



U.S. Ambassador's Special Self-Help Fund

The United States Ambassador's Special Self-Help Fund (ASSHF) assists Tanzanian community groups to develop lasting, self-sustaining projects that benefit entire communities. Since 1965, ASSHF grants in Tanzania have contributed to agricultural modernization, economic development, improved sanitation and greater educational access.

Each year, the ASSHF supports approximately 12 projects with grants averaging \$5,000. To qualify for a Self-Help grant, **projects must involve significant community contribution in the form of funding, materials and/or labor.** Applicants must have the ability to manage ASSHF projects independently and complete their project within twelve months of signing an ASSHF contract.

To improve your chances of receiving an Ambassador's Community Grant, carefully review the application guidelines below and submit all requested information.

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 ASSHF 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 between October and November.
- PROPOSALS SENT TO THE ASSHF OFFICE 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 Ubalozi" wanaoweza kufanikisha maombi ya misaada ubalozini, kwa malipo. Kama una maswali yanayohusu misaada inayotolewa na Ubalozi, tafadhali piga simu Ubalozini wewe mwenyewe, na omba kuongea na Mratibu wa Misaada ya Ubalozi 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 ACCEPTABLE PROJECT PROPOSALS

The projects listed below are not the only ventures we will consider (ASSHF is always interested in receiving proposals for innovative projects), but they are examples of projects that have been funded in the past:

- WATER PROJECTS: Boreholes; Irrigation or Water Collection Systems; Storage Tanks
- HEALTH CARE PROJECTS: Rural Clinics; Improve Sanitary Conditions (NO medicine, drugs or counseling)
- SOLAR ENERGY/ENERGY EFFICIENCY/ENVIRONMENTAL PROJECTS: Energy-Saving and Recycling Concepts; Environmental Protection
- INCOME GENERATING VENTURES: Weaving Looms; Carpentry Tools; Grinding Machines; Milling Machines; Brick-making Machine, etc.
- EDUCATION PROJECTS: Classrooms; Libraries; Vocational Training

ASSHF CANNOT FUND THE FOLLOWING TYPES OF PROJECTS:

- Start-up projects or property purchases
- Personal/individual/single family enterprises
- Projects of a primarily political or religious nature
- School tuition or exam fees
- Operating costs such as rent, salaries, stationery, etc.
- Personal services, including payments for labor
- Raw materials, musical instruments, fertilizers or perishable food
- Vehicles
- Advocacy or research projects
- Credit or revolving loan or micro-finance programs

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



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):



PROJECT INFORMATION, CONTINUED

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

What/how will your organization contribute to the project?

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?



How many people will **directly** benefit from your project? Direct beneficiaries are the people who will make use of your project. For example, 50 students will use new school desks; 20 group members will use new tailoring machinery.

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

How many people will **in-directly** benefit from your project? In-direct beneficiaries are people who will not make use of your project, but will still benefit from the project. For example, the 20 members who will use new tailoring machinery each have 5 children. Therefore, 100 people will in-directly benefit from the 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))?

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.

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?



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:

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?

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.



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

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?

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)? _____



UNITED STATES AMBASSADOR'S COMMUNITY GRANTS PROGRAM
HELPING COMMUNITIES HELP THEMSELVES

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

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 describe or name the donors)?

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

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

1.

2.

3.



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

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.

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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>.