you are selling and your customers. In most cases grant money cannot be used to pay for salaries or perishables (such as food).
- PROVIDE SUPPORTING MATERIALS and DOCUMENTATION: Include a copy of your group's registration, pro forma invoices for all major items listed in your budget, a map to your group's main office and/or project site; and at least one letter of support from a local official or a current or former key organization supporter.
- SHOW YOUR CONTRIBUTION CLEARLY: Your application must include specific details of your group's contribution to the project.

### PLEASE NOTE:

- Individuals and private businesses are ineligible for Embassy grants.
- Requests for tuition payments or exam fees will not be considered.
- Although the Embassy accepts applications through-out the year, we generally select grantees twice a year--between April and May and November and December.
- PROPOSALS SENT TO THE EMBASSY WILL NOT BE RETURNED.

### 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.



## THE SELECTION PROCESS

After the Embassy's initial review of your application, which may take up to eight weeks, we will notify you by email or letter as to the status of your application, which will fall in one of three categories:

1. Your project application meets program requirements and will be considered for funding. PLEASE NOTE, this does not mean your project will receive funding.
2. Your project application has merit, but is missing key information that you need to submit to the Ambassador's Community Grants office.
3. Your application and/or project does not meet the funding criteria and will not be considered for funding. You may apply again with an alternative proposal.

An Embassy panel reviews applications once a year, usually between October and November. At the end of each review, approximately eight to twelve applicants will be selected to receive an Ambassador's Self Help grant award.

## EXAMPLES OF ELIGIBLE AMBASSADOR'S COMMUNITY GRANTS PROJECTS

THE AMBASSADOR'S HIV/AIDS RELIEF FUND targets projects that provide care and support programs to assist individuals and communities affected by HIV/AIDS, especially orphans and vulnerable children (OVC) and people living with HIV/AIDS (PLWHA). The grants should not be used for the direct costs of antiretroviral treatment, but can support services, efforts and programs that indirectly support an individual's successful HIV treatment regimen.

GENERALLY, PROJECTS WILL FALL INTO TWO PROJECT CATEGORIES:

- Support for orphans and vulnerable children (OVC)
- Support for community-based HIV and AIDS care and support activities

The projects listed below are examples of the types of projects that could be funded (please note that this list is not comprehensive, but for example only). The Community Grants program is always interested in receiving proposals for innovative and exciting projects, but these are EXAMPLES OF

PROJECTS THAT HAVE BEEN SUCCESSFUL:

- Home-based caregiver kits and medical supplies
- Training for staff and volunteers
- Equipment for OVC support sites
- Educational materials and training supplies
- Equipment for income generation initiatives
- PLWHA outreach and support activities

NOTE:

- 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.**

## THE FOLLOWING PROJECTS ARE NOT ELIGIBLE FOR AN AMBASSADOR'S GRANT

- Construction or expansion of medical clinics
- The purchase of perishable materials, such as food (Flour, eggs, etc.)
- Start-up projects (Your group must be established.)
- Personal/individual/single family enterprises, including for tuition
- Projects of a purely political, military or religious nature
- School tuition or exam fees



## MEASURING RESULTS

To qualify for funding, your project must be able to report on the results produced by the grant. Page 2 of the application cover sheet asks for these statistics. For example, an Orphans and Vulnerable Children (OVC) care program might report that over the last year 75 OVC received food support and child protection. A program of home-based caregivers might explain that they provide care to 120 patients annually. A drop-in centre might train eight community volunteers each year as activity coordinators. These numbers reveal the work that the project has accomplished, so they are *measurable results*.

Each project accepted for funding must report its results twice a year (April 1 and October 1). Depending on the focus of your project, below are examples of data you would report (count or describe) twice a year:

### *Orphans and Vulnerable Children (OVC) Projects*

- Number of children served
- Number of providers/caregivers trained
- Services provided (such as food support, shelter, education, general care)

### *Community-based Palliative and Home Care Projects*

- Number of individuals provided with general HIV-related palliative and home care
- Number of caregivers trained to provide HIV-related palliative and home care
- Type of care provided (such as physical, spiritual, psychological, or social support)

## APPLICATIONS CAN BE SUBMITTED VIA POST OR EMAIL TO:

Community Grants Coordinator

United States Embassy

P.O. Box 9123, Dar es Salaam

Telephone: 2668001, Fax: 2668238, Email: [brownpj@state.gov](mailto:brownpj@state.gov)



**Application Cover Sheet, U.S. Embassy's Community Grants Program**

To apply for an Ambassador's grant, submit this form along with supporting documentation. Supporting documentation must include:

- A **detailed** project budget that lists all project expenditures;
- Pro-forma invoices for all major items that will be purchased with your grant money;
- A dated project work plan(i.e. timeline);
- A map to your main office and the project site;
- If you are a registered organization, a copy of your registration certificate;
- If you are proposing an income generating project, a developed business plan that shows an understanding of the product/service that you are selling and your customers.
- You may also include any information that shows your organization's successes, such as press clippings or photos.

**CONTACT INFORMATION**

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

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

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

Land Number \_\_\_\_\_

Cell Number \_\_\_\_\_

Email Address \_\_\_\_\_

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

Cell Number \_\_\_\_\_

Email Address \_\_\_\_\_

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

District & Region \_\_\_\_\_

Bank Name and Account Number \_\_\_\_\_

**PROJECT INFORMATION**

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

Provide a brief summary of your proposed project (100 words or less):

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**PROJECT INFORMATION, CONTINUED**

List the primary activities that must be completed for the project to succeed.

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What/how will your organization contribute to the project?

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Why is this project needed? Who will benefit from this project (please be specific)? How will the project benefit your organization, your members, and the community?

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How many people will benefit from this project?

How many women? / How many women under 19 yrs of age?

How many men? / How many men under 19 yrs of age?




Who will manage the grant money and the project (person(s) and title(s))?

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Will another organization provide you with project assistance (e.g. financial, administrative or technical)? If yes, please list the group and the nature of their support. Include contact information.

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U.S. Embassy grant money cannot be used to pay for Value Added Tax (VAT) on your purchases. Is your organization VAT Exempt? If yes, please provide your VAT exemption certificate. If no, can your group afford to pay the VAT on purchased items? For example, if you receive a grant of TSH 5,000,000 to purchase carpentry equipment how would you pay the TSH 900,000 in VAT?

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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:

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Has your organization run a similar business in the past? If yes, describe the business. Is the business still in operation? If no, why is the business no longer operating?

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Are you receiving assistance with your business from an individual or organization? If yes, please list the organization/person assisting you and the type of assistance being provided.

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Who will purchase these goods and/or services? How many customers do you anticipate serving?

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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 challenges might you face in running your business and how do you think you will overcome those challenges?

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**ORGANIZATION INFORMATION**

In what year was your organization established? \_\_\_\_\_

Is your organization registered? \_\_\_\_\_

How many members does your organization have? \_\_\_\_\_

How many people receive a salary/payment from your organization? \_\_\_\_\_

Does your organization have a bookkeeper? \_\_\_\_\_

What is your organization's yearly budget (how much does your group spend in a year)? \_\_\_\_\_

List the assets and the value of the assets owned by your group (for example, land, equipment, money in bank):

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How does your organization fund your activities and administration costs (Please be specific. E.g. if your operating budget comes from private donations than please described the donors?)

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Who benefits from your organization's activities (please be specific)?

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List your organization's three main achievements over the past three years (include place and date of accomplishment):

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List your organization's main goals for the next three years:

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**APPLICATION CHECKLIST**

Place a checkmark next to the requirement if it is included in your application:

- 1. Completed the attached *Application Cover Sheet*
- 2. A copy of your organization's registration
- 3. Project Implementation Plan:
  - Proposed Budget: a listing of each item's cost and who will be paying for that item (the organization or the Self Help Fund)
  - Implementation Timeline
- 4. Pro Forma invoices for items that will be purchased with your grant money
- 5. Letters of support from officials, donors or organization collaborators that can verify the usefulness and reliability of your organization.
- 6. A map and directions that clearly explain the location of your project and how it may be reached from the nearest large town.

**POST OR EMAIL YOUR COMPLETED APPLICATION TO:**

Community Grants Coordinator  
United States Embassy  
P.O. Box 9123, Dar es Salaam  
Telephone: 2668001, Fax: 2668238, Email: [brownpj@state.gov](mailto:brownpj@state.gov)

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>.